

## **Manual of Udyog Bandhu in compliance of the “Right to Information Act – 2005”**

### **Particulars of Udyog Bandhu organisation, functions and duties:**

Name and address of the organisation-UDYOG BANDHU, Uttar Pradesh  
12-C, Mall Avenue,  
Lucknow - 226 001

#### ***a) Particulars***

Udyog Bandhu is an infrastructure & industrial facilitation organisation set up as a 'Society' under Societies Registration Act, 1860. It is headed by the 'Executive Director' under the Chairmanship of Infrastructure & Industrial Development Commissioner, Government of Uttar Pradesh.

#### ***b) Functions and Duties***

- The basic function of Udyog Bandhu (friend of industry) is to act as a bridge between entrepreneurs and Government.
- It also works as a catalyst for investment promotion.
- To assist Government in policy formulation and to get studies conducted on various aspects pertaining to industrialisation.

### **The powers and duties of its officers and employees:**

Udyog Bandhu is an officer-oriented organisation having no powers but responsibilities. It is a service provider and industry facilitation cell. The duties of its officers and employees are:

- To take cognizance of problems of the entrepreneurs and bring to the notice of Government with a positive approach to facilitate meaningful communication.
- To organise tripartite meetings to reduce the gap between industrialists and various Government organisations in order to assist in the resolution of such problems.

### **The procedure followed in the decision-making process, including channels of supervision and accountability:**

Being an officer-oriented organisation, every officer is accountable to the Executive Director and they perform their duties under the supervision and directives of Executive Director.

- Udyog Bandhu takes administrative decisions only for smooth functioning and maintenance of the office otherwise it is more of an assisting and advisory body in nature. All other policy and governing decisions are taken by the Government and appropriate authorities either by consensus or at the highest level of Government of U.P. The channels for supervision vest in Executive Director only.

### **The norms set by it for the discharge of its functions:**

The function of Udyog Bandhu is to act on any relevant matter as per law of the department concerned. It has to function as facilitator hence its norms are reconciliation and consensus through tripartite meetings.

### **The rules, regulations, manuals and records, held by Udyog Bandhu or under its control or used by its employees for discharging various functions:**

We are governed by

- Acts and manuals
- Our procedure is as per Government Orders issued from time to time.

The rules, regulations, acts and manuals are based on Government Orders issued from time to time. All the other relevant documents are kept in record for its use.

**A statement of the categories of documents that are held by Udyog Bandhu or under its control.**

Documents that are held by it may be categorized in the following manner:

- a) Applications / Representations received from different organizations and entrepreneurs.
- b) Records of tripartite meetings, working groups and other meetings of Udyog Bandhu.

**The 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 administration thereof.**

- Udyog Bandhu organises tripartite and high powered meetings for solving problems of industries, forms working groups for addressing policy matters and issues related to different departments.
- Udyog Bandhu also holds regular formal / informal consultations with various Industrial Associations.
- Nodal agency for PPP & SEZ projects.

**A 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 advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible to public:**

Udyog Bandhu has its Board of Directors under the Chairmanship of Infrastructure & Industrial Development Commissioner and Secretary / Principal Secretary Infrastructure & Industrial Development Departments as its Executive Director. Managing Directors of UPFC, PICUP, UPSIDC along with Chief Executive Officers of NOIDA & Greater NOIDA are nominated as its Members.

**A Directory of Udyog Bandhu officers:**

Shri V.N. Garg, IAS	<i>Executive Director</i>
Shri Dheeraj Sahu, IAS	<i>Jt. Executive Director</i>
Shri A.K. Pandey	<i>Senior Manager(Tech.)</i>
Shri R.B. Verma	<i>Dy. Senior Manager(Fin.)</i>
Shri K. S. Prasad	<i>Dy. Manager (Tech.)</i>
Shri Kulbhushan Kapoor	<i>Dy. Manager (Account.)</i>
Shri R.C. Bhatt	<i>Dy. Manager (Finance)</i>
Shri Deepak Srivastava	<i>Dy. Manager (Finance)</i>
Smt. Sumita Kamthan	<i>Staff Officer to Executive Director</i>
Shri N.C. Mishra	<i>Consultant Trade Tax</i>

**The monthly remuneration received by each of its officers and employees, including the system of compensations as provided in its regulations:**

Officers from different departments work for Udyog Bandhu and get Rs.3000/- per month as special incentive.

**The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Udyog Bandhu has no agency. The total budget allocation for the Financial Year 2010-11 is Rs. 2.85 Crores. U.P. Investment Centre, though not exactly an agency, gets its budget from Udyog Bandhu. U. P. Investment Centre works basically towards attracting investment in the State and liaison with the Government of India and other agencies.

**All the relevant information in the records of Udyog Bandhu is available on its website:**  
<http://www.udyogbandhu.org> and <http://udyogbandhu.up.nic.in>

**The names, designations and other particulars of the Public Information Officers:**

***Smt. Sumita Kamthan***

Staff Officer to Executive Director &  
Public Information Officer,  
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Lucknow  
Tel. No. 0522-2237582/83  
Fax - 0522 - 2237345

**Appellate Authority:**

***Shri A. K. Pandey***

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