



ANNUAL PROGRESS REPORT
OF MSME-DEVELOPMENT INSTITUTE, IMPHAL (MANIPUR)
(for the year 2012 – 13)

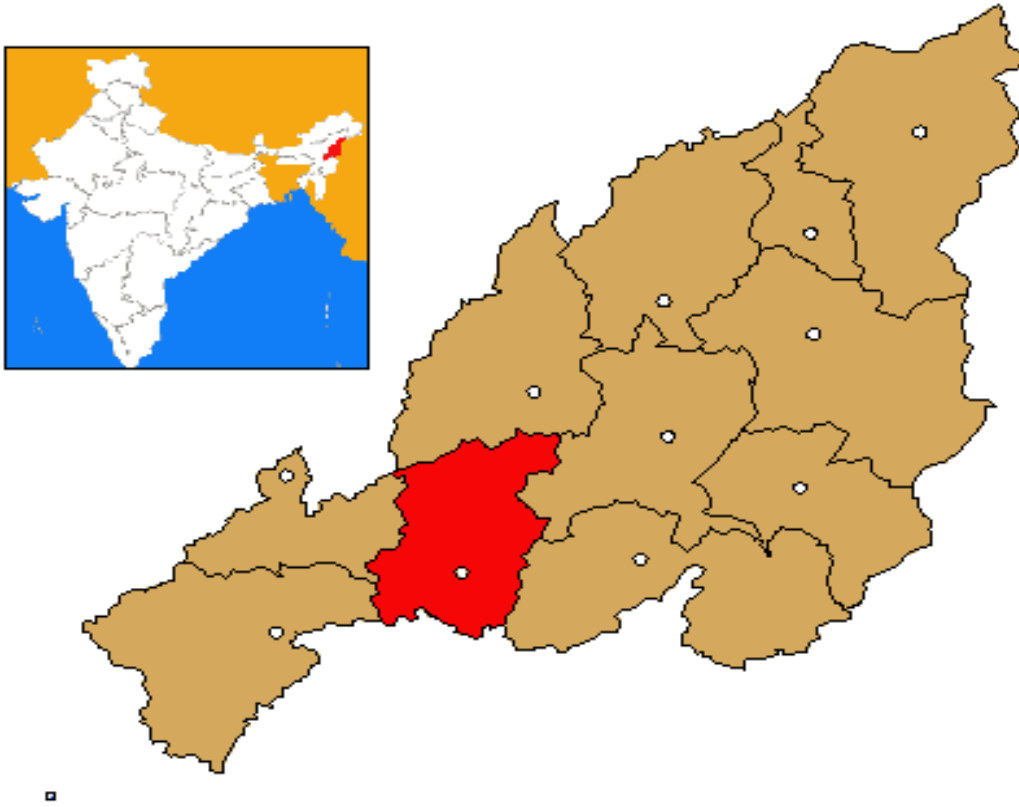


MSME – DEVELOPMENT INSTITUTE
Ministry of MSME, Govt. of India
Industrial Estate, Takyelpat Imphal- 795001
Telefax:0385 – 2416220
E-mail – dcdi-imphal@dcmsme.gov.in
Website:<http://www.msme-diimphal.gov.in>

MAP OF MANIPUR



MAP OF NAGALAND



CONTENTS

Sl.no.	Particulars	Page
1.	Cover	1
2.	Map of Manipur	2
3.	Map of Nagaland	3
2.	Preface	4
3.	Introduction	5-7
4.	Manipur at a glance	7-10
5.	Nagaland at a glance	9-10
6.	Brief activities	11
7.	Revenue earning	12
8.	Action plan targets	13
9.	Expenditure statement	14
10.	Performance of workshop	14-15
11.	Techno-Managerial consultancy	15-16
12.	IMC/EDP/MDP/ESDP/Seminars	16-25
13.	Economic investigation activities	26-27
14.	Performance of O/o DC(MSME) schemes.	27-28
15.	Training of MSME-DO,Officials	29
16.	Promotion of Hindi	29
17.	RTI, Act 2005	30
18.	Modernization of Library	30
19.	Other Misc. activities.	30-31
20.	Staff Strength	32
21.	Annexure	33

FOREWORD

It gives me a pleasure in presenting the Annual progress report of MSME-DI, Imphal and MSME-DI,Dimapur for the year 2012-13, which embodied the various activities undertaken and the achievements and shortfalls made thereof of the institutes during the year under report. Painsstaking efforts were put in, by officials and staffs in implementing the various plan programmes and policies of the Government of India to promote and developed Micro & Small Enterprises, which is vibrant sector of the economy, in the country as a whole, in the states of Manipur and Nagaland.

The Annual Report aims to highlight the various activities of the institutes through consultancy services, Common Facility Services, Entrepreneurship Skill development Programme, Skill development Programme, Management Development Programme, Cluster development Programme, national manufacturing competitiveness programme, economic and statistic services, Marketing Services, NSIC Registration, IPRs, technical reports etc. Besides other activities.

Both the institute is besetted with shortage of man-power and competent official which it is hope in future H.Q office may look into, once again to bring out a better result.

The institute also invites suggestion /feedback from individuals/associations/Govt. depts./other organizations working for promotion and development of micro & small enterprises for further betterment and improvement in the services provided in the states of Manipur and Nagaland,inspite of facing compatible manpower shortage.

The institute is looking forward to initiate more programmes for gainful employment generation and overall Socio-economic growth in the states of Manipur and Nagaland.

Dated:31/04/2013

(Th.Thongkholun Baite)
Deputy Director In charge
MSME-DI, Imphal

ANNUAL REPORT, 2012-13

MSME-DI,IMPHAL

1. INTRODUCTION:

The MSME-DI,Imphal and its branch MSME-DI,Dimapur is one of the field offices of MSME-Development Organization, an attached/subordinate office of the Ministry of Micro, Small & Medium Enterprises, Govt. of India, The MSME-DI, Imphal was established in the State of Manipur in 1971 as Branch Institute, and later in the year 1986 it was upgraded to full-fledged Directorate, The main objective of the institute is to provide much needed consultancy services and support to Micro & Small Enterprises sector in the state of Manipur. Since its inception till today, the institute is dedicated to provide various support services like Technical counseling, Plant & Machinery, selection of Products, Managerial consultancy etc. The institute also extend help to Micro & Small enterprises by creating awareness on modernization, Technology Up Gradation, acquiring of ISO, Energy Conservation etc. and a host of others to foster the growth of Micro & Small Enterprises. Besides, the institute also conduct diagnostic study report, recommended for soft intervention and work closely with state industries department in implementation of Industrial Infrastructure development project under MSE-CDP Scheme.

As part of its regular activity, the institute conducts Entrepreneurship Development Programme, Skill Development Programme, Management development programme with a focus on developing and sharpening the entrepreneurial, managerial and technical skills of the existing or prospective entrepreneurs.

MOTTO : To Promote, Develop and Foster the growth of Micro & Small sector for Socio-economic growth in the States of Manipur and Nagaland.

The official jurisdiction of the institute covers the states of Manipur and Nagaland.The details of which is given below:

1.10

Sl.No.	Name of the State	Name of the Districts	Location of MSME-DI
A.	Manipur	i) Imphal West } ii) Imphal East } iii) Bishnupur Valley iv) Thoubal v) Churachandpur Hill vi) Chandel vii) Tamenglong viii) Senapati ix) Ukhrul	Imphal West
		Total No. of districts = 9	
B.	Nagaland	i) Dimapur ii) Kohima iii) Mon iv) Phek v) Tuensang vi) Mokokchung vii) Zunheboto viii) Wokha ix) Peren	Dimapur

		x) Longleng xi) Kiphire	
		Total No. of districts = 11	

The Annual Reports aims to highlight the important activities and achievements made thereof by the institute and its branch institute during the year 2012-13. However, it is also constraint to mentioned that, the institute could not achieved the desired target in the current financial.

2. MANIPUR AT A GLANCE:

1. Area :22,327 Sq.Km.
2. Population :27,21,756
3. Capital :Imphal
4. State Language :Manipuri
5. State Emblem :Kangla Sha
6. State Bird : Nongyeen
7. State Animal :Sangai
8. State Flower :Shiroi Lily
9. State Game :Manipuri Polo
10. Density of Population :122
11. Literacy Rate :79.85%
12. Longitude : 92.03⁰E to 94.78⁰E

13. Latitude	23.83 ⁰ N to 25.68 ⁰ N
14. Rainfall	: 1467.5mm(Avg.)
15. Rainy Season	: May to October
16. Scheduled Tribe	: 33(Recongised by Government)
17. Assembly constituency	: 60(40 General, 19 ST, 1 SC)
18. Parliamentary constituency	: 2(One for Inner and One for Outer)
19. National Highway	3(39-Indo-Myanmar road, 53-New Cachar Road, 150-Jessami-Tipaimukh Road).

The People of Manipur:

The people of Manipur include Meitei, Naga, Kuki, Meitei Pangal and other colourful communities which have lived together in complete harmony for centuries. These are the people whose folklore, myths & legends, dances, indigenous games and martial arts, exotic handlooms & handicrafts are infested with the mystique of nature. The wonders has no end in Manipur.

3.Nagaland at a Glance

GENERAL INFORMATION OF NAGALAND

1.Total Area	: 16,579 Sq. kms.
2.State Capital	: Kohima (1,444.12 Mtrs. Above Sea level)
3.Population	: 19,88,636 Persons (Census 2001)
4.Density of Population	: 120 per sq. km.
5.Sex Ratio	: 909F: 1000M
6.Literacy Rate	: 67.11%

7. Male	: 71.77%
8. Female	: 61.92%
9. Official Language	: English
10. Average Rainfall	: 2500mm
11. Highest Peak	: Saramati- 3840mtrs.
12. Main Rivers	: Dhansiri, Doyang, Dhiku
13. Railway Head & Airport	: Dimapur
14. Commercial Centre	: Dimapur
15. District with HQs	: (1) Kohima (2) Mokokchung (3) Tuensang (4) Mon (5) Wokha (6) Zunheboto (7) Phek (8) Dimapur (9) Peren (10) Longleng (11) Kiphire
16. Seasons	: a. Heavy Rain - May to August b. Occasional rainfall - September to October c. Dry Season - November To April
17. State Boundaries	: East - Myanmar & Arunachal Pradesh West - Assam North - Assam & Arunachal Pradesh South - Manipur
Tribes	: Angami, Ao, Chakhesang, Chang, Khamniungan, Kuki, Konyak, Kachari, Lotha,

Phom, Rengma, Sumi, Sangtam, Yimchungru,
Ziliang..

4. BRIEF ACTIVITIES OF MSME-DI,IMPHAL & BRANCH MSME-DI,DIMAPUR

- ❖ Technical consultancy services
- ❖ Management consultancy services

- ❖ Economic information services

- ❖ Seminars/Workshops on Energy Conservation, IPR, Product certification

- ❖ Ancillarization and Sub-Sub contracting Exchange Services

- ❖ Export promotion, sending samples to international Trade fairs

- ❖ Training on Export packaging

- ❖ Entrepreneurship Development Programme training

- ❖ Entrepreneurship Skill Development Programme

- ❖ Management Development Programme

- ❖ Industrial Motivational Campaign

- ❖ Market Development Assistance

- ❖ ISO=9000 Certification Re-imburement Scheme

- ❖ Common facility Workshop

- ❖ Bar-Coding Re-imburement scheme

- ❖ Small Enterprise Network(SENET)
- ❖ MSE-Cluster Development Programme
- ❖ Skill Development Programme Training
- ❖ Other Action Plan Target assigned by Headquarter office
- ❖ Implementation of NMCP Scheme
- ❖ NSIC single point registration

5. REVENUE EARNINGS FROM VARIOUS ACTIVITIES DURING 2012-13 as on March,2013):-

Sl. No.	Activity	MSME-DIImpfal	Br.MSME-DI Dimapur	Total	Cum. Total
1.	Revenue from workshop	3200	2540	5740	30520
2.	Specialized Training Programme (C AD/CAM)	0	0	0	0
3.	Sale of Trainee Products	0	0	0	0
4.	Seminar/ESDP/EDP/MDP /SDP W/Shop fees	0	2850	2850	13000
5.	Capacity Assessment and Consultancy	0	0	0	6000
6.	Project Appraisals	0	0	0	0
7.	Sick Unit Studies	0	0	0	0
8.	In plant Studies	0	0	0	0
9.	Surveys	0	0	0	0
10.	Energy Audits	0	0	0	0
11.	NSIC Regd./GSPP	0	0	0	4500

12.	Sale of Publications	0	0	0	1670
13.	PD Accounts/ National Award	0	0	0	0
14.	Others(SCX Regd.)	0	0	0	100
15.	Total	3,200	5,390	8,590	55,790

6. Action plan target activity for the year 2012-13.

Sl. No.	Report	Annual Target	During the month	Cumulative (up to the month)	% Age
1.	Project Profiles (New)	03	01	02	67%
2.	Project Profiles (Updated)	04	03	04	100%
3.	State Industrial Profile	01	Nil	Nil	Nil
4.	District Industrial Potential Survey Report	20	04	08	40%
5.	Number/Name of units provided Intensive Technical Consultancy	03	0	02	67%
6.	Write up/product specific studies	01	Nil	Nil	Nil
7.	Directory of Electrical/electronic product	01	Nil	Nil	100%
8.	Registration with SCX	20	nil	Nil	Nil
9.	Production directory	02	Nil	Nil	Nil
10.	PP on Ancillary items	01	01	01	100%

The revenue earning slightly improves during the year under report compared to the previous year.

7. EXPENDITURE STATEMENT OF THE INSTITUTE(PLAN):As on March,2013.(MSME-DI,Imphal)

Sl.No.	Head of Account	Budget allocation	Expdt.up to previous month	Expdt during the month	Progressive total	Remarks
1	Salary 23.01.01	1,25,00,000	92,99,885	9,28,319	1,02,28,204	
2	Medical Treatment 23.01.06	1,10,000	82,572	13,940	96,512	
3	T.E. 23.01.11	2,00,000	44,362	1,05,071	1,49,433	
4	O.E 23.01.13	5,00,000	95,635	4,04,040	4,99,675	
	Total	1,33,10,000	95,22,454	14,51,370	1,09,73,824	

Note ; The above expenditure statement excludes other plan funds viz, IMC/EDP/MDP/ESDP and other special programmes related to schemes.

8. WORKSHOP FACILITIES /REVENUE EARNING

The MSME-DI, Imphal and MSME-DI, Dimapur is offering common Facility services for the benefit of Micro & Small enterprises in the states of Manipur & Nagaland. The common facility includes job work and technical training programmes through Mechanical Engineering Workshop. The detail facilities available in both the institute are given below:

a).At MSME-DI Imphal

1) Turning

At Branch MSME-DI Dimapur

1) Turning

- | | |
|-------------|-------------|
| 2) Drilling | 2) Drilling |
| 3) Grinding | 3) Grinding |
| 4) Shaping | 4) Shaping |
| 5) Milling | 5) Welding |
| 6) Fitting | 6) Fitting |
| 7) Welding | |

b).MSME-DI,Imphal (MANIPUR)

- | | | |
|----|--|--|
| 1) | No. of jobs undertaken | : 25 |
| 2) | No. of units benefited | : 18 |
| 2) | Revenue Earned(Rs.) | : 15,910 /- |
| 3) | Target(Rs.) | : 30,000/-(Target not achieved) |
| | Total nos, of trainees during the year | : Nil. |
| | Revenue earned from SDP training | : Nil |

c Branch MSME-DI,Dimapur (NAGALAND)

- | | | |
|-----|--|-------------------|
| 1) | No. of jobs undertaken | : 119 |
| 2). | No. of units benefited | : 148 |
| 2) | Revenue Earned(Rs.) | : 15,070/- |
| 3) | Targets(Rs.) | : 15,000/- |
| | Total nos, of trainees during the year | : nil |

Note; Proposal to disposed off some outdated/obsolete and junk machines installed in workshop including DG set and Office vehicle were made and permission is sought and awaited from H.Q office. For further necessary action. And proposals for new machineries for up gradation of workshop attached to the institute is under due consideration.

9. Techno-managerial consultancy rendered:

The MSME-DI, Imphal & its Branch MSME-DI, Dimapur provide techno-managerial consultancy services to prospective and existing entrepreneurs of Manipur & Nagaland state. The consultancy service were provided to visiting small enterprises, providing assistance to visitors & attending to various enquiries at the respective institutions, through training programmes, through common facility service etc. The details of various assistance/services rendered during the year under report are as under:

A. Techno-Managerial Services:

- | | | |
|------|---|------|
| (i) | No. of units visited by MSME-DI, Officials | :160 |
| (ii) | No. of prospective & existing entrepreneurs assisted. | :280 |

B. Various Assistance Provided

- | | | |
|-------|--|-----|
| (ii) | No. of intensive technical assistances rendered | :01 |
| (iii) | No. of project profiles prepared (See Annexure) | :05 |
| (iv). | No. of registration under SCX | :00 |
| (vi) | Product specific study/Write-up | :00 |
| (vi) | Electrical Directory (New) | :01 |
| vii) | No. of units recommended for Govt. store purchase Programme(NSIC)(See annex) | :02 |
| ix). | Capacity assessment conducted (See annex.) | :01 |
| x). | Assistance under TREAD scheme annex) | :16 |

10.A Training/Seminars/Workshop:

Technical Training

No Skilled Development Courses of Three/Six Months duration for developing skills of semi-skilled and unskilled workers of SSI units and prospective entrepreneurs and others were conducted during the year under report.

B. MARKETING DEVELOPMENT ASSISTANCE:

Not a single unit was sponsored for national as well as international under this scheme.

C. MANAGEMENT ASSISTANCE:

An MDP's on Financial management and other topics for Micro enterprise owners were conducted to help them improve decision making capabilities for higher Productivity and profitability.

D. SEMINARS:

During the year under report ,MSME-DI Dimapur organized and conducted the following Seminars/Workshop for the benefit of local MSE :

i) One day awareness campaign on Bar –Code

11. IMC/EDP/MDP/ESDP:

SL, No	Name of the Programme	Target Assigned (Nos)	Amount (Rs. Lakh)	Target Surrender (nos)	Amount (Rs Lakh) Surrender .	Target Achieved	Amount (Rs.in Lakh) Achieved .
1.	IMC	30	2.4	11	0.88	15	1.19
2.	EDP	09	1.92	01	0.26	04	0.80
3.	ESDP (Workshop)	19	11.4	13	7.8	05	2.97
4.	ESDP	09	7.12	03	1.57	02	1.19
5.	MDP	09	1.8	03	0.60	05	0.99
6.	Bar Code	01	0.30	--	Nil	01	0.29

	Seminar						
7.	Export Packaging.	01	0.38	01	Nil	Nil	Nil

11. Entrepreneurship Skill Development Programme (ESDPs, Workshop)

Target:19 Achieved :05 Surrendered :09 Shortfall :05

Branch MSME-DI,DIMAPUR:

Sl.NO	Name of Programme	Venue	Duration	No. of Candidate	Revenue (Rs)	Expenditure (Rs)	Category
1.	ESDP on Basic Welding & Sheet Metal Fabrications	Nagaland Tool Room & Training Centre, Dimapur	12/12/2012 To 31/01/2013	20 Nos.	400/-	59,000/-	M=20
2.	ESDP on Conventional Turning, Milling & Grinding	Nagaland Tool Room & Training Centre, Dimapur	13/12/2012 To 01/02/2013	23 Nos.	200/-	60,000/-	M=23
3	ESDP on CNC Programming & Operation of CNC Turning & Milling	Nagaland Tool Room & Training Centre, Dimapur	14/12/2012 To 04/02/2013	22 Nos.	800/-	60,000/-	M=20 F=02

4	ESDP on Auto CAD	Nagaland Tool Room & Training Centre, Dimapur	17/12/2012 To 05/02/2013	21 Nos.	1000/-	59,960/-	M=20 F=01
5	ESDP on Carpentry	Nagaland Tool Room & Training Centre, Dimapur	18/12/2012 To 06/02/2013	25 Nos.	-	58,750/-	M=23 F=02
	Total			111	2,400/-	2,97,710/-	111

12. Entrepreneurship Skill Development Programme (ESDPs , General)

ENTREPRENEURSHIP SKILL DEVELOPMENT PROGRAMMES(ESDP)

ESDP/EDP are organized and conducted as regular training activity with the objective to cultivate the latent qualities in youths by enlightening them on various aspects that are considered necessary for setting up of Micro & Small Enterprises.

Target:09 Achieved :02 Surrendered :03 Shortfall :04

MSME-DI,IMPHAL

Sl.N O.	Name of Programme	Venue	Duration	No. of Candidate	Revenue (Rs)	Expenditure (Rs)	Category
1.	Entrepreneurs Skill Development Programme on Food processing	Yumnam Huidrom, Wangoi, Imphal West.	24/01/2013 To 05/03/2013	23Nos.	1350/-	59,800/-	M=04 F=19
2.	Entrepreneurs Skill	M/S Sana Food,	01/02/2013	20Nos.	950/-	60,000/-	M=02 F=18

	Development Programme on Fruit & Vegetables Preserved Items (Pickles/Jams/Jellies etc)	Takhellambam Leikai, Imphal West	To 08/03/2013				
	Total			43	2,300/-	1,19,800	43

13. Entrepreneurship Development Programme (EDPs):

ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES(ESDP)

ESDP/EDP are organized and conducted as regular training activity with the objective to cultivate the latent qualities in youths by enlightening them on various aspects that are considered necessary for setting up of Micro & Small Enterprises.

Branch MSME-DI, DIMAPUR:

Sl.No.	Name of Programme	Venue	Duration	No. of Candidate	Revenue (Rs)	Expenditure (Rs)	Category
1.	Entrepreneurship Development Programme	DIGITECH Institute, Dimapur.	04/12/2012 To 14/12/2012	20 Nos.	700/-	20,000/-	M=13 F=07
2.	Entrepreneurship Development Programme	SAI COMPUTER Dimapur.	11/01/2013 To 22/01/2013	20 Nos.	1000/-	20,000/-	M=16 F=04
3	Entrepreneurship Development Programme	Nagaland Candle, Signal Basti, Dimapur.	22/01/2013 To 01/02/2013	20 Nos.	300/-	20,000/-	M=19 F=01
4	Entrepreneurship	DELTA	01/02/20	20 Nos.	600/-	20,000/-	M=13

	hip Development Programme	SERVICES Dimapur.	13 To 12/02/20 13				F=07
	Total			80	2,600/-	80,000/-	80

14. MANAGEMENT DEVELOPMENT PROGRAMME(MDP):

MDPs are organized & conducted with The objective of imparting training in management related topics for higher productivity & profitability of existing enterprises and development of new enterprise.

BRANCH MSME-DI,DIMAPUR:

Sl.N O.	Name of Programme	Venue	Duration	No. of Candidate	Revenue (Rs)	Expenditure (Rs)	Category
1.	Management Development Programme on Information Technology and Export Management	Sidhartha professional Academy, Dimapur.	17/11/2012 To 22/11/2012	20 Nos.	850/-	19,984/-	M=12 F=08
2.	Management Development Programme on Financial Management	Sidhartha professional Academy, Dimapur.	20/11/2012 To 24/11/2012	25 Nos.	850/-	19,997/-	M=15 F=10
3	Management	Sidhartha professional	26/11/2012	20 Nos.	200/-	19,982/-	M=08 F=12

	Development Programme on Marketing Management	al Academy, Dimapur.	To 01/12/2012				
4	Management Development Programme on IT & Export Management	Sidhartha professional Academy, Dimapur.	04/12/2012 To 08/12/2012	20 Nos.	950/-	19,984/-	M=13 F=07
5	Management Development Programme on E-Commerce.	Sidhartha professional Academy, Dimapur.	06/03/2013 To 11/03/2013	20 Nos.	350/-	19,982/-	M=13 F=07
	Total			105	3,200/-	99,929	105

15. INDUSTRIAL MOTIVATIONAL CAMPAIGNS ORGANISED:

The MSME-DI Imphal and MSME-DI,Dimapur organized and conducted Motivation Campaigns to motivate people of different category & community to Take up self employment & to promote entrepreneurship and also on various schemes of O/oDC(MSME) in the states of Manipur & Nagaland. During the year under report, the following IMC's were conducted as given below:

MSME-DI,Imphal

Sl.N O.	Name of Programme	Venue	Duration	No. of Candidate	Revenue (Rs)	Expenditure (Rs)	Category
---------	-------------------	-------	----------	------------------	--------------	------------------	----------

1.	One Day Industrial Motivation Campaign	Noney Bazar Community Hall, Tamenglong .	29/11/2012	85 Nos.	-	8,000/-	All ST M=33 F=52
2.	One Day Industrial Motivation Campaign	Short Stay Home, Wangoi, Imphal West.	29/01/2013	56Nos	-	7997/-	M=13 F=43
3	One Day Industrial Motivation Campaign	Chingtham Leikai, Imphal West.	07/02/2013	43 Nos.	-	7980/-	M=05 F=38
4	One Day Industrial Motivation Campaign	Uttarayam Community Hall, Khurai, Imphal/East.	12/02/2013	63 Nos.	-	7980/-	M=11 F=52
5	One Day Industrial Motivation Campaign	Social Development Organisation , Wangkhei, Imphal/East	19/02/2013	36 Nos.	-	7950/-	M=0 F=36
6.	One Day Industrial Motivation Campaign	Sanjengbam , Kambongbut , Imphal East.	05/03/2013	52 Nos	-	8000/-	M=26 F=26
7	One Day Industrial Motivation Campaign	The Good Samaritan Foundation, Churchandpur.	14/03/2013	40 Nos	-	8000/-	M=27 F=13.
8	One Day Industrial Motivation	Changangei, Uchekon, Imphal West.	16/03/2013	36 Nos	-	7970/-	M=15 F=21

	Campaign						
9	One Day Industrial Motivation Campaign	M/S Luxmi Embroidery Centre, Terak Lukram Leirak, Imphal West.	12/03/2013	42 Nos	-	7975/-	M=02 F=40
	Total			453		71,852	453

Branch MSME-DI,DIMAPUR:

Sl.N O.	Name of Program	Venue	Duration	No. of Candidate	Revenue (Rs)	Expenditure (Rs)	Category
1.	One Day Industrial Motivation Campaign	Aoyeimti Village, Dimapur	25/01/2013	50 Nos.	-	8,000/-	All ST M=05 F=45
2.	One Day Industrial Motivation Campaign	Chukedima, Dimapur.	31/01/2013	50Nos	-	8,000/-	All ST M=05 F=45
3	One Day Industrial Motivation Campaign	Kuda Village, Dimapur	02/03/2013	50 Nos.	-	8,000/-	All ST/SC. M=05 F=45
4	One Day Industrial Motivation Campaign	DIGITECH Institute, Dimapur.	04/03/2013	50 Nos.	-	8,000/-	M=05 F=45
5	One Day Industrial Motivation	Sai Computer ,	06/02/2013	50 Nos.	-	8,000/-	M=05 F=45

	n Campaign	NAGALAN D					
6.	One Day Industrial Motivation Campaign	NAGARJAN DIMAPUR	07/03/2013	50 Nos	-	8,000/-	M=02 F=48 All ST.
	Total			300		48,000	300

16. SEMINARS/AWARENESS/WORKSHOP PROGRAMMES:

With the liberalization of the economy, the MSE sectors needs to Up grade its quality to meet the International standards. In order to create awareness on these and other issues during the year under report, the following programmes were conducted as detailed given below:

MSME-DI,Dimapur:

Sl. No.	Name of Training	Venue	Duration	No. of Candidate	Revenue (Rs.)	Expenditure (Rs.)	Category
1	One day bar code sensitization programme	NTTC Dimapur	19.03.12	20 nos.	2,000 /-	29,000 /-	M=6 F=3(mino.) F=11 T=20 nos.
3	One day state level Vender Development Programme (VDP)	Dimapur	26.09.2013	50	5,000/-	50,000/-	M=43 F=07 ST=42 OBC=04 Min=04
4	Three day national level Vender Development	Dimapu	15.11.2013 to 17.11.2013	104	37,500	2.25Lakhs	M=69 F=35 ST=82 OBC=2

	t Programme (VDP)	r					Gen=08 Min=12
TOTAL				286 nos	4100/-	197177/-	214

17.

a).Economic Investigation and other statistical work done:

District Profile: Target :20nos. Achieved :8nos.

Percentage of achievement :40%

b). Parliament Questions Attended:

The Institute received and response to Lok Sabha/Rajya Sabha Parliament Questions as and when received during the year. The matter was followed up with the concerned department of the State Government and other and reply furnished to H. Q. office.

c). Meetings Attended:

Task Force Meetings. Officers of the MSME-DI,Imphal and Br. MSME-DI Dimapur attended PMEGP task force Meetings for selection of potential beneficiaries under the PMEGP Scheme. The E.I division is co-coordinating for deputing officials to various district Industries Centre(D.I.C) s.

d). IMPCC Meeting:

The Inter-Media Publicity Co-ordination Committee Meetings (IMPCC) of Manipur were attended regularly and the progress and various work done of the institute were reported in the meeting.

e). State Level Bankers' Meeting(SLBC):

The MSME-DI, Imphal regularly attended the SLBC Meetings convened by lead Bank(State Bank of India).in the state of Manipur and issues related with implementation of MSME schemes related with promotion of micro enterprises were raised in the meeting.

f). Assistance to DIC:

The MSME-DI, Imphal and its Branch MSME-DI,& Dimapur maintained a closed liaisoning with all the DICs of Manipur & Nagaland States throughout the year. The officers visited the DIC's as and when required in various routine and other back-up support.. Also various training courses/programmes were also conducted with the help and association of DICs. Besides, all kinds of assistance/ support especially on matters of filing of E.M especially in providing necessary codes(ASICC & NIC) through the applicants have been provided to DICs as and when required.

18. Implementation of O/o DC(MSME) Schemes:

a). MSE-CDP Scheme:

During the year under report, the following soft intervention proposals were approved by O/oDC(MSME) N.Delhi as below:

- a. Handloom Weavers Cluster,Churachandpur
- b. Handloom Weaving Cluster,Imphal West
- c. Silk Weaving Cluster,Bishnupur

The total project cost of the above three cluster is Rs.29.50 lakhs.

In addition to above, In-principle approval for up gradation of Takyelpat Industrial Estate was accorded for implementation.

And in-principle approval of infra structure development at Kuraopokpi and Urak Tera at Thoubal and Bishnupur districts respectively were also accorded for implementation.

Further,5(five) nos. proposal for Infrastructure development of five more districts were also sent to O/oDC(MSME) for accord of in-principle approval under MSE-CDP Scheme.

- d. M/s,Likla Industries(Food processing unit) Chingmeirong Imphal East District was assisted and guided for availing incentives scheme Under Credit Linked Capital Subsidy Scheme(CLCSS) finance by Bank of Baroda Imphal Branch.

b). Senet Division:

Under SENET division, AMCs of personnel computers and other related hardware's were taken up along with website maintenance. Also necessary items for PCs installed in the institute were also procured for all the division and also internet connectivity was also done under SENET.

An amount of Rs.2,61,325.00 were utilized out of the sanction amount of Rs.3,15,000.00 during the year under report. And the percentage of fund utilization is 82.96%.

Further, a request letter to disposed off outdated PCs and related equipments were sent to O/o DC(MSME) and permission of the same is still awaited.

c). National Award for outstanding performance in Entrepreneurship.

During the year under report, the institute motivate, three applications were forwarded and recommended for National Award under various category and none is found selected during the year under report.

19. Assistance provided to SC/ST/Women/Weaker Section/ of the society:

The table below shows the various assistance provided to above categories:

2012 – 2013:

Category	nos. assisted	%
Scheduled Caste	16	1.2
Scheduled Tribe	366	28
Women	653	50
Minority & others	58	4.4

20. TRAINING OF MSME –DO OFFICIALS;

During the year under report, the following officials undergone training at PPDC, Kanauj sponsored by H.Q office as below:

- a. Shri Tali Longchar, Branch MSME-DI, Dimapur
- b. Shri G. Nagaraj, Branch MSME-DI, Dimapur

21. PROMOTION OF HINDI:

During the year under report, the institute attended Hindi related official ,meetings and others as part of development of official language. as given below.

Conducted Hindi Divas on 14.09.2012. And Hindi week celebration was also held in the institute and prizes were also distributed to staffs who performed well. The following officials were deputed for undergoing Hindi training during the year as below:

- a. Shri T.N Singh, Asstt. Director (S.S)
- b. Shri K. Nobin Singh, MTS
- c. Shri Peichung Golmei, Driver

It is to note that, although most officials & staffs availed training & others incentives, nobody is willing to look after the co-ordination work of Hindi related activity. Further, the institutes repeated request to transfer & posted Hindi translator is also not fulfilled till-date.

As part of assurance of parliamentary committee, the official website of the institute is also hosted in Hindi.

22. Modernization of Library:

During the year under report, The MSME-DI, Imphal and Branch MSME-DI Dimapur procured Technical, journals in English & Hindi to upgrade the existing library for prospective & existing entrepreneurs and other general public to enriched their Knowledge in the various entrepreneurial subjects. And also, a small almirah procured for MSME-DI, Imphal under the library fund.

Utilization of Library fund is as below:

Fund allotted	; Rs. 40,000.00
Fund already utilized	: Rs. 32,365.00
Fund utilization percentage	: 81 %

23. Implementation of RTI Act, 2005

No representation were received during the year under report.

24. Office building maintenance work.

During the year under report, no maintenance work, both civil & electrical installation was taken up.

25. Other Misc works/activities:

a.Dy. Director in charge had attended official meeting on issues relative to MSME sector in the office Chamber of principal Secretary (Com.& Industries) Govt, of Manipur.

b.Dy, Director in charge attended meeting convene by state Ind, Department in the office chamber of Principle Secy, (Comm. & Ind) with NSIC Officials.

Meeting on EDP Scheme was conducted at conference hall MSME –DI Imphal with representative of DICs Lead Bank. Industries. Association and industrial unit.

c.Progress review meeting of FPI cluster Imphal, with SPV members, state had Deptt, SIDB, IIE&other state holders.

d. Asstt, Director (Mech) attended and delivered lecture one day IPR programme. Organized by Indian council of small Industries Kolkata at directorate of Industries and Commerce Kohima on 10/05/2012

e.MSME –DI, Imphal officers visits to Directorate of Industries DIC, N/C Education (u) and education (S), Medical directorate, Directorate of economic and statistics department for all district industrial potential survey report 2012 information collection.

DIPR, (MSME) Data collect visited to CMO, Imphal east Director of industries & Commerce, Director Rural Development, Imphal,east ADC office Jiribam.

MSME –DI Dimapur Visit to Directorate of Industries & Commerce on 5/6/2012.

DD/lc Branch Dimapur visited to KVIC, and attended PMERGP Monitoring committee meeting on 25/06/2012 at Kohima.

f.Dy, Director in charge had interactions with GMs /DIC of all Districts of Manipur state in connection with collection and compilation of district profiles of all districts in the state as directed by H.Q Office.

g.Dy, Director in charge had official appointment with Principal Secy ,(Comm & Ind)Govt, of Manipur, on cluster development programmes anticipated to be taken up in the state of Manipur.

h.Dy , Director in charge attended meeting convened by Director (Com,&Ind) DEptt; Govt, of Manipur on various issues concerning with implementation of MSE- CDP Scheme.

i.Dy, Director in charge also had official interaction with Honble Minister, Commerce & Industries, Govt. of Manipur on MSME Scheme.

j.Dy. Director in charge had tour Churachandpur, Senapati and Chandel district and had interaction with DIC, NGO, etc in connection with district profiles.

26. Officials and Staffs in Position(MSME-DI Imphal) (Plan)as on 31.03.2013:

The followings are the teams who are highly experienced and skill as below:

Sl.No.	Name of the official	Designation
1.	Shri Th.Thongkholun Baite	Deputy Director In charge
2.	Shri Ng.Maniron Singh	Asstt.Director(Mech)
3.	Shri L.Haridas Singh	Asstt.Director(IMT)
4.	Shri T.N Singh	Asstt.Director(S.S)
5.	Smt.R.K Thambalsana Devi	Inv(E.I)
6.	Shri L.Dinamani Singh	Draftsmen
7.	Shro M.Ranjit Singh	Stenographer Gr.I
8.	Shri U.Jugeshwar Singh	UDC(Acounts)
9.	Smt.L.Vungngaimang	UDC(Estt.)
10.	Shri K.Chandra Kumar	LDC(Cahier)
11.	Shri M.Jayenta Singh	LDC(Stor)
12.	Smt.Chinhoiting	LDC(Lib)
13.	Smt.Khumi	LDC(Estt)
14.	Shri G.Peichhung	Driver
15.	Shri A.Sharma	Skill worker
16.	Shri N.Ranjit Singh	Helper
17.	Shri Manohar Singh	Helper
18.	Shri K.Nobin Singh	MTS
19.	Shri Bhola	MTS
20.	Shri A.Deben Singh	MTS

21.	Shri G.Gaimei	MTS
22.	Shri Kh.Tombi Singh	MTS
23.	Smt.Jamini Devi	MTS
24.	Smt.Phatin	MTS

Total number of staffs on pay-roll list :23 nos.

27. Officials and Staffs in Position(Branch MSME-DI Dimapur)(Non-Plan) as on 31.03.2013:

Sl.No.	Name of the official	Designation
1.	Shri Tali Longchar	Deputy Director In charge
2.	Shri Nagaraj	Asstt.Director(Mech)
3.	Shri Deka	Skill Worker
4.	Shri Imolongba	Skill Worker
5.	Smt.Imtiba	Skill Worker
6.	Smt L.Lunglu	LDC(Estt/Actts)
7.	Shri Imtichuba	Driver
8.	ShriShankar Charkravarty	MTS

Note :- Total number of staffs on pay-roll list :08 nos.

Note:Due to acute shortage of officer level position, the functioning of the institute is not up to desire level. And as regard to subordinate staffs, the existing manpower is quite sufficient.

28. ANNEXURES:

a). Project Profiles

Sl.No.	Name of P.Profile	New/Updated	Prepared
01.	Desk Top Publishing(DTP)	Updated	D.D(Elect)
02.	Repaired & service of DG sets and Motor/pumps	New	D.D(Elect)
03.	Wooden Truck Body Building	Updated	A.D(Mech)
04.	Steel Furniture	Updated	A.D(Mech)
05.	Off set Printing press	New	A.D(Mech)
06.	Kouna Products(Ancillary)	Updated	A.D(Mech)

b). Name of units benefited under NSIC Registration:

1. M/S S.S. Electronic, Khurai Imphal East District ,Govt, Purchase Programme Registration, on 01/06/12.

2. M/S S.R.M. Enterprises Ningthamcha Karong ,Imphal West District, Govt, Purchase Programme Registration.

c). Name of units benefited under Sub Contract Exchange Registration:

1. M/s Chanura Welfare Association Bramhapur Imphal East District

d). Name of units benefited under capacity assessment:

1, M/s Manipur can & Bamboo Craft , Keinou Bishanupur District