



**GOVERNMENT OF SIKKIM  
DEPARTMENT OF COMMERCE & INDUSTRIES  
SECRETARIATE ANNEXE – I  
3<sup>RD</sup> FLOOR, SONAM TSHERING MARG  
GANGTOK**

INFORMATION UNDER SECTION 4(1)(B) of RTI ACT, 2005

(1) Organization, Functions & Duties.

The Department of Commerce & Industries made its beginnings as a Directorate in the year 1976 with the primary objective of accelerating industrial growth and create employment opportunities in the nascent state. Although, industrial activities were not unknown even in the pre merger era, they were mostly confined to promotion of traditional arts and crafts. Few establishments like the Sikkim Distilleries, Sikkim Mining Corporation, Government Fruit Preservation Factory and Sikkim Jewels dominated the industrial scenario of the State then. With the addition of the word 'COMMERCE' in the nomenclature of the Department from 2005, the Department assumed a newer dimension in its scope & jurisdiction. Today, the Department is one of the priority sectors with assured track record of generating ample employment opportunities. Besides development & promotion of Micro, Small and Medium enterprises, the Department is instrumental in ushering in a renewed phase of Indo-China border trade through Nathula after a hiatus of over four decades.

2. ADMINISTRATIVE SET UP

1. Shri M.G., Kiran, IAS, Commissioner-cum-Secretary
2. Shri Ujjal Gurung, SCS, Director
3. Shri H.K. Sharma, Jt. Secy-cum-General Manager, DIC (S/W)
4. Shri Karma Tenzing Bhutia, Jt. Secy-cum-General Manager, DIC (E/N)
5. Shri Sashi Pradhan, Sr. F.M., DIC (E/N)
6. Shri Tseten Tashi Bhutia, Sr. F.M., DIC (E/N)
7. Shri Karma Bhutia, Sr. F.M., DIC (E/N)
8. Shri Durga Pradhan, Sr. F.M., DIC (S/W)
9. Shri Kazi Lepcha, F.M. DIC (E/N)
10. Mrs. Sumita Pradhan, Dy. Secretary
11. Mrs. C.P. Ladingpa, Dy. Secretary
12. Shri S.T. Gyatso, Dy. Director
13. Shri Patrick Rai, Sr. Accounts Officer
14. Shri B.N. Pradhan, Assistant Director
15. Shri L.B. Rai, Under Secretary
16. Shri M.T. Rumba, P.S. to Secretary
10. Mrs. Chunki Lhamu, O.S.

The head quarter of the Department is housed at the Secretariat Annexe near Accounts & Administrative Training Institute at Sonam Tshering Marg. It is headed by the Commissioner-cum-Secretary and manned by 104 officials ranking from the Director to Peons. The District Industries Centres based in Jorethang and Gangtok caters to the needs of entrepreneurs located in South/West and North/East districts respectively. The DICs are vested with the following functions.

- i) To provide information on feasible /viable units.
- ii) To offer investment guidance and help to prepare viable project profiles.
- iii) To prepare marketing assistance to artisans.
- iv) To conduct motivational and training programmes and to organize exhibitions, seminars and
- v) To liaison with the State Khadi & Village Industries Board and other allied agencies.

The Head Office has four sections namely:

- (a) Administrative Section
- (b) Programme/Registration Section.
- (c) Nathula Cell
- (d) Accounts Section.

3. Under the Government of Sikkim Allocation of Business Rules, 2004, the Department of Commerce & Industries is entrusted the following responsibilities.

- a) Promotion and Development of Handicrafts, Handloom and Cottage industries.
- b) Promotion and Development of Small Scale and other industries
- c) State owned industrial Undertakings, viz. Government Fruit Preservation Factory, Sikkim Flour Mill Sikkim Time Corporation and other Government undertakings.
- d) State Industrial and financial Corporation like Sikkim Industrial Development and Investment Corporation.
- e) Craftsman training programme.
- f) Tea Industry- Temi Tea Estate.
- g) Khadi and Village Industries Board.
- h) Trade and Commerce

- i) International Trade through Nathula
  - j) Matters relating to the State Public Sector and Departmental Commercial undertakings.
  - k) Public service – Statutory rules of the services with which the Department is concerned.
4. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

This is as laid down in the Manual of Office Procedure, 1998 published by the Home Department and in respect of Accounts Section as prescribed in the Sikkim Financial Rules.

5. RULES REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY COMMERCE & INDUSTRIES DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF ITS FUNCTIONS

Details of Notification

1. The Sikkim Industrial Promotion & Incentive (Amendment) Act, 2007 (Act No. 11 of 2007 )
2. The Sikkim Industrial Promotion & Incentive Act (Amendment) Act, 2003 ( Act No. 11 of 2003 )
3. The Sikkim Industrial Promotion & Incentive Act, 2000 ( Act no. 18 of 2000)
4. Notification no. 6/CGO/90-DI/95-96/784 dated 03/10/2000 issued by Industries Department, Government of Sikkim.
5. The Sikkim Regulation of Transfer of Lands Act, 2005 ( Act No. 18 of 2005)
6. North East Industrial & Investment Promotion Policy ( NEIIP) 2007 dated 1<sup>st</sup> April, 2007.
7. O.M. – Discontinuation of New Industrial Policy for Sikkim dated 23/12/2002
8. New Industrial Policy & other concessions for the State of Sikkim Notification No. 14(2)/2002-SPS dated 23<sup>rd</sup> December, 2002 issued by Ministry of Commerce & Industry, Government of India
9. Discontinuation of the New Industrial Policy and other concessions in NER dated 1<sup>st</sup> April 2007.

10. Notification No. 20/2007 – Central Excise dated 25<sup>th</sup> April, 2007
11. Notification No. 21/2007 – Central Excise dated 25<sup>th</sup> April, 2007.
12. Notification no. 71/2003 – Central Excise dated 9<sup>th</sup> September, 2003
13. Notification no. 14(2) 2002-SPS dated 24<sup>th</sup> December, 2002 Central Interest Subsidy Scheme, 2002
14. Notification no. 14(2)2002-SPS dated 24<sup>th</sup> December, 2002 Central Capital Investment Subsidy Scheme, 2002.
15. Notification No. 6(26)71-IC dated 23<sup>rd</sup> July, 1971 Central Transport Subsidy Scheme 1971
16. Notification no. 14(2) 2002-SPS dated 24<sup>th</sup> December, 2002 Central Comprehensive Insurance Scheme 2002
17. Notification no. 11 /98-DBA-11 dated 29<sup>th</sup> Jan, 1998 on extension of Central Transport subsidy Scheme upto March, 2007

**6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY COMMERCE & INDUSTRIES DEPARTMENT OR UNDER ITS CONTROL**

All files and documents dealt with by the Department and personal file of its officials.

**7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

Opinions of the public/experts are sought in individual cases requiring such advice.

**8. STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.**

1. Industries Trade & Commerce Development Board  
Hon'ble Chairman – Shri Sonam Gyatso Lepcha
2. Board of Investment  
Chairman – The Chief Secretary, Government of Sikkim

9. DIRECTORY OF COMMERCE & INDUSTRIES DEPARTMENT.

SL. No.	Name	Designation	Phone No. (O)	Phone No. (R)	Mobile No.
1.	Shri R.B. Subba	Minister, C & I	202587	227024	9933113311
2.	Shri S.G. Lepcha	Chairman, IT & CDB	203184	203840	9424023840
3.	Shri M.G. Kiran	Commissioner-cum-Secretary	202670	231889	
4.	Shri Ujjal Gurung	Director	202318	232002	9434032002

10. MONTHLY REMUNERATION RECEIVED BY EACH OF COMMERCE & INDUSTRIES DEPARTMENTS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.

The officers and staff of Commerce & Industries Department are paid monthly remuneration in their respective scale of pay as mentioned below and allowances as applicable.

Sl. No.	Name of Post	Scale
01.	Commissioner-cum-Secretary	18,400-500-22,400
02.	Additional Secretary/Director	12500-375-17000
03.	Deputy Secretary	9000-300-13800
04.	Under Secretary	7000-225-11500

05.	OS/Sr. Accountant	5500-175-9000
06.	HA/Accountant	4500-135-7200
07.	Stenographer	4300-125-6800
08.	UDC/CA/Jr. Accountant	4000-100-6000
09.	LDC/Accounts Clerk	3400-85-5100
10.	Driver	3400-85-5100
11.	Peon/Safaikarmachari/Chowkidar	2850-55-4100

11. BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

All information can be accessed at [Sikkim.government.in](http://Sikkim.government.in)

12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME.

The fund position under State Incentive in State Subsidy is as under :

1. Fund allocated as per Demand for Grant for 2007-08:	Rs.10,00,000.00
2. Re-appropriation for information & publicity	: Rs. 2,00,000.00
3. Re-appropriation to T.E. (Plan) Head Quarter	: Rs. 2,00,000.00
4. Re-appropriation of Salary of DIC (S/W)	: Rs. <u>51,000.00</u>
5. Revised after re-appropriation for State Subsidy	: <u>Rs. 5,49,000.00</u> (balance)
6. Fund transport to DIC (S/W) for subsidy payment	: Rs. 1,00,000.00
7. Expenditure booked in H.Q. till date	: Rs. <u>3,57,173.00</u>
	<u>Rs. 91,827.00</u> (balance)

During the year 2007-08 State Subsidies has been disbursed to the following units :

1. M/S Tenzing Fabrication , Gayzing	: Rs. 5,247.00
2. M/S Kailash Roller Flour Mill, Tadong	: Rs. 1,97,984.00
3. M/S Khangri Noodles, Chandmari	: Rs. 39,600.00
4. M/S Rainbow Pvt. Ltd. , Jorethang	: <u>Rs. 1,19,589.00</u>
	<u>Total Rs. 3,62,420.00</u>

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT.

Not applicable.

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE OT OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

All information can be accessed at [www.sikkimindustries.nic.in](http://www.sikkimindustries.nic.in).

15. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OR A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

As laid down in the Right to Information Act, 2005

16. NAME, DESIGNATION AND OTHER PARTICULARS OF THE PBLIC INFORMATION OFFICER

Mrs. C.P. Ladingpa  
Deputy Secretary  
Department of Commerce & Industries  
Government of Sikkim  
Gangtok  
Phone Number: 202318 (Office)

To

Shri N. Darnal  
Information Officer  
Social Justice, Empowerment & Welfare Department  
Welfare Division  
D.P.H. Road, Gangtok.

Sub: Information under RTI Act, 2005 regarding.

Sir,

With reference to your letter no. 972/SJED dated 02/01/08 on the above cited subject, I am directed to forward herewith the information in prescribed format pertaining to Commerce & Industries Department sought for by Sri Jai Bhagawan Jatav, President, Rashtriya Shoshit Parishad ( Regd.), New Delhi under R.T.I. Act, 05.

This is for your kind information and onward submission, please.

Yours faithfully,

( L.B. Rai )  
Under Secretary/ ASPIO

## NOTIFICATION

In exercise of the powers conferred under section 19(1) of the Right to Information Act, 2005 and in supersession of Notification No.6/CGO/169/DI/07-08/309(A) dated 16/07/07, Shri Ujjal Gurung, Director, Commerce & Industries Department, Government of Sikkim is appointed as the Appellate Authority for the Commerce & Industries Department for the purpose of the said Act.

By Order.

Sd/-  
( M.G. Kiran )  
Secretary  
Commerce & Industries.

Copy for information to :

1. Shri Ujjal Gurung, Director, Commerce & Industries Department
2. Chief Secretary, Government of Sikkim, Gangtok
3. Principal Secretary to HCM
4. All Secretaries/ Heads of Office
5. Chief Information Commissioner, Skkim Information Commission, Gangtok.
6. Joint Secretary, Home Department for publication in the Gazette
7. P.S. to Hon'ble Minister, Commerce & Industries
8. File &
9. Guard File.

(C.P. Ladingpa)  
Deputy Secretary  
Commerce & Industries

## NOTIFICATION

In exercise of the power conferred under Sub-Section (1) and Sub-Section (2) of section 5 of the Right to Information Act, 2005 and in supercession of Notification no. 6/CGO/169/DI/05-06/561 dated 31/10/07, Mrs. C.P. Ladingpa, Deputy Secretary, Commerce & Industries is appointed as the State Public Information Officer (SPIO) for Commerce & Industries Department for the purpose of the said Rules.

Sd/-  
(M.G. Kiran )  
Secretary  
Commerce & Industries.

Copy for information to :

1. Mrs. C.P. Ladingpa, Deputy Secretary, Commerce & Industries
2. Principal Secretary to HCM, Government of Sikkim
3. P.S. to Chief Secretary, Government of Sikkim
4. Commissioner-cum-Secretary, DOPART
5. All Secretaries/HOD,
6. Chief Information Commissioner, Sikkim Information Commission
7. Joint Secretary, Home Department for publication in the Gazettee
8. Private Secretary to H.M., Commerce & Industries,
9. File &
10. Guard file.

( L.B. Rai )  
Under Secretary  
Commerce & Industries.

**APPLICATIONS RECEIVED & DISPOSED UNDER RIGHT TO INFORMATION ACT 2005**

SL. NO.	APPLICA-TION DATE	NAME OF APPLICANT ADDRESS	INFORMATION SOUGHT ON	APPLICATION FEE & OTHER CHARGES	B.R.NO. DATE	STATUS
1	17/02/2006	Mr. Delay Namgyal Barfungpa, The Dzong, Gangtok.	Subsidy on Hotel Industry			Information provided vide letter reference no.1109/DI 18/03/06
2	31/03/2006	Mr. H.R. Pradhan,President BJP, Sikkim State, through SPIO , FRED	Pending bills and clearance time			Information provided vide letter reference no.22/DI 18/04/08
3	9/10/2006	Mr. Tilu Gurung, Majhitar, Rangpo	Details of Sikkim Vanaspati Ltd.	Rs.100/-	469767 9/10/2006	Information provided vide 6/CGO/ 169/DI/05-06/418 13/10/06
4	13/10/2006	Mr. L.D. Agarwal Kolkata	Details of Large/ Small Scale Industries in Sikkim	Rs.10/-	IPO 626521580	Denied for want of full application fee of Rs. 100/-
5	17/10/2006	Mr. H.R. Pradhan, BJP through - DPER & NECAD	Schemes & Projects under Plan, NP, CSS			Information provided vide letter reference no. 8/SGO/156/ DI/05-06/433 26/10/06
6	7/3/2007	Mr. Nar Bhopal Gurung Aifaltar, Temi	Kewzing Tea Garden	Rs. 290/-	0607 N-9166 12/3/2007	Information provided on 21/03/07 vide C.P. - 50 of File no. 6/CGO/169/CI/05-06
7	30/06/2007	President, BJP,Sikkim State through SPIO, DPERNECAD	CSS & Other Plan Schemes			Information provided vide lt. no. 6/CGO/169/DI-05-06/350 17/08/07
8	7/8/2007	Kanchanjuinga Flour Mills Tadong.	Sikkim Flour Mills Ltd.	Rs. 100/-	0708N-12589 4/8/2007	Information provided vide lt. ref. no. 388/

				Rs.120/-	0708N-14179	DI/07-08
					25/08/07	25/08/07
9	15/10/2007	Mr. Ajit Kar, New Delhi, through SPIO, Home Deptt.	Matters relating to MOC			Intimation given vide letter ref. no. 6/CGO/ 169/DI/05-06/ 578 8/11/2007
10	2/1/2008	Shri Jai Bhagwan Jatav President, Rashtriya Shosit Parishad, New Delhi through : SJE & W Department	Duties & Function of NCSC/Database on Social/Economic Gap			Information provided vide lt. ref. no. 6/CGO 169/DI/05-06/805 20/02/08
11	31/1/2008	Mr. Mohd Zabeeh Afaque New Delhi through SPIO DOPART	No. of Companies registered in favour of Muslim Minority			Information provided vide 6/CGO/169/DI/05-06/811 28/02/08 20/02/08
12	29/02/2008	Mr. Nar Bhopal Gurung Aifaltar, Temi Bazar.	Kewzing Tea Garden			Application transferred to Temi Tea Estate
13	10/3/2008	Mr. Nar Bhopal Gurung Aifaltar, Temi Bazar.	Kewzing Tea Garden	Rs. 100/-	23600	Information provided vide Ref. lt. no. 29/02/2008 CGO/169/CI/05-06/249
14	17/05/2008	Kunga Nima Lepcha, Upper Tathangchen	Sikkim Vanaspati Ltd. Manpur Details of	Rs. 100/-	0809N-11780	Information provided vide lt. ref. no.6/CGO/169/DI/05-06/Pt-III/321 13/6/2008
15	6/11/2008	Mr. Nar Bhopal Gurung Aifaltar, Temi Bazar.	Kewzing Tea Estate Proceedings of Cabinet Meeting held in 1978-79.			Application refered to Home Department vide letter Ref. no. 156/6/CGO/169/DI/05-06 19/07/08
16	19/07/2008	Mr. Nandlal Jajware Jharkhand	Growth Centre at Samlik Marchak	Rs. 10/-	0809N/110217	Information provided vide Ref. lt. no. 190/C&I/08 dated 16/08/08

17	21/07/2008	FRED	Central Excise Duty			Information provided vide lt. ref. no.184/C&I/08 12/8/2008
18	6/11/2008	Mr. B.K. Jha, Jharkhand	Sikkim Conductors Ltd.	Rs. 10/- Rs. 70/-	0809N-45444 6/11/2008 0809N-45511 7/11/2008	Allowed inspection of relevant records.
19	23/4/2008	Mr. Man Bdr. Raisaily	Through Social Justice, Empowerment and Welfare Deptt.	Rs. 100	0708N-53862 26/03/08	Information provided vide 6/CGO/169/CI/23/4/08 5/6/1961
20	13/10/2008	Mr. Vinod Jain, Karnal, Haryana.	Information on Boilers used by Companies in Sikkim.			Information withheld for want of authenticated documents.(Proof of citizenship)
21	02.12.08	Mr C.A Tirkey Dy Advisor(SCSP &TSP) Planning Commission GOI For-Jai Bhagwan Jatav 167-Palika Bazaar New Delhi	Information on commitment to bridge Socio Economic gap between STs/SCs and general population	Application received through Home Deptt and SJEWD		Information provided vide Lt Ref.No 467/C&I Dated 06.02. 2009
22	14.05.2009	Mr. Hem Kumar Karki, Setipool, Ranipool, E. Sikkim.	Detail information on SUN PHARMA PVT LTD	Rs. 10 Rs 102/-(copying fee)	814825 dt 13.05.09 0910N-4774dt 02/06/09	Information provided vide Lt ref DI/05-06/Part III/73 dt 30 05 09
23	01.06.09	Mr Hem Kumar Karki Setipool, Ranipul,E. Sikkim	1.Criteria/condition required for obtaining industrial license.			Information provided vide Lt Ref. no. 99/C&I Dt 29.06.09



Appeals made with State Information Commission under Section 18(1) of Right To Information Act 2005

Sl. No.	Name of Complainant	Reason cited by complainant	Chronology of Events	Decision of CIC
1	Mr. Nar Bhopal Gurung Aifaltar Temi, South Sikkim.	Non availability of information on Agreement made between Agriculture Department and Tea Board of Sikkim while setting up Tea Kewzing, Sikkim.	<ol style="list-style-type: none"> <li>1. First hearing on 5th September 2008</li> <li>2. Enlisted the help of SPIO-Food Security and Agriculture Department as a last ditch effort to trace out the document.</li> <li>3. FSAD Department letter no. 306/FS &amp; AD dated 04/10/08 further confirmed the non existence of such a document.</li> <li>4. Endorsing a copy to the CIC, the complainant was informed about this Department's inability to furnish any further information besides the ones available in the department and already provided</li> <li>5. SPIO attended the hearing on 07/11/2008</li> </ol>	<p>Parawise reply to be given to the complainant on/ before 5th October 2008.</p> <p>S.I. Commission set 7th of November as the next date of hearing on the complaint. With the complainant taking the stance that the Department of Agriculture violated the clause of the Agreement by refusing him employment on closure of Kewzing Tea Garden, SPIOs of FS &amp; ADD alongwith Manager Temi Tea Estate, too were summoned. After finding that the Department of C&amp; I had never held back any information, the matter was quashed. CIC, however, felt, the Department could consider acting upon the request submitted by the complainant for setting up a Tea Garden at Temi Dara Gaon.</p>
2	Mr Hem Kumar Karki Setipool, Ranipul East Sikkim	Incomplete information on Sun Pharma Pvt Ltd Setipool	<ol style="list-style-type: none"> <li>1. Ist appeal lodged by the appellant with the State Appellate Authority on 26.06.09.</li> <li>2. Hearing on 04.07.09. Counter Reply Submitted</li> <li>3. 2nd Appeal submitted on 20.07.09</li> <li>4. Hearing on 24.07.09 Counter Reply filed</li> </ol>	<p>Appellant asked to resubmit specific request for information</p> <p>Matter disposed of in favour of this Department</p>

