INTRODUCTION: The Directorate of Handicrafts and Handloom (D.H.H.) began its history in the year 1957 when it was established as the Palden Thendup Cottage Industries Institute for Training and Production of traditional arts and crafts with 58 no of trainees. The Directorate’s primary objective is not only to preserve and showcase the traditional arts and crafts of Sikkim but to promote and disseminate information regarding the policy orientation of the government in setting the highest standard comparable to the best in the world for arts and crafts, skill development and environment friendly working culture. As a policy initiative there has been tremendous investment in Skill Development Programmes whereby local trainees and artisans are trained in multiple crafts with the objective of developing and acquiring skills which will enable them not only to generate employment but in the long run to acquire self sufficiency and self reliance.

In the last two decades the Directorate of Handicrafts and Handloom has evolved into a major centre of learning and training in the traditional arts and crafts and as on date there are 32 branch training centers throughout the state imparting training to rural youth in eleven (11) specific crafts. There are 388 trainees registered in the D.H.H. in the four districts. In exercise of extreme benevolence the government vide Notification No: 580/ C&I /2012 dated 06/08/2012 has been pleased to revise and increase the stipend of the trainees from Rs 700/- and Rs 900/- respectively to Rs 1500/- for the 1st year trainees and Rs 2000/- for the 2nd year trainees.

The Sikkim Handloom and Handicrafts Development Corporation Ltd was established in the year 2003 vide Registration No. 29(C)LD/2001/200 dated: 18.10.2001 incorporated under registration of Companies Act Sikkim 1961 dated: 16.10.2001 to provide the marketing platform for sale of the products made by the trainees and artisans. Several sales outlets have been setup within and outside the state at Namchi, Okharey, Soreng, Pelling, Rangpo and Chungthang and Rajiv Gandhi Bhawan, New Delhi, New Sikkim House, New Delhi Bhaba Kharak Singh Marg, New Delhi, Guwahati, Assam, Kolkata respectively.

Since community mobilization is an integral component for the success of any people related programmes the D.H.H. works in cooperation with the NGO’s, Self Help Groups, Cooperatives and Panchayati Raj Institutions at the Village and Block Level integrating and creating an environment of collaboration and participation through facilitation, incentives and other policy related interventions. The development and management strategies are being worked to optimize the strength of this sector and to add value for creating new skills, ending unemployment, eliminating poverty, enhancing the status of
women, preserving and encouraging tribal and local crafts and setting the pace for developing a judicious and transparent socio-economic system. Promotion, publicity and marketing of Sikkim as a Handicrafts and Handloom destination is being taken up aggressively and in a well phased manner at the local national & international level.

Soft Toys is being re-energized into a home to home industry through a project initiative namely “Production and Training for Soft Toys at Gangtok, Sikkim “funded by the North Eastern Council, Ministry of Home Affairs, Government of India and also Government of Sikkim. The toy making craft is an activity that can supplement and contribute to the family income and also self employment. Quality standardization and product diversification are two important areas of focus and therefore the best raw materials for creation of quality products are being used. A continuous cycle of training, skill up-gradation and thereafter quality Production is the focus.

The government’s policy of creating home to home industries has been prioritized and accelerated to enable the vast human resource in rural and urban areas to participate in various developmental strategies.

The long term perspective of the D.H.H. is to develop Sikkim into a leading handicraft and handloom destination both in India and globally. In the coming years it is expected that this sector will grow into a formidable industry having multiplier effects that will penetrate the social economic fabric positively. The government in the last two decades has been extremely proactive and benevolent in promoting the Directorate of Handicrafts and Handloom as a thrust area and key sector for generating employment, creation of income and revenue, self sufficiency and self reliance and pursuant thereof the budget allocation has been increased yearly. The focus of the Directorate of Handicrafts and Handloom is therefore to use the resources at our disposal, as also to tap the employment and income/ revenue generating potential of the handloom and handicraft sector optimally and ensure that the policy/ objectives of the government is complied and achieved in letter and spirit.

It is in this background that the D.H.H. proposes to undertake and execute programmes with a visible and aggressive strategy for training, production, enhancement of product marketability through web portals, publicity and percolation of progressive information, judicious deployment of artisans, weavers and beneficiaries in the respective arts and crafts.
AIMS & OBJECTIVE:

1. The Objective of the Government is to train the many talented, educated and extremely mobile youth force and channelize them into a productive socio-economic identity that is inherently strong and which in the long run will provide a base for further growth of the every village in the State.

2. The Policy aims to reduce the migration of the youth from the rural areas by providing capacity building and skill development training in various crafts so that they are able to generate their own source of income in their respective villages.

3. The focus of the Policy on Cottage Industry is also to create a pool of highly skilled Master Craft’s persons who will impart and train the next generation youths to carry the traditional and beautiful crafts of the State to the next millennium.

The Directorate of Handicrafts and Handloom imparts training in the following discipline

1. Training :
   1. Carpet Weaving
   2. Wood Carving
   3. Thanka Painting
   4. Handloom (Lepcha Weaving)
   5. Cane & Bamboo Craft
   6. Soft Toys
   7. Multicrafts
   8. Mask Making

   **Duration of Training:**- Two years for all crafts, three years for Mask Making and Wood Carving and four years for thanka painting

   **Stipend** : 1500/- in the first year
   : 2000/- in the subsequent years till the completion of training.

   **How to apply:-**

   To enrol as a trainee in the D.H.H. the candidate is required to complete the formalities as under:-

   1. Submit an application form which is available in the head office on
production of Bank Receipt of Rs. 50/- only along with this application form the candidate is required to submit.

a. Certificate of Identification/ Sikkim Subject Certificate.
b. Birth Certificate.
c. Three passport size photograph
d. Aadhar Card (UID)

Completion of Training:-

1) After completion of training, an examination is conducted and certificate is awarded to the successful trainees.

Directorate of Handicrafts and Handloom has 32 nos. of the training centres with specific crafts as under:-

HEAD QUARTER GANGTOK
1. Thanka Painting
2. Wood Carving
3. Mask Making
4. Cane & Bamboo
5. Multicrafts
6. Lepcha Hat Making
7. Handloom
8. Carpet
9. Soft Toys

EAST DISTRICT
1. RHENOCK
   o Handloom
   o Multicrafts
2. RONGLI
   o Carpet
3. PARAKHA
   o Handloom
   o Carpet
4. KOKOLAY
   o Handloom
5. TUMIN
   o Carpet
6. PACHEYKHANI
   o Handloom
7. PADAMCHEY
   o Carpet
8. West Pendam
   Handloom(Daka)

WEST DISTRICT
1. PELLING
   o Carpet
   o Handloom
   o Wood Carving
2. TASHIDING
   o Carpet
   o Wood Carving
3. RESHI
   o Handloom
   o Multicrafts
4. DENTAM
   o Carpet
   o Wood Carving
5. RINCHENPONG
   o Carpet
   o Wood Carving
6. CHAKUNG
   o Handloom
   o Wood Carving
7. CHUMBONG
   o Carpet
8. SINGLING
   o Multicrafts
9. SORENG
   o Carpet
   o Handloom
10. OKHREY
    o Carpet
    o Wood Carving
11. SALANGDANG
    o Carpet
12. THARPU
    o Carpet
    o Handloom
13. KARZEE MANGNAM
    o Carpet
NORTH DISTRICT
1. KABI
   o Carpet
   o Wood Carving
2. LINGDONG
   o Carpet
   o Handloom
   o Wood Carving
3. CHUNGTHANG
   o Handloom
   o Carpet
4. LACHEN
   o Carpet
   o Blanket
   o Wood Carving
5. LACHUNG
   o Carpet
   o Blanket

SOUTH DISTRICT
1. NAMCHI
   o Carpet
   o Handloom
   o Wood Carving
2. YANGANG
   o Carpet
   o Wood Carving
3. KEWZING
   o Carpet
   o Handloom
   o Wood Carving
4. TEMI TARKU
   o Carpet
   o Handloom
5. MELLI
   o Carpet
   o Handloom

BORDER AREA DEVELOPMENT PROGRAMME

The Directorate of Handicrafts & Handloom provides the necessary training modules and courses in consultation with the various Central & State agencies involved in the promotion of handloom & Handicrafts of the State. The objective of the Project is to train the many talented, educated and extremely mobile youth force and channelize them into a productive socio-economic identity that is inherently strong and which on the long run will provide a base for further growth of the remote border regions of the State.
The Project aims to reduce the migration of the youth from the far flung border areas by providing capacity building and skill development training in various crafts so that they are able to generate their own source of income.

The most important objective is to take all the school dropouts and train them in traditional Arts & Crafts, which will be their alternate source of livelihood.

**VISIT OF DIGNITARIES**

08/06/2011 : Mr. Pardipku Amat  
Speaker, Orissa Legislative Assembly

29/06/2011 : Mr. K. Ojha  
DDG (NBM) Governor of India  
Shaqstri Bhawa, New Delhi – 110001

28/07/2011 : Mr. M. Krishnaswmy,  
M.P Tamil Nadu,  
Director General of Police (Retd.)

16/02/2012 : Mr. K. Padmakumar, IPS  
Inspector General of Police,  
Lochi Kerela.

17/02/2012 : Mr. Ranjan Dhivedi,  
Inspector General of Police,  
Uttar Pradesh.

21/02/2011 : Mr. Bimal Dawari  
Zilla Adhakshya, East Sikkim

05/03/2012 : Mrs. Mamta Sharma,  
Chairperson, N.E.W.  
Government of India.

17/03/2012 : Dr. D. Jagnnathan IAS,  
AG 95, 7th main Road,  
Annanagar, Chennai, Tamil Nadu – 600040

17//03/2012 : Mr. Gairaj Sihgh Kushwala IAS,  
Collector & DM Samai Madhopur, Rajasthan

05/04/2012 : Mrs. Manjuri Kachu IRS  
Memku, CBDT MOF Delhi
<table>
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<tr>
<td>11/05/2012</td>
<td>Shri. Pawan Chamling, Hon'ble Chief Minister of Sikkim, Government of Sikkim</td>
</tr>
<tr>
<td>26/05/2012</td>
<td>Mr. Swatantu Kumar, Judge, Supreme Court, New Delhi</td>
</tr>
<tr>
<td>18/05/2012</td>
<td>Mr. Khaki N. Daruwala, 7 G Mount, Kailash, SFS Apartments, New – Delhi, 05</td>
</tr>
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<td>24/12/2012</td>
<td>Justice, Ashok Bhan, 18, Adbar Road, New – Dehli</td>
</tr>
<tr>
<td>255/02/2013</td>
<td>Smt. Vidya Slokes, Honourable Minister, Horticulture, Government of India (HP).</td>
</tr>
<tr>
<td>02//05/2013</td>
<td>Justice A. Hari Prasad, High Court of Kerala, Kochi.</td>
</tr>
<tr>
<td>02/5/2013</td>
<td>Justice K. Rama Krishnan, Judge, High Court of Kerala, Ernakulam</td>
</tr>
<tr>
<td>25/05/2013</td>
<td>L. Angam Chnd Singh, Principal Accountant General, Sikkim.</td>
</tr>
<tr>
<td>30/05/2013</td>
<td>Chief Justice, Patna High Court</td>
</tr>
<tr>
<td>15/06/2013</td>
<td>Pius C. Kuriakose, Chief Justice of Sikkim</td>
</tr>
<tr>
<td>21/09/2013</td>
<td>Rinchen Ongmu IAS, Chief Secretary, Government of Sikkim.</td>
</tr>
<tr>
<td>23/09/2013</td>
<td>Shrinivas Patil, Governor of Sikkim.</td>
</tr>
<tr>
<td>08//10/213</td>
<td>Justice N.K Jain, Rajasthan High Court, Jaipur</td>
</tr>
<tr>
<td>12/10/2013</td>
<td>S.S. Gupta, IAS, Development Commissioner, Handicrafts, Government of India.</td>
</tr>
</tbody>
</table>
21/10/2013 : Smt. N. Yethenpa,
Development Commissioner – cum – Secretary
DPER & NECAD.

Power and Duties of Officer and Employees
[Section 4 (1) b (ii)]

In order to improve the work culture and output level of the Officers of the Directorate of Handicrafts and Handloom, the following work distribution is made with immediate effect.

1. Mr. Chozang Tshering Lepcha, Joint Director (Production) will oversee production and CSS.

2. Mr. K.S Bhutia Joint Director (M & S) Marketing Central Store, Multicrafts, Sales - Emporium, SHHDC Ltd.

3. Mr. Parsu Ram Ghimeray, Deputy Director (Project) Soft Toys (Training & Production) Project.

4. Mr. Durga Kumar Rai, Deputy Director (Training ) All files pertaining to Training of all districts Including HQ Gangtok.

5. Mr. Chewang Bhutia, Assistant Director (Training- I) All files pertaining to - Training of all districts.

6. Mr. Bhim Bahadur Gurung Assistant Director (SHHDC –Accounts)

7. Mr. Kishan Kumar Bhujel, Assistant Director (HMPU) Hand Made Paper Unit.

8. Mr. Sonam Nlma Bhutia, Assistant Director –II (Training) Training.

9. Mr. Jigmee Pintso Bhutia, Assistant Director (Production) Production (I) Handloom & Dying.
10. Ms. Pema Sangmoo, Assistant Director (Production – II)  Handloom & Dying will coordinate with SHGs & NGOs, Research & Design.

11. Mrs. Kumari Chettri, Assistant Director  Marketing & Sales Emp.

12. Mr. Tshering Dorjee Gyamtso, Assistant Director  All Calendars event and will assist A.G.M SHHDC Ltd. for marketing.

13. Ms. Chopel S. Ethenpa, Assistant Director  Multicrafts Production & Embroidery Section.

14. Mrs. Poonam Khatriwada  Central Stores

**West District.**

1. Mrs. Aruna Rai, Assistant Director – II  Head of Office and In – charge of Chakung, Chumbong, Okheray, Salangdang, Tharpu Br. Branch and Production Unit.

2. Mrs. Nirmala Chettri, **Assistant Director cum DDO**  In – charge of Soreng, Singling, Rinchenpong, Br. Centre & Production Unit & Project implementation.

**North District:**

1. Mr. Ram Kr. Tamang  Assistant Director  HOD cum DDO /supervisory officer for the North District.
South District:

1. Mrs. Pramila Rai, Deputy Director Namchi & Project implementation/supervisory officer for the South District.

2. Mrs. Pratibha Tamang
   DDO -cum supervisory Officer -Production & Branch Centres of South Sikkim.

3. Mr. N.T.Bhutia , Accounts Officer cum DDO
   Shall ensure financial discipline and manage -ment of all matters relating to the finances and accounts of the D.H.H.

This order is hereby issued with the approval of Commissioner –cum-Secretary, Commerce and Industries Department and supersedes all previous orders.

By Order.

Sd/-
Secretary,
Commerce and Industries Department,
Government of Sikkim.

Copy to:-

1. All the above mentioned officers,
2. Secretary, Commerce & Industries Department,
3. File
4. Guard file

Director, D.H.H
Procedure Followed in Decision Making Process

[Section 4 (1) (b) (iii)]

In the decision making process, the approach involves significantly the lower level employees/officers as they deal with the existing rules, regulation and procedures at implementing level. Whereas higher officers are more responsible for guidance, supervision, monitoring and evaluation. Hence, proposals are normally initiated from the lower level. Most of the time coordination meeting, seminar and workshop are conducted for field level functionaries as well as different sections of Head Office for decision making process.

CHAPTER 5

Norms sets the Discharge of Functions

[Section 4 (1) 9b) 9iv)]

In this context, while discharging function by the different functionaries at different levels the Norms and Guideline are followed abide by the rules and regulation framed by the state Government. Whereas, while implementing C.S.S the Norms and Guidelines set by the Government of India are strictly followed.

CHAPTER 6

Rules, Regulations, manual and Records for Discharging Function

[Section 4 (1) (b) 9v) 7 (vi)]

The Administrative matters are governed and guided by the Sikkim Service Rules as followed:-

1. The Sikkim Government Service Rules, 1974
2. The Sikkim Government Establishment rules, 1974
3. The Sikkim Government Service (Confidential Roll) rules, 1996
5. The Sikkim Government Servants (Discipline and Appeal) Rules, 1985
6. The Sikkim Government Service (Leave) rules, 1982
7. The Sikkim Government Service (Revised pay) Rules, 19988
8. The Sikkim Government Service (Advancement Grade) rules, 1999
10. The Sikkim Government Service (medical Facilities) Rules
CHAPTER - 7
Categories of Documents held by the Public Authority under its Control
[Section 4 (1) (b) v(i)]

CHAPTER – 8
Arrangement for consultation with, or Representation by the Members of the Public in relation to the Formulation of Policy or implementation thereof [Section 4 (1) (b) VIII]

CHAPTER – 9
Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section (91) (b) v (iii)]

i. Committee to examine and implement the Revival, Reform and Restructuring Package for Handlooms Sector in the State of Sikkim.

CHAPTER – 10
Directory of Officers and Employees
[Section 4 (1) (b) (iX)]

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name</th>
<th>Designation</th>
<th>Function/Duties</th>
<th>Contact No.</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>1</td>
<td>Mr. Arvind Kumar IFS</td>
<td>Pr. Secretary</td>
<td>H.O.D</td>
<td>03592 - 202670</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mrs. Jyostna M Karthak</td>
<td>Director</td>
<td>Overall in-charge of the Directorate</td>
<td>94341-81262</td>
<td><a href="mailto:director@dhh.sikkim">director@dhh.sikkim</a>@gmail.com</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Dhiren Singh</td>
<td>Deputy Secretary</td>
<td>Administration</td>
<td>7602833641</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mr. N.T. Bhutia</td>
<td>Accounts Officer – cum – DDO</td>
<td>Shall ensure financial discipline and management of all matters relating to the finances and accounts of the D.H.H.</td>
<td>94344-85616</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mr. Chozang Tshering Lepcha</td>
<td>Joint Director</td>
<td>Production</td>
<td>94746 – 49342</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mr. Karma Samten Bhutia</td>
<td>Joint Director (Marketing &amp; Sales)</td>
<td>Marketing, Central Store, Sales Emporium, SHHDC Ltd.</td>
<td>94341 – 37131</td>
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<tr>
<td>No.</td>
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<td>Position</td>
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<tr>
<td>7</td>
<td>Mr. P.R Ghimiray</td>
<td>Deputy Director (Project)</td>
<td>Soft Toys (Training, Production &amp; Project)</td>
<td>96090 – 32209</td>
<td>-do-</td>
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<tr>
<td>8</td>
<td>Mr. D.K. Rai</td>
<td>Deputy Director (Training)</td>
<td>All files pertaining to Training of all districts Including HQ Gangtok</td>
<td>94347-10428</td>
<td>tholun@<a href="mailto:de@yahoo.com">de@yahoo.com</a></td>
</tr>
<tr>
<td>9</td>
<td>Mrs. Kumari Chettri</td>
<td>Assistant Director (M &amp; S)</td>
<td>Sales emporium and she will also assist and coordinate with the Multicrafts Section</td>
<td>94344 – 09396</td>
<td>-do-</td>
</tr>
<tr>
<td>10</td>
<td>Mr. Sonam Nima Bhutia</td>
<td>Assistant Director (Training-II)</td>
<td>Training</td>
<td>94753 – 00276</td>
<td>-do-</td>
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<tr>
<td>11</td>
<td>Mr. Chewang Bhutia</td>
<td>Assistant Director (Training – I)</td>
<td>Files pertaining to training of all districts to be routed through A.D I &amp; II</td>
<td>94341 – 43997</td>
<td>-do-</td>
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<tr>
<td>12</td>
<td>Mr. Jigme Pintso Bhutia</td>
<td>Assistant Director (Production – I)</td>
<td>Production (I) Handloom, &amp; Dying</td>
<td>94341 – 03542</td>
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<tr>
<td>13</td>
<td>Mr. Kishan Bhujel</td>
<td>Assistant Director (HMPU)</td>
<td>Hand Made Paper Unit .</td>
<td>98320 – 17598</td>
<td>-do-</td>
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<td>14</td>
<td>Mr. B.B Gurung</td>
<td>Assistant Director</td>
<td>SHHDC Accounts</td>
<td>95470 – 56235</td>
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<td>15</td>
<td>Ms. Chapel S. Ethenpa</td>
<td>Assistant Director (Multicrafts )</td>
<td>Multicrafts Production and Apparel &amp; Embroidery Section.</td>
<td>94341 – 27535</td>
<td>-do-</td>
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<tr>
<td>16</td>
<td>Mr. Tshering Dorjee Gyamtso</td>
<td>Assistant Director (M &amp; S)</td>
<td>All Calendars events and will assist A.G.M, SHHDC Ltd. for Marketing</td>
<td>94743 – 52840</td>
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</tr>
<tr>
<td>1</td>
<td>Mrs. Aruna Rai</td>
<td>Assistant Director – II (HOO – West District)</td>
<td>In – Charge of Chakung, Chumbong, Okheray, Salangdang Br. Centres &amp; Production Unit.</td>
<td>94342 – 57636</td>
<td>NA</td>
</tr>
<tr>
<td>2</td>
<td>Mrs. Nirmala Chettri</td>
<td>Assistant Director – III cum DDO</td>
<td>In – Charge of Soreng, Singling, Rinchenpong, Tharpu Branch Centre and Production Unit, cum – DDO</td>
<td>78728 – 86585</td>
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WEST DISTRICT.

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<tr>
<td>2</td>
<td>Mrs. Nirmala Chettri</td>
<td>Assistant Director – III cum DDO</td>
<td>In – Charge of Soreng, Singling, Rinchenpong, Tharpu Branch Centre and Production Unit, cum – DDO</td>
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<tr>
<td>1</td>
<td>Mr. Ram Kumar tamang</td>
<td>Asstt. Director (North)</td>
<td>DDO – cum – Project implementation/supervisory Office for the North District</td>
<td>9735007468/9434229620</td>
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SOUTH DISTRICT

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<tbody>
<tr>
<td>1</td>
<td>Mrs. Pramilla Rai</td>
<td>Deputy Director</td>
<td>Head of the Office &amp; Project implementation/supervisory Officer for the South District.</td>
<td>95932 – 72055</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mrs. Pratibha Tamang</td>
<td>Assistant Director cum DDO</td>
<td>Production Unit and Branch Centres of South District.</td>
<td>7872005226</td>
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CHAPTER – 11

Monthly Remuneration received by Officers and Employees, including the system of Compensation as provided in Regulations.

[Section 4 (1) (b) (X)]

CHAPTER 13

Manner of Execution of Subsidy Programmes

[Section 4 (1) (b) (Xi)]
CHAPTER 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority [Section 4 (1) (b) (Xii)]

CHAPTER 15

Information Available in Electronic Form
[Section 4 (1) (b) (Xiii)]
Department Website: http://sikkimcrafs.gov.in

CHAPTER 16

Particulars of Facilities available to Citizens for Obtaining Information
[Section 4 (1) (b) (Xiv)]
Through department website

CHAPTER 17

Names, Designations and other Particular of Public Information Officers,
[Section 4 (1) (b) (Xv)]

The following are the list of State Public Information Officer and Assistant Public Information Officer of Directorate of Handicrafts and Handloom, Government of Sikkim.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name</th>
<th>Designation</th>
<th>SPIO/APIO</th>
<th>Address</th>
<th>Contact No.</th>
<th>E – mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Karma Samten Bhutia</td>
<td>Joint Director (M/S)</td>
<td>SPIO</td>
<td>D.H.H, Gangtok</td>
<td>9434137131</td>
<td><a href="mailto:Director.dhhsikkim@gmail.com">Director.dhhsikkim@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Mr. Ram Kumar Tamang</td>
<td>Asstt. Director, North</td>
<td>APIO</td>
<td>D.H.H, Mangan</td>
<td>97350-07468</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mr. Jigmee Pintso Bhutia</td>
<td>Asstt. Director</td>
<td>APIO</td>
<td>D.H.H Gangtok</td>
<td>94341-03542</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mrs. Pramilla Rai</td>
<td>Dy. Director</td>
<td>APIO</td>
<td>D.H.H, Namchi (South)</td>
<td>95932-72055</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mrs. Aruna Rai</td>
<td>Asstt. Director (WEST)</td>
<td>APIO</td>
<td>D.H.H, Pelling</td>
<td>94342 – 57636</td>
<td>Na</td>
</tr>
</tbody>
</table>
## MONTHLY & ANNUAL REPORT FOR THE YEAR 2014-15 (i.e. 1.04.2014 TO TILL DATE)

| Sl.No | Name of Dept. | Total No. of PIOs in each Deptt. & Other unit | Name of SPIO | Total App. Received | App. Disposed | App. Pending | For the Month of April 14 | For the Month of May 14 | For the Month of June 14 | For the Month of July 14 | For the Month of Aug 14 | For the Month of Sept. 14 | For the Month of Oct. 14 | For the Month of Nov. 14 | For the Month of Dec 14 | For the Month of Jan 15 | For the Month of Feb 15 | For the Month of Mar 15 | Total | Remarks |
|-------|---------------|-----------------------------------------------|--------------|---------------------|--------------|-------------|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| 1     | Directorate of Handicrafts & Handloom | 01(PID) 04(APIID) East/West/South/North | Mr. Karma S. Bhutia | App. received | Nil | Nil | Nil | Nill | Nill | Nill | Nill | Nill | Nill | Nill | Nill | Nill | Yes | 1 no. |
|       |               |                                               |              | Collection of RTI Fee Rs. & Photocopy charges Rs. | | | | | | | | | | | | | | | | | | | | Rs. 10/- |