

The power and duties of its Officers and Employees:
(Under section 4(1)(b)(ix) of Right to Information Act, 2005)

| Sl. NO. | Name & Designation | Details of Allotment |
|--|---|---|
| (I) | Shri K. H. Shah Dy. Director (Mech.) | - CDDO for MSME-DI, Ahmedabad & Br.MSME-DI, Silvassa, Court Case, Grievances, Br. Incharge for Br.MSME-DI, Silvassa - Work pertaining to Mechanical Section, SENET, MATU, Statistics & EI Division etc. |
| Officers under Shri K. H. Shah, Dy. Director (Mech.) | | |
| 1 | Shri B. Gahan, Asst. Director(EI) | Work pertaining to EI & Stat. (IIP,DIPS), Administration, RTI, Nominated Hindi Officer for MSME-DI, Ahmedabad, Nodal Officer for Swachhta activity, House Keeping, training programs, Coordination of new building work etc. Any other work allotted by senior officer. |
| 2 | Shri P. L. Shah Asst. Director(Stat.) | Work pertaining to Statistics (IIP, DIPS), Domestic/International Trade Fair, International Cooperation, MSEFC, Parliament Question, MPR, Quarterly Report/Annual Report / Performance Report, State Profile, training programs etc. Any other work allotted by senior officer. |
| 3 | Shri Umesh Sharma Asst. Director(G&C) | Work pertaining to Glass & Ceramic, SENET, GeM, training programs, attending VIP Guests & Any other work allotted by senior officer etc. |
| 4 | Shri S. D. Ramavat, Investigator (EI) | Information Counter, EI Section work (IIP, DIPS), training programmes, Housekeeping, Nodal Officer for Narmada district etc. Any other work allotted by senior officer. |
| 5 | Shri Rajesh Kumar Investigator(M/F) | Information Counter, Chemical Section work, Co-ordination of NSIC Cases, training programmes, Nodal Officer for Morbi district etc., Any other work allotted by senior officer. |
| (II) | Shri P.N.Solanki Asst. Director (Met) Gr.I | Work pertaining to Met. Division, GST, VDP, NMCP Schemes, CLCSS/SCLCSS, Policy, TREAD Scheme, Land & Building Construction, Public Procurement Policy, Design Clinic, IPR etc. |
| Officers under Shri P. N. Solanki, Asst. Director, (Met) Gr.I | | |
| 1 | Shri A.K.Padhi Asst. Director Gr.II | Work pertaining to Metallurgy, VDP, CLCSS/SCLCSS, training programmes etc., Any other work allotted by senior officer. |
| 2 | Shri T.K.Solanki Asst. Director(Stat.) Gr.II | Work pertaining to Statistics (IIP, DIPS), SLAB meeting, National Award, SLBC/SLIC/EC meeting, Library section, Coordination with financial institutions & other Govt. organization, Coordination with State Govt. etc., Any other work allotted by senior officer. |
| 3 | Shri Mommad Arshad Asst. Director(EI) Gr.II | Work pertaining to EI/Stat.(IIP, DIPS), GST, Training Programmes, Bar Code Reimbursement Scheme, TEQUP Scheme, Digital MSME Scheme etc. . Any other work allotted by senior officer, Public Procurement Policy. |
| (III) | Shri P. B. Parmar, Asst. Director (G&C) Gr.I | Work pertaining to Glass & Ceramic, Coordination of Lean Manufacturing Scheme, Coordination of MSE- Cluster Development Programme, ZED Scheme Entrepreneurship Development Cell. |
| Officers under Shri P. B. Parmar, Asst. Director (G&C) Gr.I | | |
| 1 | Shri B. A. Motiani Asst. Director(IMT) | Publicity & Advertisement and IMT etc. Any other work allotted by senior officer. |
| 2 | Shri Tarun Bhatnagar Asst. Director(G&C) Gr.II | Work pertaining to Glass & Ceramic, training programme, Lean Manufacturing etc., any other work assigned by senior officers |
| 3 | Shri Mommad Arshad Asst. Director(EI) Gr.II | Assist in MSE-CDP Scheme |
| 4 | Smt. Swati Agrawal Asst. Director(Chem) Gr.II | Work pertaining to Chemical Div., Training Programmes, and any other work allotted by senior officer. |

STATEMENT SHOWING THE LIST OF EMPLOYEES WITH GROSS MONTHLY REMUNERATION FOR THE PURPOSE OF TRANSPARENCY AUDIT RESPECT COMPLIANCE UNDER SECTION. 4 OF RTI ACT-2005.

| Sl. No. | Name of Employee | Designation | Pay Level |
|----------------|-------------------------|--------------------------|----------------------------|
| 1 | Shri Kamal Singh | Director | Level 12 (Rs.78800-209200) |
| 2 | Shri K.H. Shah | Dy. Director | Level 12 (Rs.78800-209200) |
| 3. | Shri P.N.Solanki | Asst. Director Gr.I | Level 11 (Rs.67700-208700) |
| 4 | Shri P. B. Parmar | Asst. Director Gr.I | Level 11 (Rs.67700-208700) |
| 5 | Shri P. L. Shah | Senior Statistic Officer | Level 8 (Rs.47600-151100) |
| 6 | Shri T.K.Solanki | Senior Statistic Officer | Level 8 (Rs.47600-151100) |
| 7 | Shri B. Gahan | Asst. Director Gr.II | Level 7 (Rs.44900-142400) |
| 8 | Shri Bhavesh A. Motiani | Asst. Director Gr.II | Level 7 (Rs.44900-142400) |
| 9 | Smt. Swati Kumari | Asst. Director Gr.II | Level 7 (Rs.44900-142400) |
| 10 | Shri Ashis Kumar Padhi | Asst. Director Gr.II | Level 7 (Rs.44900-142400) |
| 11 | Shri Tarun Bhatnagar | Asst. Director Gr.II | Level 7 (Rs.44900-142400) |
| 12 | Shri Umesh Sharma | Asst. Director Gr.II | Level 7 (Rs.44900-142400) |
| 13 | Shri Mohammed Arshad | Asst. Director Gr.II | Level 7 (Rs.44900-142400) |
| 14 | Shri AKA Sharikmasalat | Office Superintendent | Level 7 (Rs.44900-142400) |
| 15 | Shri S.D.Ramavat | Investigator | Level 7 (Rs.44900-142400) |
| 16 | Shri Rajesh Kumar | Investigator | Level 7 (Rs.44900-142400) |
| 17 | Ms. C.S.Pandya | UDC | Level 7 (Rs.44900-142400) |
| 18 | Ms. V.B.Joshi | UDC | Level 6 (Rs.35400-112400) |
| 19 | Shri B.B.Parmar | UDC | Level 5 (Rs.29200-92300) |
| 20 | Shri G.N.Yadav, | UDC | Level 4 (Rs.25500-81100) |
| 21 | Shri P.R.Parekh | UDC | Level 4 (Rs.25500-81100) |
| 22 | Smt. S.V.Pathak | Instructor | Level 8 (Rs.47600-151100) |
| 23 | Smt. Elizabeth George | Stenographer Gr.I | Level 8 (Rs.47600-151100) |
| 24 | Shri C.B.Asari | Stenographer Gr.II | Level 6 (Rs.35400-112400) |
| 25 | Shri B.N.Patel | Driver Gr.I | Level 5 (Rs.29200-92300) |
| 26 | Shri Salim Usman Shaikh | Driver Gr.II | Level 7 (Rs.44900-142400) |
| 27 | Smt. Meena S.Rao | Counter Clerk | Level 6 (Rs.44900-142400) |
| 28 | Shri O.C.Pandit | MTS | Level 4 (Rs.25500-81100) |
| 29 | Shri M.S.Sagar | MTS | Level 4 (Rs.25500-81100) |
| 30 | Smt. R.N.Makwana | Tea Maker | Level 3 (Rs.21700-69100) |
| 31 | Smt. M.K.Rana | Dish Washer | Level 3 (Rs.21700-69100) |