

DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL
TRADE

INDUCTION MATERIAL



As on September
18, 2023

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VIGILANCE SECTION125

1. Matters relating to Administration of Boilers Act, 1923 and Indian Boiler Regulations, 1950 – amendments thereto, interpretation of provisions, approvals, exemptions and relation from the provisions of the Act and regulations.
2. Functioning as Secretariat for Central Boilers Board. Constitution of Board, organizing its meetings and implementation of the decisions.
3. To conduct meetings of the Technical Sub-Committees of the Central Boiler Board.
4. Deal with cases/matters on which direction is to be given to State Governments by the Central Government for carrying out execution of the provisions of the Boilers Act, 1923.
5. To popularize energy conservation by optimizing Boiler efficiency through organization of Workshops on “Efficient Boiler-Operation and Maintenance” in different parts of the country.
6. Evaluation of quality management systems and production facilities of firms for recognition under IBR.
7. Evaluation of Inspections systems of firms for recognition as third party Inspecting Authorities for inspection and certification of boilers and boiler components in India and foreign countries.
8. Deal with problems which are thrown up by the manufacturers and users of boilers and others concerned and give necessary advice and guidance.
9. Authorise “Competent Persons” for inspection and certification of boilers and boiler components in India during manufacture, erection and use.
- 10 .Grant Certificate of Proficiency to Boiler Operation Engineers’.
11. Codes and specifications – reference from BIS

Name of the Section-Boiler Section

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
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The B&A Section handles the following item of work relating to the DPIIT.

1. Appropriation Accounts and Audit Reports thereon.
2. Public Accounts Committee and C&AG matters-reference and Co-ordination thereof.
3. Co-ordination of Revised Estimates, Budget Estimates and Supplementary Demands for Grants including Attached and Subordinate Offices, other Quasi Government Bodies and grantee Institutions.
4. Regularisation of excesses and savings on the basis of final estimates under the various Grants.
5. Co-ordination work relating to Budget and Accounts including:
 - a) Internal audit of Organisations under the administrative control of above Departments/Ministries.
 - b) Local Audit Inspection Reports relating to the Department and its Attached and Subordinate Organisations (Including Audit Objection)
 - c) Central Assistance for States/Union Territories Schemes.
 - d) Statements of Guarantees and Investment in Commercial and other undertaking of Department.
6. Preparation of Statement of Budget Estimates and Detailed Demands for Grants relating to the Ministry of Commerce & Industry (DPIIT).
7. Opening of new sub-heads of accounts.
8. Re-appropriation and surrender of funds.
9. Allocation of funds to various offices for loans to Government servants and watching the progress of expenditure.
10. Framing of estimates in respect of Demands controlled by Ministries of Finance.
11. Delegation of Financial Powers to subordinate authorities – (Rule 10 – Appropriation and Re-appropriation)
12. Work relating to discussion by the Department Related Parliamentary Standing Committee on Demands for Grants.
13. Work relating to Questionnaire on Department Related Parliamentary Standing Committee on Demands for Grants.
14. Uploading and updating of data on Autonomous Bodies on the web page of Department of Expenditure.
15. Uploading of Data Statement of Budget Estimates (SBE) in UBIS.
16. Uploading of Data Detailed Demands for Grants (DDG) in UBIS
17. Preparing and monitoring of Quarterly Expenditure Plan/Monthly Expenditure Plan.
18. Work relating to Gender Budget.

Name of the Section- Budget and Accounts Section

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
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CASH-PR SECTION

1. Preparation of monthly pay bills in respect of Gazetted and Non-Gazetted officials of the Department including Canteen Staff;
2. Preparation of Bills on (i) arrears of fixation of pay, (ii) Reimbursement of Medical Claims (iii) Reimbursement of Tuition Fees, (iv) Honorarium, (v) Bonus , (vi) Leave Salary, (vii) Pay Advance, (viii) O.T.A etc.
3. Preparation of Bills on account of retirement benefits such as DCRG(Death-cum-retirement Gratuity)/ Commutation/ Leave Encashment, Saving Fund Under CGEGIS etc.;
4. Maintenance of GPF(General Provident Fund) accounts, transfer of GPF balance (in/out)etc;
5. Calculation and recovery of Income Tax, Issue of Form 16, Form 24 and Income Certificates, filling of income Tax Returns;
6. Issue of Last Pay Certificates;
7. Tracing of missing credits of: (i) Licence Fee (ii) GPF (iii) HBA (iv) MCA etc.;
8. Updation of past recoveries of License fee through e-sampada Portal;
9. Settlement of Audit objection;
10. All types of bills are prepared and forwarded to Pay & Accounts Office through PFMS.

CASH – OTHER BILLS SECTION

1. Preparation of:
 - i) Travelling Allowance (TA) and Leave Travel Concession (LTC) advance as well as adjustment bills.
 - ii) TA Bills of non-Official Members of Committees/Advisory Councils/ Development Councils, their Sub-Committees/Panels.
 - iii) Air Passage Bills.
 - iv) Conveyance Bills.
 - v) Inward/Outward claimed received from various Embassies of India, Permanent Mission of India & Consulate General of India through Ministry of External Affairs.
2. Issue of sanctions as-well-as preparation of bills for advance/withdrawal from General Provident Funds (GPF)/House Building Advances (HBA), Computer Advances.
3. Correspondence regarding opening of new GPF account/Transfer of GPF Account and GPF Advance/Withdrawals in respect of Gazetted & Non-Gazetted Officers.
4. Preparation of Contingent Bills and maintenance of Contingent Bills Register-Work relating to issuance of TDS Certificates to private parties (raised against the Contingent Bills).
5. Submission of Quarterly Return of Income-tax Department with reference to said TDS Certificates.
6. Reconciliation of accounts relating to items dealt with Cash OB Section.

7. Bills regarding payment of grant in aid to Udyog Bhavan Cooperative Canteen etc.
8. Settlement of audit objection relating to items dealt with in the Section.

Note:- Preparation of bills regarding payment of Grant in aid loans, share capitals etc. to parties other than State Governments, Union Territory and Foreign Government, i.e. Statutory Corporations, Corporate Boards, Public and Private Companies, Private Institutions, Individuals, etc are being done by Sections dealing with Public Sector Undertakings/Societies/Autonomous Bodies.

Cashier Cell:

1. Maintenance of Cash-Book and Un-disbursement Register.
2. Maintenance of Challan register and TR-5 cash receipts.
3. Preparation of Treasury Challans and imprest bills.
4. Keeping FDRs/Agreements etc.in safe custody.
5. Maintenance of Court case files.
6. Maintenance of LTC Register and Preparation of bills.

CASH-PR, CASH - OTHER BILLS SECTION AND CASHIER CELL

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
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Cash-PR Shri R.S. Meena, SO Mob:9818672153			
Ms. Rachna Chandra, SO Room No.365A, Udyog Bhawan, New Delhi. Mob.9818662152 E.Mail chandra.rachna@gov.in			

CEMENT SECTION

1. Measures for development and growth of cement Industry. Policy matters relating to large Cement plant & Mini Cement Plants.
2. Monitoring of installed capacity, production, capacity utilization etc, furnishing periodical returns and data to various Departments & Organizations.
3. Administration of Cement (Quality Control) Order, 2003 - Grant of ad-hoc permission to manufacture and sale of Cement.
4. Matter relating to Import and Export of Cement.
5. Recommendations of Duty Structure and Taxation Proposals for Budget.
6. Recommendations of Project Import Certification.
7. Matters relating to Ceramic Industry, Granite Industry & Marble Industry
8. Matters relating to Asbestos Industry.
9. Constitution of the Development Council for Cement Industry(DCCI), holding meetings of the Development Council for Cement Industry and follow up its recommendation.
10. Administration of Office of the Development Commissioner for Cement Industry (Residual Cell) , Matters relating Cement Regulation Account and Court cases in respect of Cement Regulation Account.
11. Administration of National Council for Cement & Building Materials (NCCBM). Release of funds for 'Assistance to Autonomous Bodies' and 'Project Based Support' heads and to monitor their implementation. Placement of Annual report of NCCBM before Parliament.
12. Matters related to Cement Manufacturers' Association (CMA) and Indian Council of Ceramic Tiles and Sanitaryware (ICCTAS).
13. Periodical reports/returns.
14. Parliament (Lok Sabha and Rajya Sabha) Questions and Assurances.
15. All matters pertaining to Cement Industry.
16. Matters pertaining to Bulk Cement Corporation (India) Ltd.
17. RTI Matters.
18. Public Grievances and PMO matters.
19. Diary and dispatch work.
20. Maintenance of Records, etc.

NAME OF SECTION: CEMENT SECTION

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
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CONSUMER INDUSTRY SECTION

Consumer Industry Section of Department of Industrial Policy & Promotion deals with policy issues in respect of the following consumer items:

Sl. No	Item
1.	Cigar, Cigarettes, Cheroots, Biris of tobacco and manufactured tobacco substitutes, Gutkha, Pan Masala, Mouth Freshners etc.
2.	Paints / Varnishes (including Enamels & Lacquers and distempers), Acrylic Emulsions etc.
	Printing Ink, writing or Drawing Ink and other Inks, Colours etc .
3.	Cosmetics & Toilet preparations “Agarbatti” and other odoriferous preparations which operate by burning
4.	Soaps and Detergents (Household, Laundry, Synthetic detergents etc.)
5.	Candles,
6.	Tapes – All types of adhesive tapes, paper tapes
7.	Safety Matches (organized Sector Units only)
8.	Photographic Raw Films and Papers - Photographic Amateur Films, Photographic Printing Papers and X-Ray Films etc.
9.	Wood & Plywood – Furniture components Bobbins, Shutters, Bamboo Sticks, veneer sheets for match boxes and match splints, sheets for plywood, Particle Board, Fiber Board, Medium Density Fibre Board (MDF), Hard Board, Insulation Board, Laminated wood, packing cases of wood, mats, casks, barrels, vats and tubs, matting and screens of vegetable materials etc.
11.	Umbrella Fittings
12.	Glass & Glassware products –Cullet and other waste and scrap of glass, tinted glass, glass sheets, float glass, wired and non-wired glass, toughened glass, Optical Glass, Glass Wool, Laboratory Glass Ware, Fibre Glass/Fiberglass Reinforced Plastic products, all miscellaneous ware (excluding Glass Shells for G.I.S. Lamps, Fluorescence Tubes etc.)
13.	Gems & Jewellery, synthetic stones/Diamonds.
14.	Tin Containers, Packaging material etc. excluding Plastic packaging material and aseptic packaging, Enamel Wares
	Oil Stoves, Utensils- Pans of cast/galvanized iron, enameled, of steel, Ghamellas etc.
15.	Pressure Cooker
16.	Cutlery
17.	Gramophone records
18.	Clocks, Time pieces & watches
19.	Musical Instruments
20.	Metal Furniture – of Steel or Other
21.	Hurricane Lanterns
22.	<u>Sports Goods</u> – All sports goods other than those of Leather & Rubber and other than those that are dealt with in the Department of Textiles viz. Sports wears other than Leather and Rubber Garments.

	<u>Educational & Mechanical Toys</u>
23.	Brushes including Bristles
24.	Zip fasteners & Snap-Fasteners etc.
25.	Stationery items
26.	Ribbons – Typewriter/computer, etc.
27.	Cigarette Lighters

Apart from clarifications/decisions on matters relating to the above consumer goods, the following work is also done by C.I Section:

1. Disposal of VIP/PMO references/Public Grievances.
2. Periodical Reports and Returns.

List of Guard Files:

- a. Guard File pertaining to Parliament Questions.
- b. General Office Orders.

NAME OF SECTION: CONSUMER INDUSTRY SECTION

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
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COORDINATION SECTION

1. Examination of cases relating to assent of the president to State Bills received from the Ministry of Home Affairs and examination of cases relating to sanction under Article 304 (b) of the Constitution for Bills to be introduced in the State Legislature.
2. References received from Department of Economic Affairs regarding foreign visits of Ministers/Officials of State Government etc.
3. Records relating to Composition of all Cabinet Committees, Committee of Secretaries, Group of Ministers etc.
4. Inter-Ministerial co-ordination, including:
 - a. Cabinet notes/GOM notes/COS notes/EFC/SFC notes received from other Ministries, not relating to any specific Section of the Department.
 - b. Conferences not relating to any particular Section
5. Nomination on Committees etc., constituted by other Ministries /Departments.
6. Monthly report, Monthly DO and monthly Summary to Cabinet Secretary regarding: -
 - a. Implementation of the decisions of the Cabinet Committee.
 - b. Important events concerning Department for Promotion of Industry and Internal Trade.
7. Coordination work pertaining to DPIIT not specifically allotted to the Sections.

NAME OF SECTION: COORDINATION SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary / Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director / Dy. Secretary or Equivalent Officer, Address, Contact Number & Email	Name of Additional Secretary / Joint Secretary or Equivalent Officer, Officer Address, Contact Number & Email
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Copyright, Design & CIPAM Section

1. This section is the administrative wing for all matters related to the Copyright Act 1957, Copyright Rules 2013, Designs Act 2000 & Designs Rules 2001. The main objective of the Copyright Act is to encourage authors from different class of works to create original works by rewarding them with the exclusive right for a limited period to exploit the work financially. Design Act, 2000 protects new or original industrial designs from unauthorized uses.

2. This section handles administrative and budget matters of two components (i.e. SPRIHA and CIPAM) of IPRPM Scheme, an Establishment Expenditure Scheme under this Department along with establishment of Technology and Innovation Support Centres (TISCs) centres across country under WIPO-India. Cell for IPR Promotion and Management (CIPAM) a professional body under the aegis of the DPIIT is mandated to carryout activities for achieving objectives of National IPR Policy 2016. Budget for the work is drawn from Intellectual Property Rights Policy and Management (IPRPM) and used for following purposes:

2.1 Awareness, Promotion and Commercialization of IPR:

- Awareness campaigns in schools, colleges, universities and industries.
- Develop resource materials for students, teachers, industries and enforcement agencies.
- Promotion of IP rights.
- Implementation of best practices for promotion and commercialization of IP

2.2 Enforcement, Human Resources and Finance

- Training and sensitization programs for police, customs and judiciary in conjunction with Police Academies, Custom Academies (NACIN) and Judicial Academies for effective enforcement of IPR rights.
- Hiring of professionals and their management.
- Ensuring Social media outreach of DPIIT.

2.3 Legal, Policy and International Negotiation

- Analysis of IP legislations.
- Consultations with domestic stakeholders
- Research and support in bilateral negotiations on IP for Free Trade Agreements.
- Exploring modalities related to accession to various international treaties.

2.4 WIPOTISC program WIPO TISC program is run by WIPO and supported by CIPAM-DPIIT. The TISC network all over India provides the innovators with access to locally based, high quality technology information and related services, helping them to exploit their innovative potential and to create, protect, and manage their intellectual property (IP) rights.

CIPAM being the national focal point for the TISC project:

- Identifies potential host institutions, assesses their capacities, and supports them in joining the TISC project.
- Act as the main intermediary between WIPO & TISC host institutions.
- Coordinates activities of the national TISC network.

3. Scheme for Pedagogy and Research in IPRs for Holistic Education and Academia (SPRIHA) has been formulated to encourage the study of, education in, research on Intellectual Property Rights (IPR), as well as to promote outreach on Intellectual Property matters. Also, this Scheme has been instituted to develop credit as well as specialized courses on IPR, organize seminars and workshops on IPR matters, develop inputs, research on IPR matters and inculcate a long-standing recognition and respect for one's IP and others IP in the students' minds. The vision of this Scheme is to facilitate Intellectual Property Education and research among students studying in various Universities of India. The ultimate objective of this Scheme is to disseminate Research and to promote discussion on IPR to facilitate increase in domestic IPR filings.

4. Copyrights, Design & CIPAM Section also handles the matters related to scrutinizing of applications, registration, and renewal of registrations of Copyright Societies as defined under Copyright Act, 1957.

5. This Section also deals with routines RTI Applications, Public Grievances, VIP References, Court cases and Parliamentary Matters related to Copyrights and Design registration and related rights.

Name of Section : Copyright, Design & CIPAM Section

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/ Dy Director or Equivalent Officer Address, Contact Number & Email	Name of Director/ Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number & Email
Vacant	Shri Bikram Nath, Deputy Director Tele: 011-23038939	Shri Karan Thapar, Director Room No. 205 Tele: 011-23038860 Email: knthapar.irs@gov.in	Ms Himani Pande, Joint Secretary, Room No.237, Vanijya Bhawan, New Delhi-110001 EPABX 8887 011-23038962,23038888 Email - Jshp.dpiit@gov.in

- 1. Vision: Data & Strategy Unit (DSU) created on 6th August 2021,** is an institutional mechanism to ensure end-to-end digitization for generating higher quality, more reliable data on real time basis at the project/beneficiary level across all the schemes & non-schemes administered by DPIIT.
- 2. DSU Function/Initiatives:** Below are the functionalities & initiatives that have been undertaken by DSU since initiation
 - a. Study of Data System of each scheme and non-Schematic arrangements.
 - b. Gap Analysis of data system of each Scheme /Non –Schematic Intervention as per DGQI framework.
 - c. Formulation of Strategy/ Action points to cover the identified gaps in each of the scheme/non-schemes in consultation with Divisions and NIC.
 - d. Submission of Action plan & Filled-in self-assessment questionnaire for DGQI 2.0 exercise on DMEO-NITI Aayog portal.
 - e. Preparation of Metadata of each Scheme and Non- Schematic arrangements.
 - f. DSU is actively functioning and assisting each division in completion of action points within the indicated timeline. Regular review meetings are being held with the divisional heads/nodal officers to monitor the implementation status of DGQI action plan.
 - g. Monitoring the progress of each division as per the action plan shared with NITI Aayog.
 - h. As per DGQI framework an intensive in-house study has been carried by DSU to explore the scope of integrating databases of various schemes of similar platform.
 - i. Formulating Guidelines/framework on Data Dissemination, Data Risk Assessment, Data Ethics Data Processing and Data Anonymization to strengthen data accessibility, usability, and security for the Department.
 - j. To suggest potential Analytical Indicators and facilitating divisions in conducting various analysis to generate policy insights.
 - k. Reviewing the on-boarded data in PRAYAS portal, and address any gaps in association with Divisions and NIC.
 - l. Facilitating data of identified KPIs pertaining to DPIIT" with appropriate visualization for the Unified CIM Dashboard.

3. Name of Section: Data & Strategy Unit

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/ Dy Director or Equivalent Officer Address, Contact Number & Email	Name of Director / Dy. Secretary or Equivalent Officer, Address, Contact Number & Email	Name of Additional Secretary / Joint Secretary or Equivalent Officer, Address, Contact Number & Email
Vacant	Ms. Saswati Halder, Assistant Director, Room No-419, Udyog Bhawan, Contact.No-23062823 Epabx-3345, Email: halder.saswati@gov.in	Ms. Kamini Tandekar, Joint Director, (OEA) Address: 522-A, Udyog Bhawan, New Delhi-11 Contact Number: 011-23062379 Email: kamini.tandekar@gov.in	Shri Rajesh Kumar Sharma, DDG Address : 236, Udyog Bhawan, New Delhi - 11 Contact Number: 011-23063571 011-23063017 Email: ddg-dpiit@gov.in

EASE OF DOING BUSINESS SECTION

1. Reforms implementation across country with an objective to create conducive environment for businesses and Ease of Living for citizens.
2. Implementation of specific reforms for improving India's rank in World Bank's Doing Business Report.
3. Engagement with and hand-holding States and Union Territories for implementation of Business Reform Action Plan and assessment thereof.
4. Coordination with industries to address their concerns.
5. Development/Maintenance/Upgradation of EoDB portal (DBR & BRAP/ DLBRAP)
6. Sharing of best practices with states/UTs, dissemination of reform initiatives
7. Parliament Questions/Budget Matters/RTI/ VIP references/PMO References

NAME OF SECTION: EASE OF DOING BUSINESS SECTION

Name of section officer or Equivalent officer Address, contact number & Email	Name of Under Secretary/ Dy Director or Equivalent officer Address, contact Number & Email	Name of Director / Dy secretary or Equivalent officer Address, contact Number & Email	Name of Additional secretary/ Joint secretary or Equivalent officer Address, contact Number & Email
Shri Jitendra Kumar, Section Officer Room No. US-20, Vanijya Bhawan 2 nd Floor Contact No. 011-23038987 Email – Be1- dipp@nic.in	Shri Sushil Kumar, Under Secretary Room No, US-19 Vanijya Bhawan, 2 nd Floor Contact No. 011-23038991 Email- sushil.65@nic.in	Ms. Supriya Devasthali, Director Room No. 204, Vanijya Bhawan, 2 nd Floor Contact No. 011-23038863 Email- supriya.d@nic.in	Ms. Manmeet k Nanda, Joint Secretary Room No. 235, Vanijya Bhawan, 2 nd Floor Contact No. 011-23038881 Email- manmeet.nanda@ias.nic.in

ESTABLISHMENT – GAZETTED SECTION

1. All establishment matters of Gazetted officers posted in the Department for Promotion of Industry & Internal Trade.
2. Allocation of work amongst officers of the rank of Under Secretary and above in Department for Promotion of Industry & Internal Trade.
3. Maintenance of Reservation Roster of Gazetted officers, wherever applicable.
4. Periodical Compulsory Training of IAS officers in the Department for Promotion of Industry & Internal Trade.
5. All references to Establishment Officer, for training abroad in respect of officers belonging to Central Service Cadres.
6. Cadre management in respect of Gazetted Officers belonging to CSS and CSSS working in Department for Promotion of Industry and Internal Trade and its sub cadre units i.e. O/o Economic Adviser and Department of Public Enterprise.
7. Arrangement of invigilators and supervisors for the examinations held by the UPSC/ SSC/ CSIR etc.
8. Review of cases relating to Gazetted Officers who have attained 50/55 years of age and or completed 30 years Government Service including those officers of the CSS/CSSS who are working in this Department.
9. Recruitment Rules for Gazetted officers (Technical/ Ex-Cadre/ Isolated posts) in the Department for Promotion of Industry and Internal Trade.
10. Distribution of work between the Cabinet Minister and the Minister of State etc.
11. Appointment of personal staff in the office of Ministers on the posts having pay level-08 and above.
12. Circulation of the vacancies in various Ministries/ Departments in respect of Gazetted Posts.
13. Complaints Committee of sexual harassment of women at workplace.
14. Appointment of Young Professionals for posting in various sections of DPIIT.
15. Work related to DPIIT Internship scheme.
16. Updation of AVMS portal.

NAME OF SECTION : ESTABLISHMENT – GAZETTED SECTION

Name of section officer or Equivalent officer Address, contact number & Email	Name of Under Secretary/ Dy Director or Equivalent officer Address, contact Number & Email	Name of Director / Dy secretary or Equivalent officer Address, contact Number & Email	Name of Additional secretary/ Joint secretary or Equivalent officer Address, contact Number & Email
Shri Diwakar Sharma, SO Extn: 8972 Tel.23038892 Email: Soei-dipp@gov.in	Shri Shambhu Datt Sati, Under Secretary Room No. 211 , Vanijya Bhawan Extn: 8892 Tel. 2303 8892 Email: sham.datt@nic.in	Shri S.K. Kalra,Director Room No. 148, Vanijya Bhawan Ext: 8897 Tel. 2303 8897 Email: sk.kalra@nic.in	Sh. R.K. Singh, Joint Secretary Room No. 222, Vanijya Bhawan Tel: 23062011 23038874 Email: jsadmin-dpiit@gov.in

ESTABLISHMENT – NON GAZETTED SECTION

1. Act as Cadre controlling authority in respect of all Non-Gazetted Officers (excluding MTS) belonging to the CSS, CSSS and CSCS Cadres of the Department for Promotion of Industry & Internal Trade as well as its participating units viz.:
 - (i) Office of the Economic Adviser;
 - (ii) Department of Public Enterprises.
2. Act as Cadre controlling authority in respect of officials belonging to the CSCS Cadre of participating units viz.:
 - (i) Ministry of Food Processing Industries; and
 - (ii) Department of Heavy Industry.
3. All establishment matters of Non-Gazetted Staff (excluding MTS & Udyog Bhawan Deptt. Canteen Staff) in the Department for Promotion of Industry & Internal Trade (proper) belonging to CSS, CSCS and CSSS Cadres (including Ex-cadre posts).
4. Updation of Reservation Roster of non-Gazetted Staff in respect of posts being administered by the Section.
5. Recruitment Rules (RRs) in respect of Non-Gazetted (excluding MTS & Udyog Bhawan Deptt. Canteen Staff) Ex-Cadre isolated posts in the Department for Promotion of Industry & Internal Trade.
6. Creation and continuance, upgradation and down-gradation of Gazetted and Non-Gazetted posts including MTS posts in the DPIIT
7. Fixation of authorized permanent strength of the Cadre of the Department for Promotion of Industry & Internal Trade.
8. Conversion of temporary Gazetted and Non-Gazetted posts into permanent ones in the Department for Promotion of Industry & Internal Trade.
9. Circulation of the vacancy circulars received from other Ministries/ Departments in respect of non-Gazetted posts.
10. Co-ordination of information relating to the Cadre, called for by the Department of Personnel & Training etc. from all cadre units.
11. Collection of vacancies of Gr. 'B' and 'C' posts pertaining to attached/subordinate offices, through their administrative sections, of this Department viz. Petroleum and Explosives Safety Organization(PESO), Office of Salt Commissioner (O/o SC), Office of Controller General of Patents, Designs & Trade Marks (O/o CGPDTM), and reporting them to Staff Selection Commission (SSC).
12. Forwarding dossiers to attached/subordinate offices (PESO, O/o SC, O/o CGPDTM), through their administrative sections in this Department, of

the successful candidates nominated by SSC to fill up the reported vacancies in attached/subordinate offices.

13. Administration of vigilance/disciplinary cases as per CCS (CCA) Rules, 1965 in respect of Gr. 'C' employees of CSSS/CSCS cadre of DPIIT (Proper). Necessary inputs regarding drafting Chargesheet and other related matters shall be provided to Establishment NG Section by Vigilance Division and the same shall be vetted by them before the issue. All the references/communications to CVC and CBI shall be taken up by Vigilance Division of this Department.

NAME OF SECTION : ESTABLISHMENT – NON GAZETTED SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Rahul Handa, SO 2 nd Floor, Vanijya Bhawan, New Delhi Ph. 011-23038968 Extn: 8968 Email: rahul.handa86@gov.in	Shri Shambhu Datt Sati, US Room No. 212, Vanijya Bhawan, New Delhi Ph. 011-23038892 Extn: 8892 Email: sham.datt@nic.in	Shri Susheel Kumar Kalra, Director Room No.148, Vanijya Bhawan, New Delhi Ph. 011-23038897 Extn: 8897 Email: sk.kalra@nic.in	Shri Rajesh Kumar Singh, Joint Secretary Room No.222, Vanijya Bhawan, New Delhi Ph. 011-23072011, 23038874, 23038872 Extn: 8872 Email: jsadmin-dipp@gov.in

1. All Pension/Death-cum Retirement Gratuity cases (in respect of employees belonging to Group "A" "B" and "C". All matters relating to pensioners/family pensioners including litigation;
2. All matters relating to C.G.H.S (in respect of employees belonging to Gr. A, B, and C excluding M.T.S).
3. Reimbursement of Medical Claims of employees belonging to Group A, B and C excluding MTS.
4. Funds management under Professional Service Head in DPIIT (Salary of YP's and Consultants)
5. Residuary work pertaining to Tariff Commission.
6. Residuary Work pertaining to the erstwhile DGTD.

List of Guard Files

1. Instruction issued by CGHS from time to time.
2. Orders pertaining to medical reimbursement claims.
3. Order/instructions pertaining to pension cases.

NAME OF SECTION: ESTABLISHMENT RETIREMENT MATTERS SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Sh. Madan Gopal Sharma, SO Room No.342, Udyog Bhawan, New Delhi Mob. 8800349649 E.Mail : mg.sharma@nic.in	Sh. Santosh Prasad, US Room No. 449, Udyog Bhawan, New Delhi Mob. 7011568325 E.mail santosh.p@nic.in	Sh. Susheel Kumar Kalra, Dir. Room No.148, Vanijya Bhawan, New Delhi Ph.No. 23038897 E.mail sk.kalra@nic.in	Sh. Rajesh Kumar Singh, JS Room No.222, Vanijya Bhawan, New Delhi Ph.No. 23038874 E.Mail. jsadmin- dipp@gov.in

1. Appointment on compassionate grounds to the post of Multi Tasking Staff (MTS);
2. Deployment of MTS with Sections/Officers of this Department;
3. Requisitioning contract labourers to meet the shortage of MTS, their deployment with officers/Sections on day to day basis and matter relating to the release of payment to the contractor;
4. Promotion of DPIIT- Departmental Canteen (DPIIT-DC) Staff;
5. Constitution of inspection committee/Managing committee for DPIIT-DC;
6. Recruitment Rules (Framing and publication of RRs) of MTS and DPIIT-DC staff;
7. Preparation of Reservation Roster of MTS and DPIIT-DC staff;
8. Requisition to SSC for recruitment of Multi-Tasking Staff (MTS) and Group 'C' Posts of DPIIT-DC Staff against vacant posts and their appointment after receipt of nomination from SSC;
9. Confirmation and preparation of Seniority List of MTS and DPIIT-DC staff;
10. Disciplinary and Vigilance matters of MTS and DPIIT-DC staff;
11. Recommendation & forwarding of applications for issue of new CGHS plastic cards and renewal of CGHS plastic cards in respect of Multi-Tasking Staff (MTS) and DPIIT-DC Staff including addition/deletion of names in their families with photographs;
12. Grant of permission to MTS and DPIIT-DC staff for treatment in empanelled hospitals and reimbursement of Medical Treatment;
13. All matters relating to LTC, annual increment, Grant of MACP and fixation of pay, posting transfer, Leave account, maintenance of Service Book etc. of MTS and DPIIT-DC staff;
14. Forwarding of applications of MTS and DPIIT-DC staff for allotment of Govt. Accommodation, seeking NOC at the time of retirement etc;
15. Processing pension papers (grant of pension, Family pension, Gratuity and other retirement benefits) etc. of MTS and DPIIT-DC staff;
16. All matter relating to functioning of Central Registry Unit (CRU) in Udyog Bhavan and Vanijya Bhavan, that include receipt of dak, registration, digitization, distribution of dak, dispatch of dak and purchase/payment of postage stamps.
17. Receipt and distribution of the correspondence relating to Court Cases pertaining to the department to the concerned Section or Ministry/Department.
18. Coordination work related with Ministry of Social Justice and Empowerment;

NAME OF SECTION: ESTABLISHMENT-D, GROUP D, R&I SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Sanjay Singh, SO Mob. 8076131635 E.mail:sanjay.singh71@nic.in Shri Manish Kumar, SO Mob. 8578940783 E.mail: manish.kr90@gov.in Shri Aasim, SO Room No. 440-B, Udyog Bhawan Epabx 3411 011-23061222 Email:aasim.khan@gov.in	Shri Santosh Prasad, US Room No. 449, Udyog Bhawan, New Delhi Ph. No.23063510 E.mail: santosh.p@nic.in	Shri Susheel Kumar Kalra, DIR Room No.148, Vanijya Bhawan, New Delhi Ph.No. 23038897 E.mail: sk.kalra@nic.in	Shri Rajesh Kumar Singh, JS Room No.222, Vanijya Bhawan, New Delhi Ph.No. 23038874 E.Mail: jsadmin-dpiit@gov.in

ESTABLISHMENT- ORGANIZATION AND METHODS SECTION

1. Preparation, Publication and Distribution of Annual Report.
2. Coordination work relating to updation of DPIIT website Cyber Security/Cyber Crises Management in DPIIT in coordination with NIC.
3. Collection and compilation of report on Good Governance and Anti-Corruption and reporting the same to the Cabinet Secretariat on monthly basis.
4. Work relating to Scanning/digitization of physical files of DPIIT.
5. PMO/VIP references, Parliament Questions/Assurances and RTI matters/e-samiksha on the subject related to the Estt. O&M Section.
6. Monitoring and ensuring uploading of pending PMO/VIP cases on Dashboard.
7. Collection and compilation of the material for the Prime Minister's 'Mann ki Baat' programme.
8. Implementation of e-Office and facilitating officers/Sections to work on e-Office. Arranging training programmes for the officers/officials on e-Office, attending complaints related to e-office. Preparation of progress report and comparative statement of e-office implementation in DPIIT.
9. Compilation and preparation of Induction Material of the Department.
10. Review of Channel of Submission & Final level of Disposal of cases and delegation of powers in the Department.
11. Coordination of DARPG and D/o Drinking Water and Sanitation.
12. Collection and compilation of reports (physical and financial) on Swachhata Action Plan (SAP) and implementation of Special Campaign.
13. Matters Related to training and IGOT (Mission Karmayogi).
14. Preparation of Annual Capacity Building Plan in consultation with Capacity Building Commission (CBC).
15. Deployment of staff for election duty in response to requisition received from Election Commission of India.
16. Government of India (Allocation of Business) Rules, 1961, Government of India (Transaction of Business) Rules, 1961.
17. Coordination work related to Tableaux for Republic Day Celebrations.
18. Co-ordination work relating to reservation of posts for physically handicapped persons.

19. Reports and returns for National Commission for SC/ST/OBC and Parliamentary Committee on SC and ST.
20. Requisitioning and Issue of official invitation cards for Republic Day and Independence Day celebrations and other ceremonies.
21. Work relating to mandatory Training Programs for CSS/CSSS/CSCS. Nomination of officers for other training programs at NPC, IIPA and other National institutions.
22. Coordination work relating to awards under DPIIT.
23. Co-ordination work relating to Joint Consultative Machinery including Departmental Council, Office Councils, etc. (except holding meetings).
24. Periodical incoming/outgoing general reports and returns in respect of establishment matters concerning Department (proper), attached and sub-ordinate offices, autonomous organizations.

**NAME OF SECTION: ESTABLISHMENT-ORGANIZATION AND METHODS
SECTION**

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
<p>Shri Jitendra Kumar, Section Officer Ph.:23038984 Extn:8984 Vanijya Bhawan, New Delhi. Email. jitender.73@nic.in</p> <p>Shri Yogesh Taneja, Section Officer Ph.:23038984 Extn: 8984 and 8915 Mob.9810292313 Email. yogesh.taneja@nic.in</p>	<p>Shri Shambhu Datt Sati, Under Secretary Room No. 211 ,Vanijya Bhawan Tel. 2303 8892 Extn: 8892 Mob:9968283341 Email: sham.datt@nic.in</p>	<p>Shri P. K. Pattnaik Deputy Secretary Room No. 145, Vanijya Bhawan, Ph. 23038911 Extn.:8911 Mob:9540409536 Email. pk.pattnaik@nic.in</p>	<p>Shri R.K. Singh, Joint Secretary Room No. 222, Vanijya Bhawan Tel: 23062011 23038874 Email: jsadmin- dpiit@gov.in</p>

A. Explosives Section deals with administrative & policy issues pertaining to Explosive Sector (covered under Industrial Licensing) and 'Petroleum & Explosives Safety Organization (PESO)', a subordinate office under this Department. PESO is headed by Chief Controller of Explosives (JS level) with a total strength of 480 employees (137 Technical Group 'A' officers). PESO operates with its headquarters at Nagpur, 9 circle offices (Kolkata, Mumbai, Chennai, Faridabad, Agra, Bhopal, Hyderabad, Guwahati and Vadodara) and 14 sub circle offices. It has a National Academy of Petroleum & Explosives Safety and Testing Station (NAPES&TS) at Gondkhairi, Nagpur where tests on explosives and safety fittings of road tankers are carried out. For testing and development of eco-friendly fireworks, Fireworks Research and Development Centre (FRDC) at Sivakasi, Tamilnadu has been set up by PESO to ensure safety and security of public and property from fire and explosion.

The organization has statutory authority, entrusted with responsibilities under **the Explosive Act, 1884**, and the rules made thereunder i.e. the Explosives Rules, 2008, Gas Cylinder Rules, 2016, Static & Mobile Pressure Vessels (Unfired) Rules, 2016 and Ammonium Nitrate Rules, 2012, the **Inflammable Substances Act, 1952** and the **PETROLEUM ACT, 1934** and rules made thereunder i.e. the Petroleum Rules, 2002, Calcium Carbide Rules, 1987.

B. The functions of the section are as follows:

1. **Amendments in Acts and Rules administered by PESO:** Explosives Section processes and finalizes the amendments, notifications, etc. related to the above mentioned Acts and Rules proposed by PESO.

2. **Industrial Licensing in Explosives Industry:** Explosives are covered under compulsory licensing under the industries (Development and Regulation) Act, 1951. On the basis of comments received from PESO, Explosives Sections processes and finalizes the views/ comments on the applications received from I.L. Section for the following:

- i. Industrial Licenses to set up new units.
- ii. Expansion of existing licensed capacity.
- iii. Change of name and location, and nomenclature of explosive items.
- iv. Endorsement of additional sites,
- v. Realignment within existing licensing capacity.

Comments of Ministry of Home Affairs and State Government concerned are obtained by IL Section on the above application, if required.

3. Issue of exemption/NOC for export of Ammonium Nitrate by land to neighboring Countries under the Ammonium Nitrate Rules, 2012.

4. Issue of Essentiality Certificate to firms/companies for availing concessional rate of duty for import of capital goods and spares required for initial setting up of projects.
5. All matters related to delegation of powers of Central Government under the Explosives Act/Rules.
6. Appeals preferred by the companies/firms against the orders of CCE, PESO suspending/revoking licenses issued under Explosives Rules.
7. All Matters related to allocation of budget to PESO, issue of financial approvals/sanctions, appropriation and re-appropriation of funds under Plan and Non-Plan and monitoring of its utilization.
8. **Appointments/Promotions for Group 'A' officers in PESO:** Matters relating to appointment of Deputy Controller of Explosives through UPSC. Besides conducting DPC for promotion to the post of Controller of Explosives in DPIIT, proposals for conducting of DPCs for the post of Deputy Chief Controller of Explosives and above are submitted to UPSC after completing all formalities as per Indian Petroleum and Explosives Safety Service (IPESS) Rules 2021.
9. After receiving recommendation of DPC from UPSC for the post of Chief Controller of Explosives, appointment is made after taking ACC approval through DoPT.
10. Finalization of Service Rules for IPESS for Group 'A' technical officers of PESO in consultation with DoPT and UPSC.
11. All Parliamentary matters viz, Parliamentary questions, matters of urgent public importance, providing inputs/ information sought by other Ministries on Parliament Questions, preparation of reply to questionnaire of Parliamentary Committees, etc. concerning the explosive industry.
12. Preparing proposals relating to human resource development viz., restructuring/ enhancing staff strength of PESO, based on justification.
13. Preparing proposals relating to technological upgradation of PESO. e.g. for making its services on-line, setting up of online System for Explosives Tracking and Tracing, etc.
14. Constitution of Inquiry Committee for holding inquiry of major accidents in manufacturing units of explosives sector under Section 9A of the Explosives Act.
15. Handling various representations received from fireworks/ explosives manufacturers for making amendments etc. in the rules made under Explosives Act and Petroleum Rules.
16. Handling RTI applications/ Court Cases/ Public Grievances/ Complaints/ VIP references, etc.

17. Maintenance of various records, as prescribed under the Manual of Office Procedure and maintains the precedent book containing extracts of important decisions taken.

18. Maintaining Guard Files.

Medical Oxygen Cell

1. Monitoring of production and supply of Liquid Medical oxygen.
2. Coordination with MHA, Ministry of Defence, Ministry of Railways, Deptt of Pharmaceuticals, MoHFW, Niti Aayog, Ministry of Steel etc.
3. Daily report on manufacturing, storage and supply from LMO manufacturers through PESO.
4. Allocation of LMO to states through MoHFW.
5. Assistance to EG-IV (Medical Oxygen)

Hydrogen Cell

1. The safety related rules, for manufacture, storage, transport, import and export etc. of Hydrogen in consultation with PESO.
2. Nodal Cell in DPIIT for processing amendment in rules, coordination with other sections and Ministries.

Name of Section : Explosives Section, Medical Oxygen Cell and Hydrogen Cell.

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Vacant	Shri Kamlesh Kumar, Under Secretary, US-24, 1 st Floor, Vanijya Bhawan, New Delhi-110001 EPABX -8934 011-230389343148 Email – Kamlesh.kumar72@nic. in	Shri Avinash Gupta, Director Room No.254-A, Udyog Bhawan, New Delhi-110011 Tel. 23063345 Extn.2257 Email: Avi.gupta@gov.in	Shri Rajeev Singh Thakur, Additional Secretary Room No.236 Tel:23038963 23038885 Extn.88841 Email: as-dpiit@gov.in

FDI Policy Cell

1. Review/ Formulation/Consolidation of FDI Policy in various sectors- co-ordination with different Ministries/Departments/Organisations.
2. Examination of FDI Proposals pertaining to Department for Promotion of Industry & Internal Trade including those related to food product retail trade, multi-brand retail trading.
3. Clarification on FDI policy, when requested by Departments.
4. Formulation of Standard Operating Procedure for processing FDI Proposals.
5. Parliament matters/ Court Matters/ RTI cases/ VIP/ MP references and other matters relating to the FDI policy.
6. Concerned officers in the channel:

Name of Section : FDI(Policy, Facilitation & Data) Section

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Ms. Alka Chopra, Section Officer, DPIIT Shri Ashok Madabhushi, Section Officer/Desk Officer, DPIIT Vanijya Bhawan, New Delhi Email- fc-dipp@nic.in Telephone- 23038950	-	Shri Ashish Bhargava, Deputy Secretary Email- ashish.bhargava@ias.nic.in Telephone- 23061688	Ms. Himani Pande, Joint Secretary Room No.237, Vanijya Bhawan, New Delhi. Email- jshp.dpiit@gov.in Telephone - 23038888

FOREIGN INVESTMENT FACILITATION CELL

1. Management of Foreign Investment Facilitation Portal (FIF Portal) which has been integrated with National Single Window System (NSWS) since NSWS has become Single window for processing of FDI Applications also.
2. Marking of FDI proposals received on FIF Portal to Administrative Ministries/ Departments and subsequent coordination.
3. Maintaining Database of FDI proposals received in various Ministries/ Departments.
4. Updating pendency position and sending monthly report to PMO/Cabinet Secretariat.
5. Convening and preparing material for monthly review meetings on pending FDI proposals chaired by Secretary, DPIIT.
6. Convening IMC Meetings under chairmanship of Secretary, DPIIT in respect of delayed FDI proposals escalated by Administrative Ministries/ Departments for quicker resolution.
7. Convening IMC Meetings under the chairmanship of Home Secretary to examine FDI proposals from countries sharing land borders with India.
8. Preparing Notes and other relevant material for review of pending FDI proposals by Cabinet Secretariat.
9. Providing guidance on clarifications received from the Administrative Ministries/ Departments while processing FDI proposals on issues related to FDI Policy and Standard Operating Procedure (SOP).
10. Providing concurrence on Proposals referred by other Administrative Ministries for rejection/ stipulation of additional conditions in approval letter for FDI proposals.
11. Conducting training on processing FDI proposals for all stakeholders.
12. Guiding Investors through Helpline on Portal.
13. Providing comments from FDI Policy to applications received for Defence License under IDR Act/ Arms Act, referred by IL Section.
14. Coordination work related to Ministry of Information and Broadcasting.
15. Court cases and Writ Petitions/ Parliament matters/ VIP references/ Public Grievances.

Name of Section : FIF CELL

Name of Section Office/equivalent officer Contact details	Name of Under Secretary/equivalent officer Contact details	Name of DS/Director/equivalent officer Contact details	Name of Joint Secretary/Addl. Secretary contact details
-	Shri Neeraj Sharma, Research Officer Vanijya Bhawan, Ph. No. 23038954 Email: neeraj.ks@nic.in	Shri Ashish Bhargava, DS R.No.255, Udyog Bhawan, New Delhi Mob: 8104574711 Email:ashish.bhargava@ias.gov.in	Ms Himani Pande, Joint Secretary, Room No.237, Vanijya Bhawan, New Delhi-110001 EPABX 8887 011- 23038962,23038888 Email -

			Jshp.dpiit@gov.in
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I. Data Management

1. Collection, compilation, sector coding, analysis and dissemination of data related to FDI.
2. Classification & verification of remittance-wise record of FDI equity inflow.
3. Compilation and maintain the data of approved FDI proposals received from the concerned administrative ministries.
4. Analysis of FDI inflows data on monthly / quarterly/ annual basis.
5. Maintaining data quality as per DGQI standards.

II. Publications

1. Quarterly `FDI Fact Sheet`.
2. Quarterly `FDI Newsletter`.
3. Annual `FDI Newsletter`.
4. Release the data on `data.gov.in` website under National Data Sharing Policy referenced by NITI AAYOG.
5. Release of FDI Data on PRAYAS portal.

III. Periodicals submission of data to others section/departments

1. Monthly Report for Cabinet Secretariat.
2. Update statistics & analysis for DPIIT's e-book.
3. Inputs for Annual Report, Economic Survey, Handbook of Industrial Policy & Statistics.
4. Data for Sustainable Development Goal (SDG) to Central Statistics Office, Ministry of Statistics & Programme Implementation.
5. Material / Inputs to different ministries for their periodical publications.
6. FDI equity data analysis / statements for Consultative Committee & Standing Committee of the Department / Ministry.

IV. Miscellaneous work

1. Parliament Questions / Inputs on PQ.
2. RTI Applications under RTI Act 2005.
3. Public grievances received online and offline in the division.
4. Interaction with RBI & NIC to maintain uniformity in FDI database.
5. Briefs for the use of various sections of DPIIT, Departments, Ministries, Consultative Committee & Standing Committee of the Department / Ministry.
6. Requests received from Ministries, Embassies, Universities, VIPs, M.P., State Governments, Researchers, etc for FDI data.
7. Analysis/ Study of the articles, reports, International journals, research papers etc. for the awareness of the scope and quality of FDI Statistics.
8. FDI synopsis on country, sector, and region for the requests received from different sections of DPIIT and other user like Departments, Ministries, State Governments, Invest India, Embassies, Researchers, and Universities etc.
9. Co-ordination work related to Odisha.

Name of Section : FDI Data Cell

Name of Section Office/equivalent officer Contact details	Name of Under Secretary/equivalent officer Contact details	Name of DS/Director/equivalent officer Contact details	Name of Joint Secretary/Addl. Secretary contact details
-	Shri Neeraj Sharma, Research Officer Vanijya Bhawan, Ph. No. 23038954 Email: neeraj.ks@nic.in	Shri Ashish Bhargava, DS R.No.255, Udyog Bhawan, New Delhi Mob: 8104574711 Email:ashish.bhargava@ias.gov.in	Ms Himani Pande, Joint Secretary, Room No.237, Vanijya Bhawan, New Delhi- 110001 EPABX 8887 011- 23038962,2303 8888 Email - ishp.dpiit@gov.in

GENERAL ADMINISTRATION SECTION

1. Forwarding of application for booking of Guest Houses/Hotels in other states.
2. Furniture-Purchase/distribution and its repair and maintenance.
3. Modernization of Sections/Divisions in DPIIT.
4. Stationery-Purchase and its distribution, book binding etc.
5. Printing –Printing of material as per requirement.
6. Sundry items/cleaning material-Purchase and its distribution.
7. Matters relating to installation, shifting of telephone/RAX connection in Office and residence of officers, passing of bills in respect of office/residential telephone bills, mobile phone etc.
8. Control and maintenance of EPBAX telephone exchanges.
9. Office equipment-purchase/distribution and repair/maintenance of office equipment like photocopiers, duplicating machine, resigraphs, Fax machine, etc.
10. Computers-Purchase/distribution and maintenance of computers, printers, scanners, UPSs, internet connections, etc.
11. Purchase and maintenance of coolers, fans, heaters and other electrical appliances.
12. Identity Cards-Issue of Identity cards to the officials working in the DPIIT and its attached offices.
14. Preparation of rubber stamps and name plates in respect of officers working in DPIIT.
15. Control of the Work Station, DPIIT.
16. Budgetary Control under Office Expenses, Other Administration Expenses, IT(OE), Publication and Grant-in-aid heads.
17. Engagement of contingent labour for casual work as per requirement.
18. Allotment of Rooms to the employees and Officers of DPIIT and also providing accommodation to other Departments located in Udyog Bhavan.

WELFARE SECTION

1. Family Welfare and other amenities to the staff (including redressal of grievances).
2. Official Farewell to retiring officers/officials.

3. Arranging meetings of Department Council.
4. Grant-in-aid to various sports/recreation clubs.
5. Processing and coordination of budget proposals relating to Welfare activities.
6. Work relating to Udyog Bhawan Departmental Canteen/meeting of the Managing Committee (excluding service matters of the employees).
7. Arrangements for ceremonial functions like Observance of Sadhavana Diwas/Anti –terrorism day/ Yoga Day, Rashtriya Ekta Diwas, Vigilance Awareness Week etc.
8. Arrangement for collecting donations in the event of Natural Calamities/ in connection with Armed Forces Flag Day etc.

NAME OF THE SECTION : GENERAL ADMINISTRATION SECTION

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
<p>Shri Pradeep Khatri, Section Officer</p> <p>Address : Room No 125, Ist Floor, VanijyaBhawan, New Delhi</p> <p>Phone No. 23038889</p> <p>Email:- pradeep.khatri@nic.in</p>	<p>Shri Ram Naresh, Under Secretary</p> <p>Address : Room No 211, 2nd Floor, VanijyaBhawan, New Delhi</p> <p>Phone No. 23038894</p> <p>Email : ram.naresh69@nic.in</p>	<p>Shri Narender Kumar, Director</p> <p>Address : Room No 257-A, 2ndFloor, UdyogBhawan, New Delhi</p> <p>Phone No – 23062318</p> <p>Email :- narender.kumar24@nic.in</p>	<p>Shri Rajesh Kumar Singh, Joint Secretary</p> <p>Address : Room No 122 2ndFloor, VanijyaBhawan, New Delhi</p> <p>Phone No – 23038872</p> <p>Email : jsadmin-dpiit@gov.in</p>

GLOBAL COMPETITIVENESS INDEX SECTION

1. Regulatory reforms across country with an objective to create conducive environment for prosperity.
2. Implementation of specific reforms for improving India's Rank in the Global Competitiveness Index (GCI).
3. Engagement with various ministries for implementation of action plan and assessment.
4. Parliament Questions/RTI/ VIP references/ PMO References/ Public Grievances.

NAME OF SECTION: GLOBAL COMPETITIVENESS INDEX (GCI) SECTION

Name of section officer or Equivalent officer Address, contact number & Email	Name of Under Secretary/ Dy Director or Equivalent officer Address, contact Number & Email	Name of Director / Dy secretary or Equivalent officer Address, contact Number & Email	Name of Additional secretary/ Joint secretary or Equivalent officer Address, contact Number & Email
Ms. Prachi Mishra, Section Officer Room No. S-3, Vanijya Bhawan 2 nd Floor Contact No. 011-23038987 Email - be1-dipp@nic.in	Shri Sushil Kumar, Under Secretary Room No, US-19 Vanijya Bhawan, 2 nd Floor Contact No. 011-23038991 Email- sushil.65@nic.in	Ms. Supriya Devasthali, Director Room No. 204, Vanijya Bhawan, 2 nd Floor Contact No. 011-23038863 Email- supriya.d@nic.in	Ms. Manmeet k Nanda, Joint Secretary Room No. 235, Vanijya Bhawan, 2 nd Floor Contact No. 011-23038881 Email- manmeet.nanda@ias.nic.in

1. Authorization of funds to CBIC for further disbursement to the industrial units registered under the Scheme.
2. One time inspection of units registered under the Scheme.
3. Policy matters related to the Scheme.
4. All matters related to RTI, Public Grievances, Parliament Questions, PMO references, Court matters, Parliamentary matters.
5. Coordination work of various Ministries/Departments and States.

NAME OF SECTION: GST SUBSIDY SCHEME

Name of section officer or Equivalent officer Address, contact number & Email	Name of Under Secretary/ Dy Director or Equivalent officer Address, contact Number & Email	Name of Director / Dy secretary or Equivalent officer Address, contact Number & Email	Name of Additional secretary/ Joint secretary or Equivalent officer Address, contact Number & Email
Smt. Neelam Bhatia Section Officer Room No.373, 3 rd Floor, Udyog Bhawan, New Delhi Mob.:9268718364 Email:neelam.bhatia@nic.in	Smt. Archana Gupta, US Room No.365, 3 rd Floor, Udyog Bhawan, New Delhi Mob.:7042151133 Archana.gupta@nic.in	Shri B. Ramanjaneyulu, Director Room No.146, Vanijya Bhawan, New Delhi. Mob:9871205533 ramanjaneyulu.irs@gov.in	Shri Balamurugan D, Joint Secretary, Room No.220, Vanijya Bhawan, New Delhi-110001 EPABX – 8878 011-23038888 Email – jsdpiit.bd@gov.in

1. **Industrial Corridors (IC) project**

- All references received from National Industrial Corridor Development Corporation Limited (NICDC Ltd) and from any other organisations including State Governments relating to request for development of Industrial corridor/inclusion of new nodes/areas under Industrial Corridor Programme of the respective state.
- GoI has approved the development of 11 Industrial Corridors with 32 Projects to be developed in 04 phases forming part of National Infrastructure Pipeline (NIP) in December 2020:
 - I. Delhi Mumbai Industrial Corridor (DMIC);
 - II. Chennai Bengaluru Industrial Corridor (CBIC);
 - III. Amritsar Kolkata Industrial Corridor (AKIC);
 - IV. East Coast Industrial Corridor(ECIC) with Vizag Chennai Industrial Corridor(VCIC) as Phase 1;
 - V. Bengaluru Mumbai Industrial Corridor (BMIC);
 - VI. Extension of CBIC to Kochi via Coimbatore;
 - VII. Hyderabad Nagpur Industrial Corridor (HNIC);
 - VIII. Hyderabad Warangal Industrial Corridor (HWIC);
 - IX. Hyderabad Bengaluru Industrial Corridor (HBIC);
 - X. Odisha Economic Corridor (OEC) and
 - XI. Delhi Nagpur Industrial Corridor (DNIC).
 - EFC/CCEA/Cabinet Notes,
 - NIP, OCMS, PMG Review Meetings, OOMF,
 - Budget matters/ Audit matters
 - release of funds to NICDIT
 - Monitoring of Progress of Industrial Corridor projects,
 - Board Meetings etc.
 - All matters relating to National Industrial Corridor Development and Implementation Trust (NICDIT).

2. **India International Convention and Expo Centre (IICC) Project**

References relating to India International Convention and Expo Centre (IICC) Project such as:

- Budget matters and Audit matters
- Parliamentary matters
- Monitoring of progress of IICC projects

- Board meetings and annual meeting of IICC Ltd.
- Conducting progress review meetings
- Preparing agenda and minutes of meetings
- Administrative matters related to IICC Ltd

3. Following is the scope of work relating to Industrial Corridor & IICC, Dwarka projects:

- a. Submission / updation of information on action points pertaining to the above projects in the e-Samiksha portal;
- b. Matters relating to Output-Outcome Monitoring Framework (OOMF);
- c. Work relating to Department Related Parliamentary Standing Committee on Commerce (DRPSC);
- d. Work relating to Monitoring of Central Sector Projects (CSPs) – Updating of details on Online Computerized Monitoring Systems (OCMS) of Infrastructure and Project Monitoring Systems on the Ministry of Statistics and Programme Implementation (MoSPI).
- e. Updation of status of issues regarding Centre State Coordination on e-Samiksha ;
- f. VIP references;
- g. Matters relating to RTI and Public Grievance;
- h. Parliament Questions circulated from other Section of DPIIT for comments;
- i. Audit Committee Meeting of NICDC Ltd;
- j. Release of funds to NICDIT/ NICDC Ltd;
- k. Preparation of material for monthly D.O. letters to Cabinet Secretary & PMO;
- l. Monthly DO to Finance Secretary;
- m. Monthly Report of Unspent Balance;
- n. DMU Report / Status of Unspent Balance and Pending UCs etc.;
- o. National Infrastructure Pipeline (NIP) projects;
- p. Coordination work relating to Ministry of Railways & Ministry of Road Transport & Highways;
- q. Coordination work relating to issues pertaining to State of Tamil Nadu and Puducherry;

4. List of Guard Files:

- i. Copies of Grant Sanctions.
- ii. Parliament Questions / VIP references / D.O letters/ Communication to other Ministries/Departments.

Name of the Section: Industrial Corridors (IC) project

Name of section officer or Equivalent officer Address, contact number & Email	Name of Under Secretary/ Dy Director or Equivalent officer Address, contact Number & Email	Name of Director / Dy secretary or Equivalent officer Address, contact Number & Email	Name of Additional secretary/ Joint secretary or Equivalent officer Address, contact Number & Email
Shri Prashant Rana, SO R.No. 452-A, 453 & 471, Udyog Bhawan, New Delhi Tel.No.23061356 Extn. 2266 e-mail: id1-dipp@nic.in	Shri Brijesh Kumar Sharma, US R. No.417, Udyog Bhawan, New Delhi Tel.No.23063651 Extn.No.3341 e-mail: bk.sharma@nic.in	Dr. Kajal, Director R. No. 129, Vanijya Bhawan, New Delhi Tel: 23038918 Extn.No. 8918 e-mail: kajal.08@nic.in	Shri Balamurugan D, JS R.No. 220, Vanijya Bhawan, New Delhi Tel: 23038880 Extn.No. 8878 e-mail: jsdpiit.bd@gov.in

1. Acknowledgement of IEM

The acknowledgement of IEM has been instituted as part of liberalization of Indian Economy, notified vide gazette notification of 477E dated 25th July 1991 for items in de-licensed sector, entrepreneurs are required to file online IEM with the Department (DPIIT). While IEM Part A is an intimation of intention for investment, IEM part B is filed after commencement of commercial operation. The entire process of application and issue of acknowledgement is online through G2B portal (<https://services.dpiit.gov.in/lms/>).

2. Amendment of IEM

Amendment of IEM data is also available to the IEM holders, for amendment of data relating to location, capacity items of manufacture, investment etc. A separate application is available for amendment of IEM in G2B portal. This facilitates ease of doing business and industrial data updation.

3. Preparation SIA statistics

The data generated through part A and part B IEM applications and amendment of IEMs, are published as SIA statistics and uploaded every month on the website of DPIIT.

4. Other activities of the section:

- i. Preparation of monthly returns on Investment Intentions for submission to o/o Economic Advisor.
- ii. RTI, grievances, Court Cases, miscellaneous work.
- iii. Coordination work relating to Deptt. of Atomic Energy.

NAME OF SECTION: INDUSTRIAL ENTREPRENEURS MEMORANDUM SECTION

Name of Section officer of Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy Director or Equivalent Officer Address, Contact Number & Email	Name of Director /Dy Secretary of or Equivalent officer, Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary of Equivalent Officer, Officer Address, Contact Number & Email
Shri Naresh Kumar, Section Officer, Tel No. 23061177 Intercom No: -3311 Email ID- naresh.kr1967@gov.in	Shri Brijesh Kumar Sharma, Under Secretary R. No.417, Udyog Bhawan, New Delhi Tel.No.23063651 Extn.No.3341 e-mail: bk.sharma@nic.in	Ms. Prerna Joshi, Joint Director Room No. 254 B, Udyog Bhawan, New Delhi- 110011 EPABX 2212 011-23062856 Email - prerna.joshi@nic.in	Shri Balamurugan D, Joint Secretary R.No. 220, Vanijya Bhawan, New Delhi Tel No.-011-23038880 Intercom No: -8878 Email ID- jsdpiit.bd@gov.in

A. Licensing is done under the Industries (Development & Regulation) Act, 1951. Post 1991 de-licensing, presently only following four industries are covered under compulsory licensing:

1. **Specified Hazardous Chemicals** i.e (i) Hydrocyanic acid and its derivatives (ii) Phosgene and its derivatives and (iii) Isocyanates & diisocyanates of hydrocarbon not elsewhere specified (example methyl Isocyanate).
2. **Defence Sector:** (i) Items covered under Arms Act, 1959
(ii) Items covered under IDR Act, 1951
(iii) UAVs for Civil Aviation Sector.
 - Defence products list requiring compulsory licence from DPIIT under Industries (Development & Regulation) Act, 1951 and Arms Act, 1959 has been revised, and DPIIT Press Note 1(2019 Series) dated 01.01.2019 has been issued. This is in supersession of DPIIT Press Note 3(2014 Series) dated 26.06.2014.
 - The list of Defence items at Annexure-I of Press Note 1(2019) will require licence for manufacturing under IDR Act, 1951.
 - The list of Arms and Ammunition at Annexure-II of Press Note 1(2019), notified by MHA vide Notification No. S.O. 6203(E) dated 14.12.2018 under Arms Act, 1959, as amended by MHA from time to time, will require licence for manufacturing and/or proof testing under Arms Act, 1959.
 - Press Note 2(2019 Series) dated 11.09.2019 regarding licensing requirement for parts and accessories in Defence Sector issued in reference to Press Note 1(2019 Series) clarifying that No Industrial Licence/Arms Licence is required for manufacture of any parts or accessories in Defence Sector, unless they are specifically listed in any of the Annexures of Press Note 1(2019 Series). This shall not apply to issue of Arms Licence for small arms by MHA.
3. **Cigars and cigarettes of tobacco and manufactured tobacco substitutes.** All other tobacco products are not covered under compulsory licensing. Further, fresh licences are not being granted for manufacture of cigarettes manufacturing on health grounds since 1999.
4. **Industrial Explosives** including detonating fuses, safety fuses, gun powder, nitrocellulose and matches.

B. As per IDR Act, 1951 an industrial undertaking means any undertaking pertaining to a scheduled industry carried on in one or more factories by any person or authority including Government. Further, a factory means any premises, including the precincts thereof, in any part of which a manufacturing process is being carried on or is ordinarily so carried on-

- (i) with the aid of power, provided that fifty or more workers are working or were working thereon on any day of the preceding twelve months; or
- (ii) without the aid of power, provided that on hundred or more workers are working or were working thereon on any day of the preceding twelve

months and provided further that in no part of such premises any manufacturing process is being carried on with the aid of power;

If the number of employees is less than 50, then the industrial undertaking is not covered under IDR Act, 1951. However, such a requirement of number of employees is not there under Arms Act, 1959.

C. FDI Restrictions:

Defence Sector:

- 74% FDI is allowed under automatic route in Defence Industry subject to Industrial license under the Industries (Development & Regulation) Act, 1951; and Manufacturing of arms and ammunition under the Arms Act, 1959.
- Above 49% is allowed through Government route wherever it is likely to result in access to modern technology or for other reasons to be recorded.
- As per conditions of licenses issued for Defence sector under IDR Act, 1951, it is stated that the management of the company/partnership firm owning the IL should be in Indian hands with majority representation on the Board as well as the Chief Executive of the company/partnership firm being Resident Indians.
- Under Arms Act, 1959 as per Rule 53 of Arms Rules, 2016, the company is owned and controlled by Resident Indian citizens or by Indian companies, owned and controlled by resident Indian citizens.

Explosives and Chemical Sector:

The above sectors are not mentioned in FDI policy circular. Para 55.2(a) of FDI Policy circular inter alia states that in sectors/activities not listed thereunder, FDI is permitted upto 100% on the automatic route.

D. Security Clearance:

- As per policy guidelines of MHA dated 25.06.2018, it is stated that the security clearance conveyed to an entity or director(s) in a proposal shall remain valid for other proposals within the different sectors of the same ministry for a period of 10 years from the date of initial grant of security clearance or the period of licence/permission, whichever is earlier.
- The aforesaid principle is not applicable to Explosives Sector.
- Security clearance is not required for Chemical Sector as per MHA policy guidelines.

E. Circulation of applications :

- The applications under Arms Act, 1959 are circulated to the following:
 - a. Ministry of Home Affairs, Internal Security Division
 - b. Ministry of Home Affairs, Arms Division
 - c. Ministry of Corporate Affairs
 - d. Department of Defence Production
 - e. Department of Commerce, SEZ Division (in case the location is in SEZ area)

- f. Explosives Section, DPIIT (in case manufacture of ammunitions is involved)
 - g. FDI Division, DPIIT (in case of FDI more than 49%)
 - h. Concerned State Governments
- The applications under IDR Act, 1951 are circulated to the following:
 - a. Ministry of Home Affairs, Internal Security Division
 - b. Ministry of Home Affairs, Arms Division
 - c. Ministry of Corporate Affairs
 - d. Department of Defence Production (in case of manufacture of Defence Items)
 - e. Department of Chemicals & Petrochemicals (in case of manufacture of Hazardous Chemicals)
 - f. Ministry of Environment & Forests and Climate Change (in case of manufacture of Hazardous Chemicals)
 - g. Explosives Section, DPIIT (in case manufacture of Explosives)
 - h. Concerned State Governments

F. Notification No. 477(E) dated 25.07.1991 issued under the Industries (Development & Regulation) Act, 1951 has three Schedules:

Schedule I: List of Industries reserved for Public Sector: Presently, only following, two industries are reserved exclusively for the public sector:

- a. Atomic Energy (Production, separation or enrichment of special fissionable materials and substances and operation of the facilities) and,
- b. Railway Operations only

Private investment has been allowed in Railways for other construction, operation and maintenance activities.

Schedule II- List of Industries in respect of which Industrial Licence is compulsory which is mentioned at Point A above.

Schedule III- Articles reserved for Small Scale Sector: Presently, there are no items reserved for exclusive manufacture by Small Scale Sector.

NAME OF SECTION: INDUSTRIAL LICENSING

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Sanjay Bhatt, Section Officer Address:- IL section, Room No. 362 Contact Number:- 23032351 Email id:- bhatt.sanjay67@gov.in,	Shri Kapil Meena, Under Secretary Address:-Vanijya Bhawan Contact Number:- 23038944 Email id:- kapil.meena@nic.in,	Shri R.K Sood, Director Address:-Room No. 203, Vanijya Bhawan Contact Number:- 23038873 Email id:- rk.sood@nic.in ,	Shri Balamurugan D, Joint Secretary Address:-Room No. 220 , Vanijya Bhawan Contact Number:- 23038880 Email id:- jsdpiit.bd@gov.in ,

I. Data Management

- Collection of monthly production data from a total of 5589 quotations covering 322 item groups out of 407 item groups of the Index of Industrial Production (IIP) with the base year 2011-12.
- Estimation of non-responding quotations.
- Data validation at multiple levels using multiple checks and follow-up with units over call and mail.
- Compilation and dissemination of monthly production data at unit level and consolidated level to MoSPI and divisions of DPIIT.
- Regular follow-up with pending units at multiple levels over calls and emails for ensuring an adequate response rate every month.

II. Data Analysis

- Compilation of Production index of 322 item groups and its Growth Analysis.
- Note on growths at all India level, major economies and outlook for the next month.
- Note on growth analysis submitted for the perusal of SIIT and Hon'ble MoS.
- Predictive analysis of IIP growth.
- Conduct analysis of economic indicators related to industrial growth such as production, prices, FDI, Startup, Patents, etc.

III. Sharing of data with other sections/ departments

- Updated statistics of "Patents and Start-up" to the Coordination section on monthly basis for Sustainable Development Goal (SDG).
- Inputs for Annual Report and Economic Survey.
- Sharing of production statistics with different sections/ departments as per their requirement from time to time.

IV. Recent Initiatives

- Facilitating base year revision exercise of IIP.
- Automation of the Production Statistics Monitoring System (PSMS) with the assistance of NIC.
-

V. Other Miscellaneous Works

- Providing inputs on parliament questions.

- Encouraging establishments for online submission of monthly production data at the online platform to achieve the digitization goal.

NAME OF SECTION: INDUSTRIAL STATISTICS

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Vacant	Ms. Saswati Halder, Deputy Director 419, Udyog Bhawan, New Delhi-11 Ph.: 011-23062823 Intercom: 3345 Mobile: 8942024746 Email: halder.saswati@gov.in	NA	Shri. Rajesh Kumar Sharma, DDG 236, Udyog Bhawan, New Delhi -11 Ph. 011-23063571 011-23063017 Email: ddg-dpiit@gov.in

A. The financial concurrence and financial advice work relating to the following Schemes / Organizations:

Sr. No.	Organization / Schemes
1	Secretariat-Eco Services (IIT)
2.	Controller General of Patent Design & Trade Marks (CGPDTM) 1. Controller General of PDTM 2. Patent Information System 3. Modernization of TMR 4. Geographical Indications Registry (GIR)
3.	Intellectual Property Right Infrastructure and Policy management (IPRIPM) 1. Modernization & Strengthening of Intellectual Property Office (MSIPO) 2. Rajiv Gandhi National Institute of Intellectual Property Management (RGNIIPM) 3. Copyright Office, Copyright Board & the Scheme for Promotion of Copyrights & IPR- Intellectual Property Rights Chairs (IPR-Chairs) 4. Cell for Promotion and Management (CIPAM) 5. Residual works of Intellectual Property Appellate Board (IPAB)
4.	United Nations Industrial Development Organization (UNIDO)
5.	Project Based Support to Autonomous Bodies:- 1. National Institute of Design (NID), (Ahmedabad, Andhra Pradesh, Madhya Pradesh, Haryana, Assam) 2. Quality Council of India (QCI) 3. National Productivity Council (NPC) 4. National Council for Cement & Building Materials (NCCBM) 5. Central Pulp & Paper Research Institute (CPPRI)
6.	Development Council for Cement Industries (DCCI)
7.	Development Council for Pulp, Paper & Allied Industries (DCPPAI)
8.	O/o Economic Advisor
9.	O/o Salt Commissioner
10.	Tariff Commission
11.	Petroleum Explosives Safety Organization
12.	Asian Productivity Organization (APO)
13.	World Intellectual Property Organization (WIPO)
14.	Scheme for Investment Promotion
15.	Start-up India
16.	Fund of Funds
17.	Indian Footwear, Leather & Accessories Development Programme (IFLADP)
18.	Modified Industrial Infrastructure Up-gradation Scheme (MIUS)
19.	Package for Special Category States of J&K, H. P. and Uttrakhand
20.	Transport/Freight Subsidy to J&K, H.P. and Uttrakhand
21	Ease of Doing Business
22.	Reimbursement of GST Scheme
23.	North East Industrial Investment Promotion Policy (NEIIPP-2007) Package for NER Region. 1. Capital Investment Subsidy Scheme

	2. Central Interest Subsidy Scheme 3. Comprehensive Insurance Scheme 4. Transport / Freight Subsidy Scheme
24.	North East Industrial Development Scheme (NEIDS)2017 1. Central Capital Investment Incentive for Access to Credit (CCIIAC) 2. Central Interest Incentive (CII) 3. Central Comprehensive Insurance Incentive (CCII) 4. Goods and Service Tax (GST) Reimbursement 5. Income Tax (IT) Reimbursement 6. Transport Incentive (TI) 7. Employment Incentive (EI)
25.	Survey of Boilers
26.	Industrial Development Scheme, 2017 1. Industrial Development Scheme for Himalayan States, Himachal Pradesh and Uttarakhand 2. Industrial Development Scheme for Himalayan States -Jammu & Kashmir
27.	Scheme for Implementation of NMP
28.	Investment Subsidy (old)
29.	Interest Subvention to Industrial Units in Andhra Pradesh and Telengana
30.	e-Commerce
31.	Global Competitiveness Index
32.	National Industrial Corridor Development Authority- Delhi-Mumbai Industrial Corridor Development Corporation (DMICDC)
33.	India-International Exhibition cum Convention Centre

B. Work relating to delegation of financial powers.

List of Guard Files.

1.	Economy Instruction issued by Ministry of Finance.
2.	Instruction on deputation abroad of officers.
3.	SFC/EFC/PIB/CCEA instructions
4.	Service Matters/Pension/Allowances.
5.	Delegation of Powers.
6.	Creation of Posts, etc.
7.	Budget Folder
8.	Misc. reference from Ministry of Finance

NAME OF SECTION: INTEGRATED FINANCE WING

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Pankaj Sehgal, SO Room No.461, Udyog Bhawan, New Delhi Mob.23061241 E.Mail: pankaj.kumar66@nic.in	Ms. B.K. Sethi, US Room No. 432, Udyog Bhawan, New Delhi Ph. No. M9868934227 E.mail bk.sethi17@nic.in	Shri C.S. Rao, Deputy Secretary Room No.255A, Udyog Bhawan, New Delhi Ph.No. 23062972 E.mail rao.cs@nic.in	Ms. Arti Bhatnagar, AS&FA Room No.121, Udyog Bhawan, New Delhi Ph.No. 23062756 E.Mail. arti.bhatnagar@nic.in

INTELLECTUAL PROPERTY RIGHT - ESTABLISHMENT AND BUDGET SECTION

IPR - Establishment Section inter-alia deals with all the establishment matters pertaining to the Office of Controller General of Patents Designs and Trade Marks (CGPDTM), a subordinate office under the aegis of DPIIT having more than 2000 Group 'A' 'B' & 'C' posts with following offices under it:-

1. The Patent Office (including Design), at Kolkata, Delhi, Mumbai, and Chennai.
2. The Trademark Registry, at Kolkata, Delhi, Mumbai and Chennai and Ahmedabad.
3. The Geographical Indications Registry at Chennai
4. Rajiv Gandhi National Institute of Intellectual Property Management (RGNIIPM) & Patent Information System (PIS) at Nagpur

A brief of the work is as follows:

- i. All establishment matters of the Office of CGPDTM, which is a subordinate office under DPIIT, including Recruitment, Creation/ continuation/merger of various posts - Controller General of Patents, Designs and Trade Marks (CGPDTM), Senior Joint Controller, Joint Controller, Deputy Controller, Assistant Controller and Examiner of Patents & Designs, and the Senior Joint Registrar, Joint Registrar, Deputy Registrar, Assistant Registrar, Senior Examiner, and Examiner of the Trade Marks and Geographical Indications;
- ii. Framing/amendment of the Recruitment Rules for the various posts in the office of CGPDTM;
- iii. Convening of Departmental Promotion Committee (DPC) meetings for promotion to various posts of Patent Office, Trademarks Office (in DPIIT and UPSC);
- iv. Confirmation meetings of Group 'A' direct recruits in the Patent Office and Trademarks Office;
- v. Disciplinary cases of Group 'A' officers of CGPDTM (on administrative matters, i.e. matters not involving vigilance angle);
- vi. Court cases/RTI/PG/CVC Complaints related to service;
- vii. Other miscellaneous matters related to O/o CGPDTM.
- viii. In addition to the above, after the dissolution of the Intellectual Property Appellate Board (IPAB) w.e.f. 04/04/2021, through The Tribunal Reforms Act, 2021, the permanent staff of erstwhile IPAB were taken on the rolls of DPIIT till their redeployment. Accordingly, all Establishment matters, including maintenance of Service Books/records, processing of grant of leave, increment, MACPs, superannuation/VRS matters, verification/ forwarding of medical claims, LTC, GPF contribution/ withdrawal, Tuition Fee, allotment of Government accommodation, etc. and residual work i.e. references /representations /deputation requests received from time to time-related to the employees of erstwhile IPAB are being handled by the IPR-Establishment Section.
- ix. The Budget related work of the O/o CGPDTM.

Name of Section : IPR – ESTABLISHMENT & BUDGET SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Vacant	Shri Anurag Saxena Under Secretary 2 nd Floor, Vanijya Bhawan New Delhi-110001 EPABX:8969 Tel.No.011-23038969 Email-anurag.saxena@nic.in	Dr. Kajal, Director Room No.206, Vanijya Bhawan, New Delhi-110001 EPABX - 3727 011- 2303 8918 2303 3727 Email - kajal.08@nic.in	Ms Himani Pande, Joint Secretary, Room No.237, Vanijya Bhawan, New Delhi-110001 EPABX 8887 011-23038962, 23038888 Email - jshp.dpiit@gov.in

IPR - International Policy Section:

IPR-International Policy Section (formed by merging IPR-N&C with the WIPO segment of IPR-CIPAM) deals with:

- i. **Negotiation** :Work related to bilateral and multilateral negotiations on IPR chapter in free trade agreements/ economic partnership agreements like RCEP EFTA, EIJ11A etc. The section has coordinated IPR negotiations under Trade Agreements/Economic Partnership Agreements. Besides this, the Section is actively involved with Indian Patent Office in negotiating several agreements pertaining to Patent Prosecution Highways.
- ii. **Cooperation**: To expand and strengthen national IP system, cooperation activities concerning Intellectual Property are carried out with foreign patent offices through signing of MoUs.
- iii. **Vetting**: Matters related to vetting of IPR clauses in MoU entered into by Ministries/Departments and other autonomous bodies of GoI with their foreign counterparts.
- iv. **Matters related to World Intellectual Property Organisation (WIPO)**: WIPO established by WIPO Convention in 1970, is a United Nation body for Intellectual property (IP) services, policy, information and cooperation. WIPO matters including accession to WIPO administered treaties on different IP areas. This also includes processing of foreign deputation of senior officers for various bilateral negotiations, foreign training courses conducted by WIPO.
- v. **Establishment and Administration of Technology and Innovation Support Centers (TISCs)**: WIPO's TISC program is run by WIPO and supported by DPIIT. This Section and Focal Point (CIPAM) are responsible for establishing and developing TISC network all over India and provide innovators with access to locally based, high quality technology information and related services, helping them to exploit their innovative potential and to create, protect, and manage their intellectual property (IP) rights. TISC Centre create awareness & capacity buildings on IPRs, assist in searching and retrieving technology information, train in database search, assist in IP asset management, commercialization and strengthening Technology Transfer Offices.
- vi. **Collation of data on indicators for various Global Indices assigned to DPIIT by Nodal Ministries of Government of India**: Section collates data from National Agencies on global indices like Global Innovation Index, Network Readiness Index, KOF Globalization Index, Worldwide Governance Index.

Name of the Section: IPR - International Policy Section

Name of Section Officer or Equivalent Officer Address, Contact Number and Email	Name of Under Secretary/ Dy. Director or Equivalent Officer Address, Contact Number and Email	Name of Director/ Dy. Secretary or Equivalent Officer Address, Contact Number and Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number and Email

<p>Shri Deepak Kumar, Assistant Director</p> <p>US-16, Vanijya Bhawan, New Delhi.</p> <p>Tel.No. 23038983 EPABX:8983</p> <p>Email: deepak.kumar44@gov.in</p>	<p>Shri Bikram Nath, Deputy Director, US-25, 1st Floor, Vanijya Bhawan New Delhi-110001 Tel.No.011- 23038939 EPABX:8939</p> <p>Email- bikram.87@gov.in</p>	<p>Shri Karan Thapar, Director</p> <p>Room No. 205, Vanijya Bhawan, New Delhi.</p> <p>Tele: 011- 23038860 Email: knthapar.irs@gov. in</p>	<p>Smt. Himani Pande (JS)</p> <p>Room No.237, Vanijya Bhawan, New Delhi-110001.</p> <p>Office No: (Epabx:8887) 23038962,23038888 Email:jshp.dpiit@gov .in</p>
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IPR-Patents, Trademark & GI, Semi-conductor Integrated Circuit Section

1. Administration of Patent, Trade Mark, Geographical Indications and Semiconductor Integrated Circuit Layout Design Act & Rules.
2. Amendment and Enforcement of Patent Act and Rules, 1970 as amended from time to time.
3. The Patents Rules, 2003 [amended in 2005, 2006, 2012, 2013, 2014, 2016, 2017, 2020 and 2021].
4. Amendment and Enforcement of Trade Marks Act and Rules, 1999 as amended from time to time.
5. Trade Mark Act, 1999 amended in 2010 and Trade Mark Rules, 2002 amended in 2013 and 2017.
6. Amendment and Enforcement of Geographical Indications Act, 1999 & Rules as amended from time to time. Also, Geographical Indications Rules, 2002 amended in 2020.
7. Standard Essential Patents (SEPs) and their availability on FRAND terms.
8. Coordination work of D/o Pharmaceuticals, D/o Health & Family Welfare.
9. International Agreement (Madrid Protocol).
10. WIPO related matters on trademarks (Nice, Vienna and the Locarno Agreements).
11. Court Cases and Petitions related to Patents, Trade Marks, GI and Semiconductor.
12. Parliament Questions, Parliament Assurances & Miscellaneous Parliamentary Matters related to Patents, Trademarks and Geographical Indications.
13. Coordination work of State Government of Haryana, Ministry of Culture and Department of Financial Services.
14. Complaints received from public/stakeholders, trademark agents and attorneys relating to Trade Marks Registry and Patents.
15. RTI/Public Grievances/VIP references/PMO References related to Patents, Trade Marks and Geographical Indications.
16. References/ Representations/ Complaints received from public on Trade Marks and Geographical Indications matters.
17. GI Promotion Activities:-Collaborating with State Governments, Various Ministries/ Departments/ Organizations etc.

18. Preparation of Scheme for promotion of Geographical Indications (SPGI)- to create awareness and promote Indian GI products by extending financial support to the eligible agencies registered within the country to undertake initiatives and activities in this regard.

Name of the Section: IPR Patents, Trademark & GI, Semi-conductor Integrated Circuit Section

Name of Section Officer or Equivalent Officer Address, Contact Number and Email	Name of Under Secretary/ Dy. Director or Equivalent Officer Address, Contact Number and Email	Name of Director/ Dy. Secretary or Equivalent Officer Address, Contact Number and Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number and Email
--	Shri Anurag Saxena Under Secretary 2 nd Floor, Vanijya Bhawan New Delhi-110001 EPABX:8969 Tel.No.011- 23038969 Email- anurag.saxena@nic.in	Dr Kajal, Director Office No. 23061642, 23061637 (Epabx: 3265) Email: kajal.08@nic.in	Ms. Himani Pande, JS Room No.237, Vanijya Bhawan, New Delhi- 110001. Office No: (Epabx:8887) 23038962,23038888 Email:jshp.dpiit@gov.in

Internal Trade Section and e-Commerce Section which were functioning separately were merged on 08.01.2021 and renamed as "**Internal Trade and e-Commerce Section**" to ensure synergy of policy making between e-Commerce and internal trade. The items of work allocated to this Section are as under:-

1. Promotion of Internal Trade including Retail Trade.
2. Welfare of Traders and their Employees.
3. Matters related to Internal Trade including formulation of National Retail Trade Policy.
4. Matters related to E-Commerce including formulation of E-Commerce policy.
5. Setting up of Open Network for Digital Commerce (ONDC).
6. Conduct and follow through of recommendations of the Standing Group of Secretaries on E-Commerce, stakeholder interactions, inter-departmental coordination on cross cutting aspects of E-Commerce, analysis of discussion papers.
7. Contributing to the committee of Experts constituted under the Ministry of Electronics and Information Technology (MeitY) headed to deliberate on the Data Governance framework and recommend measures relating thereto.
8. Parliament matters related to Internal Trade and E-Commerce;
9. RTI applications / VIP references/PMO references/ Public Grievances related to Internal Trade and E-Commerce.
10. Coordination work related to D/o Consumer Affairs (DOCA) and Ministry of Electronics and Information Technology (MeitY),
11. The officers in charge of Internal Trade and E-Commerce Section and their details are as under:

NAME OF SECTION: INTERNAL TRADE AND E-COMMERCE SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/ Dy Director or Equivalent Officer Address, Contact Number & Email	Name of Director/ Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number & Email
Vacant	Shri Rajesh Ranjan, Under Secretary US-1, Second Floor, Vanijya Bhawan, New Delhi Email rajesh.ranjan@gov.in Ph.:23038976 Intercom: 8976	Dr. Bejoy John, Director 144, Vanijya Bhawan, New Delhi Email : dr.bejoyjohn@nic.in Ph. 23038957 Intercom:8957	Shri Sanjiv, Joint Secretary 101, Vanijya Bhawan, New Delhi Email: sanjiv.01@nic.in Ph.: 23038743 Intercom: 8869

Note: An Internal Trade division including Direct Selling, Multi Level Marketing is still functional in the Department of Consumer Affairs.

1. All matters/events pertaining to North and South Americas.
2. To participate in the Working Group/sub-Committee on Industrial Co-operation for the Joint Commissions/Inter-Governmental Commission handled by other Departments.
3. To organize CEO Forums, Fast Track Meetings to discuss business related issues with the countries in North and South Americas.
4. Exchange of visits of Delegations to /with friendly countries with a view to explore and enhance possibilities of bilateral investment promotion.
5. Follow-up action on the recommendations of the Protocol/MOUs/Agreed Minutes of the Joint Commission/Working Group/Sub-Committees/CEO Forums etc. signed with foreign countries.
6. Preparation of Country Notes and Brief Note on Industrial Co-operation and Joint Commissions set up with foreign countries.
7. To co-ordinate with all Departments concerned including MEA/EOI/HC (concerned); Apex Industry Associations and other Organizations for issues relating to investment promotion.
8. Work relating to answering of Parliament Questions relating to Co-operation with Countries mentioned at S.No.1 above.
9. Submission of various reports/returns etc. including submission of draft material for monthly report to Cabinet Sectt. On important development occurred in IC-Americas Section.
10. To organize meetings of the Inter-Governmental Commission/Working Group under DPIIT with countries mentioned at SI.No.1 above.

Some Important Matters

A. India-US Trade Policy Forum (TPF):

M/o Commerce & Industry, GoI and Office of the US Trade Representative are the nodal agencies and TPF is co-Chaired by Commerce and Industry Minister on the Indian side and USTR on the American side. This is primarily designed to work for expanding bilateral trade and investment.

There are two working groups under TPF as under

- i. Working Group on Intellectual Property, to be coordinated by DIPP and
- ii. Working Group on Trade and Market Access, to be coordinated by DoC.

B. India-US Commercial Dialogue (CD): The objective is to advance the United States' and India's shared priorities of generating sustainable economic growth, improving the business and investment climate and is co-chaired by US Commerce Secretary and Commerce and Industry Minister from the two sides. The last meeting of India US Commercial Dialogue was held on 14.07.2020 through a telephonic conference.

There are three Working Groups under India-US Commercial Dialogue namely on:

- a. "Cooperation in Commerce" coordinated by Department of Commerce,**

- b. Business Climate and Investment" coordinated by DPIIT and**
- c. "Tourism" coordinated by Ministry of Tourism.**

C. India-US CEO Forum: DIPP is the nodal department for the Forum which is an effective platform to highlight key issues that affect business entities and to identify areas for closer collaboration for mutual benefit of both economies. Commerce and Industry Minister heads from the Indian government side. The 5th meeting of the Forum was held on 14.07.2020 through a telephonic conference. A new set of reforms and policy recommendations, deliberated jointly by CEO forum members, were presented at the meeting to further boost bilateral investment opportunities across key sectors of the economy including Healthcare and Pharmaceuticals, Aerospace & Defence, Infrastructure & Manufacturing, Entrepreneurship & Promoting Small Businesses, Energy, Water & Environment, ICT and Digital Infrastructure, Financial Services, Trade & Investments, among others.

Other important bilateral mechanisms are: -

D. India-Canada CEO Forum: This was established in the year 2012 to discuss issues and suggest measures to address impediments in our bilateral relation.

E. India-Brazil Business Leaders Forum: This was set up in the year 2012 and reconstituted in 2016. This B2B mechanism will provide inputs of the business leaders for promoting bilateral economic relation.

F. India-Colombia Joint Working Group on Trade and Investment: The first meeting of the India Colombia JWG was held in Bogota, Colombia on May 18, 2017. The JWG is co-chaired by Joint Secretary concerned in DIPP and reports to India Colombia Business Development Cooperation co-chaired by Secretary, Department of Commerce.

NAME OF SECTION : INTERNATIONAL CO-OPERATION – AMERICAS SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number and Email	Name of Under Secretary/ Deputy Director or Equivalent Officer Address, Contact Number and Email	Name of Director/Deputy Secretary/ Joint Director or Equivalent Officer Address, Contact Number and Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number and Email
Vacant	Shri Surendra Singh, Under Secretary, Room No. 439, Udyog Bhawan, New Delhi-110011 EPAB X – 3319, 011-23061592 Email ssingh.dopt@nic.in	Ms. Karamjeet Kaur, Joint Director Room No. 131, Vanijya Bhawan EPABX: 011-23038959 E-mail ID: karamjeet.kaur85@nic.in	Ms. Himani Pande, Joint Secretary, Room No.237, Vanijya Bhawan, New Delhi-110001 EPABX 8887 011-23038962,23038888 Email - jshp.dpiit@gov.in

INTERNATIONAL CO-OPERATION – ASIA SECTION (EX ME)

International Cooperation functions for Asia (excluding Middle East and Oceania) which inter alia includes the following.

1. Promotion and facilitation of investment from Asian Countries through investment marketing, facilitation.
2. G2G & G2B Investment promotion and facilitation meetings.
3. Investment after - care activities including collecting Investors' feedback and organizing inter-ministerial meetings to resolve those issues.
4. Participation in negotiations for Bilateral International Investment Treaties/Agencies.
5. Consultation and organization of bilateral CEOs Forums/Joint Business Forums.

NAME OF SECTION: INTERNATIONAL CO-OPERATION – ASIA SECTION (EX ME)

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/ Dy Director or Equivalent Officer Address, Contact Number & Email	Name of director/ Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary / Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Vyomendra, SO Address: Room no. 459, Udyog Bhawan Contact No.: 23062275 EPBAX:2433 Email: ipic1-dipp@nic.in	Vacant	Shri Avinash Gupta, Director Address: Room no. 254-A, Udyog Bhawan Contact No.: 23063345 EPBAX:2257 Email: avi.gupta@gov.in	Ms. Manmeet K Nanda, JS Address: Room no. 235, Vanijya Bhawan Contact No.: 23038881,23038882 Email: manmeet.nanda@ias.nic.in

The IC CIS Division in DPIIT is responsible for dissemination of information about investment climate and opportunities in India and investment facilitation with CIS countries (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan). The division endeavors to increase economic cooperation with CIS countries, for mutual benefits through different forums, such as Joint Working Groups, Sectoral Groups, interaction through CEO Forum, participation in international business fairs/forums and other bilateral channels like interaction with visiting delegations and facilitating visits of Indian delegations abroad.

The major activities undertaken by IC CIS Division include:

- Preparation of Country Notes and Briefs on Industrial Co-operation and Joint Commissions set up with foreign countries.
- Coordinating with all Departments concerned including MEA/EoI/HC (concerned; Apex Industry Associations and other Organization on issues relating to investment promotion pertaining to countries in the CIS region including Russian Federation.
- Exchange of visits and Delegations to/from Russian Federation & CIS Countries with a view to explore and enhance possibilities of bilateral investment promotion.

- **Participation in international fora:**

I. **St. Petersburg International Economic Forum (SPIEF):** The forum is established as a leading global platform that offers unparalleled opportunities to discuss and deliberate key issues dominating the global economic agenda and propose viable solutions through enhanced collaboration.

II. **Eastern Economic Forum (EEF) Vladivostok:** The Eastern Economic Forum is an international platform for discussing the strategy for developing political, economic and cultural ties between Russia and Asia Pacific. It seeks to improve relations between the international investment community, Russian business, and Federal and local governments.

III. **INNOPROM International Trade Fair:** INNOPROM International Trade Fair is the fastest growing trade fair in Eurasia. The business program includes events such as round tables, discussions and workshops with the participation of CEO's, key industrial players, major international sectoral associations and relevant state institutions.

- Work relating to Joint Working Groups/ Sub Groups/ Inter-Governmental Commission:

I. **India-Russia Working Group on Modernization & Industrial Cooperation**

(IRWG-M&IC): Setup in 2012 under the aegis of India-Russia Inter-Governmental Commission on Trade, Economic, Scientific, Technological and Cultural Cooperation (IRIGC-TEC) for further enhancing current level of bilateral investments and industrial cooperation between the two countries. The JWG focuses on discussing and identifying opportunities for mutual cooperation in the core sectors of the two countries and to suggest measures for overcoming existing barriers for consideration of the two governments. So far 8 meetings of the JWG have been held with last being held on 22.11.2019 in Moscow (Russia).

II. **India –Russia Sub Group on Modernization:** There are four sectoral subgroups under **IRWG-M&IC**, one each on Mining, Fertilizer, Civil Aviation and Modernization. Sub-group on Modernization is handled by DPIIT and others are handled in respective sectoral Ministries/Deptts. This group discuss potential areas of cooperation between India and Russia in core sectors such as automobiles, industrial machinery, machine tools and infrastructure development.

III. **India-Russia Working Group on Priority Investment Projects (PIPs):** Set up in 2013 under the aegis of India-Russia Inter-Governmental Commission on Trade, Economic, Scientific, Technological and Cultural Cooperation (IRIGC-TEC), with the objective to list Priority Investment Projects of India & Russia, review the progress of their Implementation and suggest measures for realization of these identified projects.

IV. **Indian-Belarusian Inter-Governmental Commission on Trade, Economic, Scientific, Technical and Cultural Co-operation (IGC-TEC):** Constituted through an agreement signed in 1997 between the Minister of State for External Affairs, Government of India and Minister of Economic Relations of Belarus, with the objective to develop cooperation between the two countries in Economic, Trade, Industrial, Scientific, technological and Cultural fields.

- Following-up action on the recommendations of the Protocol/MOUs/Agreed Minutes of the Joint Commission/Joint Working Group/Sub-Committees etc. signed with foreign countries.
- Providing DPIIT inputs on India-Russia Economic Forum, India-Russia Summit.
- Providing Comments on Bilateral Investment Treaties pertaining to the Countries in the CIS region, received from other Departments.
- Providing inputs and participating in the Joint Working Groups, Sub Committees on Industrial Co-operation for the Joint Commissions of other Departments pertaining to CIS Countries.
- Coordination work emanating from Ministry of Defence and Kerala State.
- Parliament question, RTI, grievances.

NAME OF SECTION : INTERNATIONAL CO-OPERATION – CIS SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy Director or Equivalent Officer Address, Contact Number & Email	Name Of Director/ Dy. Secretary or Equivalent Officer, Address, Contact Number & Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer, Officer Address, Contact Number & Email
Shri Yugal Kishore, Section Officer, R.No.448, Udyog Bhawan, New Delhi-110011 Phone No.:23061356 EPBAX-2439 Mail I.D.: iccis-dpiit@gov.in	Shri. A.K Sabharwal Under Secretary Room No. 468-2B, Udyog Bhawan, New Delhi-110011. Phone No: - 23061256 Mail I.D: - ak.sabharwal@nic.in	Ms. Prerna Joshi Joint Director Room No. 254 B, Udyog Bhawan, New Delhi-110011. Phone No: - 23062856 Mail I.D: - prerna.joshi@nic.in	Shri Rajesh Kumar Singh, Joint Secretary Room No, 222, Vanijya Bhawan PH. 011-23038872 /74 I.C. 8872/8874 e-mail. jsadmin-dpiit@gov.in

The IC Europe Division of this Department deals with all matters / events relating to International Cooperation and Investment Promotion in respect of European countries. The Division plays an active role in Investment Promotion and opportunities in India and by advising prospective investors about investment specific policies and procedures. The Section is also responsible for resolving issues arising out of existing investments from European Countries by following up with the concerned Ministries / Departments of Government of India and the State Governments concerned. The Division also promotes and facilitates foreign investments and joint ventures from European Companies through investment marketing, facilitation and after-care activities.

The major activities undertaken by IC Europe Section include:

- Preparation of Country Notes and Briefs on Industrial Co-operation and Joint Commissions set up with foreign countries.
- Coordinating with all Departments concerned including MEA/Indian Missions and concerned Apex Industry Associations and other Organizations on issues relating to investment promotion pertaining to countries in the Europe region.
- Exchange of visits and Delegations to/from European Countries with a view to explore and enhance possibilities of bilateral investment promotion.
- Participation and work relating to International Forums such as:
 - i. **CEO Forum:** The forum constituted by DPIIT with the approval of Hon'ble PM is an effective B2B platform to highlight key issues that affect business entities and to identify areas for closer collaboration for mutual benefit of economies of both countries. Each Forum has a Secretariat run by FICCI or CII. India has at present CEO Forum with the European countries namely France, UK, Spain and Sweden.
 - ii. **Joint Commission on Economic Cooperation (JCEC):** IC (Europe) Division act as nodal point for the following Joint Commissions / Inter Governmental Commissions:
 - The India-Hungary Joint Commission on Economic Cooperation.
 - The India-Sweden Joint Commission for Economic, Industrial, Technical and Scientific Cooperation.
 - The India-Poland Joint Commission for Economic Cooperation.
 - iii. **Fast Track Mechanism (FTM)/Investment Facilitation Mechanism (IFM):** The key objective of the Fast Track mechanism between the two countries is to pave the way for and identify and solve problems faced by companies and investors with their operations in the other country. It also serves as a platform for discussing general suggestions regarding ease of doing business in India and vice versa. India has bilateral FTM with three countries viz., Italy, France and Germany and unilateral one with UK for its companies and investors.
 - iv. **World Economic Forum (WEF):** The World Economic Forum (WEF) is one of the world's foremost platforms for public-private cooperation and has served as a catalyst for numerous impact-oriented collaborations and initiatives internationally towards shaping global, regional and industry agendas. Every year, WEF hosts an annual meeting normally at the end of January in Davos.

- Following-up action on the recommendations of the Protocol/MOUs/Agreed Minutes of the Joint Commission/Joint Working Group/Sub-Committees etc. signed with foreign countries.
- Providing inputs w.r.t. JCECs of other European countries such as Italy, Cyprus etc to Department of Commerce.
- Providing Comments on Bilateral Investment Treaties pertaining to the Countries in the European region, received from other Departments.
- Providing inputs and participating in the Joint Working Groups, Sub Committees on Industrial Co-operation for the Joint Commissions of other Departments pertaining to European Countries.
- Compilation of material for Annual Report pertaining to International Cooperation for Investment Promotion.
- Coordination work emanating from Department of Space, Ministry of Heavy Industries and Rajasthan State.
- PMO and VIP references, Parliament questions, RTI grievances.

NAME OF SECTION: INTERNATIONAL CO-OPERATION – EUROPE SECTION

Name of Section officer of Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy Director or Equivalent Officer Address, Contact Number & Email	Name of Director /Dy Secretary of or Equivalent officer, Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary of Equivalent Officer, Officer Address, Contact Number & Email
<p>Shri Kamal Kishore Aswani, Section Officer,</p> <p>Vanijya Bhawan, New Delhi.</p> <p>Email ID- kamalkishore.aswani@gov.in</p> <p>Tel No.- 23038948</p> <p>Intercom No: - 8948</p>	<p>Shri Pritam Kumar , Under Secretary,</p> <p>460-B Udyog Bhawan, New Delhi.</p> <p>Email ID- pritam.k@gov.in</p> <p>Tel No.-: - 23063148</p> <p>Intercom No: - 2290</p>	<p>Shri B. Ramanjaneyulu, Director</p> <p>Vanijya Bhawan, New Delhi.</p> <p>Email ID- ramanjaneyulu.irs@gov.in</p> <p>Tel No.-011- 23038896</p> <p>Intercom No: - 8896</p>	<p>Shri Balamurugan D, Joint Secretary</p> <p>220, Vanijya Bhawan, New Delhi.</p> <p>Email ID- jsdpiit.bd@gov.in</p> <p>Tel No.-011- 23038880</p> <p>Intercom No: -8878</p>

1. All matters pertaining to Africa, Middle East and Oceania.
2. Comprehensive Economic cooperation/ Partnership Agreements/ Free Trade Agreements (FTA) in respect of Africa, Middle East and Oceania
3. G2G & G2B Investment promotion and facilitation meetings.
4. Consultation and organization of bilateral CEOs Forums/Joint Business Forums
5. Deputation of official delegation (s) to Africa, Middle East & Oceania
6. Coordination work related to D/o Agricultural Research and Education, D/o Agriculture & Farmers' Welfare and Ministry of Cooperation
7. All Work relating to Parliament Questions in respect of Investment Promotion in Africa, Middle East and Oceania Countries.
8. Compilation of material for Annual Report pertaining to International Cooperation for Investment Promotion.
9. Submission of Various reports/returns etc.

NAME OF SECTION : IC-AFRICA, MIDDLE EAST & OCEANIA SECTION

Economic/ Section Officer	Under Secretary	Director/ Deputy Director General	Joint Secretary
Smt. Anita Khakha, Section Officer Mobile:9810 276494, anita.khakh a@nic.in Off:	Shri T Hanumanatha Rao, US US-28, 1st Floor VB Extn: 8938 Tel: 23038938 Email: hrao.thota@gov.in	Shri Rakesh Kumar, DDG Room No. 149 VB Extn. 8891 Mob. No. 9623001544 Email: rakesh.k72@gov.in	Shri Sanjiv, JS Room No. 101, Vanijya Bhawan Tel: 23038743/ , 23038870 Epabx: 8869 Email: sanjiv.01@nic.in

INTERNATIONAL INVESTMENT TREATIES AND AGREEMENTS SECTION (IITA)

- i. Examination of International Investment agreements, Investment Chapters in CECA/CEPA/FTAs/Bilateral Investment Treaty (BIT) or any other bilateral/multilateral Investment Agreement.
- ii. Examination of FDI Policy references in Trade in Services (Mode 3) Chapter of FTAs.
- iii. Examination of matters related to International Investment Treaties Disputes.
- iv. Examining Investment issues at multilateral forums such as G20, BRICS, WTO, etc.

NAME OF SECTION: INTERNATIONAL INVESTMENT TREATIES AND AGREEMENTS SECTION (IITA)

Joint Secretary	Joint Director	Deputy Director	Section Officer
Ms Himani Pande, Joint Secretary, Room No.237, Vanijya Bhawan, New Delhi-110001 EPABX 8887 011- 23038962,230388 88 Email - jshp.dpiit@gov.in	Ms. Karamjeet Kaur, Room No. 131, Vanijya Bhawan EPABX: 011- 23038959 E-mail ID: karamjeet.kaur85 @nic.in	Ms. Mira Sethi Vanijya Bhawan, New Delhi. EPABX No. 8942 E-mail ID: mira.sethi@gov.in	Shri Kumar Gaurav Vanijya Bhawan, New Delhi. EPABX No. 8946 E-mail ID No: k.gaurav88@gov .in

1. Activities for promotion of investment and facilitation under the Make in India initiative.
2. Nodal Section for Scheme for Investment Promotion (SIP) of DPIIT.
3. Providing budgetary support to Invest India for approved activities under SIP.
4. Providing support to line Ministries, and States/UTs and Industry Associations for investment related events/summits.
5. Providing support to Indian missions abroad for investment promotion activities under Make in India and Market Entry Support Programme (MESP) for Small & Medium Enterprises.
6. Coordination and facilitation work related to Project Development Cells (PDCs) constituted in 29 Ministries/Departments to attract investments.
7. Coordination work related to Productivity Linked Incentives Schemes (PLI) of all Ministries/Departments.
8. Coordination work related to meetings of Empowered Group of Secretaries (EGoS) for investment.
9. Providing Make in India Logo support as per prescribed Guidelines.

NAME OF SECTION: INVESTMENT PROMOTION SECTION (MAKE IN INDIA)

Section Officer	Under Secretary	Director	Additional Secretary
Vacant	Ms. Bimla Rawat, US US-26, Ist Floor Vanijya Bhawan Tel.no. 23038935 Extn:8935 Email: bimla.rawat@nic.in	Shri Ramanjaneyulu B, Director, Room No.-146, Vanijya Bhawan Tel.no. 23038896 Extn: 8896 Email: ramanjaneyulu.irs@gov.in	Shri Rajeev Singh Thakur, AS Room No.-236, Vanijya Bhawan Tel.no. 23038963 Extn: 8885 Email: as-dpiit@gov.in

The following matters are broadly being dealt in Leather and Footwear Section.

- I. The Leather and Footwear Section has been implementing of central sector scheme 'Indian Footwear Leather and Accessories Development Programme (IFLADP) 2017- 2021 including its seven sub-schemes i.e.
 - a. Human Resource Development (HRD) sub-scheme;
 - b. Integrated Development of Leather Sector (IDLS) sub-scheme;
 - c. Mega Leather Footwear and Accessories Cluster Development(MLFACD) sub-scheme;
 - d. Establishment of Institutional Facilities sub-scheme;
 - e. Leather Technology Innovation and Environment Issues sub-scheme;
 - f. Promotion of Indian Brands in Leather and Footwear sector sub-scheme; and
 - g. Additional Employment Incentives in Leather and Footwear sector
- II. The scheme is being proposed for continuation for implementation during 2021 - 2026.
- III. Policy matters related to Leather and Footwear sector;
- IV. Matters related to Footwear Design and Development Institute (FDDI).
- V. Matters pertaining to Inter-Ministerial Committees, Stakeholder Consultations, Empowered Committee and Steering Committee for development of Leather and Footwear sector;
- VI. Coordination with various concerned Ministries/Departments, State Government and Stakeholders for development of Leather and Footwear Sector;
- VII. Guard File of all matters pertaining to IFLADP scheme on approvals etc. in respect of ongoing projects/sub-scheme components under IFLADP scheme is being kept.

NAME OF SECTION: LEATHER AND FOOTWEAR SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Niraj Kumar, Section Officer Vanijya Bhawan, 1st Floor , New Delhi 011-23038867 Email: neeraj.k85@gov.in leather-dpiit1@gov.in	Shri Kapil Meena, Under Secretary Vanijya Bhawan, 1st Floor , New Delhi 8937 011-23038937 Email: kapil.meena@nic.in	Shri Raman Kant Sood, Director Room No. 203, 2nd Floor, Vanijya Bhawan, New Delhi 8871 011-23038871 Email:	Shri Rajeev Singh Thakur, Additional Secretary, Room No. 236, 2nd Floor, Vanijya Bhawan, New Delhi 011-23038963,

		rk.sood@nic.in	011-23038885 Email: as-dpiit@gov.in
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1. Selection, purchase and acquisition of publications.
2. Organization and bibliographical control of books and publications for scientific storage and information retrieval.
3. Publication of bibliographies, documentation of source material and other reference publications.
4. Preparation and maintaining Library budget in procurement of books and other publications.
5. Purchase of Newspapers, Magazines and Journals for references and circulations amongst Ministers, Officers and Sections in the DPIIT, D/o Commerce, D/o Heavy Industry, Ministry of Textiles, M/o MSME.
6. Newspapers reimbursement to the officers of DPIIT & MSME.
7. Electronics/ Online subscriptions of Journals, Newspapers, Magazines Databases etc.
8. Inter-Library Loan Services.
9. Indexing of Newspapers clippings related to Commerce and Industry.
10. Taking extracts of technical articles. Gazette Notifications and other publications and to keep in the record of Library for further use.
11. Issue of books and various publications to the officials for reference and return.
12. Physical verification, write-off & recoveries of books.
13. Organization of library Book Selection Sub-Committee Meeting and Book Exhibition.
14. Weeding –out of old and unwanted Books.
15. Computerization of Library activities i.e. creation of database on main News items appeared in the Economic Newspapers circulation control, Online Public Access Catalog (OPAC), information retrieval and also entering of book records in the computer using LIBSYS Software. The bibliographical details of all publications have put on intranet in Udyog Bhawan & later on at Vanijya Bhawan, New Delhi.

NAME OF SECTION: LIBRARY

Name of Section Office/equivalent officer Contact details	Name of Under Secretary/equivalent officer Contact details	Name of DS/Director/equivalent officer Contact details	Name of Joint Secretary/Addl. Secretary contact details
Shri Des Raj Kapoor, ALIO Room No. 51- B, Udyog Bhawan PH. 011-23062369 (UB) IC : 2215 Room No. 216, Vanijya Bhawan PH. 011-23033713 (VB) IC : 3713 E-mail: dr.kapoor@gov.in	Shri Ram Naresh, Under Secretary Room No. 211, Vanijya Bhawan PH. 011-23038894 I.C: 8894 Email: ram.naresh69@nic.in	Shri Kshitij Mohan Director 253, Udyog Bhawan, New Delhi-110011 EPABX – 3511 011-23062750 Email- kshitij.mohan@nic.in	Shri Rajesh Kumar Singh, Joint Secretary Room No, 222, Vanijya Bhawan pH. 011-23038872 /74 I.C. 8872/8874 E-mail. jsadmin-dpiit@gov.in

Light Engineering Industry

1. Drums
2. Barrels
3. Buckets
4. Iron Rolls
5. Caps & Closures
6. Industrial Fasteners
7. Mixers and Reactors
8. Wire Products
9. Building Hardware
10. Doors & Windows
11. Water Pumps
12. Utensils
13. Tracks and Nails
14. Agricultural Implements
15. Umbrella Ribs, Umbrella Frames
16. Spares
17. Conduit Pipes
18. Aluminum Collapsible Tubes and Cans, Springs & Expansion
Bellows and Couplings
19. Rifles and Guns
20. Ball & Roller Bearing and Ring Industry
21. Grinding Media
22. Fire Fighting Equipment
23. Pipes and C.I. Pipes
24. Metallic Stripes Ceiling System
25. Cycle Industry
26. Precision Tools including Hand Tools
27. Razor Blade Industry
28. Link Chains
29. Wire Rope Drill Bits
30. Typewriters
31. Photo Copiers
32. Test and Measuring Instruments
33. Industrial Instruments such as Process Control Instruments
34. Industrial Control Valves
35. Scientific Instruments
36. Cameras
37. Sewing Machines
38. Weighing Machines
39. Bright Bars
40. Steel pipes and Tubes
41. Cold Rolled Formed Sections/ Profiles
42. Castings
43. Forgings
44. Copper Tubes & Pipes and fittings (HS-7411, 7412)

Items of Work/ matters relating to Light Electrical Industry

1. Light Electrical Engineering Industries including:-

- i. Fans, Lamps, Power Cables, Wires, House-hold electrical appliances, Dry Cell Batteries, Lead Acid Batteries, Button Cells.
 - ii. Light House Equipment.
 - iii. Cinema Carbons, Graphite Electrodes, Graphite Crucibles, Carbon Brushes.
2. Air Conditioners, Refrigerators and other White Goods
3. Refrigeration plants for industrial use.
4. Electrical Motors (motors of all types AC/DC machines) including – Fractional Horse Power Motors.
5. Electrical Stampings and Laminations
6. Lighting Arresters
7. Power Factor Capacitors.
8. Electrical Power Driven Pumps
9. Petrol Dispensing Pumps, Special Purpose Pumps etc.
10. Industrial Blowers and Exhaust Fans
11. Electrical Relays
12. Electrical Bus Bars
13. Glass Shells for G.L.S. Lamps and Florescent Tubes etc.
14. Mica Paper Insulation Material
15. Air and Gas Compressors and Vacuum Pumps
16. Energy Grains and Fillets
17. Safety Lamps
18. Thermostats used in refrigerators
19. Evaporators
20. Uninterrupted Power Supply System (UPS)
21. All miscellaneous electrical equipment not allotted to any other industries Section
22. Laundry Machinery Industry
23. Lifts
24. Transmission Line Towers

Items of Work/ matters relating to Light Industrial Machinery

1. Hosiery Machinery/ Knitting Needles
2. Filtration Equipment
3. Distillation Equipment
4. Driers/ Evaporates/ Crystallizers.
5. Ceramic Machinery
6. Food Processing Machinery
7. Packaging Machinery
8. Saw Mill Machinery
9. Air/ Water Pollution Control Equipment
10. Gear Hobs
11. Industrial Gears
12. Structural Fabrication
13. Brick Making Machinery
14. Size Reduction Equipment
15. Size Separator Units-Screens Classifiers etc.

NAME OF SECTION: LIGHT ENGINEERING INDUSTRY SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Vacant	Shri Dheeraj Kumar Meena, Under Secretary Address: Vanijya Bhawan, Contact Number: 9540985616 Email: dheeraj.meena17@gov.in	Dr. Ashish Kumar, Sr. Consultant Room No.133, Vanijya Bhawan, New Delhi. Tel No.23038933 Email:krashish@nic.in	Shri Sanjiv, JS R.No.101, Vanijiya Bhawan, New Delhi Tel No:23038869 Email: sanjiv.01@gov.in

Scheduled Industry No.30 (Rubber Goods)

1. Tyres and Tubes.
2. Quality (Control) Order, 2009 for Pneumatic Tyres & Tubes.
3. Other Rubber Goods.
4. Indian Rubber Manufacturer's Research Association (IRMRA), Thane

Scheduled Industry No. 38 (Miscellaneous Industries) 38(2) Linoleum & Rubber.**NAME OF SECTION: LINOLEUM & RUBBER SECTION**

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Mukesh Bhargava, SO R.No.454-A, Udyog Bhawan, New Delhi. Mob: 9818423800 Email:m.bhargava@gov.in	Shri Rajesh Rawat, US R.No.355, Udyog Bhawan, New Delhi Mob : 9953644844 Email:rajesh.rawat@nic.in	Shri Kundan Kumar, DS R.No.258, Udyog Bhawan, New Delhi Mob: 9868306834 Email:kundan.kumar72@gov.in	Shri Sanjiv, JS R.No.101, Vanijiya Bhawan, New Delhi Tel No:23038869 Email: sanjiv.01@gov.in

I. **Work Allocation in Logistics Division, DPIIT**

Sr.No.	Name of Officer and Designation	Work Allocated
1.	Dr. (Mr.) Surendra Ahirwar, Joint Secretary	<p>PM GatiShakti NMP</p> <ul style="list-style-type: none"> • Coordination with Ministries for onboarding National Master Plan (NMP) and usage • Network Planning Group (NPG) meetings • Infrastructure Gaps; coordination on identification & prioritization <p>Other Work Priorities</p> <ul style="list-style-type: none"> • HCIM Review • G20 • Inter-ministerial Committee (IMC) • Parliamentary matters & RTI
2.	Sh. Srinivas E., Joint Secretary	<p>PM GatiShakti National Master Plan</p> <ul style="list-style-type: none"> • Coordination with BiSAG-N • Onboarding of Social Sector Ministries • Area Development Approach • TSU strengthening including vacancies and Capacity building <p>National Logistics Policy</p> <ul style="list-style-type: none"> • National Logistics Policy: Overall monitoring • National Logistics Performance Index • Coordination on Services Improvement Group (SIG) mechanism and E-Logs • Round tables/Interactions with Businesses/Industry Associations • [supported by E&Y PMU/Invest India/TSU] • Standardization of Logistics Related Assets • EXIM Logistics (NCTF & SCOPE) • Sectoral Plans for Efficient Logistics (SPEL) • Skilling, Human Resource and Capacity Building (including course development for iGOT Karamyogi platform) for logistics sector <p>Other Work Priorities</p> <ul style="list-style-type: none"> • Interaction with Business Associations on logistics ecosystem • GIZ & ADB related logistics projects • International Cooperation Development of Knowledge

		<p>Centre with</p> <ul style="list-style-type: none"> Academicians, Businesses, Govt. Deptts. at Centre/State.
3.	Ms. Rupa Dutta, Senior Advisor	<p>National Logistics Policy (NLP)</p> <ul style="list-style-type: none"> Framework for logistics cost calculation Logistics Ease Across Different States(LEADS) [E&Y PMU] Services Improvement Group (E-Logs))
4.	Shri Vinod Kumar Verma, Deputy Director General	<p>PM GatiShakti(NMP)- Coordination with States/UTs:</p> <ul style="list-style-type: none"> Quality Improvement Plan (QIP) for SMPs including finalization of SOPs Coordination on BISAG-N related issues Usage of PMGS Weekly review meetings (Thursday) with states/UTs, With SS as chair <p>Administration & Establishment National Logistics Policy (NLP)</p> <ul style="list-style-type: none"> State Logistics Policy

5.	Shri Sumeet Jarangal, Director	<p>PM GatiShakti NMP</p> <ul style="list-style-type: none"> • Coordination with allotted Ministries and States/UTs • Onboarding of Social Sector Ministries onto PM GatiShakti NMP • Quality Improvement Plan (QIP) for NMP for Social Sector Ministries. <p>National Logistics Policy (NLP)</p> <ul style="list-style-type: none"> • Overall coordination on NLP • Services Improvement Group (SIG) meetings • Coordination with Services Improvement Group on E-Logs • Roundtables/Interactions with Businesses/Industry Associations [Invest India/TSU] • Framework guidelines for logistics parks/MMLPs (GIZ) • Coordination with MORTH, MOR, NICDC, etc. on Multi Modal Logistics Parks (MMLPs) • Unified Logistics Interface Platform (ULIP) [NICDC] • Standardization of logistics related assets [GIZ] • Green logistics/GIZ related all tasks • Multimodal Transportation of Goods Act (MMTG) Act
6.	Shri Sagar Kadu, Director	<p>PM GatiShakti National Master Plan</p> <ul style="list-style-type: none"> • Quality Improvement Plan (QIP) for NPG Ministries • Coordination with allotted Ministries and States/UTs • Support to NPG for TSU observations on Projects <p>Others</p> <ul style="list-style-type: none"> • International Cooperation-1 (IC-1) – SCO, BRICS, SASEC, BIMSTEC, Ministerial forum of GSCR
7.	Dr. (Ms.) Jivisha Joshi Gangopadhyay, Deputy Secretary	<p>PM GatiShakti National Master Plan</p> <ul style="list-style-type: none"> • Area Development Approach • Coordination with allotted Ministries and States/UTs • Organizing Empowered Group of Secretaries Meeting (EGoS) • PMO review & related tasks <p>National Logistics Policy</p> <ul style="list-style-type: none"> • Framework for logistics cost calculation • National Logistics Performance Index <p>Others</p> <ul style="list-style-type: none"> • ADB related all tasks • International Cooperation-2 (IC-2) – Multilateral: BIMSTEC, SCRI & IPEF; Bilateral: Singapore, Japan, Korea, Middle East, Germany, EU, US. • Inter-ministerial Committee (IMC) • Media & Information, Education & Communication (IEC)

8.	Shri Ashish Bhargava, Deputy Secretary	<p>PM GatiShakti National Master Plan</p> <ul style="list-style-type: none"> • Coordination with concerned Ministries and States/UTs on PM GatiShakti NMP • Development of Knowledge Centers – showcasing PM GatiShakti case studies/ examples of adoption and facilitating knowledge sharing • Coordination with allotted Ministries and States/UTs • Support to NPG for TSU observations on Projects <p>National Logistics Policy</p> <ul style="list-style-type: none"> • Skilling, Human Resource and capacity building (including iGOT Karamyogi platform) under NLP • Sectoral Plans for Efficient Logistics (SPEL) <p>Others</p> <ul style="list-style-type: none"> • G-20 meetings • Project Management Group (PMG), including High Impact Projects • Integration of IIG- PMG (convergence of portals for infra projects); NSWS with PM GatiShakti NMP
9.	Shri Hemant Kumar, Deputy Secretary	<p>PM GatiShakti National Master Plan</p> <ul style="list-style-type: none"> • TSU Strengthening including vacancies & capacity building • Coordination on Weekly Review Meetings of SIIT, SS(LD), SOM <p>Others</p> <ul style="list-style-type: none"> • Administration and Establishment • Parliamentary matters • Coordination with States • RTI • Miscellaneous- Annual Reports, etc.
10.	Shri Subash Chandra Karol, Director	<p>PM GatiShakti National Master Plan</p> <ul style="list-style-type: none"> • Coordination with allotted Ministries and States/UTs • Support to NPG for TSU observations on projects
11.	Ms. Ravi Kiran, Deputy Secretary	<p>PM GatiShakti National Master Plan</p> <ul style="list-style-type: none"> • Integration of portals (Clearance related-National Single Window System, NoC etc) with PM GatiShakti NMP • Network Planning Group (NPG) meetings • Overall TSU Coordination

		<ul style="list-style-type: none"> Adoption of advanced (AI/Bigdata) digital tools onto PMGS. Coordination with allotted Ministries and States/UTs HCIM review and coordination.
12.	Sh. Ramesh Kumar Verma, Deputy Secretary	PM GatiShakti National Master Plan <ul style="list-style-type: none"> Overall TSU coordination Coordination with allotted Ministries and States/UTs National Logistics Policy <ul style="list-style-type: none"> EXIM Logistics National Committee on Trade Facilitation (NCTF) Standing Committee on Promotion of Exports (SCOPE)
13.	Shri Rahul Shreshta, Director	PM GatiShakti NMP <ul style="list-style-type: none"> Infrastructure Gaps Scheme for Special Central Assistance to States Coordination with concerned Ministries and States, Support to NPG for TSU observations on projects
14.	Shri Narsi Ram Meena, Director	PM GatiShakti NMP <ul style="list-style-type: none"> Coordination with allotted Ministries and states/UTs Support to NPG for TSU observations on projects
15.	Shri Rakesh Kumar Meena, Deputy Secretary	PM GatiShakti National Master Plan <ul style="list-style-type: none"> Coordination with allotted Ministries and States/UTs Support to NPG for TSU observations on projects

NAME OF SECTION: LOGISTICS DIVISION

Ms. Sumita Dawra
Special Secretary (Logistics)
Room No. 202, Vanijya Bhawan
Tel. 23038927, 23038961
Email :dawras@ias.nic.in

Name of Additional Secretary/Joint Secretary or equivalent Officer, Address, Contact Number & email

Dr. Surendra Kumar Ahirwar Joint Secretary (Logistics) Room No. : 207 Vanijya Bhawan, ND Tel. : 23038907, 23038920, 23038921 Email : surendra.ahirwar@nic.in	Shri E. Srinivas, Joint Secretary (Logistics) Room No. 221 Tel.:2303 8876 Vanijya Bhawan, ND Email : srinivas.20@gov.in	Ms. Rupa Dutta, Sr. Advisor (Logistics) Room No. 127 Vanijya Bhawan, ND Tel: 2303883, 23038886 Email : rupa.dutta@nic.in	Shri Vinod Kumar Verma Dy. Director General (Logistics) Room No. 226 A Udyog Bhawan, ND Tel. : 23062879 Email : vk.verma64@gov.in
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Name of Director/ Dy. Secretary or equivalent Officer, Address, Contact Number & email	Name of Under Secretary/Dy. Director or equivalent Officer, Address, Contact Number & email	Name of Section Officer or equivalent Officer, Address, Contact Number & email
Shri Sumeet Kumar Jarangal Director (Logistics) Room No.147 Vanijya Bhawan, ND Tel No. 23038900 Email : Sumeet.jarangal@ias.gov.in	1. Shri P.K. Verma Under Secretary (Logistics) Room No. 368, Udyog Bhawan, ND Tel. : 23062821 Email :pramod.verma@nic.in	Shri Deepak Kumar Section Officer Room No. 37-B, Udyog Bhawan, ND Mobile No. 9599076636 Email :deepak.kumar74@nic.in
Shri Sagar Ramesh Rao Kadu Director (Logistics) Room No. 132 Vanijya Bhawan, ND Tel. : 23038914 Email : sagar.kadu@gov.in	2. Shri K. Jayaraman Under Secretary (Logistics) Room No. 368, Udyog Bhawan, ND Tel. : 23062821 Email :jayaraman.65@gov.in	
Ms. Jivisha Joshi Gangopadhyay Deputy Secretary Room No. 136 Vanijya Bhawan, ND Tel. : 23038930 Email : jivisha.g@gov.in	3. Shri Gaurav Kumar Under Secretary (Logistics) Room No. 353, Udyog Bhawan, ND Mobile No.8700323414 Email : gaurav.kumar80@nic.in	
Shri Ashish Bhargava, Director Secretary(Logistics) Room No. 255 Vanijya Bhawan Tel No.: 23061688 Email : ashish.bhargava@ias.nic.in		
Shri Hemant Kumar, Deputy Secretary (Logistics) Room No. : 256, Udyog Bhawan, ND Tel No. 23062173 Email : hemant.vrish@gov.in		
Shri Subhash Chandra Karol Director (Logistics) Room No. 255 Udyog Bhawan, ND Tel. :23061688 Email :sc.karol@nic.in		
Ms. Ravi Kiran Deputy Secretary Room No.128 Vanijya Bhawan, ND Tel. : 23038917 Email :kiran.r@gov.in		

Shri Ramesh Kumar Verma Deputy Secretary Room No. 135 Vanijya Bhawan, ND Tel. : 23038909 Email :rameshk.verma@nic.in		
Shri Rahul Shreshtha Director (TSU) Room No. 260 Udyog Bhawan, ND Tel. : 23038909 Email : rahul.shr@gov.in		
Shri Narsi Ram Meena Director (TSU) Room No. 250 Udyog Bhawan, ND Tel. : 23038908 Email :narsi.bodh@gov.in		
Shri Rakesh Kumar Meena Deputy Secretary Room No.134 Vanijya Bhawan, ND Email :rk.meena84@gov.in		

Sl No	Items
1.	India Industrial Land Bank [earlier known as Industrial Information system(IIS)] under National Plan for Manufacturing Cluster(NPMC) and work related thereto;
2.	Industrial Park Rating System (IPRS) under National Plan for Manufacturing Cluster(NPMC) and work related thereto;
3.	National Manufacturing Policy (NMP) and work related thereto;
4.	Work relating to the Coordination Committee Constituted for 'Affirmative Action for SCs/STs in Private Sector' by the PMO;
5.	Parliament Questions related to, IILB, IPRS, National Manufacturing Policy.
6.	VIP/ PMO/ Cabinet Sectt's reference relating to the Section.

NAME OF SECTION: MANUFACTURING POLICY

Section Officer	Under Secretary	Director /Joint Director	Additional Secretary
Ms. Neelam Gorawara, Section Officer, Room No. 344, Third Floor, Udyog Bhawan, New Delhi-110011 Ph-23062511 EPBAX-2223 Email : mps-dipp@nic.in	Shri A.K. Sabharwal, Under Secretary, Room No.468-2B, Udyog Bhawan, New Delhi-110011 Tel.23061256 Extn3406 Email: Ak.sabharwal@nic.in	Ms. Prerna Joshi, Joint Director, Room No. 254 B, Udyog Bhawan, New Delhi-110011 EPABX 2212 011-23062856 Email - prerna.joshi@nic.in	Shri Balamurugan D, Joint Secretary, Room No.220, Vanijya Bhawan, New Delhi-110001 EPABX – 8878 011-23038888 Email - bala.devaraj@nic.in

Industrial Infrastructure Up-Gradation Scheme (IIUS)

Industrial Infrastructure Up-gradation Scheme (IIUS) was launched in 2003 with the objective of enhancing industrial competitiveness of domestic industry by providing quality infrastructure through public private partnership in selected functional clusters/locations which has the potential to become globally competitive. Central assistance upto 75% of the project cost subject to a ceiling of Rs. 50 crore was given for each project. The scheme was recast in February, 2009 on the basis of an independent evaluation to strengthen the implementation process. A two stages approval mechanism was introduced, wherein final approval was to be given within six months of initial approval after achieving certain milestones. The ceiling of central grant was raised from Rs. 50 crore to Rs. 60 crore. Under IIUS, 37 projects were sanctioned in the 10th and 11th Five Year Plan Periods, out of which 31 projects have been completed and 6 projects are under implementation. These projects were provided central assistance of Rs. 1430.184 crore (up to 27.06.2023), out of sanctioned central grant of Rs. 1455.640 crore.

In 2011, the Recast IIUS was evaluated for its effectiveness and continuation in the 12th plan period by the National Productivity Council (NPC). The NPC had conducted the evaluation & observed the following:

- IIUS interventions contributed immensely in the technological up-gradation of the clusters;
- Revenue of the industries in the clusters as well as employment has increased after intervention under IIUS;
- Provided a robust platform for development of common facilities such as R&D Labs, Skill up-gradation centre, Common Effluent treatment Plant (CETP) and basic infrastructure;
- About 80% of industrial units in the clusters are under Micro & Small Enterprises (MSE) category, which have benefitted immensely from the common infrastructure facilities.
- Majority of the clusters have taken up green initiatives.
- Majority of the clusters are self- sustainable.

The scheme was continued after being renamed as MIIUS (Modified Industrial Infrastructure Up-Gradation Scheme) with effect from July, 2013.

Modified Industrial Infrastructure Up-Gradation Scheme (MIIUS)

For continuation of the IIUS Scheme in the 12th Five Year Plan period, NPC recommended suitable modifications to ensure timely completion of the projects. A modified version of IIUS viz. 'Modified Industrial Infrastructure Up gradation Scheme (MIIUS)' was notified in July, 2013. Under MIIUS, projects have been undertaken to upgrade infrastructure in existing Industrial Parks/ Estates/ Areas. Greenfield Projects have also been undertaken in backward areas and North Eastern Region (NER). Projects are being implemented by the State Implementing Agency (SIA) of the State Government. Central Grant upto 50% of the project cost with a ceiling of Rs. 50 crore is provided under MIIUS with at least 25% contribution of State Implementing Agency. In case of North Eastern States, the central grant and minimum contribution of the SIA are up to 80% and 10% respectively. Under MIIUS scheme, 21 projects were sanctioned; out of which 16 projects have been completed and remaining 5 are under implementation. These projects have been provided central assistance of Rs. 368.536 crore (up to 27.06.2023), out of sanctioned central grant of Rs. 387.016 crore. The Scheme has been discontinued since 31st March, 2017 for taking up new projects.

NAME OF SECTION : MIUS SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri. Deepak Singh Rawat, Section Officer Room No.450A, Udyog Bhawan, New Delhi Mobile No.9717036454 E.Mail ds.rawat69@gov.in	Smt. Archana Gupta, Under Secretary, Room No. 365, Udyog Bhawan, New Delhi Ph. No.011-23063490 E.Mail archana.gupta@nic.in	Shri B Ramanjaneyulu Director 1 st Floor, Room No.146 Vanijya Bhawan , New Delhi Ph.No.011-23038896 E.Mail: ramanjaneyulu.irs@gov.in	Shri Balamurugan Devaraj, Joint Secretary Room No. 220, Vanijya Bhawan , New Delhi Ph.No.011-23038880 E.mail bala.devaraj@nic.in

1. Administrative work in respect of National Institute of Design, Ahmedabad; National Institute of Design, Andhra Pradesh; National Institute of Design, Assam; National Institute of Design, Haryana and National Institute of Design, Madhya Pradesh.
2. Statutory Work related to National Institute of Design (NID) Act, 2014 and National Institute of Design(Amendment) Act, 2019.
3. Allocation and disbursement of budget with regard to Grant-in-Aid being given to all NIDs.
4. Implementation of Central Government Orders with regard to the service and other administrative matters issued for Autonomous bodies w.r.t to the NIDs.
5. Matters related to construction activities in respect of new NIDs.
6. Work in respect of creation of posts, finalization of Recruitment Rules of Director, Recruitment to the post of Director in NIDs.
7. Constitution/Reconstitution of Governing Councils of NIDs.
8. Matter related with Parliament, RTI, Court Cases, Public Grievances etc. in respect of NIDs.
9. Coordination works of other Ministries/Departments/State Govts. as assigned from time to time.

List of Guard Files

- i. There is only one guard file for the NID Section as a whole.
- ii. There is one sanction register for NID Section.

NAME OF SECTION: NID SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Ajay Priyadarshy, SO S 2, West Wing, Vanijya Bhawan, New Delhi Mob. 9818991462 E.mail: ajay.priya@nic.in	Shri Santosh Prasad, US Room No. 449, Udyog Bhawan, New Delhi Ph. No.23063510 E.mail: santosh.p@nic.in	Shri Kshitij Mohan Kalra, DIR Room No.253, Udyog Bhawan, New Delhi Ph.No. 23062750 E.mail: kshitij.mohan@nic.in	Shri Rajesh Kumar Singh, JS Room No.222, Vanijya Bhawan, New Delhi Ph.No. 23038874 E.Mail: jsadmin-dpiit@gov.in

A. Transport Subsidy Scheme (TSS), 1971/ Freight Subsidy Scheme (FSS), 2013:-

1. Implementation of scheme under Transport Subsidy Scheme (TSS), 1971/ Freight Subsidy Scheme (FSS), 2013 and policies and procedures related thereto. Budget
2. Proposals and release of funds under TSS, 1971/FSS, 2013.
3. Parliament Questions/RTI related to TSS, 1971/FSS, 2013.
4. Court Cases related to TSS, 1971/FSS, 2013

B. North East Industrial and Investment Promotion Policy (NEIIPP), 2007:-

1. Implementation of scheme under North East Industrial and Investment Promotion Policy (NEIIPP), 2007 and policies & procedures related thereto.
2. Budget Proposals and release of funds under NEIIPP, 2007.
3. Parliament Questions/RTI related to NEIIPP, 2007.
4. Court Cases related to NEIIPP, 2007.

C. North East Industrial Development Scheme (NEIDS), 2017:-

1. Implementation of scheme under North East Industrial Development Scheme (NEIDS), 2017 and policies & procedures related thereto.
2. Budget Proposals and release of funds under North East Industrial Development Scheme (NEIDS), 2017.
3. Parliament Questions/RTI related to North East Industrial Development Scheme (NEIDS) 2017.
4. Court Cases related to North East Industrial Development Scheme (NEIDS) 2017.

D. All issues related to the States of Assam, Meghalaya, Sikkim, Tripura, Nagaland, Manipur, Mizoram and Arunachal Pradesh in the North East region

E. All issues concerning DPIIT in respect of Ministry of Mines and DoNER

List of Guard Files:

1. Transport Subsidy Scheme (TSS), 1971/ Freight Subsidy Scheme (FSS), 2013, North East Industrial and Investment Promotion Policy (NEIIPP), 2007 and North East Industrial Development Scheme (NEIDS), 2017 — Policy and Procedure.
2. Sanction Folder (Year-wise) for subsidy released under the above schemes.
3. Parliament Questions (Year-wise)
4. RTI Folders (Year-wise)
5. Government Standing Counsel — list, payment of fees etc.

NAME OF SECTION : NORTH EAST REGION SCHEMES SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/ Dy Director or Equivalent Officer Address, Contact Number & Email	Name of Director / Dy Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Ashwani Kumar, Section Officer Room No.457, Udyog Bhawan Contact No.:011-23061271 Email:- ashwani.k90@gov.in	Shri Ganesh H Nikhare, Under Secretary Room No.468, Udyog Bhawan, New DelhiContact No.:011-23062122 Email:- ganesh.nikhare19@gov.in	Dr Kajal, IAS Director Room No.129, Vanijya Bhawan Contact No.:011-23038918 Email:- kajal.08@nic.in	Dr. Kumar V. Pratap, Senior Economic Adviser, Room No. 126, E, Udyog Bhawan, New Delhi-110011 Phone No. 23062721 Email :- kv.pratap@gov.in

PAPER SECTION

1. Paper, Pulp and paper products.
2. Printing and Wrapping Paper.
3. Paper Boards and Straw Boards.
4. Newsprint.
5. Paper for packaging (Corrugated paper, Kraft Paper, Paper Bags, Paper containers and the like).
6. Cellophane Paper.
7. Pulp, Wood Pulp Mechanical and Chemical including dissolving Pulp.
8. Monitoring of production of paper.
9. Matters pertaining to Development Council for Pulp, Paper and Allied Industries
10. Matters pertaining to Central Pulp and Paper Research Institute.
11. Administration of Newsprint Control Order, 2004.
12. Project Import Certificate.
13. Release of Funds to Central Pulp & Paper Research Institute (CPPRI) and Development Council for Pulp, Paper & Allied Industries (DCPPAI).

NAME OF SECTION : PAPER SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Ms. Latha Jerish, Section Officer, R.No.367, Udyog Bhawan, New Delhi. Mob: 9868152467 Email: latha.jerish@gov.in	Shri Rajesh Rawat, Under Secretary, R.No.355, Udyog Bhawan, New Delhi Mob : 9953644844 Email:rajesh.rawat@nic.in	Shri Kundan Kumar, Deputy Secretary, R.No.258, Udyog Bhawan, New Delhi Mob: 9868306834 Email:kundan.kumar72@gov.in	Shri Sanjiv, Joint Secretary, R.No.101, Vanijya Bhawan, New Delhi Tel No:23038869 Email: sanjiv.01@gov.in

1. All Matters pertaining to Parliament and circulation of Parliamentary papers.
2. Collection of information for inclusion in the legislative business pertaining to the Department.
3. Maintenance of register of Bills relating to the Ministry that are passed by Parliament from time to time.
4. Coordination of information for Questions to be answered by other Ministries concerning more than one section.
5. Coordination of information for pending assurances pertaining to Department for Promotion of Industry and Internal Trade.
6. Coordination of work connected with the revision, amendment etc. of Constitution of India.
7. Procurement of passes for officers/officials for Parliamentary Work.
8. Matters under Rule 377 of Lok Sabha and under Special Mentions of Rajya Sabha and Zero Hours in both the Houses.
9. Coordination of work relating to :-
 - I. Consultative Committee of Parliament attached to this Ministry.
 - II. Estimates Committee.
 - III. Committee on Subordinate Legislation.
 - IV. Joint Committee on Offices of Profit.
 - V. Parliament Questions relating to Department for Promotion of Industry and Internal Trade
 - VI. Parliamentary Standing Committee.
 - VII. Committee on Paper laid on the Table of the House

NAME OF SECTION : PARLIAMENT SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/ Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Saikat Das, Consultant, 30-B Udyog Bhawan, New Delhi-110011. Ph. 23062880 M. 9810989808 Email:saikat.das@nic.in	Shri R.K.Soni, Under Secretary Seat No. US-25, Ist Floor, East Wing, Vanijya Bhawan Tel: 011-23038936 Extn: 8936 Email:soni.rk@gov.in	Ms. Prerna Joshi, Joint Director Room No. 254 B, Udyog Bhawan, New Delhi-110011 EPABX 2212 011-23062856 Email - prerna.joshi@nic.in	Sh. Rajeev Singh Thakur, Additional Secretary Room No.236 2st Floor, East Wing, Vanijya Bhawan Tel: 23038885Extn: 8885 Email: as.dpiit@gov.in

Productivity Improvement Section consists of the following:

- i. National Productivity Council (NPC)
- ii. Asian Productivity Organization (APO)
- iii. Quality Council of India (QCI)
- iv. UNIDO

i. National Productivity Council (NPC)

- a. Release of Grants-in-aid, General and Salaries under Assistance to Autonomous Bodies and General under Project Based Support to Autonomous Institutions.
- b. Governing Body Meeting
- c. Review of functioning of NPC periodically
- d. Giving approval of major policy matters
- e. Nomination for Seminars workshops
- f. Administrative and policy matters concerning NPC & Budget matters

ii. Asian Productivity Organization (APO)

- a. Release of Annual Membership Contribution
- b. Annual Governing Body Meeting
- c. Nominating Officers for APO's workshops, seminars, training etc. from India
- d. Approval for conducting programmes in India

iii. Quality Council of India (QCI)

- a. Governing Body Meeting of QCI and its Boards
- b. Annual Governing Council Meeting of QCI

iv. UNIDO

- a. Release of annual assessed contribution to UNIDO.
- b. Release of voluntary contribution to UNIDO.
- c. approval of Country Programme between UNIDO and India for technical cooperation under new projects for implementation in India.
- d. Organizing National Steering Committee Meeting to review and monitor progress of UNIDO projects six monthly basis under the Country Programme Framework.
- e. Planning of delegation and finalization of statements to be made and presentation of candidature in the policy making organs of UNIDO like Industrial Development Board, Programme and Budget Committee and General Conference.

NAME OF SECTION: PRODUCTIVITY IMPROVEMENT SECTION

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
Ms. Madhu Singh, Economic Officer and Shri Vikas Gupta, Section Officer S-17, 1 st Floor (East Wing) Vanijya Bhawan Tele: 2303 8949 Extn. No. 8949 madhusingh.15@nic.in vikas.gupta89@gov.in	Shri T Hanumantha Rao, Under Secretary US-28, 1 st Floor (East Wing) Vanijya Bhawan Tele: 2303 8938 Extn. No. 8938 hrao.thota@gov.in	Shri Rakesh Kumar, Deputy Director General Room No. 149 1 st Floor (East Wing) Vanijya Bhawan Tele: 2303 8890 Extn. No. 8891 rakesh.k72@gov.in	Shri Sanjiv, Joint Secretary Room No. 109 1 st Floor (West Wing) Vanijya Bhawan Tele: 2303 8870 Extn. No. 8870 sanjiv.01@nic.in

The Union Cabinet has given approval for setting up of an “Empowered Group of Secretaries (EGoS) and Project Development Cells (PDCs) in Ministries/ Departments of Government of India for attracting investments in India”. This new mechanism will reinforce India’s vision of becoming a US\$ 5 trillion economy by 2024-25 on 3rd June 2020.

Accordingly, PDC in DPIIT was set up on 6th July 2020 for development of investible projects in coordination between the Central Government and State Governments and thereby grow the pipeline of investible projects across sectors in India and in turn increase FDI inflows. It looks after investible projects and policy issues identified by various Product Divisions of DPIIT namely Cement, Consumer Industry, Explosives, Light Engineering Industry, Leather & Footwear, Linoleum & Rubber, Paper, Internal Trade (Wholesale and Retail) and E-Commerce as well as issues pertaining to IL, IEM, FDI, MIIUS, Industrial Corridors.

NAME OF SECTION: PROJECT DEVELOPMENT CELL

Section Officer	Under Secretary	Director	Joint Secretary
Vacant	Shri Dheeraj Kumar Meena, Under Secretary Address: Vanijya Bhawan, Contact Number: 9540985616 Email: dheeraj.meena17@gov.in	Dr. Ashish Kumar, Sr. Consultant, Room No.133, Vanijya Bhawan, New Delhi. Tel No.23038933 Email:krashish@nic.in	Shri Sanjiv, Joint Secretary, R.No.101, Vanijya Bhawan, New Delhi Tel No:23038869 Email: sanjiv.01@gov.in

- (i) Providing institutional mechanism for removing bottlenecks and expediting resolution of issues faced in the implementation of public, private and 'public-private' projects worth ₹ 500 crore and above.
- (ii) Monitoring all projects for review, after verified by concerned Ministry / Department on the PMG portal. Also monitoring projects for issues resolving which were reviewed by Hon'ble Prime Minister under PRAGATI.
- (iii) Monitoring large-scale infrastructure projects to ensure that regulatory bottlenecks do not impact project implementation by providing a unique five-pronged issue resolution mechanism :
 - (a) Review by the Hon'ble Commerce and Industry Minister;
 - (b) Review by Cabinet Secretariat;
 - (c) Review by Secretary, DPIIT/ Secretaries of Infrastructure Ministries;
 - (d) Review by the Chief Secretary(s) of States/UTs;
 - (e) Review by Special Secretary, DPIIT;
- (iv) Providing technical & secretariat support to Monitoring Group, PMO, Cabinet Secretariat;
- (v) Monitor and review projects related to PM announcements, Foundation stone laid by PM and projects reviewed under Pragati.
- (vi) Recommend crucial projects that can be undertaken for PRAGATI review.
- (vii) Follow-up with Central Ministries, State Govts, District Administrations and Project Proponent to update status of pending issues on PMG portal.
- (viii) Monitoring central projects for issue resolving viz. (a) Environment, Forest and Wildlife Clearances, (b) Eco Sensitive Zone clearance, (c) Tree cutting permission, (d) Grant of Working permission by forest Department, (e) Approval for private railways siding construction, (f) Road Crossing of Pipelines/Transmission lines, (g) Grant of Right of Way, (h) Shifting of Utilities, (i) Any other central government clearance/ approval etc.
- (ix) Monitoring State Govt. projects for issue resolving viz. (a) Land Acquisition issues such as issue of Government Notifications/ Disbursement of Compensation, transfer of title and handing over of possession of land and related issues, (b) Removal of encroachments, (c) Approval and implementation of Relief and Rehabilitation plan, (d) Issue of No Objection Certificate under Forest Rights Act, (e) Grant of Power and Water supply connections, (f) Grant/ Issue of Consent to Establish (COE) and Consent to Operate (COO) from State Pollution Control Board, (g) Transfer of Government Land, (h) Support of State Govt agencies for Law and Order issues, (i) Grant of Right of Way/ Right of Use permission.
- (x) Convened meetings with the Ministries / Departments / Concerned Authorities / Project Proponent and officers of PMG to resolve the issues expeditiously.
- (xi) Follow-up for decisions taken in the reviewed meetings of PMG till a final decision is taken.

- (xii) Identifies generic issues during the resolution process and takes them up for appropriate policy modifications or reforms at Government level.
- (xiii) Provide a mechanism monitor to the project on milestone basis
- (xiv) Periodical reports / returns
- (xv) Parliament (Lok Sabha and Rajya Sabha) Questions
- (xvi) RTI Matters
- (xvii) Public Grievances and PMO matters
- (xviii) Diary and dispatch work
- (xix) Maintenance of Records

Name of the Section : - Project Monitoring Group (PMG)

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Sushil Bhalla, Section Officer, R.No.435A, Udyog Bhawan, New Delhi. Mob: 9871581944 Email: s.bhalla64@gov.in	Shri Gaurav Kumar, Under Secretary, R.No.353, Udyog Bhawan, New Delhi Mob : 8700323414 Email:gaurav.kumar80@nic.in	Shri Ashish Bhargava, Deputy Secretary, R.No.255, Udyog Bhawan, New Delhi Mob: 8104574711 Email : ashish.bhargava@ias.gov.in	Shri Balamurugan D, Joint Secretary, R.No.220, Vanijya Bhawan, New Delhi Tel No:23038880 Email: jsdpiit.bd@gov.in

1. Preparation of Diplomatic / officials Passport, obtaining visas and other related works.
2. Procurement of domestic / international Air tickets for the official use of Ministers and Officers of the Department.
3. Receiving/see-off of Ministers, Secretary and other senior officers of the Department on arrival and departure at Airports during their officials tours/visits.
4. All matters relating to staff car drivers and departmental vehicles, i.e. their monitoring, maintenance / repairing and upkeep etc.
5. Hiring of vehicles for senior officers/ officials of the Department, including foreign delegates visiting the Department.
6. Making all arrangements related to reception, transportation, stay, security, meals etc. for foreign and domestic visitors/dignitaries.
7. Making arrangement for lunch / dinners, refreshments etc. for the officers / officials as and when requested including Saturday, Sunday and holidays.
8. Providing all types of Logistics support for all the seminars/conference, meetings/events etc. organized by the Department in and outside of the building and processing their bills for payment.
9. Arranging of Gifts for Ministers, Secretary and Sr. officers of Department during their meetings in India as well as during their foreign visits.
10. Purchase / condemnation of Staff cars, including Electric Vehicle.
11. Dealing with all types of secretarial matters related to VIP/PMO matters, Parliament matters, RTI/Public Grievances, D.O. Letters, Cabinet Notes etc pertaining to Protocol section.

NAME OF SECTION : PROTOCOL SECTION

Name of Section Office/equivalent officer Contact details	Name of Under Secretary/equival ent officer Contact details	Name of DS/Director/equiv alent officer Contact details	Name of Joint Secretary/Addl. Secretary contact details
<p>Shri Sushil Kumar, Section Officer</p> <p>Shri Pradeep Khatri, Section Officer</p> <p>Room No. 31, Udyog Bhawan PH. 011-23062487 (UB) IC : 2328 Room No. 211, Vanijya Bhawan PH. 011-23038893 (VB) IC : 8893 e-mail: kumar.sushil69@gov.i n pradeep.khatri@nic.in</p>	<p>Shri Ram Naresh, Under Secretary Room No. 211, Vanijya Bhawan PH. 011-23038894 I..C: 8894 email: ram.naresh69@ni c.in</p>	<p>Shri Narender Kumar, Director Room No. 258, Udyog Bhawan PH. 011-23062318 I.C. 2224 e-mail: narender.kumar24 @nic.in</p>	<p>Shri Rajesh Kumar Singh, Joint Secretary Room No,. 222, Vanijya Bhawan PH. 011-23038872/74 I.C. 8872/887 4 e-mail. jsadmin- dpiit@gov.in</p>

"Public Procurement Division"/ DPIIT is responsible for encouraging domestic manufacturer's participation in public procurement activities of Central Government agencies. The Division has promulgated "Public Procurement (Preference to Make in India) Order, 2017" (PPP-MII Order 2017), issued pursuant to Rule 153 (iii) of the General Financial Rules 2017, with the aim to create an assured domestic market for manufacturers who are genuinely 'Make in India' thereby encouraging utilization of Indian material resources for the provision of goods required for public procurement. Various activities being performed by the Division are as under:

- a. Oversee the implementation of PPP-MII Order including issuance of amendments/clarifications in PPP-MII Order, 2017 based upon feedback/response received from stakeholders.
- b. Advise various Nodal Ministries/Departments and procuring agencies on matters related to PPP-MII Order.
- c. Scrutiny of high value tenders published on Central Public Procurement and GeM Portal for its compliance with PPP-MII Order and follow up with concerned procuring agency and controlling Ministry/Department for corrective action.
- d. Analyze the grievances, received from stakeholders for alleged violation of PPP-MII Order, and advise concerned procuring agency and controlling Ministry/Department for resolution.
- e. Convene Industry specific grievance review meetings for speedy resolution of industry grievances.
- f. Process applications received for registration of bidders, having beneficial ownership in land border sharing countries, under GFR Rule 144(xi).
- g. Process requests seeking permission for floating global tender enquiry under GFR Rule 166(iv).
- h. Convene Standing Committee meetings for resolution of outstanding issues related to implementation of PPP-MII Order as also for resolution for grievances, received from stakeholders for alleged violation of PPP-MII Order.
- i. Follow-up with State Government for adoption of measures similar to PPP-MII Order in State Government Procurement.

NAME OF SECTION : PUBLIC PROCUREMENT DIVISION

Name of Section Office/equivalent officer Contact details	Name of Under Secretary/equiva lent officer Contact details	Name of DS/Director/equivalent officer Contact details	Name of Joint Secretary/Addl. Secretary contact details
Vacant	Shri Surendra Singh, Under Secretary ssingh.dopt@nic. in 011-23061592 EPAB X – 3319, 439, Udyog Bhawan	Shri Akhilesh kumar Deputy Director General akhilesh.kumar1965@g ov.in 011-23062343 Epabx-2201 244, Udyog Bhawan Shri Ashishan Tirkey Deputy Director General ashishantirkey. dgsnd@nic. in 011- 23063838 Epabx- 3282 227 A-1, Udyog Bhawan Shri Sanjay Aggarwal Deputy Director General sk.agrawal66@gov.in 011-23062151 Epabx-2355 358, Udyog Bhawan	Ms. Himani Pande, Joint Secretary 237 Vanijya Bhawan Office No: (Epabx:8887) 23038962, 23038888

In addition to all translation work (important works such as Parliament questions, Cabinet note, MOU, Annual report, DRPSC report) related to Department for Promotion of Industry and Internal Trade, following Implementation work in respect of Official Language are carried out in Hindi Division:

- a) Implementation of various provisions of Official Language Act and Rules made thereunder, in the Department for Promotion of Industry and Internal Trade.
- b) Work relating to Kendriya Hindi Samiti under the Chairmanship of Hon'ble Prime Minister of India.
- c) Work relating to Central Official Language Implementation Committee under the Chairmanship of Secretary (O.L.), M/O Home Affairs.
- d) Work relating to the (i) Constitution of the Hindi Advisory Committee under the chairmanship of Hon'ble Minister for Commerce & Industry (ii) Official Language Implementation Committee under the Chairmanship of Joint Secretary(In-charge, Official Language).
- e) Work relating to Inspection by Third sub-committee of Parliamentary Committee on Official Language and replies to Parliament Questions relating to various aspects of Official Language Policy of the Government.
- f) To recommend Administration for training of Officers/employees for Prabodh, Praveen and Pragya courses as well as training of Steno's/LDC in Hindi shorthand/typing under Hindi Teaching Scheme.
- g) Official language Inspection of Sections of the Department and subordinate/attached offices, autonomous bodies etc. under its control for monitoring the progressive use of Hindi.
- h) Organisation of Hindi Day and Hindi Fortnight etc in the Department.
- i) Organisation of Workshops on Official Language Policy for officers/employees of the Deptt.
- j) Monitoring and implementation on various incentive schemes introduced by D/o Official Language for encouraging the use of Hindi by the Officers/employees in their official work.
- k) Compilation and review of Quarterly Reports/returns relating to the progressive use of Hindi in the Department and its Subordinate/attached offices in each quarter.
- l) Publication of Departmental Magazine "Sugandhi" involving compilation, typing, comparison, proof reading etc. of received material.

m) Circulation of orders received from Department of Official Language and co-ordination with them about implementation of Official Language Policy of the Union Government.

NAME OF SECTION : RAJBHASHA

Section Officer or equivalent officer	Joint Director	Director or Equivalent Officer	Joint Secretary
Shri B.L. Meena, Assistant Director (Rajbhasha) 434-A Udyog Bhawan, New Delhi Mob.9205463618 Email: hindi-dipp@nic.in	-	Shri Kshitij Mohan Director 253, Udyog Bhawan, New Delhi-110011 EPABX – 3511 011-23062750 Email- kshitij.mohan@nic.in	Sh. R.K. Singh, JS Room No. 222, Vanijya Bhawan Tel: 23062011 23038874 Email: jsadmin- dpiit@gov.in

RTI

1. Receiving of RTI Applications and First Appeals related to DPIIT and filed by the applicants/appellants through any means of communication i.e. online, offline, by post or in person etc.
2. Providing every type of assistance to the Citizens for filing their RTI Applications/Appeals in person and arranging for providing the requisite and available information.
3. Entry of all the offline Applications/Appeals on the RTI Portal of the Department and after scrutiny, forwarding the same to the CPIO/Appellate Authority concerned for providing the desired information to the applicant/appellant.
4. Transfer of RTI Applications to other Public Authority u/s 6(3) of the RTI Act, if the subject matter pertains to the other public authority.
5. Receiving the fees deposited by the applicant under RTI Act and depositing the same in the Government Account.
6. Preparation of Quarterly/Half Yearly/Yearly reports in respect of the RTI Applications/Appeals received in the department and submission thereof to Central Information Commission.
7. Arranging training programmes for CPIOs to advance and update their knowledge on the various provisions of the RTI Act.
8. Uploading and updating the mandatory information on the Departmental Website as per the Section 4(2) of the RTI Act, 2005.
9. Nomination of officers as CPIO and First Appellate Authority in the Department and providing them Login and Password for operating their online RTI Accounts.
10. Third Party Audit of Pro-active disclosure package of the Department under the Right to Information Act and compliance of observations made by audit party, if any.
11. RTI matters pertaining to Section

RECORD MANAGEMENT

1. Custody and Maintenance of old records and all work relating thereto in accordance with Public Records Act, 1993.
2. Supply of recorded files to sections / officers for review and weeding out and keeping all relevant records.
3. Matters relating to National Archives of India.
4. Records Management - Ensuring preparation or review of Records Retention schedules concerning substantive functions of the Ministry / Department by the concerned sections and furnishing guidance as necessary and scrutiny of monthly reports of arrears relating to

recording, indexing, weeding etc. of files and suggesting remedial action required.

PUBLIC GRIEVANCE REDRESSAL

1. All matters relating to redressal of public grievances in respect of Department for Promotion of Industry & Internal Trade (DPIIT) and its Subordinate/Attached Offices received through Centralized Public Grievance Redress And Monitoring System (CPGRAMS) portal as well as by post.
2. Carrying out root cause analysis of public grievances received in DPIIT in coordination with Sections/Divisions and Subordinate Offices of DPIIT.
3. Follow-up and monitoring of public grievances for timely disposal through periodical reminders to concerned Divisions/Sections.
4. Assistance/guidance to visitors/callers coming in person/over telephone by providing information on schemes and programmes of the Department.
5. All monthly, quarterly and half yearly reports pertaining to Public Grievances required to be submitted to O.M. Section, Parliament Section and Hindi Section.

NAME OF SECTION : RTI & OTHER MATTERS SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri S. Balaji Section Officer Room No.472 Udyog Bhawan Mobile No.7291959347 Email: s.balaji64@gov.in	Shri A.K. Sabharwal, Under Secretary Room No.468-2B, Udyog Bhawan, New Delhi-110011 Tel.23061256 Extn3406 Email: ak.sabharwal@nic.in	Shri Kshitij Mohan Director Room No.253 Udyog Bhawan Mobile No.9971286215 Email: kshitij.mohan@nic.in	Shri Rajesh Kumar Singh Joint Secretary Room No.222, Vanijya Bhawan, Tel.No. 011-23038874 E.Mail: jsadmin-dpiit@gov.in

1. Policy regarding lease of salt lands and assignment of lands to co-operatives for salt manufacturers and for purposes other than salt manufacture – Grant of permission for short term lease (maximum three yeras) for specific activities (other than salt manufacturing) viz:- Erection of transmission towers/electric poles/transformers/telephone towers & poles & lying of underground electricity cables, water supply pipeline, telephone cables, petroleum /natural gas etc in National interest.
2. Court Cases involving salt lands – Court cases involved on ownership dispute regarding ownership of Government land in Maharashtra. Reluctant for payment enhanced Assignment and ground rent fee in Chennai, Andhra Pradesh, Orissa, Gujarat & Maharashtra etc.
3. Transfer of salt land to Central Government Ministries/Departments, Central Public Sector Enterprises, State Governments and State Public Sector Enterprises for public purposes-Land surplus to the requirement of the Office of the Salt Commissioner shall be offered first to other Central Government Ministries/Departments, next to Central Public Sector Enterprises, failing which the Government of the State in which the land is situated & lastly to the State Public Sector Enterprises.
4. Fixation of assignment and ground rent-Lastly fixation of assignment and ground rent was done vide F.No.04014/1/2012-Salt dated 09.10.2013. The assignment fee is fixed Rs.100/- per MT/annum & Ground rent is fixed Rs.120/- per acre/per annum.
5. Establishment matters of Salt Commissioner's Organization (SCO), including promotion / MACP, creation, continuation of posts, notification regarding appointments, framing of rules for SCO officers/officials, appointments of Estate officer etc. with following:-
 - i. All establishment matters relating to officers involving references to UPSC, DoPT till the stage of issue of sanction after obtaining the approval of the competent authority- Review of lapsed post from Department of Expenditure.
 - ii. Framing of recruitment rules and amendment of existing rules in respect of Group A and B Gazetted posts- The direct vacancies was kept in abeyance till a decision is taken on ERC recommendations in respect of Salt Organization. Therefore there is no Direct Recruitment since 2001.
 - iii. Representations on serving matters relating to Officers/Officials of SCO-Pay matter, other service matter, Retired official of SCO, Issues related to appointment in compensation etc.
 - iv. Review of cases of Gazetted Group A and B officers under FR (I) and FR 56 (j)- Monthly report sent to Vigilance Section, DPIIT.
6. Management issues of salt land including upkeep of salt land, prevention and removal of encroachments- Survey and demarcation in the Government land, prevention & removal of encroachment etc.
7. Financial grant for labour welfare activities of SCO, namely Children Reward & Training to salt Workers for Technology up-gradation and grant of ex-gratia to

Salt manufactures for damage caused due to natural calamities (like heavy rains, cyclones, flood). Children Reward activity was launched keeping in view the importance of education & to encourage the Salt Workers to send children school regularly. Grant of ex-gratia given on damage caused due to heavy rain, cyclone & flood.

8. Examination of representation received from salt manufacturers on operational and policy related issues – Representation received on ownership dispute, enhanced ground rent & assignment fee, non-renewal of lease and ex-gratia payment etc.

List of Guard Files

1. Policy and Procedure for transfer of departmental salt lands to other Central Govt. Departments/ State Govt. /Public Sector undertakings/ Local Bodies etc.
2. Policy and Procedure for leasing out SCO's salt manufacturing land on payment of Assignment Fee/Ground rent.
3. Policy and Procedure for leasing out departmental salt lands for purpose other than salt manufacture.
4. Guard file containing rules/regulations/instructions in respect of establishment matters of SCO.
5. Policy guidelines for providing financial assistance to salt works damaged due to natural calamities: such as floods, rains, cyclones etc.
6. Policy and Procedure for grant of financial assistance for execution of development and labour welfare works in salt industry.
7. Procedure for handling the Parliament matters.

NAME OF SECTION: SALT

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Shailender Kumar, Section Officer Seat No. S-15 Ist Floor, East Wing, Vanijya Bhawan Tel: 011-23038941 Extn:8941 Email:shailender.k@gov.in	Shri R.K. Soni, Under Secretary, Seat No. US-25, Ist Floor, East Wing, Vanijya Bhawan Tel: 011-23038936 Extn: 8936 Email:soni.rk@gov.in	Shri Binod Kumar, Deputy Secretary, Room No.102, Ist Floor, West Wing, Vanijya Bhawan Tel: 01123038928 Extn:8928 Email:binod.kumar52@nic.in	Shri Rajeev Singh Thakur, Additional Secretary, Room No.236 2nd Floor, East Wing, Vanijya Bhawan Tel: 23038884/ 23038885 Extn: 8885 Email: as-dpiit@gov.in

1. SCALE (Steering Committee for Advancing Local Value Add and Employment) committee meetings and Coordination of work related to SCALE and its focus sub sectors.
2. Facilitating regular review meetings by HCIM of work done by the SCALE Committee.
3. Matters related to Brand India campaign.
4. Matters related to launching of Scheme for Made in India Label.
5. Details of officers with respect to SCALE and Brand India Cell hierarchy:

NAME OF SECTION : SCALE AND BRAND INDIA CELL

Deputy Secretary/Director	Jt. Secretary
Shri Kundan Kumar, Deputy Secretary R.No.258, Udyog Bhawan, New Delhi Mob: 9868306834 Email:kundan.kumar72@gov.in	Ms. Manmeet K. Nanda, Joint Secretary Room No. 235, Vanijya Bhawan, 2nd Floor Contact No. 011-23038881 Email- manmeet.nanda@ias.nic.in

1. Processing of tenders in respect of maintenance of ACs & Water Coolers, lifting of waste papers in Udyog Bhawan, sweeping, cleaning including mechanized cleaning of common area and periphery of Udyog Bhwan.
2. Purchasing of ACs, RO Machine, and Air Purifiers etc.
3. Dealing with all types of matters, like VIP/PMO matters, Parliament matters, RTI/Public Grievances related matters, DO letters etc. pertaining to SEO Section.
4. Implementation of Security norms in consultation with MHA, CISF, Delhi Police, Delhi Traffic Police, CPWD, Delhi Fire Services and NDMC etc.
5. Deployment of Safai Karamcharies/Farash and contractual laborers engaged in SEO Section for sweeping, cleaning and dusting in the O/o HCIM, MOS(C&I) rooms of senior Officers and Section including O/o Economic Advisor and Pay and Accounts Office of DPIIT etc.
6. Day to day inspection to maintain cleanliness in Udyog Bhawan and Vanijya Bhawan (Area allotted to DPIIT).
7. Traffic Management and making all arrangements for parking of vehicles at Udyog Bhawan periphery.
8. Preparation of Disaster Management Plan and its implementations for Udyog Bhawan, procurement & maintenance of fire-fighting equipment, fixing, refilling and their maintenance.
9. Modernization/maintenance of common area in Udyog Bhawan and its periphery in coordination with CPWD.
10. Follow up with CPWD for arranging and repairing electrical fittings, washroom fittings, lifts, regular water supply, whitewashing of building, arranging decoration plants in outer peripheral area, sewerage system, repairing of fixed infrastructure, like doors, windows, fans, solar power systems, etc. at Udyog Bhawan.
11. Maintenance and Beautification of Udyog Bhawan.
12. Installations/control/maintenance of CCTV Cameras inside Udyog Bhwan building, processing of their bills for payment.
13. Maintenance of DG Set and R.O. System and release of funds to CPWD.
14. Processing all the bills received from various services providers/firms, who have been hired by SEO Section, DPIIT.
15. Monitor and prevent the monkey menace in Udyog Bhwan, New Delhi
16. Conducting all activities related to Swachhata Campaign, Swachhata Pakhwada etc at Udyog Bhwan.

17. Auction/Disposal of obsolete items, like: old Air Conditioners, water dispensers, RO systems, Air purifiers, sanitization machines, etc.
18. Making arrangement for RT-PCR test, Rapid Antigen Test and COVID Vaccination of Officers/staff of DPIIT in the Office premises. Procurement and distribution of face masks/shield, Hand gloves, hand sanitizer, wall hanging sanitizers etc. Sanitization and fogging/disinfection related activities at Udyog Bhawan.
19. Attending day to day complaints related to supply of drinking water, electric supply, traffic, ACs, parking of vehicles, fire incident, lifting of waste paper, Malba, garbage, window, window glass, doors, door closer, drain blockage, drain/taps leakage and items/equipment's provided by CPWD (Civil/Elect.) in the washrooms at Udyog Bhawan.
20. **Night Duty Cell:** Receiving/distributing urgent and time bound Daks from the Office of Ministers/Secretary and Senior Officers on Saturday/Sunday/Holidays and after Office hours required to be delivered in time bound manners in late hours. The night duty Cell also undertakes the duty for locking and unlocking of rooms, hoisting of National Flag on the roof top of Udyog Bhawan.

NAME OF SECTION : SEO CELL

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
Shri Jeewan Pandey, Section Officer Room No.28, Udyog Bhawan, New Delhi Mob.23063448 E.Mail jeevan.pandey@nic.in	Shri Ram Naresh, Under Secretary Room No. 211, Vanijya Bhawan, New Delhi Ph. No. M23038894 E.mail ram.naresh69@nic.in	Shri Narender Kumar, Director Room No.257, Udyog Bhawan, New Delhi Ph.No. 23062318 E.mail narender.kumar24@nic.in	Shri Rajesh Kumar Singh, Joint Secretary Room No.222, Vanijya Bhawan, New Delhi Ph.No. 23038874 E.Mail. jsadmin-dipp@gov.in

1. Schemes

(I) Schemes that's are over

- Special Package-I for Himachal Pradesh and Uttarakhand from 07.01.2003 - 06.01.2013
- Special Package-II for Himachal Pradesh and Uttarakhand from 07.01.2013–31.03.2017

(II) Schemes under Grand parenting

- Special Package-I for Jammu and Kashmir from 14th June, 2002 - 14th June, 2012
- Special Package-II for Jammu and Kashmir from 15th June, 2012 - 14th June, 2017

(III) Industrial Development Scheme (IDS), 2017 for UT of J&K and UT of Ladakh from 15.06.2017 to 31.03.2021.

The package is providing the following incentives:-

- Central Capital Investment Incentive for access to credit (CCIIAC)
- Central Comprehensive Insurance Incentive (CCII)
- Central Interest Incentive (CII)
- GST reimbursement
- Income Tax Reimbursement
- Transport incentive
- Employment Incentive

(IV) Present schemes under implementation

(i) Industrial Development Scheme (IDS), 2017 for Himachal Pradesh and Uttarakhand 01.04.2017 to 31.03.2022.

- The package is providing the following incentives:-
- Central Capital Investment Incentive for access to credit (CCIIAC)
- Central Comprehensive Insurance Incentive (CCII)

(ii) New Central Sector Scheme for Industrial Development of J&K from 01.04.2021-31.03.2037

The scheme is providing the following incentives:

- Capital Investment Incentive
- Central Capital Interest subvention
- GST Linked Incentive
- Working Capital Interest Incentive

2. All issues concerning DPIIT in respect of Ministry of Panchayati Raj.
3. Parliament Questions and other parliamentary matters.
4. PMO/VIP reference/RTI cases related to schemes.
5. Court cases filed by certain units before the High Courts of UT of J&K, UT of Ladakh, HP and Uttarakhand.
6. Administrative matters of JKDFC (Jammu & Kashmir Development Finance Corporation Ltd.).
7. Work emanating from implementation of the aforesaid schemes
8. Budget proposals for these schemes.

List of Guard files:

1. New Industrial Policy & other concessions for State of Jammu & Kashmir and their notifications etc.
2. New Industrial Policy and other concessions for the States of Himachal Pradesh and Uttarakhand and their notifications etc.
3. Sanction folder (financial year-wise)
4. General Office Folders (i) Internal and (ii) external.

NAME OF THE SECTION: SPECIAL SCHEME SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Rahul Saini, Section Officer, Room No. 468-A, Udyog Bhawan, New Delhi Mob: 7988164892 E-mail: rahul.saini90@gov.in	Shri Ganesh H. Nikhare, Under Secretary Room No. 468, Udyog Bhawan, New Delhi Ph. No.23062122 E.mail: ganesh.nikhare@gov.in	Dr. Kajal, Director Room No.129, Vanijya Bhawan, New Delhi Ph.No. 23038857 E - mail: kajal.08@nic.in	Shri Balamurgan D, Joint Secretary, Room No.220, Vanijya Bhawan, New Delhi Ph.No. 23038880 E - Mail: jsdpiit.bd@gov.in

STARTUP INDIA SECTION

1. Recognition of startups and support for incentives such as tax exemptions, intellectual property support, showcase and market access.
2. Implementing funding schemes like Startup India Seed Fund Scheme (SISFS), Fund of Funds Scheme (FFS), and Credit Guarantee Scheme for Startups (CGSS).
3. Implementing marquee initiatives of DPIIT such National Startup Awards and State Startup Ranking Framework.
4. Establishing startup bridges with different countries and facilitating startup participation at both national and international level.
5. Facilitating state startup policies and capacity building of the stakeholders to support startups in association with state governments.
6. Engaging with different stakeholders of the ecosystem such as ministries, departments, academia, and other private players.
7. Development and maintenance of websites like Startup India Portal, Seed Fund portal, MAARG portal, Investor Connect portal to cater to startups from across the country.
8. Periodical Action Taken Reports on relevant subject matters.
9. Processing inputs on matters relating to Startups.
10. Parliament (Lok Sabha and Rajya Sabha) Questions and Assurances/ Public Grievances and PMO matters.
11. Record of discussions for important meetings.
- 12.** Conducting marquee events for startups such as Startup India Innovation Summit, Accelerating Startup Calibre & Entrepreneurial Drive (ASCEND) initiative, Workshops for Women Entrepreneurs etc.

Name of the Section - Startup India Section

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
Shri Sanjeev Kumar, Section Officer, Room No. S-5, 2nd Floor, Vanijya Bhawan,	Vacant	Shri Sumeet Kumar Jarangal, Director Room No.147, Vanijya Bhawan, New Delhi-110001 Tel: 23038900	Ms. Manmeet k Nanda, Joint Secretary Room No. 235, Vanijya Bhawan, 2nd Floor

New Delhi Email: sis- dipp@gov.in		Email: Sumeet.jarangal@ias. gov.in	Contact No. 011- 23038881 Email- manmeet.nanda@ias. nic.in
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TECHNICAL SUPPORT SECTION

1. To provide technical comments/inputs on applications received from Directorate General of Foreign Trade (DGFT) such as Advance Authorizations/Fixation of input-output norms/ Export Promotion Capital Goods.
2. Work related to Import of restricted items under Foreign Trade Policy.
3. Participation in the meetings of Inter-Ministerial group in the O/o DGFT for enlistment of Pre- Shipment Inspection Agencies for metal scrap

Name of the Section- Technical Support Section

Name of Section Officer or Equivalent Officer	Name of Under Secretary/Dy. Director or Equivalent Officer	Name of Director/Dy. Secretary or Equivalent Officer	Name of Additional Secretary/Joint Secretary or Equivalent Officer
Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email	Address, Contact Number & Email
Ms. Zahida Khatoon, Section Officer, TS Section-Room No. 351, 3rd Floor, Udyog Bhawan, New Delhi 011-23063166 Intercom: 2287 zahida.khatoon@gov.in	Shri Sushil Kumar Jain, Consultant Room no. 428A, 4 th Floor Udyog Bhawan New Delhi Intercom: 3436 011-23063166 sushilk.jain@nic.in	Shri Mohammad Isharar Ali, Director, Room No. 126, 1st Floor Vanijya Bhawan, New Delhi 011-23038931 mohammad.ballia@gov.in	Shri Rajeev Singh Thakur, Additional Secretary, Room No. 236, 2 nd Floor, Vanijya Bhawan, New Delhi 011-23038963, 011-23038885 as-dpiit@gov.in

VIGILANCE SECTION

(1) Punitive Vigilance

Disciplinary Cases

- a) Handling of disciplinary cases involving vigilance angle in respect of Group “A” & “B” Officers/Officials of the Department for Promotion of Industry & Internal Trade.
- b) Handling of disciplinary cases involving vigilance angle against such officers of Attached and Subordinate Offices in whose cases the appointing authority is President.

Complaints

Handling of complaints involving vigilance angle against Group “A” & “B” officers of the Department and its attached/ subordinate offices.

(2) Preventive Vigilance

- I. Circulation of orders/instructions of DoP&T/CVC on vigilance matters amongst the officers and officials of the Department for information and compliance.
- II. Circulation of orders/instructions issued under following rules for information and compliance:
 - a. CCS (Conduct) Rules, 1964;
 - b. CCS (CCA) Rules, 1965;
 - c. All India Service Discipline and Appeal Rules, 1969;
 - d. All India Service (Conduct) Rules, 1968; and
 - e. CCS (Recognition of Service Associations) Rules, 1959.

(3) Vigilance Clearance/Integrity Certificate/ Penalty Certificate

- I. Conveying vigilance status in respect of the officers and officials of the Department as well as its attached & subordinate offices.
- II. Issuing Integrity/Penalty Certificates based on records.

(4) Implementation of CCS Conduct Rules 1964/ AIS Conduct Rules 1968

- a) Handling intimation/requests received from Officers/ Officials of the Department for Promotion of Industry and Internal Trade under various provisions of CCS (Conduct) rules, 1964/ AIS (Conduct) Rules, 1968.
- b) Maintenance of Property Returns in respect of Officers/ officials in Department for Promotion of Industry and Internal Trade.
- c) Issue instructions on Departmental Security (relating to movement of classified document only).

(5) APARs

- a) Generation/ maintenance/ monitoring of on line Annual Performance Appraisal Reports of Officers/ Officials belonging to IAS/IPS/IES/ISS/IRSME/CSS/CSSS/CSCS/SSS Cadre working in the Department.
- b) Distribution/ Maintenance/ Monitoring of APARs of officers of the Department in respect of whom on line APAR System has not been introduced so far.
- c) Maintenance & Monitoring of APARs of O/o Salt Commissioner.

NAME OF SECTION : VIGILANCE SECTION

Name of Section Officer or Equivalent Officer Address, Contact Number & Email	Name of Under Secretary/Dy. Director or Equivalent Officer Address, Contact Number & Email	Name of Director/Dy. Secretary or Equivalent Officer Address, Contact Number & Email	Name of Additional Secretary/Joint Secretary or Equivalent Officer Address, Contact Number & Email
Shri Paras Kain, Section Officer, Ms. Uma Lohani, Section Officer Room No. 274, Wing-C, Udyog Bhawan, New Delhi 11-23061248 Vig-dpiit@gov.in	Shri Arun Kumar Vishwakarma, Under Secretary Room No. 271(A), Wing-C, Udyog Bhawan, New Delhi 2285 011-23063697 akumar.v13@nic.in	Shri Raj Kishan Vatsa, Deputy Secretary Room No. 252, Wing-C, Udyog Bhawan, New Delhi 3502 011-23061951 rk.vatsa@nic.in	Shri Rajeev Singh Thakur, Additional Secretary& CVO Room No. 236, Second Floor, Vanijya Bhawan, New Delhi 011-23038963, 011-23038885 as-dpiit@gov.in