



GOVERNMENT OF JAMMU AND KASHMIR INDUSTRIES AND COMMERCE DEPARTMENT

**HANDBOOK UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT,
2009 WITH RESPECT TO INDUSTRIES AND COMMERCE DEPARTMENT**

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INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO INDUSTRIES AND COMMERCE DEPARTMENT

INTRODUCTION

The J&K Right to Information Act, 2009 as passed on 20.03.2009 by the Jammu and Kashmir State Legislature received the assent of Hon'ble Governor, J&K on 20th March, 2009. The Act provides for the people of the State secure access to information under the Control of Public Authorities, and to promote transparency and accountability in the working of every public authority, the constitution of the J&K State Information Commission and for matters connected therewith or incidental thereto.

The Jammu and Kashmir Right to Information Rules, 2010 were notified vide SRO 199 dated 29th April, 2010. These rules have been subsequently replaced by the Jammu and Kashmir Right to Information Rules, 2012 notified vide SRO 279 dated 30th August, 2012.

The objective of this handbook is to provide information to the intended users regarding different functions and services being delivered by the Industries and Commerce Department.

Chapter – 1

Particulars of Organization, Functions and Duties

In terms of Rule 4 (1) of the *Business Rules (Schedule I)*, following subjects are assigned to the Industries and Commerce Department.

- 1) Industry and Commerce
- 2) Geology and Mining
- 3) Handicrafts
- 4) Handlooms
- 5) J&K Handicrafts (Sale & Export) Corporation
- 6) J&K Handloom Development Corporation
- 7) SIDCO
- 8) SICOP
- 9) J&K Cements
- 10) J&K Industries Ltd
- 11) J&K Minerals Ltd
- 12) Khadi, Village and industries Board (KVIB)
- 13) J&K Entrepreneurship Development Institute (EDI)
- 14) Indian Institute of Carpet Technology (IICT)
- 15) Craft Development Institute (CDI)

The Industries and Commerce Department by virtue of its duties is the nerve center of the administration of its subordinate offices. The department is headed by the Minister of State (Independent Charge), Industries and Commerce, who is also the Chairman of the following Boards of Directors:

1. J&K SIDCO
2. J&K SICOP
3. J&K Handicrafts (S&E) Corporation
4. J&K Handloom Development Corporation
5. J&K Cements Ltd
6. J&K Industries Ltd
7. J&K Minerals Ltd

The Department plays a leading role in the formulation of policies for the sustained industrial development of the State and smooth functioning of the subordinate/field Departments and it monitors and coordinates their working.

Financial Commissioner is the Administrative Secretary of the Department and is assisted by a team of officers of the rank of Secretary, Additional Secretary, Deputy Secretaries and Under Secretaries.

Based on the job distribution and works assigned, following are the important sections of Industries and Commerce Department:

1. DIC Section;
2. General Section ;
3. Geology and Mining Section;
4. Handicrafts Section;
5. Handloom Section;
6. Planning Section;
7. Accounts Section; and
8. Legal Section.

DIC Section

The Section is headed by an officer of the rank of Additional Secretary. The issues being dealt with by the Section are:-

1. District Industries Centres (DICs)
2. Establishment (Gazetted/non-Gazetted)
3. Formulation of Industry-related policies/schemes associated with it.
4. Package of Incentives and other concessions for the industries in J&K State.

General Section

Industries and Commerce Department receives communications from different Departments of the State Government and the Government of India on various issues. These include issues of general nature not otherwise specifically defined. It also attends day to day administrative matters of urgent nature. This Section has a coordinating role over the subordinate Departments, functioning under the Administrative control of Industries and Commerce Department. The Section is headed by the officer of the rank of Additional Secretary

Geology & Mining Section

The Section is headed by an officer of the rank of Additional Secretary. The following issues are being dealt with by this Section.

- a) Grant of Prospective Licenses
- b) Grant of Mining lease.

- c) Establishment (Gazetted and non-Gazetted).
- d) Royalty Collection Contracts.
- e) J&K Minor Mineral Concession Rules.

Handicrafts and Handloom Section

These Sections are headed by the officer of the rank of Secretary. The issues relating to the Handicrafts and Handloom Development Department as indicated below are being dealt with by this Section.

1. Establishment (Gazetted and non-Gazetted).
2. Conduct of Exhibitions/Fairs.
3. Task force for providing incentives to the artisans.
4. Artisan Health Insurance Scheme/Artisan Credit Card Scheme.
5. Handicrafts/Handloom Training Programmes.
6. Providing of loan/subsidy.

Planning & Statistics Section

This section is headed by Joint Director, Industries & Commerce Department assisted by Assistant Director. This Section deals with the collection of data required for framing policies by the Government and also implementation of the State Plan of the Department and Centrally Sponsored Schemes of Government of India.

Accounts Section

There is a full-fledged Accounts Section in the Industries and Commerce Department headed by the Director, Finance which deals with the issues pertaining to the accounts/financial matters of the Industries & Commerce Department.

Legal Section

The Section is headed by the Public Law Officer who deals with the legal issues and gives opinion/advice on legal matters pertaining to the Industries & Commerce Department. The Section attends to the litigation cases where Industries & Commerce is directly or indirectly involved. The Section also provides advice on the policy formulation of the Government which may become subject matter of litigation before any Competent Court of the State/Country.

RTI Section

Any citizen can seek information pertaining to Industries and Commerce Department in terms of the relevant provisions of J&K Right to Information Act-2009 and the rules notified there under.

The details of 1st Appellate Authority, PIO, APIO of Industries & Commerce Department is given as under.

1st Appellate Authority

1.	Name	Mr. Ashok Kumar Sharma
2.	Designation	Additional Secretary to Government, Industries & Commerce Department
3.	Phone/Mobile No.	Srinagar: 0194-2479898 Jammu: 0191-2546195
4.	e-mail	dysecashoksharma@gmail.com
5.	Address	Industries & Commerce Department, Civil Secretariat, Srinagar/Jammu, J&K.

Public Information Officer

1.	Name	Mr. Manzoor Ahmad Kenu
2.	Designation	Under Secretary to Government, Industries & Commerce Department
3.	Phone/Mobile No.	+91-9469154747
4.	e-mail	
5.	Address	Industries & Commerce Department, Civil Secretariat, Srinagar/Jammu, J&K.

Assistant Public Information Officer

1.	Name	Mr. Shakoor Ahmad Dar
2.	Designation	Under Secretary to Government, Industries & Commerce Department
3.	Phone/Mobile No.	+91-9622524971
4.	e-mail	shakoor.ahmad777@gmail.com
5.	Address	Industries & Commerce Department, Civil Secretariat, Srinagar/Jammu, J&K.

The major Departments under the Administrative control of Industries and Commerce Department are as under:-

1. Industry and Commerce Directorate

The State of J&K has started industrialization in 1970 with one Directorate of Industries and commerce, Jammu & Kashmir. The Directorate was bifurcated vide Government Order No: 149-Ind of 2007 dated: 03.08.2007 into two Directorates i.e. one for Jammu and other for Kashmir Region including Leh & Kargil. The Directorate of Industries & Commerce, Kashmir and Jammu are providing services to general public without any hesitation. Some of the services like Registration of units (provisionally/formally), NDCs to the Government job holders etc. is being extended to the Public in a time bound manner.

Each Directorate is headed by a Director assisted by Joint Director (Development) & Joint Director (M&P), Deputy Director (P&S), Chief Accounts Officer, Assistant Director (Development) & Administrative Officer and other technical and industrial staff.

At District level, District Industries Centre is headed by the General Manager who is assisted by Project Managers, Functional Managers, and other field staff.

1. Functions of Industry and Commerce Directorate

- Registration of New units.
- Single Window Clearance of Micro & Small Units.
- Nodal agency for implementing Central & State Package of Incentives.
- Identification/rehabilitation of Sick Industrial Units.
- Coordinating with Jammu & Kashmir Development Finance Corporation (JKDFC) for disbursement of funds under Central Package of Incentives.
- Planning & Development of Industrial Estates.
- Promotion of Industries.
- Cross LoC trade.
- Implementation of Annual Plans of the State Govt. through Village & Small Scale Industries (V&SSI) and Large and Medium (L&M) industrial Sectors.
- Implementation of Prime Minister's Employment Generation Programme (PMEGP)
- Coordinating various Industrial activities of the State with Ministry of MSME (GOI), and with SICOP & SIDCO.

Besides, at present the Industries & Commerce Department is implementing two schemes in the State for the development of Industries in the region and thus generating employment. These schemes are:-

- i. MSME Scheme.
- ii. Prime Ministers Employment Generation Programme

Incentives and Subsidies

a) Central Package of Incentives:-

- 30% subsidy on Capital Investment on Plant and Machinery upto a maximum of Rs.3.00 crores per unit for manufacturing activities and Rs. 1.50 crores per unit for servicing activities.
- 3% Interest subsidy on working capital.
- 100% Transport subsidy.
- Refund of Central Excise Duty paid on value addition.

b) State Package of Incentives:-

- 100% subsidy on purchase of new diesel generating sets upto Rs.25.00lac per unit.
- 100% subsidy on Quality Testing Equipment upto Rs.25.00 lac per unit.
- 30% subsidy on Pollution Control Equipment upto Rs.20.00 lac per unit.
- 15% Capital investment subsidy.
- 5% refund of interest paid on term loan for “Technocrats”.
- Special incentive for Brand Promotion and Modernization.
- Toll tax exemption on import of raw material and export of finished products.
- VAT reimbursement on local purchase of raw material to SSI units.
- Stamp Duty exemption.
- CST exemption on sale of finished goods outside the State.

Cross LoC Trade

- The Cross LOC Trade was started as a Confidence Building Measure between India & Pakistan on 21.10.2008 through Salamabad, Uri and Chakan-da-Bagh, Poonch.
- A standing Operation Procedure (SOP) was devised by Ministry of Home Affair, Govt of India incorporating an Agreed list of 21 items to be traded across LOC.
- The Trade is being carried on Barter System. The trading days has been extended from 2 to 4 days per week from 15.10.2011.

2. Geology and Mining Department

The Department of Geology and Mining was established in 1960 to identify/explore and assist in the process of extraction and use of various minerals like Limestone, Gypsum, Marble, Lignite, Granite, Bauxite, coal, Magnesite, Slates, Sapphire, dolomite, Borax, Graphite, Quartzite etc. The Department of Geology & Mining is headed by Director and other offices in the three main wings- Geology, Drilling and Mining & Mineral Divisions. The Geology and Mining Department has three (3) main wings working in coordination for the following purposes/functions:-

- Exploration and establishment of mineral deposits.
- Exploration and Development of groundwater resources.
- Geotechnical studies of engineering projects on referral basis.
- Geotechnical studies of landslides, land subsidence with recommendation for corrective measures.
- Grant of mining leases/prospecting licenses/awarding of royalty collection contracts and grant of short term quarry permits in respect of minor minerals.

The Geological Division explores the mineral wealth and ground water resources of the State for Development and promotion of mineral based industries. It is headed by Deputy Director who is assisted by Geologist Grade-I, II, III & Geological Assistant, etc.

The Drilling Wing performs drilling operations at the sites identified by the Geological wing for mineral exploration, groundwater exploration and exploitation. It is headed by Chief Drilling Engineer who is assisted by Sr. Drilling Engineer, Drilling Engineer, Driller/Store Officer/Staff Officer, etc.

Mining and Mineral concession division is entrusted with the job of implementation of MM(D&R) Act 1957 and Jammu & Kashmir MMCR 1962 for administration of minerals i.e. granting of mining leases, award of royalty collection contracts, grant of short term quarry permits and collection of revenue accrued on account of royalty, lease premium and other such dues. This division is headed by Mining Engineer who is assisted by Assistant Mining Engineer, Mineral Officer, assistant Mineral Officer, etc.

3. Handicraft Department

The Department of Handicrafts is headed by the Director at State Level and is assisted by different officers at different levels. Handicraft activities occupy an important position in the economic structure of J&K State. The Handicrafts activities

are best suited to the state as these activities are more labour intensive and less capital intensive in nature, they have greater scope for employment generation opportunities. Handicraft's products of the state have won world-wide fame for their attractive designs, functional utility and high quality craftsmanship.

Handicraft has remained a key economic activity from the time immemorial. The nimbleness and dexterity of local artisans coupled with their artistic imagination reflected through a wide range of products has delighted the world over for centuries. Craft like embroidery, shawls, crewels, *namda*, chain stitch, wood carving, *paper-machie*, costume, jewelry, *kani* shawls, and carpets hold a significant share in the overall production and export of the state. Silken carpets in particular constitute a specialty having no parallel in quality and design at national level and, therefore, occupy an important position in the international market. The Handicraft sector of the state has great contribution towards foreign exchange earnings to the country in and our state in particular.

Functions and services provided by the Handicrafts Department are as under:-

- Artisans training & skill upgradation.
- Marketing facilities to artisans.
- Arranging loan to artisans under Handicraft Micro Enterprise Scheme/Artisan Credit Card.
- Facilitation for availing health insurance facilities.
- Design Development through School of Designs (SOD), IICT & CDI.
- Formation of Handicraft Cooperative Societies.
- Enforcement of Tourist Trade/Quality Control Act.
- Providing of Registration-cum-Membership certificate to exporters.
- State Award to craftsmen.

Incentives extended to trainees and artisans

- Rate of stipend in favour of trainees has been extended from Rs.100 to Rs. 500 in respect of elementary training course and Rs. 200 to 700 in respect of advance training course.
- Loan ceiling under Handicraft Micro enterprise Scheme/Artisans Credit Card Scheme has been extended from Rs. 50,000 to Rs.1.00 lac.
- Interest subvention has been enhanced from 5% to 10%.
- Enhancement of award money for State Award to outstanding Handicraft Artisans/ Craftsmen from Rs.15,000 to Rs. 50,000.

4. Handloom Development Department

The Handloom sector in J&K State is centuries old and is known for weaving of fabrics like *Pashmina*, Raffal, Silk Sarees and cotton items. The Industry occupies a significant place in the socio-economic structure of J&K. It plays a crucial role in employment generation for weaker sections of the society. It is a labour intensive cottage Industry. The Handloom Dev. Department plays a catalytic role in modernization of Handloom sector in the State through skill up-gradation of weavers by providing modernized looms, training in design and weaving, marketing of Handloom products through marketing incentives and by fostering participation of weavers in National, State and District Level Handloom Expos and Melas.

In order to promote the sale of Handloom products, the Development Commissioner for Handlooms, New Delhi organizes National Level/Special Handloom Expos and State-level Fairs all over the country and the stall rent charges paid by the participants at the Expos are being reimbursed to them out of the state plan.

Schemes

- Micro Credit Plan Scheme (Interest subsidy Scheme).
- 10% Special Rebate on sale of Handloom cloth/products.
- Share Capital Loan Assistance to Co-operative Societies.
- Loan for purchase/modernization/renovation of looms.
- Loan to RMG Societies for purchase of sewing machine Education Scheme.
- Handloom Weavers Comprehensive Welfare Scheme.
- Integrated Handloom Development Scheme (IHDS).
- Training Programme.

Chapter-2

Powers and Duties of Officers and Employees

The Industries and Commerce department plays a lead role in the formulation and implementation of the different policies for the growth of the Industrial Sector. The cases involving policy decisions and the cases relating to different Subordinate Departments are placed before the competent authority for necessary approval and appropriate orders.

The department is headed by the Minister of State (Independent Charge), Industries and Commerce, who is also the Chairman of the following Boards of Directors:

1. J&K SIDCO
2. J&K SICOP
3. J&K Handicrafts (S&E) Corporation
4. J&K Handloom Development Corporation
5. J&K Cements Ltd
6. J&K Industries Ltd
7. J&K Minerals Ltd

Financial Commissioner is the Administrative Secretary of the Department and is assisted by the team of Officers consisting of Secretary in the Department and the officers of the rank of Additional Secretary, Deputy Secretaries and Under Secretaries.

Below the level of Under Secretary, there is an established non-Gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-Gazetted staff have been defined in the *Secretariat Manual*.

The subjects assigned to Officers posted in the Industries and Commerce Department are as under:-

Mr. Sourabh Bhagat, Secretary, I&C Department

1. DIC Jammu/Kashmir
2. Geology & Mining
3. Handicrafts/Handloom Department,
4. Handicrafts (S&E) Corporation
5. Handloom Dev. Corporation.
6. JK Cements/JK Minerals Ltd.
7. J&K SIDCO/SICOP.
8. Grievance Cell related issue.
9. JKML/JKCL/JKI/KVIB/EDI.

10. SLBC related issues.
11. IICT/CDI.

Mr. Mohammad Yaqoob Itoo, Director (Finance) in the Department

1. Account Matters

Mr. Parvaiz Ahmad Handoo Joint Director (Planning) in the Department

1. Planning matters

Mr. Ashok Kumar Sharma (KAS), Additional Secretary in the Department

1. DIC, Jammu/DIC, Kashmir.
2. Geology and Mining Department
3. Handloom Department/Corporation (HDC)
4. Handicrafts Department/Corporation (S&E)
5. LOC Trade.
6. SLBC and related issues
7. JKDFC
8. Office Administration.
9. 1st Appellate Authority under RTI Act.

Dr. Subash Chander (KAS), Deputy Secretary in the Department.

1. Handloom Department/Corporation (HDC)
2. Handicrafts Department/Corporation (S&E)
3. General Section/Coordination
4. HCM Grievance Cell (Nodal Officer)
5. Departmental Vigilance Officer
6. Liaison Officer Reservations
7. JKI/JKCL/KVIB
8. EDI/IICT/CDI

Mr. Raja Jee Bhat (KAS), Deputy Secretary in the Department

1. PPS to Financial Commissioner Industries and commerce Department
2. Geology and Mining/JKML
3. J&K SICOP/SIDCO
4. Office Administration.
5. Nodal Officer, Public Service Guarantee Act.

Mr. Shakoor Ahmad, Under Secretary in the Department

1. DIC, Jammu/Kashmir
2. LOC Trade

3. J&K SICOP/New Industries
4. JKDFC/SLBC related matters
5. Office Administration
6. APIO under RTI Act.

Mr. Manzoor Ahmed Kenu, Under Secretary in the Department

1. Geology and Mining.
2. SIDCO
3. JK Cements Ltd/JKML
4. PIO under RTI Act.

Mr. Aijaz Ahmed Shah, Under Secretary in the Department

1. Handicrafts Department/Corporation (S&E)
2. Parliamentary/Legislative business
3. Nodal Officer PSGA
4. Coordinator:
 - Referral of vacancies to PSC/SSRB
 - Reservation Roaster
5. JKEDI/CDI/IICT

Ms. Manisha Koul, Under Secretary in the Department

1. Handloom Department/Corporation
2. General Section/Coordination
3. KVIB/JKI

Mr. Waseem Ahmed, Public Law Officer

1. Legal Matters

Chapter – 3

Rules, Regulations, Instructions, Manual and Records for discharging functions

The list of rules, regulations, instructions, manual and records of the Industries and Commerce Department is as +under;

1. Secretariat level:-

Different functions of the Department are discharged at various levels in accordance with standing orders issued under rules of J&K Business Rules and other Rules , are as under:-

1. Mines & Minerals (Development & Regulation) Act, 1957
2. Mineral Concession Rules, 1960
3. Industrial Policy of J&K and rules made there under
4. J&K Civil Service Rules
5. J&K Budget Manual
6. J&K Secretariat Manual
7. J&K Business Rules etc.

2. Directorate level

Following rules, Regulations and Manuals have been prescribed to regulate the activities of the Department:-

S.No	Activity	Act/Policy/Rules in vogue
1.	Setting up of Industries and administration of incentives, allotment of land in industrial areas	State Industrial Policy, 2004-15 provides the following incentives to the entrepreneurs for setting up of their industrial units: Central Package of Incentives <ol style="list-style-type: none">1. 30% subsidy on Capital Investment on Plant and Machinery upto a maximum of Rs. 3.00 Crores per unit for manufacturing activities and Rs.1.50 crores per unit for servicing activities.2. 3% Interest subsidy on working capital.3. 100 % subsidy on insurance cover for industrial units.4. 90 % Transport subsidy.5. Refund of Central Excise Duty paid on value addition State Package of Incentives <ol style="list-style-type: none">1. 100% subsidy on purchase of new diesel generating sets

		<p>upto Rs. 25.00 lac per unit.</p> <ol style="list-style-type: none"> 2. 100% subsidy on Quality Testing Equipment upto Rs. 25.00 lac per unit. 3. 30% subsidy on Pollution Control Equipment upto Rs. 20.00 lac per unit. 4. 15% Capital investment Subsidy. 5. 5% refund of interest paid on term loan for "Technocrats". 6. Special incentive for Brand Promotion and Modernization. 7. Toll tax exemption on import of raw material and export of finished products 8. VAT reimbursement on local purchase of raw material to SSI units. 9. Stamp Duty exemption 10. CST exemption on sale of finished goods outside the State.
2.	Mining Activities	<ol style="list-style-type: none"> I) J&K Minor Mineral Concession Rules, 1962 II) The Mines and Minerals (Regulation and Development) Act, 1957 /Act 67 of 1957.
3.	Firm registration	J&K State Partnership Act, 1996 (1939A.D)
4.	Promotion of Handloom activities	Handloom (Reservation of Articles for Production) Act, 1985
5.	Development of Export Infrastructure	Guidelines for Central Assistance to States for Developing Export Infrastructure and Other Allied Activities, 2002
6.	Development of Khadi and Village Industries	J&K Khadi & Village Industries Act, 1965
7.	Quality Control/Safety	<ol style="list-style-type: none"> I. Indian Explosive Act, 1884 II. The Environment Protection Act, 1986
8.	Recruitment Rules / Regulations of various wings of Industries and Commerce Department.	<p>Recruitment and Promotion Rules of various wings of Industries & Commerce Department is given as under:</p> <p>Directorate of I&C: Gazetted: SRO 410 dated 04.08.1980 Non-Gazetted- Recruitment Rules are Under process</p> <p>Geology & Mining Deptt: Gazetted: SRO 142 dated 19.06.1992 Non-Gazetted: SRO 328 dated 22.11.1990</p> <p>Handicrafts Department: Gazetted: SRO 299 dated 14.10.2008 Non-Gazetted: SRO 58 dated 03.05.2005</p> <p>Handloom Department: Gazetted: SRO 84 dated 09.03.2006 Non-Gazetted: SRO 164 dated 01.09.1993</p>

Chapter – 4

A statement of Boards, Corporations and other bodies constituted as its part.

The Industries and Commerce Department, administers and monitors the functioning of the following Organizations/Public Sector Undertakings/Boards/Institutes:

1. J&K STATE INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (SIDCO)

J&K State Industrial Development Corporation Limited was established under the Companies Act of 1956 in the year 1969 as a premier Organization of the State Govt and is primarily responsible for the promotion and development of Medium and Large Scale industries in the State.

Functions/duties assigned to SIDCO

SIDCO is a nodal agency for the implementing/executing projects related to:-

- Development of Medium & Large Scale Industries.
- Creation of Industrial Infrastructure in terms of Industrial Estates.
- Assistance to States for Development of Export Infrastructure & Allied Activities (ASIDE) Scheme of Ministry of Commerce & Industry (Govt. of India).
- Ministry of Food Processing Industries, Govt. of India.
- Mission Directorate for National Mission for Food Processing Industries, Ministry of Food Processing, Govt. of India.
- Disbursement of Soft Loan.
- Executing Agency for Infrastructural Projects for Govt. Corporations wherein work contracts are allotted to SIDCO.
- Executing Agency for Development of Infrastructure of Trade Facilitation Centre, Salamabad, Uri.

2. J&K Small Scale Industries Development Corporation Limited (SICOP)

- J&K Small Scale Industries Development Corporation Limited (SICOP) has been established in November 1975 as a fully owned Government Undertaking to aid, assist and promote small-scale industrial sector in J&K State.

- The Corporation has expanded its areas of operation and today it has District Offices in all 22 District headquarters.
- At present SICOP is managing and administering nine Industrial Estates namely I/E Gangyal, Birpur, Kathua, IID Centre, Kathua & IID Centre, Udhampur in Jammu and I/E Zainakote, I/E Zakura, Silk/Handicraft Park, Zakura and Sports Goods Complex, Bijbehara in Kashmir Division. Sports Goods Complex, Bijbehara was under the occupation of Security Forces since 1990 and has now been vacated by the Security Forces in October, 2013. These estates are spread over an area of 4617 Kanals and 1208 number of units have been allotted land till date.

Functions of SICOP

The main objectives of the Corporation as per the Articles & Memorandum of Association of the Corporation are:

1. To develop infrastructural facilities in the form of industrial estates;
2. To reimburse VAT to the local industrial units who purchase their raw material through SICOP;
3. To procure and sell industrial raw materials to the SSI units;
4. To extend marketing support to the SSI units;
5. To provide Testing Facilities to the industry.

3. J&K Handloom Development Corporation

- J&K Handloom Development Corporation was established in 1981-82 with the primary objective of upliftment of handloom sector in the State of J&K.
- The motive of the Corporation is to promote the economic interests of the weavers through various modes of market interventions through buyer-seller meets.
- The Corporation was incorporated with an authorised share capital of Rs. 500 lacs.
- Presently, the Corporation is operationalizing prestigious projects at Bandipora, Kani Shawl projects in Budgam, Pashmina project in Srinagar, Samba, Udhampur, Basholi and Kathua.
- The Corporation is providing modern carpet looms and training free of cost to the weavers.

- The Corporation has a Regional Office at 113-T/88, Masjid Road, Jangpura, Bhogal, New Delhi and runs showrooms at Jaipur, Kolkatta, Kanpur and Lajpat Nagar, New Delhi.

4. J&K Handicrafts (S&E) Corporation Limited

- The Corporation sales and export handicrafts, handloom and Khadi products of Village Industries and other products processed and manufactured in the State.
- It makes available technical and other assistance to co-operative societies, small traders and their associates.
- The products marketed by the Corporation are Shawls, Carpet, Paper Machie, Ghabba etc.

Functions of J&K Handicrafts (S&E) Corporation Limited

- To organise marketing channels for artisan products.
- To provide backward and forward linkages.

The Corporation has its sale outlets within and outside the State of J&K. The main locations of its emporiums are as under:-

1. Government Arts Emporium, Bangluru;
2. Government Arts Emporium, Garihat, Kolkata;
3. Government Arts Emporium, Chowringhee Road, Kolkata;
4. Government Arts Emporium, SP Mehta Road, Mumbai;
5. Government Arts Emporium, Goa;
6. Government Arts Emporium, Chandigarh;
7. Government Arts Emporium, WTC, Mumbai;
8. Government Arts Emporium, Lucknow; and
9. Government Arts Emporium, Baba Kharakh Singh Marg, New Delh

5. J&K Industries

- Established in 1963 with an authorised Capital share of Rs. 20 Crores and paid up capital of Rs. 16.26 Crores.

- JKI is presently engaged in the manufacturing activity of Silk Fabrics at Government Silk weaving Factory, Rajbagh; Woolen Fabrics at Bemina and Joinery/Furniture items at Government Joinery Mills, Pampore and Jammu.

6. Jammu & Kashmir Cements Limited

- J&K Cements Limited is a fully State Government owned Company established in December, 1974 with the objective to exploit abundant limestone deposits, make available quality Cement to the consumers at reasonable rates and fill up the gap between demand and supply.
- The Cement Plant of 600 tonnes per day capacity installed at Khrew is listed as heavy sector Industry which started commercial production in April, 1982. The Cement Plant is situated near rich deposits of high quality lime stone suited for production of good quality Cement.
- The Company is manufacturing OPC Gr-43 and has obtained licence for manufacturing of Fly Ash based blended cement from Bureau of Indian Standards (BIS).
- The Company has expanded its capacity by installing additional unit of 600 tonnes per day plant at the existing location.
- The unit is in operation and has produced 93100 MT of clinker during financial year 2011-12, 75983 MTs in the year 2012-13 and 49813 MTs in the current financial year upto 13th December, 2012.
- J&K Cements Limited has acquired 20 kanals of land form SIDCO on lease basis for installing a 300 TPD clinker grinding unit at Samba at a premium cost of Rs.12.58 lacs.

7. Jammu & Kashmir Minerals Ltd

- J&K Minerals Limited is a Public Sector Undertaking established under section 61(7) of the Companies Act, 1956 in the year 1960.
- The authorized capital of the Company is Rs. 800 lacs which stands fully subscribed and paid up by the State Govt.
- The main objective of the Company is to exploit the mineral resources and to establish mineral based industries in Jammu and Kashmir.
- Presently, the following activities are undertaken by the Corporation:-

- 1) Coal Mines, Kalakot
- 2) Gypsum Mines, Assar (Doda)
- 3) Gypsum Mine, Parlanka (Ramban) and
- 4) Sapphire Mine, Paddar (Kishtwar)

8. Khadi, Village & Industries Board (KVIB)

- KVIB is a statutory body established under the J&K KVIB Act, 1965 with the aim to plan, promote and organise Khadi and Village industries in the State.
- Implements various programmes of Khadi Village and Industries Corporation like Prime Minister's Employment Guarantee Programme.

Objectives

- To promote and develop Khadi and Village industries and produce Khadi products.
- To provide employment to unemployed youth of the State.
- To create self reliance amongst the people and building up of strong rural community spirit.
- To provide opportunity to the rural population to undertake creative and productive activities which generate self-employment and income.

9. Entrepreneurship Development institute (EDI)

Jammu and Kashmir Entrepreneurship Development Institute (J&KEDI), a pioneering institute of Entrepreneurship Development in the State of Jammu and Kashmir, is playing a major role in providing a pro-entrepreneurial environment to foster the progress and prosperity of the State. This Institute is to assist the government in formulating and implementing its policies for entrepreneurship development through a host of services like research, consultancy, information, training and education. The Institute offers an effective platform to the existing and potential entrepreneurs to share their experiences for common good, and enabling them to street their ventures towards profitability.

Established by the State Government in March 1997 as a society of the Government of Jammu and Kashmir, the Institute started its regular activities from Feb, 2004. The Institute has established its two regional centre's at Srinagar and in Jammu.

The Institute has the facilities of well furnished and spacious auditoriums, lecture halls, computer labs with books, reports, journals project profiles, periodicals, videos, reference work and related literature books.

Seed Capital Fund Schemes:

Sher-e-Kashmir Employment and Welfare Programme for the Youth (SKEWPY)

Objectives:

- To motivate, train and facilitate educated youth to take up entrepreneurship as a career option and create employment opportunities.
- To invest in various areas to optimally exploit resources.

Eligibility:

An unemployed state subject within the age group of 18 to 37 years and minimum qualification of 10+2. No income ceiling for coverage under the scheme Beneficiaries must be registered with the concerned district employment and counseling centre any person or any existing units which have already availed of any incentive or subsidy under any scheme of the Government of India or the State Government shall not be eligible for assistance under the scheme. No institution corporate body society or an NGO shall be eligible for assistance under the scheme.

Chapter – 5

The names, designations and other particulars of the Public Information Officers

1st Appellate Authority

1.	Name	Mr. Ashok Kumar Sharma
2.	Designation	Additional Secretary to Government, Industries & Commerce Department
3.	Phone/Mobile No.	Srinagar: 0194-2479898 Jammu: 0191-2546195
4.	e-mail	dysecashoksharma@gmail.com
5.	Address	Industries & Commerce Department, Civil Secretariat, Srinagar/Jammu, J&K.

Public Information Officer

1.	Name	Mr. Manzoor Ahmad Kenu
2.	Designation	Under Secretary to Government, Industries & Commerce Department
3.	Phone/Mobile No.	+91-9469154747
4.	e-mail	
5.	Address	Industries & Commerce Department, Civil Secretariat, Srinagar/Jammu, J&K.

Assistant Public Information Officer

1.	Name	Mr. Shakoor Ahmad Dar
2.	Designation	Under Secretary to Government, Industries & Commerce Department
3.	Phone/Mobile No.	+91-9622524971
4.	e-mail	shakoor.ahmad777@gmail.com
5.	Address	Industries & Commerce Department, Civil Secretariat, Srinagar/Jammu, J&K.

Chapter- 6

The monthly remuneration received by each of the officers and employees of Industries & Commerce Department

S.No	Name	Designation	Pay(in Rs)
1.	Mr. Khurshid A. Ganai (IAS)	Financial Commissioner	P.B-4 (Fixed @ 80,000)
2.	Mr. Sourabh Bhagat (IAS)	Secretary	P.B-4 (15600-39100 + 7600)
3.	Mr. Mohd Yaqoob Itoo	Director, Finance	P.B-4 (37400-67000 + 8700)
4.	Mr. Parvaiz Ahmad Handoo	Jt. Director (P&S)	P.B-3 (15600-39100 +7600)
5.	Mr. Masrat Islam (KAS)	OSD to Hon'ble Minister (I&C)	P.B-3 (15600-39100 +6600)
6.	Mr. Ashok Kumar Sharma (KAS)	Additional Secretary	P.B-3 (15600-39100 +6600)
7.	Mr. Subash Chander (KAS)	Deputy Secretary	P.B-3 (15600-39100 +6600)
8.	Mr. Rajaji Bhat (KAS)	Deputy Secretary	P.B-3 (15600-39100 +6600)
9.	Mr. Shakoor Ahmad (KAS)	Under Secretary	P.B-2 (9300-34800 +4800)
10.	Mr. Aijaz Ahmad Shah (KAS)	Under Secretary	P.B-2 (9300-34800 +4800)
11.	Ms. Manisha Koul (KAS)	Under Secretary	P.B-2 (9300-34800 +4800)
12.	Mr. Manzoor Ahmad Kenu	Under Secretary	P.B-2 (9300-34800 +4800)
13.	Mr. Ajaypal Singh	Assistant Director (P&S)	P.B-2 (9300-34800 +4800)
14.	Mr. Waseem Showkat Batt	PLO	P.B-2 (9300-34800 +4800)
15.	Ms. Arshad Akhter	Private Secretary	P.B-2 (9300-34800 +4800)
16.	Sheikh Ab. Rashid	Addl. Pvt Secretary	P.B-2 (9300-34800 +4600)
17.	Mr. Showkat Ahmad Khan	Statistical Officer	P.B-2 (9300-34800 +4600)
18.	Mr. Showkat Hussain	AAO	P.B-2 (9300-34800 +4600)
19.	Ms Nighat Parveen	Section Officer	P.B-2 (9300-34800 +4600)

20.	Mr. Roshan Lal	Section Officer	P.B-2 (9300-34800 +4600)
21.	Mr. Karan Singh	Section Officer	P.B-2 (9300-34800 +4600)
22.	Mr. Feroz Ahmad	Section Officer	P.B-2 (9300-34800 +4600)
23.	Mr. Subash Chander	Section Officer	P.B-2 (9300-34800 +4600)
24.	Mr. Sanjeet Kumar	AAO	P.B-2 (9300-34800 +4600)
25.	Mr. Shabir Ahmad Mir	Sr. Stenographer	P.B-2 (9300-34800 +4600)
26.	Mr. Ab Rashid Dar	Statistical Assistant	P.B-2 (9300-34800 +4200)
27.	Mr Mohd Afzal	Head Assistant	P.B-2 (9300-34800 +4200)
28.	Ms Zamrooda Akhter	Head Assistant	P.B-2 (9300-34800 +4200)
29.	Mr Ab Rashid Bhat	Head Assistant	P.B-2 (9300-34800 +4200)
30.	Mr. Mohd Iqbal	Head Assistant	P.B-2 (9300-34800 +4200)
31.	Mr Audil Altaf	Accounts Assistant	P.B-1 (5200-20200 +2800)
32.	Ms Sushma Kumari	Sr. Assistant	P.B-1 (5200-20200 +2800)
33.	Mr Raja Mushtaq Khan	Sr. Assistant	P.B-1 (5200-20200 +2400)
34.	Mr Shafiq Ah. Beg	Nazir(Head Assistant)	P.B-1 (5200-20200 +2400)
35.	Mr Imran Ahmad	Sr. Assistant	P.B-1 (5200-20200 +2400)
36.	Ms Meenakshi Pandith	Sr. Assistant	P.B-1 (5200-20200 +2400)
37.	Mr. Kuldeep Singh	Sr. Assistant	P.B-1 (5200-20200 +2400)
38.	Mr. Firdous Ahmad	Jr. Assistant	P.B-1 (5200-20200 +1900)
39.	Mr. Satish Kumar	Jr. Assistant	P.B-1 (5200-20200 +1900)
40.	Mr. Bhushan Lal	Jr. Assistant	P.B-1 (5200-20200 +1900)
41.	Mr. Khazir Mohammad	Daftari	P.B-1 (5200-20200)

			+1900)
42.	Mr. Gh Rasool lone	Daftari	P.B-1 (5200-20200 +1900)
43.	Mr. Gh Rasool Ahanger	Jamadar	P.B-1 (5200-20200 +1800)
44.	Mr. Mohammad Sultan	Jamadar	P.B-1 (5200-20200 +1900)
45.	Mr Bashir Ahmad Malik	Jamadar	P.B-1 (5200-20200 +1800)
46.	Ms Bilques Rashid	Jamadar	1S (4400-7440 +1400)
47.	Mr. Harris	Orderly	1S (4400-7440 +1300)