



Government of Jammu & Kashmir  
Directorate of Industries & Commerce, Kashmir

Sub: Work distribution in the Distirct Industries Centres- regarding.

**CIRCULAR**

It has come to the notice of this Directorate that the incentive cases in respect of Industrial Units is being processed by the clerical staff. Moreover, it has also been reported that the field officials are performing Clerical work in the DICs instead of visiting to the fields.

The wrong work distribution among the non-gazetted staff in DICs has been core underlying reason for under achievement of DICs particularly in respect of physical/ financial achievements viz Provisional registration, formal registrations (conversions), vital data reporting, processing of incentives etc. Among the several irregularities arising due to this arrangement, it has been observed that the Directorate often receives incomplete cases of CIS, TPT, DG Set, and toll tax exemptions etc from the DICs. Moreover, with the appointment of more field officials, it was expected that there shall be an increase in overall achievements w.r.t respective districts, which however, is not being noticed. The unsuitable work assignment is directly disturbing work performance of DICs and concurrently the targets/achievements of Directorate is also affected.

In view of above, it is impressed upon all the General Managers of DICs that they shall rationalize the distribution of work in their respective DICs immediately under intimation to this Directorate. Following instructions shall be observed, while rationalization of work assignment:

- a) In no case, the clerical staff is utilized for field reporting and no field official shall be allotted clerical job in the DICs.
- b) Handholding of Industrial Units while processing any service viz PMEGP, Registration, incentives including completion of formalities shall be exclusively done by field official concerned.
- c) The concerned field official shall be responsible for completion of all formalities as per approved checklist as envisaged in the Industrial Policy/ guuidelines while submitting case files to the DIC concerned.
- d) Each field official shall be assigned a field area in the District. The whole responsibility for promotion of Industrial policies of State & Central Government in these areas shall be on them. They shall also be responsible for documenting and developing Industrial profile and mapping of Industrial activities of respective area which will determine complete Industrial scenario for policy formulation. The mapping inter-alia shall include complete details of Industrial Units (both registered/ un-registered) within the area, their location & productivity, nature & availibility of raw material, Industrial activity in the area, sites feasible for Industrial Estates, reporting of vital statistics/ data related to Industrial activities etc and other routine reporting. The mapping to be updated on regular basis.

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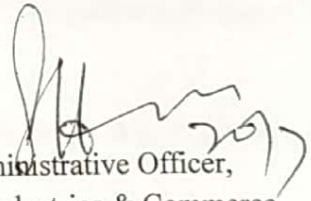
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- e) Targets for provisional, formal registrations, conversions of registrations, incentives cases, PMEGP etc shall be allocated by the GM DICs to each of the field officials to be reviewed on fortnightly basis.

Sd/-  
Director,  
Industries & Commerce,  
Kashmir  
Dt. 20-07-2019

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Copy to the:

1. The Principal Secretary to Govt., Industries & Commerce Department Civil Secretariat Srinagar for favour of information.
2. All GM DIC \_\_\_\_\_ for information and necessary action.
3. Chief Accounts Officer, Dte of Industries & Commerce Kashmir for information.
4. Deputy Director (P&S), Dte of Industries & Commerce Kashmir for information.
5. Assistant Director, Dte of Industries & Commerce Kashmir for information.
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Administrative Officer,  
Dte of Industries & Commerce,  
Kashmir