

## Suo Moto Disclosure

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

### 1. Organization and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	<b>(i) Name and address of the Organization</b> ➤ Micro Small and Medium Enterprises- Development and Facilitation Office (MSME DFO), Ministry of MSME, Govt. of India, Plot No. 11-A, IDC Colony, Near ITI, Kunjpura Road Karnal (Br.MSME-DFO Bhiwani is under administrative control of MSME-DFO Karnal)	Fully met
		<b>(ii) Head of the organization</b> ➤ Sh. Sanjeev Chawla, Director	Fully met
		<b>(iii) Vision and Mission</b> ➤ Vision: To unlock the potential of India's MSMEs sector in the endeavour for becoming the growth engine for the economy with the vision of reaching \$5 tn and generating mass employment and becoming dominant player of Atmanirbhar Bharat. ➤ Mission: Supports the MSME sector in the endeavours of formalization, access to knowledge services, improving competitiveness, reducing imports, availability of skilled manpower, access to latest technology and marketing.	Fully met

	<p><b>(iv) Function and duties</b></p> <p>The main services rendered are:</p> <ol style="list-style-type: none"><li>1. Providing techno-economic and managerial consultancy, common facilities and extension services to MSMEs.</li><li>2. Providing facilities for technology upgradation, modernisation, quality improvement and infrastructure.</li><li>3. Developing Human Resources through training and skill upgradation.</li><li>4. Facilitating cluster development as a vehicle for MSME Ecosystem development.</li><li>5. Maintaining a close liaison with the State Governments, Financial Institutions and other Organisations concerned with development of MSMEs.</li><li>6. Enhancing trade competitiveness to ensure increase in share of export basket.</li><li>7. Increasing access to credit.</li></ol>	Fully met												
	<p><b>(v) Organization Chart</b></p> <div><p>Director</p><table><tr><td>Assistant Director –Gr-1</td></tr><tr><td>Assistant Director-Gr-II</td></tr><tr><td>Investigator</td></tr><tr><td><b>Administration/DDO</b></td></tr><tr><td>Assistant Director</td></tr><tr><td>Office Supdt.</td></tr><tr><td>U.D.C.</td></tr><tr><td>Stenographer</td></tr><tr><td>L.D.C.</td></tr><tr><td>M.T.S.</td></tr><tr><td></td></tr><tr><td></td></tr></table></div>	Assistant Director –Gr-1	Assistant Director-Gr-II	Investigator	<b>Administration/DDO</b>	Assistant Director	Office Supdt.	U.D.C.	Stenographer	L.D.C.	M.T.S.			Fully met
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Office Supdt.														
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Stenographer														
L.D.C.														
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		<p><b>(vi) Any other details-the genesis, inception,formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.</b></p> <p>➤ As per instructors received from O/o the DC (MSME), New Delhi.</p>	Fully met
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p><b>(i) Powers and duties of officers (administrative, financialand judicial)</b></p> <p>➤ All the administrative and financial powers of the office are vested with the Director, MSME-DFO, Karnal</p>	Fully met
		<p><b>(ii) Power and duties of other employees</b></p> <p>➤ As per the instructions of the Director, the duties are discharged by the officers &amp; employees of the office.</p>	Fully met
		<p><b>(iii) Rules/ orders under which powers and duty arederived and</b></p> <p>➤ The powers and duties of this are derived from the MSMED Act, 2006, GFRs, DFPRs.</p>	Fully met
		<p><b>(iv) Exercised</b></p> <p>➤ As per the instructions of the Director and the O/o DCMSME, New Delhi (headquarter).</p>	Fully met
		<p><b>(v) Work allocation</b></p> <p>➤ Work is allotted by the headquarter and the same are further distributed by the Director among all the officers and staffs.</p>	Fully met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p><b>(i) Process of decision making Identify key decisionmaking points</b></p> <p>➤ By the Director under the guidance of the headquarter office, scheme guidelines, GFRs, DFPRs.</p>	Fully met
		<p><b>(ii) Final decision making authority</b></p> <p>➤ Director, MSME- DFO Karnal and O/o DC (MSME), New Delhi as per nature of work.</p>	Fully met
		<p><b>(iii) Related provisions, acts, rules etc.</b></p> <p>➤ MSMED Act, 2006.</p>	Fully met

		<b>(iv) Time limit for taking decisions, if any.</b> <ul style="list-style-type: none"> <li>➤ At the earliest and as per the scheduled time fixed by the headquarter office.</li> </ul>	Fully met
		<b>(v) Channel of supervision and accountability</b> <ul style="list-style-type: none"> <li>➤ As per the organizational chart of this office.</li> </ul>	Fully met
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<b>(i) Nature of functions/ services offered</b> <ul style="list-style-type: none"> <li>➤ To provide technical know how to existing and prospective entrepreneur, to organize training programmes, common facilities services and to render other kind of entrepreneurial support services.</li> </ul>	Fully met
		<b>(ii) Norms/ standards for functions/ service delivery</b> <ul style="list-style-type: none"> <li>➤ As per MSMED Act, 2006 , GFR</li> </ul>	Fully met
		<b>(iii) Process by which these services can be accessed</b> <ul style="list-style-type: none"> <li>a) Through internet(<a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>)</li> <li>b) Through email ( <a href="mailto:dcdi-karnal@dcmsme.gov.in">dcdi-karnal@dcmsme.gov.in</a> ) and post</li> <li>c) Through physical visit to office.</li> </ul>	Fully met
		<b>(iv) Time-limit for achieving the targets</b> <ul style="list-style-type: none"> <li>➤ As per the nature of the work and scheduled time fixed by the Director and the Headquarter office</li> </ul>	Fully met
		<b>(v) Process of redress of grievances</b> <ul style="list-style-type: none"> <li>a) RTI MIS portal and CHAMPIONS portal (<a href="http://www.champions.gov.in">www.champions.gov.in</a>)</li> <li>b) Email and post</li> <li>c) offline (through physical visit to the office)</li> </ul>	Fully met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<b>(i) Title and nature of the record/ manual /instruction.</b> <ul style="list-style-type: none"> <li>➤ Available on <a href="https://msme.gov.in/Act-and-rules/rules-0?status=archive">https://msme.gov.in/Act-and-rules/rules-0?status=archive</a></li> </ul>	Fully met
		<b>(ii) List of Rules, regulations, instructions manuals and records.</b> <ul style="list-style-type: none"> <li>➤ Can be accessed through the web link <a href="https://msme.gov.in/Act-and-rules/rules-0?status=archive">https://msme.gov.in/Act-and-rules/rules-0?status=archive</a></li> </ul>	Fully met

		<b>(iii) Acts/ Rules manuals etc.</b> ➤ MSMED Act, 2006., RTI Act 2005	Fully met
		<b>(iv) Transfer policy and transfer orders</b> ➤ Being maintained by Headquarter office <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a>	Fully met
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	<b>(i) Categories of documents</b> ➤ Office Orders, Circulars, Notifications, letters, Registers, resolutions, proceedings of the meetings, memorandums and other relevant documents etc. (Example: Register of Files, Register of Registers, Employee Attendance Register, Accounts related registers, RTI File, Training documents).	Fully met
		<b>(ii) Custodian of documents/categories</b> ➤ Director, Assistant Director (Admn.) and Drawing and Disbursing Officer	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	<b>(i) Name of Boards, Council, Committee etc.</b> Few Committees formed for implementation of schemes. Boards, Councils, Committees and other Bodies constituted at Hqr level. <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a>	Fully met
		<b>(ii) Composition</b>	NA
		<b>(iii) Dates from which constituted</b>	-Do-
		<b>(iv) Term/ Tenure</b>	-Do-
		<b>(v) Powers and functions</b>	-Do-
		<b>(vi) Whether their meetings are open to the public?</b>	-Do-

		<b>(vii) Whether the minutes of the meetings are open to the public?</b>	-Do-																																																																								
		<b>(viii) Place where the minutes if open to the public are available?</b>	-Do-																																																																								
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	<b>(i) Name and designation</b> <b>A- MSME -DFO Karnal</b> <table><tr><th>S. No .</th><th>Name &amp; Designation Sh./Smt.</th><th>Telephone No.</th></tr><tr><td>1.</td><td>Sanjeev Chawla, IEDS,Director</td><td>0184-2208100</td></tr><tr><td>2</td><td>Sat Pal, IEDS, Assistant Director (Gr.-I)</td><td>- do -</td></tr><tr><td>3</td><td>K.C. Meena, IEDS, Assistant Director (Gr.-I)</td><td>- do -</td></tr><tr><td>4</td><td>Mukesh Kumar Verma,Assistant Director (Gr.-II)</td><td>- do -</td></tr><tr><td>5</td><td>Meenu Bala Dhiman,Assistant Director (Gr.-II)</td><td>- do -</td></tr><tr><td>6</td><td>Ravi Parkash, Assistant Director (Gr.-II)</td><td>- do -</td></tr><tr><td>7</td><td>Harpal Singh, Investigator</td><td>do -</td></tr><tr><td>8</td><td>Phool Singh, Asstt. Director (Gr.-II)</td><td>do -</td></tr><tr><td>9</td><td>Jai Ram, Office Supdt.</td><td>- do -</td></tr><tr><td>10</td><td>Rajeev Kumar, O.S</td><td>- do -</td></tr><tr><td>11</td><td>Sudesh Saluja, Steno. (Gr.-I)</td><td>- do -</td></tr><tr><td>12</td><td>Balraj Singh, Steno. (Gr.-I)</td><td>- do -</td></tr><tr><td>13</td><td>Subhash Kumar, Steno. (Gr.-II)</td><td>- do -</td></tr><tr><td>14</td><td>Jagbir Singh, Steno.(Gr.-II)</td><td>- do -</td></tr><tr><td>15</td><td>Poonam Saluja, Steno. (Gr.-II)</td><td>- do -</td></tr><tr><td>16</td><td>Babu Ram, UDC</td><td>- do -</td></tr><tr><td>17</td><td>Sachin Malik, UDC</td><td>- do -</td></tr><tr><td>18</td><td>Tanuj Sihag, LDC</td><td>- do -</td></tr><tr><td>19</td><td>Ketan, LDC</td><td>- do -</td></tr><tr><td>20</td><td>Davender Nath, MTS</td><td>- do -</td></tr><tr><td>21</td><td>Subhash, MTS</td><td>- do -</td></tr><tr><td>22</td><td>Shiv Kumar, MTS</td><td>- do -</td></tr><tr><td>23</td><td>Naveen Kumar, MTS</td><td>- do -</td></tr></table>	S. No .	Name & Designation Sh./Smt.	Telephone No.	1.	Sanjeev Chawla, IEDS,Director	0184-2208100	2	Sat Pal, IEDS, Assistant Director (Gr.-I)	- do -	3	K.C. Meena, IEDS, Assistant Director (Gr.-I)	- do -	4	Mukesh Kumar Verma,Assistant Director (Gr.-II)	- do -	5	Meenu Bala Dhiman,Assistant Director (Gr.-II)	- do -	6	Ravi Parkash, Assistant Director (Gr.-II)	- do -	7	Harpal Singh, Investigator	do -	8	Phool Singh, Asstt. Director (Gr.-II)	do -	9	Jai Ram, Office Supdt.	- do -	10	Rajeev Kumar, O.S	- do -	11	Sudesh Saluja, Steno. (Gr.-I)	- do -	12	Balraj Singh, Steno. (Gr.-I)	- do -	13	Subhash Kumar, Steno. (Gr.-II)	- do -	14	Jagbir Singh, Steno.(Gr.-II)	- do -	15	Poonam Saluja, Steno. (Gr.-II)	- do -	16	Babu Ram, UDC	- do -	17	Sachin Malik, UDC	- do -	18	Tanuj Sihag, LDC	- do -	19	Ketan, LDC	- do -	20	Davender Nath, MTS	- do -	21	Subhash, MTS	- do -	22	Shiv Kumar, MTS	- do -	23	Naveen Kumar, MTS	- do -	Fully met
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1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration. A- MSME DFO Karnal (Feb 2023) <table><tr><td>S. No.</td><td>Name &amp; Designation S/Sh./Smt.</td><td>Monthly Emoluments</td></tr><tr><td>1.</td><td>Sanjeev Chawla, IEDS,Director</td><td>196098</td></tr><tr><td>2</td><td>Sat Pal, IEDS, Assistant Director (Gr.-I)</td><td>137268</td></tr><tr><td>3</td><td>K.C. Meena, IEDS, Assistant Director (Gr.-I)</td><td>172548</td></tr><tr><td>4</td><td>Mukesh Kumar Verma,Assistant Director (Gr.-II)</td><td>111705</td></tr><tr><td>5</td><td>Meenu Bala Dhiman,Assistant Director (Gr.-II)</td><td>83628</td></tr><tr><td>6</td><td>Ravi Parkash, Assistant Director (Gr.-II)</td><td>86127</td></tr><tr><td>7</td><td>Harpal Singh, Investigator</td><td>76719</td></tr><tr><td>8</td><td>Phool Singh, Asstt. Director (Gr.-II)</td><td>91272</td></tr><tr><td>9</td><td>Jai Ram, Office Supdt.</td><td>78924</td></tr><tr><td>10</td><td>Rajeev Kumar, O.S</td><td>63636</td></tr><tr><td>11</td><td>Sudesh Saluja, Steno. (Gr.-I)</td><td>111705</td></tr></table>	S. No.	Name & Designation S/Sh./Smt.	Monthly Emoluments	1.	Sanjeev Chawla, IEDS,Director	196098	2	Sat Pal, IEDS, Assistant Director (Gr.-I)	137268	3	K.C. Meena, IEDS, Assistant Director (Gr.-I)	172548	4	Mukesh Kumar Verma,Assistant Director (Gr.-II)	111705	5	Meenu Bala Dhiman,Assistant Director (Gr.-II)	83628	6	Ravi Parkash, Assistant Director (Gr.-II)	86127	7	Harpal Singh, Investigator	76719	8	Phool Singh, Asstt. Director (Gr.-II)	91272	9	Jai Ram, Office Supdt.	78924	10	Rajeev Kumar, O.S	63636	11	Sudesh Saluja, Steno. (Gr.-I)	111705	Fully met
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7	Vikram, MTS	35729																																								
		<p>(ii) <b>System of compensation as provided in its regulations</b></p> <p>➤ In accordance with 7 CPC and as per the defined Guidelines/Procedures/Rules/Orders issued by Government of India and Department of Space from time to time.</p>	Fully met																																							

1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	<b>(i) Name and designation of the public information officer (PIO), &amp; Appellate Authority</b> <ul style="list-style-type: none"> <li>➤ Shri K.C Meena, Asstt. Director (CPIO)</li> <li>➤ Shri Sanjeev Chawla, Director(Appellate Authority)</li> </ul>	Fully met
		<b>(ii) Address, telephone numbers and email ID of designated official.</b> <ul style="list-style-type: none"> <li>➤ MSME –DFO, Karnal 0184-2208100, 184-2208113 Telefax : 0184-2208114</li> <li>➤ E-mail : dcdi-karnal@dcmsme.gov.in</li> </ul>	Fully met
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	<b>No. of employees against whom disciplinary action has been</b> <b>(i) Pending for Minor penalty or major penalty proceedings</b> <ul style="list-style-type: none"> <li>➤ NIL.</li> </ul>	Fully met
		<b>(ii) Finalized for Minor penalty or major penalty proceedings</b> <ul style="list-style-type: none"> <li>➤ NIL.</li> </ul>	Fully met
1.12	Programmes to advance understanding of RTI  (Section 26)	<b>(i) Educational programmes</b> <ul style="list-style-type: none"> <li>➤ By Headquarter office <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a></li> </ul>	Fully met
		<b>(ii) Efforts to encourage public authority to participate in these programmes</b> <ul style="list-style-type: none"> <li>➤ By Headquarter office <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a></li> </ul>	Fully met
		<b>(iii) Training of CPIO/FAA</b> Yet to be organized	Not met
		<b>(iv) Update &amp; publish guidelines on RTI by the Public Authorities concerned</b> RTI act 2005 is available online at office website <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a> and available at office.	Fully met

1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	➤ Transfer policy and transfer orders - By headquarter office. <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a>	Fully met
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## 2. Budget and Programme

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority						Fully met
		S. No	Object Head (1)	Name of Scheme (2)	Sanction Funds (Rs.) (3)	Expenditure upto 31-03-2023(4)	Balance (5)	
		1	2851.00.102.98.02.01	Salaries	25554000	25502499	51501	
		2	2851.00.102.98.02.06	Medical Treatment	424000	405336	18664	
		3	2851.00.102.98.02.11	Domestic Travel	118000	116005	1995	
		4	2851.00.102.98.02.13	O.E.	1650000	1313439	336561	
		5	2851.00.102.98.02.13	O.E. Senet	250000	246761	3239	
		6	2851.00.102.98.02.28	Professional Services	85000	64235	20765	
		7	2851.00.102.98.96.13	OE(SAP)	360000	335994	24006	
		8	2851.00.102.98.01.11	DTE/ESDP Scheme	250000	227455	22545	
		9	2851.00.102.98.01.20	OAE-Gen./EAP-GI-IMC-Y	360000	186189	173811	
		10	2851.00.102.99.01.11	(DTE)/CDO	100000	33583	66417	
		11	2851.00.102.99.01.13	CDO/OE	100000	97213	2787	
		12	2851.00.102.99.01.20	OAE/CDO	30000	11860	18140	
		13	2851.00.102.99.01.27	Minor Works-Head ARMO Civil	215400	215400	000	
		14	2851.00.102.99.01.27	Minor Works-Head ARMO Electrical	1128914	875695	253219	
		15	2851.00.102.99.01.27	Minor Works-Solar PV	28827	28827	000	
(ii) Budget for each agency and plan & programme - As per column 4 of (i)						Fully met		
(iii) Proposed expenditures -As per column 5 of (i)						Fully met		

		(iv) Revised budget for each agency, if any -	NA
		(v) Report on disbursements made and place where the related reports are available-All reports on disbursement are available at office	Fully met
2.2	Foreign and domestic tours (F.No. 1/8/2012- IRdt. 11.9.2012)	<b>(i) Budget</b> ➤ Domestic tour total budget-Rs. 118000/-	Fully met
		<b>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.</b> At headquarter office.	NA
		<b>(iii)</b> Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. ➤ Out sourcing of manpower through GeM :- Driver -1,MTS -3, Sweeper -1, and Monthly expenditure Rs. 99864 ➤ Computer AMC through e-publishing the tender on CPP portal – R K computer karnal, Amount Rs 8450/- per month including tax ➤ Website maintenance-limited tender , Articulate solutions , Karnal, Amount –Rs 18000/- per year including tax	Fully met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<b>(i) Name of the programme of activity</b> (A) Procurement and marketing support (PMS) scheme (a) Domestic trade fair (b) Bar Code (B) Intellectual Property Rights (IPR) (a) Patent (b) Trade Mark	Fully met
		<b>(ii) Objective of the programme</b> ➤ Available on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met

		<b>(iii) Procedure to avail benefits</b> ➤ Available on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met
		<b>(iv) Duration of the programme/ scheme</b> ➤ Available on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met
		<b>(v) Physical and financial targets of the programme</b> ➤ All eligible applicant are consider for reimbursement of subsidy under the scheme.	Fully met
		<b>(vi) Nature/ scale of subsidy /amount allotted</b> Available on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met
		<b>(vii)Eligibility criteria for grant of subsidy</b> ➤ Available on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met
		<b>(viii) Details of beneficiaries of subsidy programme (number, profile etc)</b> ➤ The beneficiaries in 2022-23 are (a) domestic trade fair - 147 , (b)Bar code- 05,(c) Patent -11 and (d) trade mark - 35 no.	Fully met
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	<b>(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions</b> ➤ At headquarter office.	NA
		<b>(ii) Annual accounts of all legal entities who are provided grants by public authorities</b> ➤ At headquarter office.	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<b>(i) Concessions, permits or authorizations granted bypublic authority</b> ➤ At headquarter office.	NA
		<b>(ii) For each concessions, permit or authorization granted</b> ➤ At headquarter office.	NA

2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	<b>CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.</b> At headquarter office.	NA
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### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public  <b>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</b> ➤ MSME Act 2006 , Public procurement policy , Training under ESDP scheme , MSME innovative scheme, MSE CDP Scheme , Procurement and marketing support scheme can be accessed through <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a> and physically at office	Fully met
		<b>(ii) Arrangements for consultation with or representation by</b> a) Members of the public in policy formulation/ policy implementation ➤ On case to case basis ( National Award for MSMEs) b) Day & time allotted for visitors ➤ All working days and working hours c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants ➤ By CPIO, Shri K.C.Meena as per the scheduled time of RTI.	Fully met
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<b>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</b> <b>(i) Policy decisions/ legislations taken in the previous one year</b> ➤ policies / decisions made by Headquarter office ➤ <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a>	Fully met

		<b>(iii) Outline the Public consultation process</b> ➤ By Headquarter office <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a>	Fully met
		<b>(iii) Outline the arrangement for consultation before formulation of policy</b> ➤ By Headquarter office <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a>	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<b>Use of the most effective means of communication</b> <b>(i) Internet (website)</b> ➤ Available at <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a> ➤ Email <a href="mailto:dcdi-karnal@dcmsme.gov.in">dcdi-karnal@dcmsme.gov.in</a> ➤ Advertisement in news papers ➤ Whatsapp	Fully met
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<b>Information manual/handbook available in</b> <b>(i) Electronic format</b> ➤ Yes	Fully met
		<b>(ii) Printed format</b> ➤ Yes	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	(i) List of materials available Free of cost – Hand book for MSME , Broachers of different scheme , leaf late , study material for different training / workshop /programme . (ii) List of materials available At a reasonable cost of the medium – No material is sold by this office.	Fully met

#### 4. E.Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	<b>(i) English</b> ➤ Yes.	Fully met
		<b>(ii) Vernacular/ Local Language</b> ➤ Yes	Fully met
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	<b>Last date of Suo Moto information updation</b> ➤ 06.10.2022	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	<b>(i) Details of information available in electronic form</b> ➤ MSME Schemes guidelines, Annual Report, State Industrial profile ,District Profile, Contacts details of LDM ,List of MSME Centre etc.	Fully met
		<b>(ii) Name/ title of the document/record/ other information</b> ➤ Study material of training , Broachers of different scheme , leaf late , study material for different training / workshop /programme	Fully met
		<b>(iii) Location where available</b> ➤ <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a> and at MSME DFO Karnal	Fully met
4.4	Particulars of facilities available to citizen for obtaining	<b>(i) Name &amp; location of the faculty</b> ➤ Information counter/facilitation center at MSME-DFO Karnal at the entrance and <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met

	information [Section 4(1)(b)(xv)]	<b>(ii) Details of information made available</b> ➤ Information on role and activity of MME DFO, information on facilities for prospective to set up self enterprise and existing entrepreneurs to grow the business, Financial, technical and marketing support information, Project report etc.	Fully met
		<b>(iii) Working hours of the facility</b> ➤ 9.00 A.M to 5.30 P.M.	Fully met
		<b>(iv) Contact person &amp; contact details (Phone, fax email)</b> ➤ Shri K.C Meena, Asstt. Director, MSME-DFO, Karnal 0184-2208100, 184-2208113 Telefax : 0184-2208114 Email- <a href="mailto:dcdi-karnal@dcmsme.gov.in">dcdi-karnal@dcmsme.gov.in</a>	Fully met
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	<b>(i) Grievance redressal mechanism</b> ➤ RTI MIS portal, CHAMPIONS portal, email and through post.	Fully met
		<b>(ii) Applications received under RTI and information provided (During 2022-23 Uptodate)</b> ➤ 16	Fully met
		<b>(iii) List of completed schemes/ projects/ Programmes – available in Annual Report 2022-23 on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a></b>	Fully met
		<b>(iv) List of schemes/ projects/ programme underway available Annual Report 2022-23 on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a></b>	Fully met
		<b>v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</b> ➤ Out sourcing of manpower through GeM :- Driver -1, MTS -3, Sweeper -1, and Monthly expenditure Rs. 99864 ➤ Computer AMC through e-publishing the tender on CPP portal – R K computer karnal, Amount Rs 8450/- per month including tax ➤ Website maintenance-limited tender, Articulate solutions, Karnal, Amount –Rs 18000/- per year including tax	Fully met
		<b>(vi) Annual Report</b> - Available on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met

		(vii) Frequently Asked Question (FAQs)- - Available on <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a>	Fully met
		(Viii) Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not met
4.6	Receipt & Disposal of RTI applications & appeals [F.N dt. 01/6/2011-IR 15.04.2013]	<b>(i)Applications received and disposed off</b> ➤ During (2022-23) received 16 application and disposed the all the applications.	Fully met
		<b>(ii)Appeals received and orders issuedDisposed off.</b> ➤ During (2022-23) , received 2 appeals and disposed the all the appeals.	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	<b>Details of questions asked and replies given</b> ➤ Replies have been given by Hqr <a href="https://dcmsme.gov.in">https://dcmsme.gov.in</a>	Fully met

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	<b>(i) Name &amp; details of CPIO , FAA &amp; TO</b> ➤ (a) CPIO-Sh. K.C Meena, Assistant Director (b) FAA – Shri Sanjeev Chawla, Director (c) Transparency officer- Sh. Satpal, Assistant Director	Fully met
		<b>(ii) Details of third party audit of voluntary disclosure</b> (a) Dates of audit carried out -2021-22 (b) Report of the audit carried out ➤ Audited by NIMSME Hyderabad.	Fully met
		<b>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</b> <b>(a) Date of appointment</b> ➤ 06.07.2021 <b>(b) Name &amp; Designation of the officers</b> ➤ Shri Sanjeev Chawla, Director.	Fully met
		<b>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</b> (a) Dates from which constituted (b) Name & Designation of the officers ➤ Not available.	Not met
		<b>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</b>  (a) Dates from which constituted (b) Name & Designation of the Officers ➤ Not available..	Not met

## 6 Information Disclosed on own Initiative year (2022-23)

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	<p>(i) Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</p> <p>➤ Efforts are being made to put all the information on the website <a href="http://www.msmedikarnal.gov.in">www.msmedikarnal.gov.in</a> so that RTI information may be minimized</p>	Fully met
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of personnel public grievances and pensions	<p>(i) Whether STQC certification obtained and its validity</p> <p>As per the instructions issued by Application Security Audits and Assessment Division, NIC HQ, Delhi received through email, MSME DFO, Karnal has implemented the security certificate to make it SSL compliant.</p> <ul style="list-style-type: none"> <li>The website is implemented with SSL/TLS certificate for secure encrypted communication.</li> <li>There is no vulnerability issue.</li> <li>HTTP variant is also automatically redirected to HTTPS version.</li> </ul> <p>The website is static website.</p>	partially met
		(ii) Does the website show the certificate on the Website?	Not met