

Citizen Charter of Industries Department, Andaman & Nicobar Administration

S. No	Programme with sub-activity	Time frame	Implementing Agency
1.	<p><u>Andaman & Nicobar Islands Transport Subsidy for Micro and Small Enterprises</u></p> <p>a) Physical inspection of unit after inviting applications through advertisement and receipt of applications.</p> <p>b) Verification of all documents and Claims.</p> <p>c) Convening meeting of Sub and Scrutiny Committee and submitting proposal seeking Administrative approval and Expenditure sanction.</p> <p>d) Process for Drawl of funds from PAO and Issue of Sanction letter</p> <p>e) Disbursement of subsidy after documentation</p>	<p>30 working days</p> <p>45 working days</p> <p>45 working days.</p> <p>30 working days</p> <p>15 working days</p>	<p>Directorate of Industries</p>
2	<p><u>Andaman & Nicobar Islands Capital Investment Subsidy Scheme for Micro and Small Enterprises</u></p> <p>a) Physical inspection of unit after inviting applications through advertisement and receipt of applications.</p> <p>b) Verification of all documents and Claims.</p> <p>c) Convening meeting of Sub and Scrutiny Committee and submitting proposal seeking Administrative approval and Expenditure sanction.</p> <p>d) Process for Drawl of funds from PAO and Issue of Sanction letter</p> <p>e) Disbursement of subsidy after documentation</p>	<p>30 working days</p> <p>45 working days</p> <p>45 working days.</p> <p>30 working days</p> <p>15 working days</p>	<p>Directorate of Industries</p>
3	<p><u>Andaman & Nicobar Inter Islands Transport Subsidy for Micro and Small Enterprises</u></p> <p>a) Physical inspection of unit after inviting applications through advertisement and receipt of applications.</p> <p>b) Verification of all documents and Claims.</p> <p>c) Convening meeting of Sub and Scrutiny Committee and submitting</p>	<p>30 working days</p> <p>45 working days</p> <p>45 working days.</p>	<p>Directorate of Industries</p>

	<p>proposal seeking Administrative approval and Expenditure sanction.</p> <p>d) Process for Drawl of funds from PAO and Issue of Sanction letter</p> <p>e) Disbursement of subsidy after documentation</p>	<p>30 working days</p> <p>15 working days</p>	
4.	<p><u>National Mission on Food Processing (centrally Sponsored scheme)</u></p> <p>a) Processing and verification of applications and all documents as per Guidelines.</p> <p>b) Application will be, if required, sent to Bank for appraisal of the economic feasibility and viability.</p> <p>c) Convening meeting of Technical scrutiny Committee & Placing the application for technical scrutiny.</p> <p>d) Convening meeting of Project Appraisal Committee & placing the scrutinised application before for its appraisal.</p> <p>e) Sending proposal to the Chairman, SLEC seeking approval for sanction of Grant in Aid to the applicant.</p> <p>f) Process for Drawl of funds from PAO and Issue of Sanction letter.</p> <p>g) Disbursement of Grant in Aid in Installments after completion of documentation as per guidelines.</p>	<p>20 days</p> <p>15 days</p> <p>30 days after receipt of Bank appraisal.</p> <p>30 days from the date of observing (c).</p> <p>30 days from the date of (d)</p> <p>30 days from the date of sanction.</p> <p>15 days from the receipt of cheque from PAO.</p>	<p>Directorate of Industries</p>
5.	<p>Subsidy for Procurement of Pollution Control Equipment, Captive Power Generation set, Solar, Wind, Bio-mass & Hydro power</p> <p>a) Physical inspection of unit after inviting applications through advertisement and receipt of applications.</p> <p>b) Verification of all documents and Claims.</p> <p>c) Convening meeting of Sub and Scrutiny Committee and submitting proposal seeking Administrative approval and Expenditure sanction.</p> <p>d) Process for Drawl of funds from PAO and Issue of Sanction letter</p> <p>e) Disbursement of subsidy after documentation</p>	<p>30 working days</p> <p>45 working days</p> <p>45 working days.</p> <p>30 working days</p> <p>15 working days</p>	<p>Directorate of Industries</p>

6.	Issue of No Dues Certificate	05 working days	Directorate of Industries
7	Allotment of Sheds./Plots in Industrial Estate a) (i).Scrutiny of applications received from April to October and placing it before screening committee. (ii) Scrutiny of applications received from November to March and placing it before screening committee. b) Disposal of the applications by conveying decision of competent authority	Every November Every April 30 working days from the date of Screening committee meeting	Directorate of Industries
8.	Marketing Assistance through Sagarika Emporium a) Receipt of samples after inviting application by dept. through Advt. b) Selection of units & products after conducting physical and document verification of unit c) Market survey and rate fixation d) Letter of Acceptance of samples e) Release of Payments to supplier/units from Sagarika Emporium	Every December 45 working days 30 working days 15 working days 5 th working day of every succeeding month	Directorate of Industries
9.	Extension of marketing facilities to KVIB/KVIC/MSME units/ SHGs through departmental sales outlet of Khadi Gramodyog Bhawan, Port Blair a) Receipt of samples after inviting application by dept. through Advt. b) Selection of units & products after conducting physical and document verification of unit c) Market survey and rate fixation d) Conveying acceptance of samples & its rates e) Payment to the Suppliers under marketing programme at KG Bhawan	Every December 45 working days 30 working days 15 working days By 10 th day of every succeeding month	A & N Khadi and Village Industries Board
10.	<u>PMEGP (implementation in Rural area)</u> a) Processing of application after issue of press release inviting application in local dailies& convening DTFC Meeting b) Forwarding of sponsored applicants to the Lead Bank for its distribution	45 working days 30 working days.	A & N Khadi and Village Industries Board

	among the participating Banks. c) Processing of subsidy claims	45 working days from the date of receipt of the claim from the Banks.	
11	<u>Public Grievance Redressal System</u> Procedure for disposal of applications (a) Interim Reply (b) Final disposal	2 working days 30 working days	Directorate of Industries

*Time frame is stipulated for those applications submitted in full and complete form with all documents. In case of any Complaint or redressal in matters related to the implementation of Time frame, Contact Public Grievance Officer of the respective Implementing Agency.

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JS & Director of Industries