

  	<h1>क्षेत्रीय कार्यालय</h1> <h1>केन्द्रीय रेशम बोर्ड</h1> <p>(वस्त्र मंत्रालय, भारत सरकार)</p> <p>प्लॉट सं.18, सत्यनगर भुवनेश्वर-751007(ओडिशा)</p>	<h1>Regional Office</h1> <h1>CENTRAL SILK BOARD</h1> <p>(Ministry of Textiles – Govt. of India)</p> <p>Plot No. 18, Satyanagar Bhubaneswar-751 007 (ODISHA)</p>
<p>दूरभाष/Phone:(0674) 2570053 फैक्स/FAX: 2572705</p>		<p>Email: robhu.csb@nic.in / csbbbsr@gmail.com</p>

I. The Particulars of Organization, Functions and Duties :

Regional Development Office, Central Silk Board, Bhubaneswar was established during the year 1982 at Bhubaneswar. The Office is presently functioning in a rented building located at:

18- Satyanagar, P.O.- Sahidnagar,
Janapath, Bhubaneswar, Orissa - 751007.
Tel. No. 0674 – 2570053 / Fax : 0674-2572705.
Email –robhu.csb@nic.in& csbbbsr@gmail.com

The main objective for establishment of RO, Bhubaneswar is to assist State Sericulture Departments in Orissa, M.P. & Chhattisgarh for overall development of Sericulture Industry, coordinating and monitoring of various CSB assisted projects/ schemes, maintain close liaison with State, CSB and other concerned CSB units.

Besides, coordination with Govt. of Orissa, Madhya Pradesh and Chhattisgarh there are also certain other duties assigned to Regional Office, Bhubaneswar which are as below:

1. *Convening of State Level Sericulture Coordination Committee(SLSCC) meeting* : CSB has constituted a SLSCC comprising both Board's officers and State's officers with specific terms and conditions to oversee & review the implementation of various sericultural projects/ schemes / programmes in the states of Orissa, Madhya Pradesh & Chhattisgarh. Such committee meeting is convened under the chairmanship of Commissioner / Director of Sericulture of the concerned DOS. The Deputy Secretary (Tech), Regional Office, Bhubaneswar is the Member-Convener of the said committee.
2. *Attending meetings* like RAC, RRAC, Research Extension Officers meeting, DOT, Orissa Bi-monthly Review meeting, PMC of CSS, Tasar Seed Action Plan meeting of BTSSO, Bilaspur & Purchase Committee meetings and other meetings like CSS review meeting as & when convened by Central Office.
3. *Coordinating /Monitoring in implementation of other Developmental projects* like 'CSS' in Orissa, Madhya Pradesh & Chhattisgarh
4. *Collection and analysis of various statistical report/returns* like MIS formats/ Status Paper and other statistical report/returns/data and forward the same to Central Office, Bangalore for maintaining MIS database.
5. *Organization and participation* at Exhibition, Demonstration, Farmers Meet, Krishimela, Workshop, Seminar, Training etc. organized by the concerned DOT/DOS of Orissa, Madhya Pradesh and Chhattisgarh and also organization of similar Exhibition, Demonstration, Workshop and entrepreneurship development programmes as per instructions/advised by Central Office, Bangalore from time to time.
6. To identify developmental gaps that requires filling up in the States and assisting in preparation of such schemes for submission by State to Central Silk Board, Bangalore.
7. To coordinate/organize various training/ workshop/ field visits as per the direction of Central Office, Bangalore or Research Units of CSB.

8. *Publicity and Propaganda.*
9. *Coordination and Organization of Study Tour Programmes* of States' officers/ staffs / farmers and Students to sericulture areas/ states etc..
10. Assistance to NGOs and other Private Agencies as and when required.
11. Assistance to Research Institutions, RSRS for Field Trial etc. for popularization of different races / technologies.
12. Field Study in different sectors of Sericulture Industry and conduct base-line survey in selected areas on improvement of productivity and cost incurred by Sericulturists as per instruction of Competent Authority.
13. Forwardal of periodical Market Reports on silk goods of different State to Central Office, Bangalore and other related units of CSB.
14. Co-coordinating various legal and court cases of CSB units in Orissa as and when required.
15. To extend protocol facilities such as accommodation, transportation etc to the VIPs and other officers visiting Orissa.
16. Coordination on supply of Basic and commercial dfls of Mulberry / Tasar / Eri sector in Orissa (both State & CSB Units).

Besides above and in view of the Sericulture Development activities gaining momentum the need for effective monitoring and coordination with the States and the programme of thrust areas, in each sericulture States has become vital. Realizing this and on the recent directive from Govt. of India/ MOT, the following responsibilities have been entrusted / added to RO, Bhubaneswar.

1) Implementation of Centrally sponsored Schemes (CSS) :

- a) Officiate as coordinator between DOSs and CSB for effective implementation of CSS in the State under its jurisdiction and make combined efforts to achieve the target by the State as envisaged under XI plan.
- b) Coordinate with State for holding of Project Monitoring Committee Meeting (PMC) regularly during 1st week of every month, timely submission of proposals of State to CSB to release of fund and follow up action on the recommendations of PMC with specific observations to CSB.
- c) Arrange submission of Monthly Progress Report as per the prescribed format from DOSs, scrutinize the report and forward to Central Office with specific comments/ remarks latest by 10th of every month.
- d) Ensure submission of Utilization Certificates as per GFR format along with the details of beneficiaries covered under each scheme by the DOSs to CSB.
- e) Coordinate visit to the Sericulture units/ Institutes/ areas / interact with the beneficiaries of State along with the Nodal Officer to study the progress of implementation of CSS and the benefits accrued to the beneficiaries.
- f) RO has been established for the purpose of implementing developmental programmes related to sericulture / Silk Industry and to coordinate with respective State Governments and Industry at large. The RO has also been entrusted with various other responsibilities such as holding / convening meetings of CSB with the State Sericulture department and Industry including Hospitality related issues.
- g) All Catalytic Development Programmes (CSS) are monitored and assistance for implementation is extended by RO.

2) Right to Information Act-2005

RO is designated as Central Public Information Officer (CPIO) and Assistant Public Information Officer (APIO) to provide information to the public as per the provisions of the RTI Act, 2005.

- 3) **Silk Mark Chapters (SMOI) of Jurisdictional State of RO.** The Silk Mark Scheme is a consumer protection and generic promotion scheme lunched by Govt. of India. The Scheme is included in the XI Plan under the "Quality Certifying System". The Silk Mark Organization of India (SOMI) created for this purpose is implementing the Scheme. As of

now SMOI is functioning as a part of RO/RO in various parts of the country. RO/ROs & SMOI are part of the Central Silk Board and functioning for the purpose of development of Silk Sector. RO is extending all necessary assistance and made perfect co-ordination for successful implementation of SMOI activities / programme. Encouraged and guided to SMOI executive to achieve the targets assigned to the respective chapters.

The work carried out by different sections of RO, CSB, Bhubaneswar is furnished below:

2. The Powers & Duties of RO,CSB, Bhubaneswar Officers and Employees :-

2.1 Shri S.N.ACHARJYA, Deputy Secretary(Tech.),

RO, Bhubaneswar is presently headed by Deputy Secretary (Tech.) who is also Drawing & Disbursing Officer.

A: FINANCIAL POWER :

1.	Repair & maintenance of Buildings for single Work order.	Rs. 5000/-
2.	Maintenances Upkeep & repairs of equipments Vehicles, Computers, Furniture.	Rs. 5000/-
3.	Purchase of stationery /Stores	Rs. 5000/-
4.	Printing/Binding Publication & other Publicity material per order	Rs. 5000/-
5.	Purchase of Chemicals / Pesticides per order	Rs. 5000/-
6.	Purchase of Library Books/Journals per order.	Rs. 2000/-
7.	Statutory Payments like Municipal Tax & insurance.	- Full power for current payment, except in case of enhancement.
8.	Rent	As per approval of C.O.
9.	Payment of Electricity Charge.	Actual
10.	Payment of Telephone & Internet	Actual
11.	Payment towards Postage	Rs. 5000/-
12.	Misc. Expenses	Rs. 5000/- per case.

B. ADMINISTRATIVE POWER :

1. To be the head of Office,
2. To maintain bank account and be the drawing & Disbursing Officer (DDO) for all payments.
3. To attest entries in Cash Book /Service Book /Leave Account etc.
4. To implement all decisions taken by the Board/Chairman/Member Secretary in so far as pertains to RO, CSB, Bhubaneswar.
5. To coordinate and supervise the work of the office and establishment of office.
6. To grant all kinds of leaves except study leave to the officers/officials working under him .i.e. Officials of the rank below his own rank.
7. To sanction tour programme of officials below his rank.
8. To be the controlling officer for TA/TTA/LTC for the officials below his rank.
9. To act as a Member Convener of SLSCC.
10. To provide medical facility to staffs / Officers as per their entitlements.
11. Grant of Annual Increments of all the officials working under his control except himself.
12. To grant conveyance allowance to physically handicapped.
13. To grant Special Pay to cashier.
14. To grant Special Increment for promoting Small family Norms.
15. To grant extension of Time limit for availing TTA benefits (Shifting family /Personal affects.)
16. To close Probationary Period of officials below his own rank.

ESTABLISHMENT, ADMN, ACCOUT AND STORE SECTION :

The Establishment & Administration and Account & Stores Sections have been provided with **one Assistant Superintendent** viz., Shri Prasanna Kumar Mahanty, One Upper Division Clerk Shri Ashok Kumar Dash. They have been entrusted the works and responsibilities as defined hereunder:

2.1. Shri Prasanna Kumar Mahanty, Assistant Superintendent [Administration]

- 1 To look after Establishment & Administrative Section including Important Circulars/ Office Orders & to maintain Guard File.
To prepare and submit the files relating to all the Salary & Salary deductions and misc. receipts to be sent to Central Office, Bangalore in time.
To attend FAS & PRS Data Entry works & prepare the monthly accounts statements (FAS & PRS), Budget Estimates and annual accounts for onward submission to Central Office, Bangalore in time.
- 2 To attend various court cases related files & be custodian of safe keep the important documents like vehicle R.C. Books, Road Tax Tokens, all deposit receipts, Insurance Certificates, Lease Deed Agreement etc..
- 3 To scrutinize/supervise all the Bills, files & Registers relating to Accounts/Stores Sections submitted by subordinates.
- 4 To Prepare Monthly/Annual Account Statement, Budget etc and timely submission to Central Office.
- 5 To supervise submission of replies for A.G. / I.A / objections.
- 6 To supervise purchase and supply of Stores and Stationery items for office.
- 7 To supervise the works for implementation of Official Language.
- 8 To assist the Deputy Secretary (Tech.) in all matters relating to Estt. / Admn. / Accounts/Stores and Protocol works.
- 9 To do allotment of duty among Supporting Staff.
- 10 To attend renewal of lease deed agreement of House on timely.
- 11 To maintain bio-metric attendance machine and all related file of bio-metric attendance. To maintain Vehicles maintenance Files & Registers.
- 12 To maintain Grant-in-Aid Accounts of this Office. Maintain all the files and Registers of Accounts Section. To ensure deduction and remittance of Income Tax from Salary in time.
- 13 To write and maintain the Cash Book, cheque and maintain its concerned Registers. To safe keep all paid Vouchers. To maintain the file of Grants-in-aid. Feeding the FAS & PRS vouchers in to Computer.
- 14 To attend any other works as and when advised by the In-charge.

2.2 Shri Ashok Kumar Dash,UDC [Store, Bill, Estt,Diary & Despatch Section]

1. To maintain all stores and purchase files & Registers, Dead/ Consumable/ Glass apparatus/ perishable stock register/assets maintenance register/ maintenance of Despatch & Service postage stamp account. To prepare/process bills for monthly rents for RDO, telephone bills, electricity bills and water Charges bills in time. To process News paper bills, maintenance of old news paper register.
2. To process TA bill, Medical, TTA and LTC claims, Conveyance, Recoverable Advance Bills, Liveries etc. and maintain all related files & registers.
- 3 Maintain all Assets/ Furniture/ Equipments such as Computers, FAX, Xerox Machine, ACs, Electrical Installations etc and maintain all related files & registers including AMC Files.
- 4 To attend implementation of official language Act (Hindi) related works. Keeping account of Hindi correspondence.
- 5 GSLIS file and register and prepare / process Bill for payment of statutory dues (insurance premium, GSLIS premium etc) in time.

- 6 To attend A.G./ Internal Audit and its related works.
- 7 To write manual FAS inputs documents as per payment made.
- 8 To maintain of Diary and distribution of Dak.
- 9 To attend any other works entrusted by the Officer-in-charge from time to time.

2.4. Shri S.B.Sahoo, Staff Car Driver Grade-I

1. To maintain /Drive of office vehicles and their proper maintenance.
2. To maintain and updating of log books on daily basis & submit through the dealing assistant for verification of related entries & Monthly fuel consumption abstract.
3. To make entries about major repair replacements, Servicing Of Vehicles, Change of Battery & Tyre etc in Log Book.
4. To submit oil/fuel indent to Shri K.C.Behera, Assistant and keep the fuel consumption within ceiling of 160 liters per month/vehicle.
5. To intimate this office well in advance about payment of Vehicle Tax, Insurance, Fitness, Pollution Testing for compliance of RTO rules and regulations from time to time.
6. To renew and keep updated his driving license, submit a copy to this office and carry original always while driving the Office vehicle.

TECHNICAL SECTION :

The Technical Section has been provided with one Assistant Superintendent (Tech.) viz. Shri Dasharathi Behera . Their works and responsibilities have been defined as under: -

2.5 Shri Dasharathi Behera, Asst.Superintendent (Tech.) :

1. To prepare Technical Reports including MPR, QPR and to submit to Central Office in scheduled time by 10th of subsequent month.
2. To deal statistical files (MIS/ Status Paper etc.) stated under jurisdiction, and forwardal of analysis/review report.
3. To deal supply of cuttings/ DFLs, & DCB arrears related files.
4. To deal CSS related files of Orissa & to take necessary follow up.
5. To deal SLSCC meeting files of Orissa and to prepare action taken report, agenda & explanatory notes /minutes.
6. To undertake periodical field visits / organization of meetings as per mandates and to submit report/feedback for Indian Silk publication.
7. To make close liaison and coordination with the state for obtaining required reports / information and to give feedback.
8. To attend protocol / SMOI works as and when required.
9. To deal CSS related files in respect of MP, Chhattisgarh, Odisha & to take necessary follow up.
10. To deal SLSCC meeting files in respect of MP, Chhattisgarh , Odisha including preparation of
11. action taken report, agenda & explanatory notes /minutes.
12. To undertake periodical field visits / organization of meetings as per mandates and to submit the feedback/report.
13. To prepare the Annual Report after proper compilation and to submit feedback for Indian Silk publication.
14. To make close liaison and coordination with the state for obtaining required reports

- / information and to give feedback.
- 15. To attend protocol / SMOI works as and when required.
- 16. To keep record of Periodical Technical Reports/ Magazine/ journals received by RO, Bhubaneswar
- 17. To maintain Technical Tour Report of the Officer/ Official.
- 18. To attend any other works as and when entrusted by the Officer-in-charge.

2.7 MULTI TASKING STAFFS :

This office has been provided with Six Multi Tasking Staffs(MTS) viz ., Shri. Kashinath Daku, Bansidhar Das, Md. Nasiruddin Khan, Shri Banamali Sethi, Sri Pramod Kumar Nath & Shir Dinabandhu Behera, whose duties and responsibilities are defined hereunder.

1. To be obedient to the Deputy Secy. (Tech.), and other officials of this office.
 2. To carry the files/registers etc. from Officers and officials to concerned.
 3. To assist the Cashier for drawal/deposit of Cash/Cheque etc., in the Banks.
 4. To go to Railway Station/Airport for booking/Cancellation of the tickets and also to deliver to the concerned VIPs./ Officers.
 5. To go to Post Office for delivery of official letters by Speed post, Regd. Post and ordinary post.
 6. To attend watch & ward duties as and when allotted to them.
 7. In addition to the above works, he has been entrusted any other works by the Officer-in-charge and seniors as and when required.
- i) To be obedient to the Officer-in-charge and other Senior Officers and Officials of this office.
 - ii) To attend the watch & ward duty of RO for 8 hours as per the work allotment orders issued by the Officer-in-charge.
 - iii) To attend works related to cleanliness of office.

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

The RO CSB, Bhubaneswar act on the programmes and policies formulated and communicated by CEO & Member Secretary, CSB, Bangalore. Therefore, the decisions making norms for the Regional Office, Bhubaneswar is spelt out as follows :

- i) All policy decisions are decided by the CSB, Hqrs.
- ii) Decision of routine matters and issues which are delegated to the RO are taken by the Deputy Secy.(Tech.) according to his Admn & Financial powers while the overall general supervisions rest with the In charge, the various sections are supervised and managed by the respective sectional heads.

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

The RO and its sections works under the clear guidelines set under the work allotment orders issued from time to time by the Officer In Charge. Scheduled and deadlines are fixed for all the routine reports / returns meant for CSB and other various offices.

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

1. Central Office, Bangalore instructions and guidelines
2. The Central Govt. manuals, rules, regulations published by M/s Swami's Publications.

6 A Statement of categories of documents that are held by it or under its control:-

- i) Insurance polices of vehicles, computer /laptop, cashier and cash handlers.
- ii) Lease deeds agreement for hiring of office building.

7 The Particulars of any arrangements that exist for consultation with, or representation by the members of public in the relation to the formulation of its policy or implementation there off:-

Since the policy decision are made by Central Office, Bangalore, the representation from public are forwarded to Central office.

8 A statement of the Boards, councils, committees and other bodies consisting of two or more persons constituted as its for or the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

State Level Sericulture Coordination Committee for Orissa, Madhya Pradesh & Chhattisgarh has been constituted by the Central office, Bangalore consisting of members from both CSB & State Sericulture department. This committee meetings are being convened under the Chairmanship of Commissioner / Director of Sericulture of the concerned state to review the growth of sericulture & progress of various sericulture projects/schemes / to draw strategies / plan & Programme for development of sericulture industry in the State / to obtain the views, suggestions from the public representative related with Sericulture industry. The Deputy Secretary(Tech.), RO, Bhubaneswar act as member-convener of the said committee.

9 A directory of its Officers and Employees:

Sl.No.	Designation	No. of Posts	Name of Officers/Officials	Contact No.
1.	Deputy Secretary (Tech.)	1	Shri S.N.ACHARJYA	8004911822
2.	Asst. Superintendent(Admn.)	1	Shri Prasanna Kumar Mahanty	9438306188
3	Asst. Supdt. (Tech.)	1	Shri Dasharathi Behera	9437828369
4	Upper Division Clerk	1	Shri Ashok Kumar Dash	9437279540
6	Staff Car Driver Gr.-1	1	Shri Sayabadi Sahoo	9937178185
9	Multi Tasking Staff	6	Shri Kashinath Dakua Shri Bansidhar Das Md. Nasiruddin Khan Shri Banamali Sethi Shri Pramod kumar Nath Shri Dinabandhu Behera	9583822567 9777642866 9556573212 8895757235 9937149078 9937336172
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10. The monthly remuneration received by each of its officers and employees(as applicable allowances as on 01.07.2016)

Sl. No.	Name of Officers/ Officials	Designation	Pay Scale	Basic Pay	Grade Pay
1.	Shri Surendra Naryan Acharjya	Deputy Secretary (T)	15600-39100	27330.00	6600.00
2.	Shri Prasanna Kumar Mahanty	Asst. Supdt.(Admn)	9300-34800	15260.00	4200.00
3	Shri Dasharathi Behera	Asst. Supdt. (Tech.)	9300-34800	20140.00	4800.00

4	Shri Satyabadi Sahoo	Staff Car Driver – Grade-I	9300-34800	15030.00	4200.00
5	Shri Ashok Kumar Dash	UDC	5200-20200	13350.00	2800.00
6	Shri Kashinath Dakua	Malti Tasking Sataff	5200-20200	11800.00	2400.00
9	Shri Bansidhar Das	Malti Tasking Sataff	5200-20200	11560.00	2400.00
10	Md. Nsiruddin Khan	Malti Tasking Sataff	5200-20200	11560.00	2400.00
11	Shri Banamali Sethi	Malti Tasking Sataff	5200-20200	11350.00	2400.00
12	Shri P.K. Nath	Malti Tasking Sataff	5200-20200	10340.00	2000.00
13	Shri Dinabandhu Behera	Malti Tasking Sataff	5200-20200	10560.00	2000.00

11. Budget allocation to each of its agency indicating a particulars of all plans, proposed expenditure and reports on disbursement made.

The Regional Office, C.S.B., Bhubabeswar is fully supported by Grants-in-aid received from Central Office, Bangalore from time to time. The grants meant for establishment, maintenance and administration of RO, CSB, and Bhubaneswar including salary of its employees.

There is no system of allocation of budget to the agencies for any developmental plan at present by the Regional Office.

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

No such programme has been allotted to RO., CSB, Bhubaneswar.

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

-Nil-

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

This office is not implementing directly any project and subsidy schemes. Hence the need to store such data in electronic form and to make available for the public does not arise.

However, data pertaining growth of sericulture and Catalytic Development Programme schemes progress in respect of Orissa, M.P. and Chhattisgarh, details of expenditure accounts of this office including salary of employees is maintained in electronic form.

15. The particulars of facilities available to the Citizens for obtaining information including working hrs. of a library are reading room if maintained for public use.

There is no office library; however some technical reference books are available in Office for reference purpose.

16. The names, designations and other particulars of the public information officers:-

Shri. S.N.ACHARJYA
Chief Public Information Officer,
Regional Office,
Central Silk Board, 18, Satyanagar,
P.O. Saheed Nagar, Bhubaneswar – 751007
Ph: Off:- 0674 - 2570053
Fax: 0674-2572705 Mobile : +918004911822
Email: robhu.csb@nic.in, csbbbsr@gmail.com

17. Such other information as may be prescribed: and thereafter update these publications every year:-

-Nil-

All information given under 1 to 16 above encompasses all vital information in respect of the Regional Office, CSB, Bhubaneswar. However, the information pertaining to the following will be updated and incorporated from time to time:-

- a) Salary of employees.
- b) Change in work allocation, if any?

Deputy Secretary(Tech.)