

CITIZEN'S CHARTER
GOVERNMENT OF MEGHALAYA
DEPARTMENT OF COMMERCE AND INDUSTRIES

INTRODUCTION

The Mandate of the Department of Commerce and Industries is regulation, development and promotion of Industrial Activities including Trade and Commerce in the state through formulation of appropriate Industrial Policy and implementation of the various programmes and schemes of both State and Central Government. The basic role of the Department is to facilitate the creation of an enabling environment and infrastructure to accelerated growth in the Industrial and Commerce sector.

The Department of Commerce and Industries is working towards the sustainable development of the state and to create employment opportunities for the people of Meghalaya. It also facilitates and provides necessary market linkage between entrepreneurs and the end buyers. At District level it works with the District Commerce and Industries Centres for the implementation of the various schemes and programmes. It provides necessary support to the Small, Medium and Large enterprises.

The Department organizes various industrial awareness and workshops, EDP's and is actively involved with the ongoing Apiculture Mission and works in Convergence with the other department for achieving results.

The Department also reaches out to the rural people through its vocational training centres at various districts to generate skilled man power in the field of Knitting, Tailoring and Embroidery, Carpentry and Furniture making, Leather, Blacksmith and Fabrication, Carpet Weaving

The department also sponsors short term courses at Government recognizes Institutes and other reputed institutes and stipend are also offered to local youths for under- going training both inside and outside the State.

The Department also provides assistance / grants-in-aid to some Government subsidiaries viz; Meghalaya Industrial Development Corporation Ltd (MIDC), Mawmluh Cherra Cements Ltd (MCCL), Meghalaya Khadi and Village Industries Board (MKVIB), Meghalaya Handloom and Handicraft Development Corporation Ltd, (MHHDC) and Meghalaya Bamboo Chips Corporation Ltd (MBCCL).

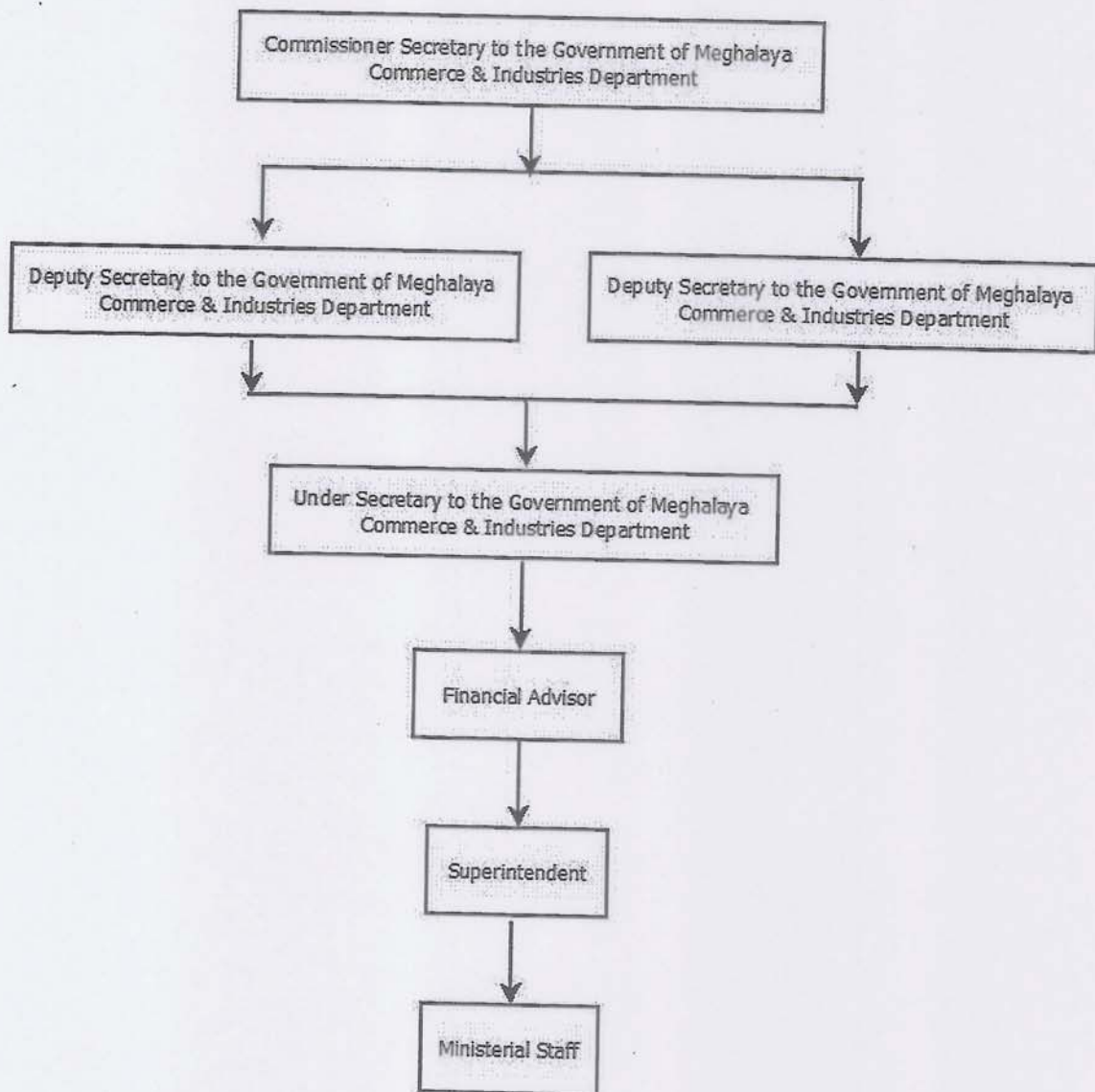
The Department of Commerce and Industries is responsible for overall development of various industrial activities in the state. The department plays developmental and facilitation role to attract industrial investments in the state. It focuses on creating an industry friendly environment

and formulation suitable policies in the state aimed at propelling fast pace modernisation and strengthening of the industrial units. The department provides an interactive platform for synergistic coordination between investors and the Government. The department is supported by its subsidiaries in the form of agency board and cooperation.

1. Directorate of Commerce and Industries
2. District Commerce and Industries Centre
3. Meghalaya Industrial Development Cooperation
4. Meghalaya Khadi Village and Industries Board
5. District Commerce and Industries Centre
6. Meghalaya Handloom and Handicraft Development Commissioner

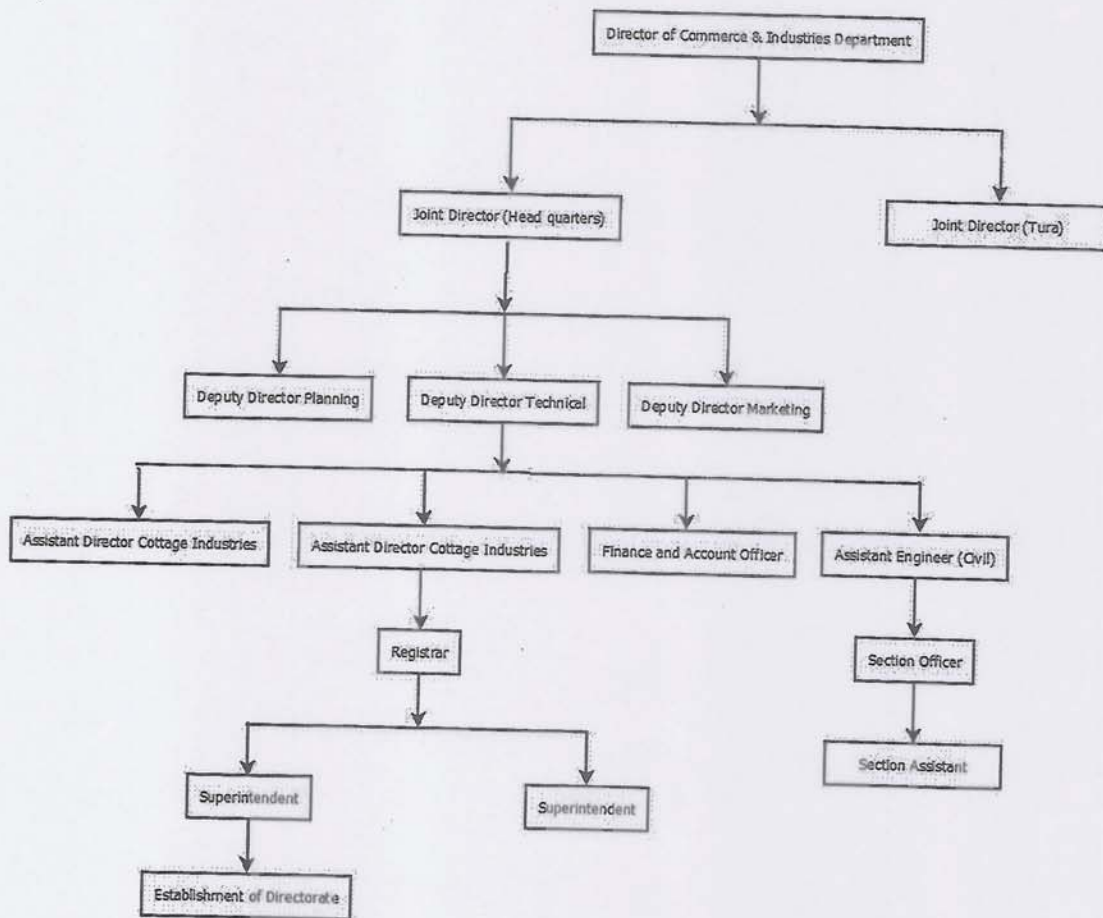
Organisational Structure at the Secretariat Level

At the Government level, there is the Secretariat of Industries Department of which is an Administrative Department. It is headed by the Principal Secretary to the Government and assisted by the Deputy Secretary. The Secretariat deals with all the policy matters of the Government in relation to Industries Department and all correspondence with the Government of India and Planning Commission relating to plan allocation etc. It also deals with all Establishment matters relating to Gazetted Officers, in the appointment, transfer, level etc.



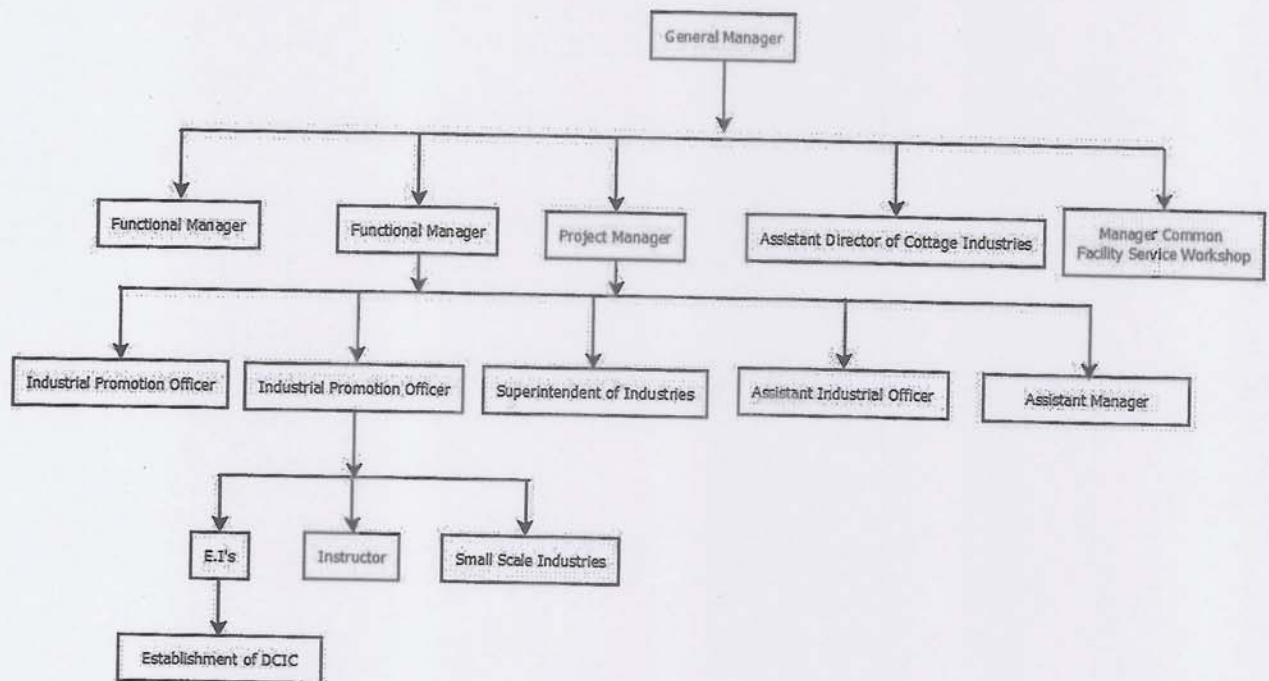
Organisational Structure at the Directorate Level

The Directorate of Industries, as the Head of the Department, is the overall controlling authority for implementation, of the various programmes and activities of the Department. At the Head Quarter, at Shillong, office is head by the Director and to assist the Director, there are two Joint Directors, one at Head quarter and other at Tura. There are three Deputy Directors for Planning, Technical and Marketing and there are two ADCl and FAO and Asst Engineer Civil. The staff also consist of Section Officer and a Registrar who are assisted by Section Assistant and Superintendents and Establishment of Directorate. Under Directorate the District Commerce and Industries Centre function viz there are 11 DCIC's headed by General Manager. The 11 DCIC's are DCIC's Shillong, DCIC's Jowai, DCIC's Khliehriat, DCIC's Nongpoh, DCIC's Nongstoin, DCIC's Mawkyrwat , DCIC's Tura , Baghmara , DCIC's Williamnagar, DCIC's Ampati, DCIC's Resubelpara



Organisational Structure at the District Level

At the District Level the office is head by The General Manager who is assisted by the Functional Managers, Assistant Director of Cottage Industries, and Project Managers and Manager Common Service Facility Workshop. The field officers are Industrial Promotion Officer's, Superintendent of Industries and Assistant Industries Officer and Assistant Manager.



Key Contacts - Secretariat Office

Serial Number	Name and Designation
1.	Shri. Sniawbhalang Dhar Cabinet Minister, Commerce and Industries Department.
2.	Shri. M. R. Synrem, I.A.S. Commissioner and Secretary to the Government of Meghalaya, Commerce and Industries Department.

Serial Number	Name and Designation
3.	Smti. A. L. Mawlong, Joint Secretary to the Government of Meghalaya, Commerce and Industries Department.
4.	Smti. B . Mawlong, Joint Secretary to the Government of Meghalaya, Commerce and Industries Department.
5.	Smti. M Gashnga, Under Secretary to the Government of Meghalaya Commerce and Industries Department
6.	Smti. P. Wanniang, Financial Adviser, Commerce and Industries Department
7	Smti A Kharbyngar Superintendent, Commerce and Industries Department

Key Contacts - Directorate Office

Serial Number	Name and Designation
1.	Shri. J. L. Mawlong Director, Commerce and Industries.
2.	Shri. F. Sutnga, Joint Director, Commerce and Industries (HQr).

Serial Number	Name and Designation
3.	Shri. A. P. S. Warnongbri, Joint Director, Commerce and Industries (Tura).
4.	Shri. M. L. Wanshngong, Deputy Director (Marketing), Commerce and Industries
5.	Smti. D. Kharjana, Deputy Director (Planning), Commerce and Industries
6.	Shri. W. Warshong, Deputy Director (Technical), Commerce and Industries
7.	Shri. H.N Kharpuri, Assistant Director Cottage Industries (Technical)
8.	Shri. C. Lyngdoh, Assistant Director Cottage Industries (Technical)
9.	Smti. J.L Gashnga, Finance Account Officer, Commerce and Industries
10.	Smti. B. Pyngrupe, Administrative Officer, Commerce and Industries
11.	Shrid. H. Marbaniang, Chief Executive Officer, Meghalaya Khadi And Village Industries Board and Managing Director , Meghalaya Handloom and Handicraft Development Corporation Ltd

Key Contacts - District Offices

Serial Number	Name and Designation
1.	Shri. S. Majaw, General Manager District Commerce and Industries Centre, East Khasi Hills District, Shillong.
2.	Shri. P. Toi, General Manager District Commerce and Industries Centre, West Jaintia Hills District, Jowai.

Serial Number	Name and Designation
3.	Shri. U. Muktieh , General Manager District Commerce and Industries Centre, West Khasi Hills District, Nongstoin.
4.	Shri. H. Decruse , General Manager District Commerce and Industries Centre, Ri Bhoi District, Nongpoh.
5.	Shri. L. Ch. Marak , General Manager District Commerce and Industries Centre, West Garo Hills District, Tura.
6.	Shri. Moshe R. Marak , General Manager District Commerce and Industries Centre, East Garo Hills District, Williamnagar.
7.	Shri. M. War , General Manager District Commerce and Industries Centre, South Garo Hills District, Baghmara.
8.	Shri. S. Pasweth , General Manager District Commerce and Industries Centre, East Jaintia Hills District, Khliehriat.
9.	Shri. J. Gashnga , General Manager District Commerce and Industries Centre, South West Khasi Hills District, Mawkyrwat.
10.	Shri. D. F. R. Marak , General Manager District Commerce and Industries Centre, South West Garo Hills District, Ampati.
11.	Shri. I. Z. Wreang , General Manager District Commerce and Industries Centre, North Garo Hills District, Resubelpara.