

### **1). General Manager**

- Head of the District Industries Centre.

### **2). Manager (E.I):**

- SPIO as per RTI Act 2005
- Constituency Development to MLAs/MPs
- Action Plan and Administrative Report
- MSME Data Collection/ Census/Potential Survey
- Plan Review/ DDC/ DIDC and other related meeting.
- Sutharya Keralam
- Progress Report/ LA Interpellation, DO narrative & Nucleus Cell.
- Management Information System.
- MSME Part I and MSME Part II/ Udhdyog Aadhar Registration.
- Election other than cooperatives.
- Vyavasaya Keralam
- IT Nodal officer/ E Asset
- System Administrator.
- Computerisation of DIC / Fax/ Photostat/ Telephone/ Intercom
- Other duties assigned by the General Manager from time to time

### **3). Manager (RET):**

- Development Area/Development Plot/Infrastructure Development/DLPAC.
- SC/ST entrepreneurs – Identification & Facilitation.
- SCA to SCP,
- EMD/SD –exemption/Essentiality Certificate/ LOG Registration with Store Purchase Department.
- General/Handloom/Handicrafts Co-operative Societies /Power loom/ School Uniform Project.
- Other duties assigned by General Manager by him from time to time.

### **4). Manager (Credit):**

- ESS / SIS / STE
- Technical Feasibility Reports (TFR)/Industrial Credit and Monitoring.
- SURP. DLRC (Rehabilitation Committees)

- EAP / EDP / Seminars / Technology Clinic/ Capacity Building/IID/TADF
- ED Clubs/ Technology Up-gradation/ Marketing Incentive
- DCC/ DLRC – Banker’s Committee, SLBC / BLBC.
- SME – Empowered/ Monitoring Committee,
- Start –up India / Stand –up India / MUDRA Scheme.
- Maintenance of building/ Department Vehicle/ Log Book,
- Strengthening of Information Counter.
- SWCB/ GCC/ GRIEVANCE CELL/ DIDC/Minister’s Face to face
- Other duties assigned by General Manager from time to time.

**5). Manager (DP):**

- Schemes of District Panchayat and other LSGDs in the District.
- Capacity Building Programmes.
- PMEGP
- OTS/ Margin Money, Repayment of Loans
- Nodal Officer to Mini Incubation Centre/ EGC
- MSME Awards
- MSME DI/Central Government Scheme & Programmes
- Development of MSEs/Village/ Artisan Clusters
- Exhibitions, Trade Fair, Development of Commerce
- Woman Enterprises Development, WIS, WIP.
- Participation and Networking with Other department scheme like KSEDM/KESRU/NORKA / SARANYA/NYK/ SAINIK WELFARE / Ente - Gramam/ Coir Udyami Yojana
- Quality Control / BIS Certificates of Steel & Steel Products, Electric Cables etc.
- Project Assistance, Welfare schemes including old age pension to Handicraft Workers.
- Rehabilitation of Traditional Industries Workers through livelihood and Income generating activities.
- NRI / NRKs – enterprises development
- Other duties assigned by General Manager from time to time.

**6). Deputy Registrar:**

- Statutory duties of Handloom and ICS.
- Act upon Co-operative society Act 1969, ie, Arbitration, Liquidation, Execution, Administration etc.
- Managing Director of PDMICS.

- Project of handloom uniform for school children.
- Any other duties assigned by the General Manager / Registrar

**7). Administrative Assistant:**

The Administrative Assistant is delegated with the powers of Drawing and Disbursing Officer of this office and is competent to sanction fixation of pay, leave of Non Gazetted officers and she is authorized to approve the Tour Programme or Tour diaries of all Non Gazetted officers of this office and supervision of matters related to department vehicle, DIC building etc. Also discharge duties of powers delegated to Administrative Assistant such as admission or relief of employees made as per orders of the undersigned (General Manager). She will assist the undersigned in maintaining over all discipline in this office and advice matters related to TIO's.

Administrative Assistant will be the Nodal Officer for Malayalam as official language. Finally she has to discharge her duties and powers delegated to the administrative Assistant by the Government and also attend all other works entrusted to her by the undersigned.

**8). Assistant District Industries Officer (G)**

- TFR / SURP / DLRC (Rehabilitation Committees)
- ESS
- DCC/ DLRC / SME Monitoring / Empowered Committee.
- SLBC / BLBC
- EMD, SD / Essentiality Certificates / LOG / Solvent licence Exemption of.
- MIS
- Assistant to System Administrator.
- Scheme of District Panchayat and other LSGDIS.
- Other duties assigned by General Manager from time to time.

**9). Assistant District Industries Officer (T)**

- Development Area / Development Plot / Infrastructure
- Development / Industrial Estates / Infrastructure
- Projects of KSIDC / KINFRA etc.
- Cluster Development/PMEGP
- SWCB /GCC/ DIDC
- SCA to SCP, Identification & Facilitation of SC/ST Entrepreneurs
- Other department schemes, Self Employment Schemes.
- MSMEDI / Central Government Schemes.
- NRI/NRK – enterprises development.

- Women enterprises development, WIS, WIP.
- MSME Awards.
- Nodal officer in Court cases, maintenance of suit register, annual instructions in court cases.
- Custodian of Library
- Other duties assigned by General Manager from time to time.

#### **10). Senior Superintendent**

The Senior Superintendent of this office shall be appointed as Audit Officer in the District Industries Centre and is responsible to conduct Internal Audit in the sub offices i.e. Taluk Industries Office. She will be the nodal officer during the audit of Accountant General. So as to clear audit objections or audit paras, PAC observation etc: Nodal Officer for LA Interpellation, supervisory functions of loan repayment which includes DCB loan scheme; to conduct Job Induction Training to newly appointed clerical staff shall verify all contingent bills along with vouchers/bills, Loan Repayment, DCB Statement, Revenue Recovery actions. She will conduct PR Inspection as per schedule and supervision of cash book/Log Book/Despatch cum Stamp account register / Establishment/ Accounts matters. Also to discharge the current duties of Administrative Assistant and other duties if any assigned by General Manager.

#### **11). Junior Superintendent I**

She will supervise the files related to E section. She will be the custodian of Attendance Register. She will prepare the Absentees Register every day and submit the same to the undersigned through Administrative Assistant of this office. She will receive all the Tapals which includes local delivery / Registered Letters/ Speed Post / Summons or Notices from the various Court addressed to the undersigned. She has to conduct PR inspection as per schedule and discharge other duties if any assigned by the undersigned.

#### **12). Junior Superintendent II**

She shall supervise the files related to A Section, S Section and W section supervises the Despatch cum Stamp Account Register and the Distribution Register. She will act as Assistant State Public Information Officer under RTI Act 2005 and discharge other duties assigned by the undersigned.

#### **13). Junior Co-operative Inspector (HQ)**

Supervision of all files related to Co-operative matters (G Section & C Section), Liquidation, Arbitration, Enquiry, Inspection and any other duties assigned by the undersigned.

**14). Junior Co-operative Inspector (Ind.) Alappuzha Circle**

Supervision and implementation of various schemes related to General Industrial Co-operative Societies, Liquidation, Arbitration, Enquiry, Stock Verification Inspection etc. related to General Industrial Co-operative Societies.

**15). Junior Co-operative Inspector (HLO) Cherthala Circle**

Verification of claims related to Income Support Scheme, Contributory thrift Fund, rebate etc., supervision of implementation of the entire scheme related to Handloom Sector in Cherthala circle, conducting exhibitions, seminars etc.

**16). Junior Co-operative Inspector (HL) Alappuzha Circle.**

Verification of claims related to Income Support Scheme, CTF, rebate etc. Supervision of implementation of all the schemes related to Handloom in Alappuzha Circle, Conducting exhibition, Seminar etc.

**17). Head Clerk**

The Head Clerk will supervise the files related to L and L1 sections. Reconciliation and DCB preparation of this office. He has to conduct PR inspection as per the schedule.

**18). Chief Accountant**

Handling of Cash/Demand Drafts or Bankers Cheques, Maintenance of cash book and connected records such as Acquaintance Roll, Treasury bill book, Register of valuables, TR Receipt book, Daily Collection Register, Chelan book or files. He has to keep or maintain copies of the contingent bills along with vouchers or bills and furnish the details as and when Accountant General's inspection or internal Audit. Any other duties assigned by the undersigned.

**19). Clerks**

1	A	Preparation of all kinds of Bills, Maintaining the bills registers, Advance Registers, TA/GPF/Allotment registers etc. Budget preparation closure application of GPF, GIS, SLI etc., reconciled/ un-reconciled expenditure forwarding. All GPF matters, Audit Inspection Reports, house building advance. Spark and other correspondence relating accounts matters.
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2	B	All schemes implemented through District Panchayat and other Local Self Governments, Scheduled Caste / Scheduled Tribe Schemes, Old age Pension, Right to Information, Rehabilitation of traditional industries workers through income generating activities.
3	C	Statutory matters of all handloom co-operatives Societies. Election By law amendment Arbitration, execution etc. CTF, GSP, Rebate, MGBBY, handloom exhibition, School uniform projects and all other matter related to handloom societies.
4	D	All matter related to DA Aroor, CIE Aroor, Coir Park I, Coir Park II, and RIP land, SSPC land SC/ST shed in Aroor, DLPAC and other infrastructure Development matters.
5	D1	All matters related to DP Punnapra, DA Kollakadavu, DP Chengannur and SC/ST Sheds in Kollakadavu.
6	E	Establishment matters, Training, maintenance of District Industries Centre building, Election, Approval of TD/TP, Admission of GPF, GIS etc, RTS act and all other matters related to establishment.
7	G	Statutory matters of all industrial co-operative societies - Election, Byelaw amendment, Arbitration execution etc. GSP – stock verification – all other matter related to General industrial co-operative societies and Handicraft co-operative societies.SCA/SCP
8	H	ESS, SIS, TFR, Sales Tax Exemption, Revenue recovery related to ESS, Store purchase online registration investment. Industrialisation Drive and all credit matters. Start-up and Stand-up India, Mudra Scheme and project assistance.
9	L	Maintenance of MML Ledgers, Watching and following up repayment of MML, OTS, preparation of DCB Statement and issue of NLC.

10	L1	Watching and following up repayment of all the loans other than MML (i.e. RIP, HDS, SIS, SC/ST etc.), Revenue recovery action related to all loans except ESS.
11	M	LOG, Essentiality Certificate, Cluster MSME Awards, Quality Control, incubation Centre, Suit Conference( Litigation Policy), ED-Club, B2B meet, SIYB, Electrical Maintenance, C-STED, KSSIA, SFURTI, Petitions, State Innovers Meet, Shilpa Guru, RR Valuation, NVDP, DLIC, RIDF, ED Club and miscellaneous.
12	M1	Single Window Clearance Board, Green Channel Clearance, DIDC, IIP Data, Department vehicle, AMC, Computer and its maintenance, Grievance Cell
13	N	Plan Progress Report, Statistical Reports, Collection, Compilation and maintenance of statistical data regarding plan scheme, Various Surveys, implementation, plan conferences, Trade Fair LA, Sutharya Keralam, Citizen Charter, face to face- Awards- Vyavasaya Keralam, EAP,SARANYA,NYK,ENTEKERALAM,CENSUS,DDC, DIDC, Janasmbarka Paripadi, Seminar, IID,
14	P	PMEGP, SLBC, SLMC, SESEUY, PMRY – Old Schemes, EDP, SME Empowered/ Monitoring Committee, Skill Development Programme,Kesru, NORKA, KSEDM, Sainika Welfare, NRI-NRK Entrepreneurs Development, MIS, Coir Udhyog Yami
15	S	Distribution / Despatch, Stationary, Printed forms, Record Room.
16	W	WIS/ WIP Industrial Exhibition – SURP – MSME Matters – Power change – Udhyog Aadhar.
17	T	EMD Exemption, Capacity Building Programme, Exhibition,Geoportal LA Interpellation, Development of Commerce

**20). Confidential Assistant Grade II**

She will attend the duties of CA as required by the Head of Office. She will maintain the register for monitoring file movement and keeps the register for E-mail/Fax services in this office.

**21). Typists**

- 1) Typing work of the following sections – C, G, H, L, L1 and N & other duties assigned by General Manager.
- 2) Typing work of the following sections- A (CA/HC), B, M, P, W and S& other duties assigned by General Manager.
- 3) Typing work of the following sections- E, D, D1, H and M1. Other duties assigned by General Manager.

**22). Drivers**

There are two Drivers in this office. They attend the duties assigned by the Administrative Assistant and General Manager from time to time.

**23). Office Attendants**

1	General Manager's Cabin Duty
2	Local Delivery, Assistant Director, Deputy Registrar, Assistant District Industries Officer, Senior Superintendent Cabin Duty
3	Photostat, File distribution from Computer room to the section and section to the computer room.
4	Distribution & Tapal
5	Hall Duty & Record Room
6	Treasury Duty
7	Administrative Assistant, Manager's Cabin Duty
8	On LWA

**24). Contingent Employees**

There is one Part-time Sweeper and one Part-time Watchman in this office. Part-time sweeper will attend sweeping works and Part-time Watchman avails weekly off on all Thursday. On such occasion, one of the office Attendants will attend the duties of watchman by availing compensatory duty off.