

**BASIC TASAR SILKWORM SEED ORGANIZATION**  
**CENTRAL SILK BOARD**  
**Ministry of Textiles, Government of India**  
**Satyam Commercial Complex**  
**Ist floor, Link Road, Bilaspur (C.G.)**

Phone: 07752- 237265, 400378, 233128, 232983, 232973  
Fax: 07752-233748 & 232983  
e-mail: btssobil.csb@nic.in

BTSSO is overall responsible for production and supply of both nucleus and basic tasar silkworm seed from Central Tasar Silkworm Seed Station (CTSSS, Kargi Road, Kota and Basic Seed Multiplication and Training Centres (BSM&TC) respectively. It has been assigned the following mandate:

- i) Organize three tier multiplication of seed i.e. at CTSSS, Kargi Road, Kota, BSM&TCs and PPCs level as per the approved norms and co-ordinate and monitor basic seed production in tune with the quality parameters, its adequacy and timely supply.
- ii) Prepare action plan for the basic tasar seed production and supply. Convene periodic seed meetings of BSM&TCs to discuss and review the progress of seed production programme and strategy.
- iii) Organize training programme for Adopted Seed Rearers (ASRs), DOS officials and private graineurs as per the requirement of the States.
- iv) Extend necessary technical services to DOS for quality dfl production through lending of technical expertise to the Tasar Seed Multiplication Centres and ASRs. Issue guidelines to State for undertaking desired seed multiplication and revival of PPCs.
- v) Control and monitor the activities of CTSSS and BSM&TCs and suggest improvement measures from time to time.
- vi) Co-ordinate with CTR&TI in replenishment of breeders stock for the production of nucleus seed at CTSSS at regular intervals.
- vii) Establish liaison with CTR&TI and DOS on all matters related to seed production and obtain feedback and submit reports to CSB.
- viii) Arrange 100% disease free seed at nucleus and basic seed level. Effectively monitor regular examination to detect disease infection and follow up action to control the disease.
- ix) Promote the concept of Adopted Seed Rearers and expand the base for quality dfls production by involving private entrepreneurs – promote private commercial tasar seed grainage by providing necessary technical expertise.

- x) Organizes supply of tasar dfls to States and monitor the seed multiplication at State level.
- xi) Convene seed price fixation meetings with the States and develop strategy for fixation of price for seed cocoons and dfls on quality parameters and productivity.
- xii) Integrated vertical extension through new technologies and materials for higher production and productivity.

2. The powers and duties of its officers and employees:

Powers and duties of its officers and employees are exhibited in **Annexure-I**.

3. The procedure followed in the decision making process, including

Channels of supervision and accountability:

#### **ADMINISTRATIVE PROCEDURE**

i) All receipts are put-up by concerned case workers subject wise to the Sectional heads viz. Assistant Director (Administration & Accounts) Establishment and Accounts.

ii) All such files are scrutinized/examined & then categorized in accordance with delegation of powers at the level of Section Officer and accordingly disposed.

iii) Files requiring sanction/approval of the level of Head of office are then segregated and send to the Head of office.

iv) So is the channels of supervision included in the procedure.

#### **TECHNICAL PROCEDURE**

i) Quarterly technical report regarding rearing, grainage & production of DFLs are obtained from 23 field Units scattered all over India, examined and compiled by Scientist-C and monitored by Divisional Head viz. Scientist-D.

ii) DFLs distribution programme is monitored at the level of Scientist-D and Head of Office.

iii) Quarterly review meetings are held.

iv) Annual report are prepared and circulated.

#### **ACCOUNTS & AUDIT PROCEDURE**

i) Annual action plan is prepared and forwarded to Central Silk Board, Bangalore for approval.

ii) Grants are obtained for various expenses from Central Silk Board, Bangalore.

iii) Expenditure are incurred in accordance with annual action plan.

iv) Monthly accounts and annual accounts are rendered to Central Silk Board, Bangalore as a testimony of utilization of funds.

v) Annual accounts, purchase proposal etc. are audited by the Internal audit, Central Silk Board, Bangalore and Accountant General, C.G., who furnishes true and fair certificate.

#### **STORE PURCHASE PROCEDURE**

i) Procedure for store purchase as mentioned in G.F.R/CVC guideline., are being followed scrupulously.

4. The norms set by it for the discharge of its functions:

The norms set by BTSSO for the discharge of its functions are as under:-

i) Organizing three tire multiplication of seeds.

ii) Coordinating production & supply of both nucleus and basic tasar silkworm seed.

iii) Controlling 23 field units.

5. The rules, regulation, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

i) Central Silk Board Act, 1948 and Central Silk Board Rules, 1955.

ii) All rules regulations, instructions manuals etc. of Central Govt.

iii) Requisite records such as receipt & dispatch registers, attendance registers, service books, cash books & vouchers, ledgers annual accounts, annual report, advance registers, stock registers, assets registers, vehicle log books etc. are held by organization.

6. A statement of the categories of documents that are held by it or under its control:

i) Auditable category of documents.

ii) Confidential/secret category of documents.

7. 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 implementation thereof:

BTSSO is having the main mandate of producing basic tasar seed in its nested units and supplying to respective State sericulture department. The policies & Action Plan for this purposes are decided at State Level Sericulture Coordination Committee constituted at each State viz. Chhattisgarh, M.P., A.P., U.P., Bihar, Jharkhand, Orissa, West Bengal & Maharashtra.

8. 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 advice 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 for public:

The State Level Sericulture Co-ordination Committee have consultant members, who are representative of tasar rearers, reelers & weavers. The minutes are regularly circulated.

9. A directory of its officers and employees:

A directory of officers and employees is annexed at **Annexure-II**.

10. The monthly remuneration received by each of its officers & employees, including the system of compensation as provided in its regulations:

Name of officers/officials	Designation	Pay bands/Grade pay	Total remuneration
1. Dr. K. Mandal	Director	37400-67000 8700	1,15,824.00
2 Dr. Soumen Nandi	Scientist-D	15600-39100 7600	1,00,730.00
3. Dr. B.K. Singhal	Scientist-D	15600-39100 7600	1,01,280.00
4. Dr. M.S. Rathore	Scientist-C	15600-39100 6600	69,318.00
5. Dr. Chandrashekharaiyah	Scientist-B	15600-39100 5400	56,057.00
6. Shri S.N. Biswas	D.D.(A&A)	15600-39100 6600	80,850.00
7. Shri. B.S. SundarRaj	A.D. (A&A)	15600-39100 5400	68,810.00
8. Shri. Dhiresk Thakur	A.D.(Computer)	15600-39100 5400	63,655.00
9. Shri K.B. Rai	A.S. (Admn.)	9300-34800 4600	55,918.00
10. Shri Sohan Lal Sahu	A.S. (Admn.)	9300-34800 4800	62,816.00
11. Shri Lal Das Dhirah	A.S. (Admn.)	9300-34800 4600	55,693.00
12. Shri P.R.Dutta	A.S. (Admn.)	9300-34800 4600	54,677.00
13. Shri M.R.Chandra	A.S. (Admn.)	9300-34800 4200	48,820.00
14. Shri Rahul Malviya	A.S. (Admn.)	9300-34800 4200	43,906.00
15. Shri H. S. Ray	Sr.Trans.(Hindi)	9300-34800 4800	61,678.00
16 Shri K.K.Modak	T.A.	9300-34800 4600	53,402.00
17. Shri Baidyanath Mishra	T.A	5200-20200 4600	52,743.00
18. Shri C.P.Goswami	S.C.D, G.-I	5200-20200 2800	41,102.00
19. Shri V.M.Khadse	U.D.C.	5200-20200 2800	36,357.00
20. Shri Shankar Lal Sahare	S.C.D.G.-II.	5200-20200 2800	38,647.00
21. Shri. Tikam Chand Verma	L.D.C	5200-20200 1900	20,215.00
22. Shri G.C.Namdev	M.T.Staff	5200-20200 2000	34,439.00
23. Shri Puni Ram	M.T.Staff	5200-20200 1900	28,348.00
24. Shri Sudama	M.T.Staff	5200-20200 1800	20,221.00

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

Approved Action Plan for the financial year 2016-17 is annexed at **Annexure-III**.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

BTSSO has no subsidy programme. DFLs supplied against full invoice cost.

13. Particulars of receipts of concessions, permits or authorizations granted by it:

According to its mandates BTSSO does not provide concessions, permits or authorization.

14. Details in respect of the information, available to or held by it, reduced in electronic form:

Information regarding publishing of open tenders are displayed on our website [www. e-procure.gov.in](http://www.e-procure.gov.in)

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

It has not library.

16. The names, designations & other particulars of the Public Information Officer:

Central Silk Board, Bangalore has designated **Dr. Kalidas mondal, Director** as Central Public Information Officer.

17. Such other information as may be prescribed, and thereafter up-date this publications every year:

The details of information enumerated Sl. 1 to 16 shall be updated every year.

-X-X-X-X-X-X-X-X-X-X-X-X-

## ANNEXURE-I

### DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS TO OFFICERS OF B.T.S.S.O., BILASPUR

#### DIRECTOR

1. To be the Head of the office.
2. To maintain bank account and be drawing and disbursing officer for all payments including wages pertaining to his office and attached offices.
3. To implement all the decisions taken by the Board/Chairman/Member Secretary in so far as it pertains to his office and attached offices.
4. To attest entries in cash book/leave account.
5. To co-ordinate and supervise the work of the office & establishment of his office and attached offices.
6. To grant casual and regular leave, except study leave to the officers and staff working under him i.e. to the officials of the rank below his own rank.
7. To sanction tour programme of staff and officers of the rank below his own rank.
8. To be the controlling officer for traveling allowances for the staff and the officers below his own rank.
9. Transfer of Group-‘C’ and ‘D’ employees within the Units coming under their jurisdiction in conformity with the transfer policy guidelines and the instructions contained in the Ministry’s communication and subject to the conditions indicated in the letter No.63(1)/2001-ES.I dated 28-06-2002.
10. Enhancement of wages of casual labourers are fixed according to central labour commission guideline ratified by CSB.
11. The officer-in-charge may dispose off applications for outside jobs received from the officers/staff working under his control as per the guidelines issued from the Central Office.
12. The Officer In-charge may sanction annual increments to all the officers and staff working under his control except himself.
13. Grant of Casual leave to Head of the Office. Applications for grant of CL for head of the office need not be referred to Central Office hereafter. CL account may be maintained at the respective Stations. However, application for leave of any other kind for the Head of the Office shall be referred to Central Office.
14. Grant of Conveyance Allowance to physically handicapped.
15. To grant Special pay to Cashier.
16. To grant Special increment for promoting small family.
17. Extension of time limit for availing TTA benefits (shifting family/personal effects etc)
18. To grant Disability leave and Special Casual leave to Officers and officials below his level as per rules.
19. Acceptance of resignation of Officers/staff up-to the level of Scientist-D by the Directors of the Institutes and up-to the level of Scientist-C by the Scientist-D holding independent charge of Stations, under intimation to Central Office.
20. Permission for taking higher studies. Applications seeking permission for higher studies in India except Ph.D. may be disposed off by the Head of Office.

21. Closure of Probationary period in respect of the Officers and staff below his rank as per rules under intimation to Central Office.
22. To grant advance increments to Junior Stenographers for acquiring higher speed in Shorthand as per Rules.
23. To grant special pay to clerical staff working as Telephone Operators.
24. To grant special pay to Group-D staff as per Rules for operating (a) Franking Machines, (b) Gestetner (c) Photostat Machine.
25. Acceptance of Voluntary Retirement applications of Officers/staff below his rank as per Rules under intimation to Central Office.
26. To obtain Annual Immovable Property returns in respect of Group-A Officers and Group-B Officials working under the administrative jurisdiction during the month of January every year and retain them in safe custody at his end.
27. To grant approval for acquisition/disposal of immovable properties in respect of Officers/Officials up-to the Scientist-D level.
28. To issue "No Objection Certificate" for obtaining Passport as per Rules for officers and staff below his rank working under his control.
29. To issue "No Objection Certificate" for obtaining Visa and grant of leave for going abroad to the Officers /staff up-to the level of Scientist-C working under his control.
30. To grant permission for extension of time limit up-to 6 months in addition to the normal 6 months for completion of journey on LTC by the family of Officers/Staff working under his control, except himself.
31. To sign bond on behalf of Member Secretary, CSB in respect of Officers/Staff working under his control who are granted Study leave/deputed for training abroad/Scholarship/Associateship/Fellowship, etc.
32. Approval for change of Home Town in respect of Officers/Staff working under his control under intimation to Central Office as per Rules.
33. Approval for change of surname in respect of Officers/Staff working under his control as per Rules under intimation to Central Office.
34. To dispose of pay anomaly requests of Officers/Staff working under his control within the institute/Station.
35. To approve list of Holidays for units coming under the control with a copy to Central Office.
36. Approval for payment of gratuity to TSFWs/CFWs either on retirement/death/resignation as per rules.
37. Approval for payment of EPF subscriptions to the concerned RRFC in respect of TSFWs/CFWs.
38. Forwardal of application for award of DBT scholarship / Fellowship within India as per the guidelines issued separately.
39. Approval for grant of permission for doing part-time Ph.D. as per the guidelines issued separately.
40. Scrutiny of APARS of the Officers and Officials and to take action as per the guidelines communicated vide letter no.CSB-8(1)/09-ES-II dated 02-07-09.
41. Applications received from group-'B', 'C' and 'D' officials relating to property transactions can be disposed off by the Director as provisions contained in CCS(Conduct) Rules, 1964.  
(Ref.: Central Office letter No.CSB-63(6)/89-ES.II(Vol-V) dated 04.06.2010)

1. Competent to initiate major penalty proceedings against the officials from the rank of Safaiwala up to the rank of Superintendent and against officials holding equivalent ranks working under his control and to impose any of the penalties as prescribed under the CCS(CCA) Rules, 1965 on them.

(Ref.: Central Office letter No.CSB-63(13)/83-ES/VIG dated 02.07.2002)

## **FINANCIAL POWERS**

### **A. RECURRING**

1. i) Repairs & maintenance of buildings

Up-to Rs.25,000.00 per single work order and an overall ceiling of Rs.5.00 lakhs for the Main Institute and all nested Units per annum.

2. Maintenance, upkeep & repairs of equipments, vehicle, computers, furniture

Up-to Rs.25,000.00 subject to the following:

Payment up-to the limit prescribed above is for a single/group of identical items entrusted to a single agency for all AMC charges at current rates and extension of contract at current rate for a minimum period of two years.

Payment up-to the limit prescribed is per year per equipment towards repairs and maintenance for any other equipment not covered by AMC or AMC conditions.

Expenditure on batteries and tyres as per the following norms and fuel expenses on vehicle up-to 250 litres per month. Other repairs to vehicles subject to a ceiling of Rs.50,000.00 per year per vehicle for four wheelers and Rs.2,000.00 for two wheelers.

### **NORMS**

i) Battery Minimum 1 ½ years

ii) Tyres life (i) light vehicle with 2 retreads

(ii) Heavy vehicles – 1,00,000 kms with 2 retreads

2. (i) Purchase of stationery/stores

Up-to Rs.25,000.00 per order.

(ii) Printing/binding publications and other publicity materials

Up-to Rs.25,000.00 per order subject to budget limits and the quantity consumed not exceeding 90% of the previous year's actual.

3. (i) Purchase of chemicals, pesticides and disinfectants

Up-to Rs.50,000.00 per order.

(ii) Purchase of fertilizers and manure

Up-to Rs.50,000.00 per order.

Subject to budget limits and the over all ceiling in a year for the main Institutes and all nested Units is Rs.5.00 lakhs.

4. Purchase of library books/journals

Up-to Rs.25,000.00 per order.

5.(i) Statutory payments like Municipal rates & taxes and insurance

Full powers for current payments subject to the following:

In case of enhancement, the new rate should be cleared by Central Office and the Director should indicate in his proposal the efforts taken by him to obtain a downward revision by an appeal to the concerned authorities.



No penalty/interest component or arrears can be sanctioned by Directors. In these cases, the proposal to Central Office should be accompanied by a fixation of responsibility on the person whose delay or inaction or otherwise has been responsible for the levy of penalty/interest and non payment of dues on time. If it is the belated preference of the bill by the concerned authority, the proposal should be accompanied by a statement of Institute level to get the penalty/interest waived.

(ii) Rent

Up-to Rs.50,000.00 per annum per case

6. Payments towards water & electricity

Up-to Rs.50,000.00 per annum

7. Payments towards Telephone/Fax/Internet

Up-to Rs.25,000.00

8. Payments towards postage

Up-to Rs.50,000.00

9. Misc. expenditure not listed above

Up-to Rs.1,000.00 per case.

**B. NON-RECURRING**

1. (i) Procurement of assets like Tools, Plants & Machinery

Up-to Rs.50,000.00 per single order.

(ii) Purchase of vehicles:

Up-to Rs.1 lakh per single order

The limit prescribed above is per single order subject to an overall ceiling Rs.5.00 lakhs in a year for the Main Institute and all nested Units.

(Ref: Central Office letter No.CSB-63(6)/89-ES.II (Vol.V) dated 04-06-2010)

(Revised Central office letter no.CSB-13(1)/2002-03/Accts dated 22.08.2002)

Ref: Central Office letter No.CSB-13(1)/2002-03/Accts dated 03.07.2002.

**FOR SMOOTH FUNCTIONING OF OFFICE FOLLOWING POWERS  
DELEGATED TO ASSISTANT DIRECTOR (A&A), ACCOUNTS SECTION**

1. He will be incharge of Accounts, Audit, Budget, Annual Plan, Computerization of accounts (FAS/PRS), Taxation, Bills, cash/bank etc.
2. He will sanction miscellaneous expenses up-to Rs.1,000.00 per case.
3. He is a D.D.O. and attest cash book and its subsidiary records/paid vouchers, arrange to prepare Book Reconciliation statement, reconcile discrepancies and remove difference. He will see cash/bank transactions.
4. He will continue to pass all regular and contingent bills, based on sanction orders of the competent authority(s).
5. He will pass salary bills, supplementary bills, Arrears bills, OTA bills, Tution fee bills, CEA bills, Bonus bills, Salary deductions bills and all such regulated bills. He will ensure remittance of all salary deductions timely to the concerned quarters.
6. He will arrange to calculate Income tax, Professional Tax on salary and TDS on Contractors/Supplier's bills and remit it to the concerned quarters.
7. He will prepare Annual Plan, Budget and anticipated requirement of funds etc. and render these returns to the Central Office.
8. He will supervise FAS/PRS of BTSSO, Bilaspur and its nested Units and ensure total computerization of accounts.
9. He will prepare indents of grants and arrange grants/funds from Central Office and also see its utilization and distribution to the Units, wherever required.
10. He will arrange to prepare all accounts reports/return, such as monthly Accounts, Annual Accounts etc. and render it to the Central Office and other concerned as may be required.
11. He will arrange to maintain all types of Books of Accounts, subsidiary Registers, Regular and Department Advances Register, Recoverable Advance Register; EMD/SMD Registers, Assets Register and so on duly certified.
12. He will pass TA/LTC/TTA bills except the Scientist-D's TA/LTC/TTA bills and put up those bills to Scientist-D, for counter signature. He will draw TA/LTC/TTA advances based on the sanction orders of the competent authority.
13. He will sanction CL/CCL/RH to his staff working in Accounts Section. He will be the Reporting Officer in respect of his staff members.
14. In absence of Assistant Director (A&A), Establishment Section on leave/tour he will look after his work.
15. Any other items of work, as may be required time to time.

**-X-X-X-X-X-X-X-X-**

**FOR SMOOTH FUNCTIONING OF OFFICE FOLLOWING POWERS  
DELEGATED TO DEPUTY DIRECTOR (A&A), ESTABLISHMENT  
SECTION**

**(A) ESTABLISHMENT**

1. He will be in-charge of Establishment, Stores, Labour, Vehicle, Receipt & Distribution of Daks, Maintenance of office equipments and will be Reporting Officer in respect of all staff working under him.
2. He will sanction regular leave of all kinds, annual increments, Home town LTC, Four years LTC to non-gazetted staff of BTSSO Headquarters, Bilaspur and its nested Units below his level. He will sanction CL/CCL & RH to his staff members working in establishment section.
3. He will attest entries in Service book/leave accounts & personal dossiers of all Officers and staff of BTSSO Headquarters, Bilaspur and its nested Units. He will arrange Service Book's verification every year.
4. He will maintain CL/RH/CCL register in respect of BTSSO Headquarter, Bilaspur and its nested Units and attest the entries therein. He will submit such register to Deputy Director (A&A) once in a quarter for counter attestation.
5. He will close the probationary period of non-gazetted staff of BTSSO Headquarter, Bilaspur and its nested Units below his rank, with prior reference to Deputy Director (A&A).
6. He will examine and grant permission for extension of time limit up-to six months in addition of normal six months for completion of journey on LTC by family members of non-gazetted staff of BTSSO Headquarter, Bilaspur and its nested units.
7. He will examine and grant permission for change of Home Town & change of surname in respect of non-gazetted staff of BTSSO Headquarter, Bilaspur below his level, in consultation with Deputy Director (A&A).
8. He will ensure that all returns and reports of establishment, Official Language Programme, labour etc. are sent to the concerned quarters timely.
9. He will maintain ACRs of all Officers & staff members of the Organization.
10. He will maintain Attendance Registers of Officers & staff of BTSSO Headquarter, Bilaspur on daily basis and the filled/closed/Attendance Register will be kept in his safe custody. He will send the Attendance Register of non-gazetted staff of BTSSO Headquarter, Bilaspur to the Deputy Director (A&A) shortly after 10 minutes of the closure of Attendance, for perusal.

**(B) STORE/WATCH & WARD/PROTOCOL/VEHICLE/DIARY & DESPATCH  
/HINDI WORK ETC.**

1. He will supervise the purchase of store of BTSSO Headquarter, Bilaspur and its nested Units, made attestation of stock entries in stock registers/Dead stock register etc. and arrange annual verification of stock in balance at the end of each year by an Officer nominated by Deputy Director (A&A).

2. He will see and supervise the maintenance of vehicles at of BTSSO Headquarter, Bilaspur, arrange to prepare monthly average consumption of fuel and certify the log book, New spare parts & old spare parts Registers as per staff car Rules. He will supervise the purchase proposals of vehicles of the nested units. He will also arrange allotment of vehicles at of BTSSO Headquarter, Bilaspur for Officers & staff.
3. He will supervise protocol of BTSSO Headquarter, Bilaspur and will take special care for VIP's protocol. He will keep his seniors at of BTSSO Headquarter, Bilaspur duly informed about the protocol arrangement.
4. He will arrange and ensure adequate and proper watch & ward/security at the premises of BTSSO Headquarter, Bilaspur. He will prepare weekly/monthly watch & ward deployment chart and get it notified.
5. He will arrange maintenance & up-keep of office equipments, telephones, fax etc.
6. He will supervise the Diary & Dispatch work at BTSSO Headquarter, Bilaspur and ensure the confidentiality/secretcy of such receipts. It may be seen that the Daks are distributed against proper acknowledgement promptly to the concerned. He will see the service postage stamps accounts and its utilization.
7. He will see the News paper/Patrikas &Hindi books accounts at BTSSO Headquarter, Bilaspur and attest the stock entries.
8. He will discharge function of DDO in absence of Assistant Director (A&A), Accounts Section & attest the cash book.

(C) MANDATE & CO-ORDINATION

1. He will function in Co-ordination with Deputy Director (A&A), BTSSO, Bilaspur. He will report to Deputy Director (A&A) in the above mentioned jobs and also assist him in the matter of administration/establishment/stores & others as cited.
2. In absence of Assistant Director (A&A), Accounts Section on leave/tour he will look after the work of the Accounts Section.

\*\*\*\*\*

## ANNEXURE-II

### OFFICERS AND OFFICIALS OF B.T.S.S.O., BILASPUR

#### OFFICERS

1. Dr. K. Mandal	Director
2 Dr. Soumen Nandi	Scientist-D
3. Dr. B.K. Singhal	Scientist-D
4. Dr. M.S. Rathore	Scientist-C
5. Dr. Chandrashekharaiyah	Scientist-B
6. Shri S.N. Biswas	D.D.(A&A)
7. Shri. B.S. SundarRaj	A.D. (A&A)
8. Shri. Dhiresk Thakur	A.D.(Computer)

#### OFFICIALS

9. Shri K.B. Rai	A.S. (Admn.)
10. Shri Sohan Lal Sahu	A.S. (Admn.)
11. Shri Lal Das Dhirah	A.S. (Admn.)
12. Shri P.R.Dutta	A.S. (Admn.)
13. Shri M.R.Chandra	A.S. (Admn.)
14. Shri Rahul Malviya	A.S. (Admn.)
15. Shri H. S. Ray	Sr.Trans.(Hindi)
16 Shri K.K.Modak	T.A.
17. Shri Baidyanath Mishra	T.A
18. Shri C.P.Goswami	S.C.D, G.-I
19. Shri V.M.Khadse	U.D.C.
20. Shri Shankar Lal Sahare	S.C.D.G.-II.
21. Shri. Tikam Chand Verma	L.D.C
22. Shri G.C.Namdev	M.T.Staff
23. Shri Puni Ram	M.T.Staff
24. Shri Sudama	M.T.Staff

-X-X-X-X-X-X-X-X-X-X-X-X-

**ANNEXURE-III**

**BASIC TASAR SILKWORM SEED ORGANISATION, BILASPUR (C.G.)**  
**BUDGET ESTIMATE FOR THE YEAR 2016-17**

Annexure Rs. in lakhs

<b>Sl.No.</b>	<b>Particulars</b>	<b>Non-Plan</b>	<b>Plan General</b>	<b>Plan Capital</b>	<b>Total</b>
I.	Salary & allowances	1928.70	-	-	1928.70
II.	Wages & EPF (Employer' contibut.)	- 507.98	205.79	-	713.77
III	Gratuity of SFWs	26.33.	-	-	26.33
IV	TA/TTA/LTC	-	65.21	-	65.21
V.	Contingent expenses	-	479.31	-	479.31
<b>VI</b>	<b>Assets</b>				
	1. Land	-	-	-	-
	2. Building & other original works	-	-	-	-
	3.Tools/Plant/Machinery	-	-	14.02	14.02
	4.(i)Furniture & other office equipments	-	-	4.76	4.76
	(ii)Elect.Data Proc.Inc.Compu., Printer	-	-	10.60	10.60
	5.Vehicles	-	-	50.79-	50.79
	6. Fan & fixtures	-	-	0.10	0.10
	7. Library Books & Scientific journals	-	-	0.05	0.05
	<b>Total Assets (VI)</b>	-	-	<b>81.02</b>	<b>81.02</b>
<b>VII</b>	<b>Others</b>				
	1. Pension & E.L. encashment	44.23	-	-	44.23
	2. Gratuity & retirement benefits	361.75	-	-	361.75
	3. Recoverable advances	-	-	13.36	13.36
	4. Advance deposits	-	-	277.56	277.56
	5. Catalytic Development Progra.	-	-	-	-
	6. R & D Sector	-	-	-	-
	7. Quality certification systems	-	-	-	-
	8. Seed Sector	-73.4	73.49	-	73.49
	<b>Total Others (VII)</b>	405.98	73.49	290.92	770.39
	<b>Grand total (I to VII)</b>	2868.99	823.80	731.94	4064.73