



केन्द्रीय रेशम बोर्ड / **CENTRAL SILK BOARD**

क्षेत्रीय कार्यालय / **REGIONAL OFFICE**



मंत्रालय / **Ministry of Textiles** / भारत सरकार / **Govt. of India**

28/22, के.के. सलाई / **28/22, K.K. Salai**, / कावेरी रंगन नगर / **Kaveri Rangan Nagar**,

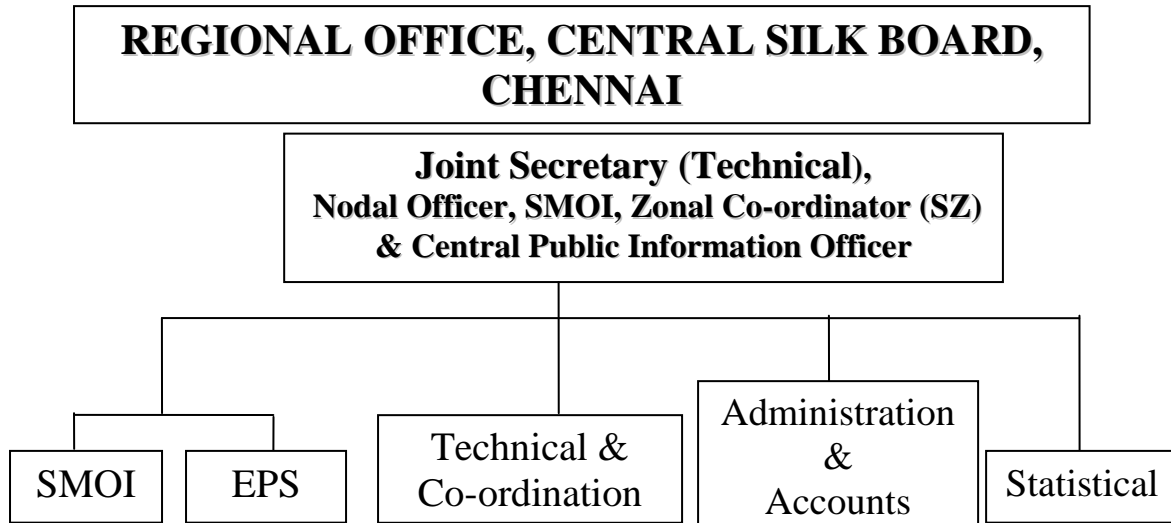
सालिग्रामम / **Saligramam** / चेन्नई / **Chennai -600 093 (त.ना./T.N.)**

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I. The Particulars of Organisation, Functions and Duties:

Regional Office, Central Silk Board was established during the year 1982 & erstwhile Certification Centre has been attached. During the year 2004, Silk Mark Organisation of India (SMOI) came into existence and the activities of Certification Centre (CC)/SMOI brought together under the same umbrella of Regional Office as per the flow chart given below:

Flow Chart of Organization setup of Regional Office, CSB, Chennai



The main functions of Regional Office (RO), Central Silk Board, Chennai are outlined as under:

1. To Co-ordinate in the matter of sericulture development programmes with the State's Sericulture Department, Govt. of Tamil Nadu, Andhra Pradesh, Telangana, Maharashtra and Kerala (Southern States) and the Board's Secretariat, Data gathering and analysis. This will include obtaining data regularly from the States, including their plan documents, policy statements and schemes. The RO will have to submit summaries/abstracts to Central Office by retaining the originals at its level. Data obtained from the States and other sources should be passed on to the Central Office for being put into the Management Information System database. Data relates to (a) Production and marketing of cocoons and raw silk (b) Silk dyeing and weaving activities (c) Export & Import statistics. In all these cases, trends of production, productivity, market arrivals, diseases, crop failures will have to be indicated.

2. To be the Member-Convener of the Tamil Nadu State Level Sericulture Coordination Committee, Convening meetings as per the terms of reference, preparation of Agenda & Explanatory Notes, Minutes and follow-up action on the decisions taken in the meetings.
3. To attend all the Research Advisory Committee Meetings of the CSB Institutes which are within its jurisdiction as invitee members and to inform the R&D work, package of practices being developed.
4. To participate in exhibitions, demonstrations and workshops which are organized by the State DOS and also to organize exhibition, demonstration, farmers' meet, entrepreneurship development programme as advised by the Central Office from time to time.
5. To coordinate and organize training/workshop as per the directions of Central Office and distribution of publication, extension materials, video films etc.,
6. To coordinate with the Department of Sericulture in Tamil Nadu on implementation of "Catalytic Development Programmes/CSS" being carried out with CSB funds in the States, which are not entrusted to the Research Institutes for implementation, as and when required.
7. To evaluate the work of various NGOs and other voluntary agencies in the States in respect of sericulture
8. To assist the Joint Director of the Regional Sericultural Research Stations in their jurisdiction in respect of field trials and surveys.
9. Identify gaps in lab-to-land in the State and propose schemes/suggestions to Central office.
10. To undertake regular visit to CSB units located in Tamil Nadu, Andhra Pradesh, Telangana, Maharashtra and Kerala to assist in implementation of CSB Programmes.
11. To conduct base-line surveys in selected areas every year on improvement in productivity and the cost incurred by Sericulturists.
12. To undertake voluntary quality inspection of silk goods meant for exports and act as facilitation service to the new exporters and entrepreneurs.
13. To assist Customs Officials in drawal of Raw Silk Samples from Imported Raw Silk Shipments from China, for assessing the Grade for Imposing Anti-dumping duty.
14. To propagate and implement the Silk Mark Scheme.
15. To coordinate various legal & Court Cases of CSB Units in Tamil Nadu.
16. To maintain a close liaison with the State Sericulture Department, Tamil Nadu, its field units and CSB field functionaries to coordinate Transfer of Technology and other works related to the Sericulture Development.
17. To extend protocol facilities such as accommodation, transportation, visa arrangements etc., to VIPs and other Officers visiting Chennai.

The works being carried out by different sections of this office is furnished below:

TECHNICAL & COORDINATION SECTION

1. Reviewing of State Govt. proposals such as CDP/CPP/Cluster Development programmes/Convergence programmes which are prepared as per the five year plan for development of sericulture in Tamil Nadu.
2. Reviewing of periodical Progress Reports on Sericulture Plan Schemes, Reports on implementation of Catalytic Development Programme, Cluster Promotion Programme, monthly expenditure statement on sericulture Plan Schemes, progress reports on other projects/schemes and forwarding to Central Office for further necessary action.
3. Review and compilation of monthly technical reports of various CSB units located in Tamil Nadu and forwarding to Central Office.
4. Undertaking tours to different districts of Tamil Nadu to study cost of production of mulberry leaf and cocoons, Cost benefit ratio in sericulture and other crops.
5. Coordinating and participating by undertaking the field surveys for assessing the impact of Mulberry and Silkworm Diseases and controlled method formulated by Board's Research Institutes, whenever requested.
6. Delivering guest lectures on sericulture as and when requested by the organizations.
7. Providing necessary technical guidance to the new Entrepreneurs in Tamil Nadu and Puducherry and motivate them to take up the sericulture and assisting in research activities of students from Universities and Institutions.
8. Preparing Agenda & Explanatory Notes for State Level Sericulture Coordination Committee Meeting and convening the meeting periodically as also preparation and circulation of minutes of the meeting to the Members.
9. Participating in the Research Advisory Committee Meetings conducted by Research Institutes and coordinating with the State Sericulture Department.
10. Collection of Board's Publications from all Research Institutes and its display.
11. Follow up with the Construction Agencies such as CPWD, PWD etc. regarding the Construction of Buildings/ Annual Maintenance for Buildings & Lab equipment's of CSB units and arranging Vehicle's Permit & Payment of Road Taxes etc.,
12. Coordinating the tour programmes of senior officers of State/ Central Govt. Departments and Members of the various Committees of Central Silk Board.
13. Prior arrangements like getting appointments etc for the visit of MPs/VIPs, Students of the Board's Research Institute and other Universities. Arranging accommodation, assisting for getting Visa, Passport, Air tickets and other related travel documents for the officers who are on tour to foreign countries.
14. Participating in the meetings in State Secretariat, NABARD and other agencies to discuss various issues on Sericulture.

15. Assisting and taking follow up action in the pending Court Cases of Board's units at Madras High Court & CAT and arranging advocates for pursuing the cases on behalf of CSB.
16. Updating of status of sericulture industry in the Southern Zone States and furnishing of the same to Central Office (C.O.), Bangalore periodically and maintenance of technical data in MIS.

STATISTICAL SECTION

1. Compilation of monthly transaction reports received from different Govt. Cocoon Markets & Kancheepuram Anna Silk Exchange of Tamil Nadu and forwarding of the compiled reports with Min, Max & Ave. prices of above commodities and details of transactions to C.O for preparing reports for Ministry and publishing in Indian Silk.
2. To compile/check pre-shipment inspection data and prepare about 20 monthly export statements showing the country-wise, variety-wise, mode-wise, scheme-wise exports and forward it to C.O
3. To collect data from the office of Chennai Customs on the import of raw silk and export of Silk Goods and to compile/prepare monthly reports and forward it to C.O to assess the volume of import of raw silk and export of total natural silk goods through Chennai Customs.
4. To review periodical MIS sericulture - statistical reports received from DOSs of Southern States and forward it to C.O along with brief review.

EXPORT PROMOTION SECTION (EPS) :

The EPS is headed by Nodal Officer with the complement of 5 Asst. Directors (Insp.), one Assistant Superintendent and one UDC. The pre-shipment inspection of silk goods is not compulsory. The voluntary quality inspection of natural silk goods and silk waste is one of the functions of the Certification Center attached to the Regional Office, Central Silk Board, Chennai.. The inspection is conducted after collecting the Inspection Charges as specified by C.O. Tariff Certificates are issued after the inspection and also on self declaration by the exporter. Voluntary Inspections are conducted, Tariff Certificates and TCOD's are issued every month. As per policy decision to impose anti dumping duty on 2A or below the grade of imported raw silk from China, from May 2003 onwards, Central Silk Board, Chennai is assisting custom officials to draw raw silk samples from the imported consignment from China for gradation purpose. Raw Silk samples are drawn from imported consignments every month. In addition to the samples drawn from export shipments, samples submitted by the exporters and traders for testing/analysis to find out the composition of yarns are carried out on collection of prescribed fees.

This apart, guidance regarding the Exim Policy and other guidance are being provided to the new entrepreneurs. The following monthly statements are prepared and forwarded to C.O

1. Country-wise and Variety-wise cum Mode wise (Mulberry Silk Goods)
2. Country-wise and Variety-wise cum Mode wise (Tasar Silk Goods)
3. Country-wise and Variety-wise cum Mode wise (Mulberry Mixed Silk Goods)
4. Mode-wise export of Natural silk goods
5. Export of Handloom & Power loom silk goods
6. Country wise and Variety-wise cum Mode wise (Silk Goods)
7. Export of Silk waste

8. Variety- wise and Constituent-wise export under Duty Exemption Scheme (DES)
9. Variety -wise and Constituent-wise export under Non-Duty Exemption Scheme (NDES)
10. Variety- wise Scheme-wise export under DES /NDES
11. Break up for Tariff certificate amount
12. Country- wise and export-wise tariff certificates
13. Country-wise and export-wise tariff certificates (GSP – with & without Inspection)
14. Country-wise and export-wise tariff certificates (CO – with & without Inspection)
15. Country-wise and export-wise tariff certificates (EEC – with & without Inspection)
16. Export under DES against import of Silk Fabrics
17. ITC code-wise
18. Speed in providing CSB Inspection (weekly / monthly reports)
19. Inspection Charges Collected
20. Stock of various tariff certificates

EPS is maintaining registers for entering the details required for preparing the above reports.

SILK MARK ORGANISATION OF INDIA (SMOI):

Silk Mark Organization of India (SMOI) is a registered society sponsored by Central Silk Board, a statutory body under the Ministry of Textiles, Government of India, launched during September 2004.

Shri.D.Kirubakaran, Joint Secretary (Tech.) is also the Nodal Officer for SMOI looking after the overall activities of SMOI. The work being carried out by the SMOI Section are:

1. To propagate the scheme in different parts (District, Town, Taluk etc.) of Tamil Nadu except Coimbatore and Salem regions, as the same is looked after by SMOI Coimbatore Chapter.
2. To co-ordinate with prospective Exporters, Manufacturers, Traders, Co – operative Societies etc., in order to enroll them as Member for Silk Mark Organisation of India (SMOI).
3. To arrange training/ meetings etc., with the Manufacturers, Traders, Exporters, Consumer Forums, Lions Club, Rotary Club etc. as and when required for better implementation and creating awareness of the scheme.
4. To issue the Silk Mark Labels & Fusion Labels to Authorised Users of SMOI.
5. To undertake tour to different places in Tamil Nadu for propagation of SMOI.
6. To apprise the Nodal Officer about the development/progress of SMOI in Tamil Nadu region.
7. To keep the account of Silk Mark Labels being supplied by Central Office and its distribution among the authorized users.
8. To maintain all the files, Registers etc. of SMOI
9. To submit reports etc. to the Nodal Officer for onward transmission to Central Office, Bangalore in time.

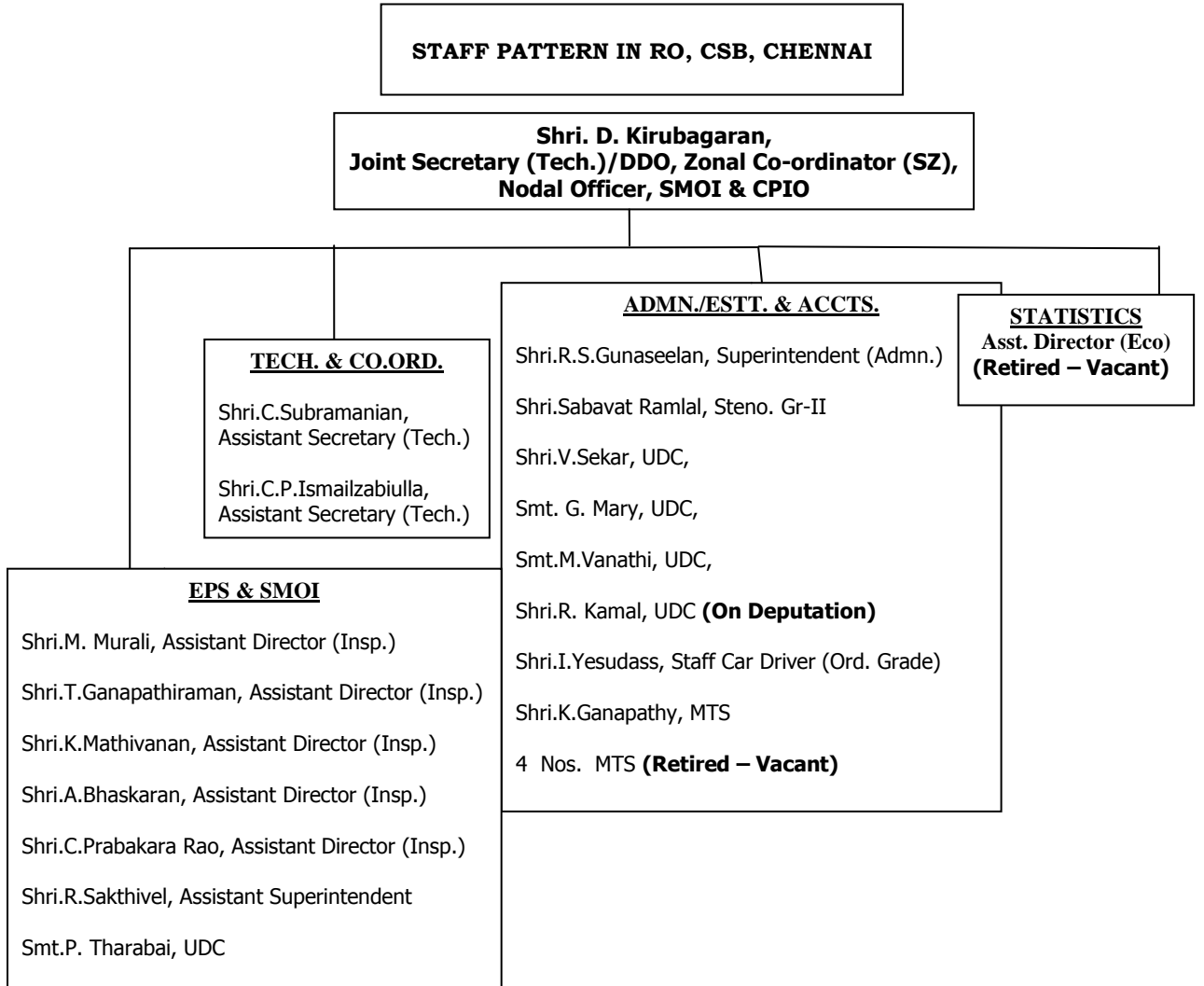
10. To participate in various consumers' exhibitions conducted by State Govt. and other consumer organisations.

ESTABLISHMENT, ADMINISTRATION, ACCOUNTS AND STORES SECTION:

The Joint Secretary (Tech.) is delegated with administrative and financial powers from the year 1986-87. A Superintendent (Admn.) with a complement of one Assistant Superintendent, one Stenographer Grade-II, four UDCs, are looking after the administration and accounts works. The Administration work includes maintenance of personal files and service registers of individual staff members, maintenance of various leave accounts of all Officers/Staff below the rank of Joint Secretary (Tech.), maintenance of building files of RO and Rest House, Implementation of OLIC Meeting and furnishing of Hindi progress report to Central Office, purchase and supply of stores and stationary items to Office and Rest House, Maintenance of computers, work relating to maintenance of account, payment of sales tax, insurance, building rent etc., allotment of monthly work to Attenders & Chowkidars.

The Accounts Section work includes maintenance of all files and registers pertaining to Accounts of RO, CSB, Chennai, preparation and submission of periodical Accounts Statements, maintenance of files relating to renewal of Service Contract of various equipments, maintenance of Cash Book for the day today transaction in the office and Accounting of all receipts and their deposits into Bank, posting of General Ledger, Plan and Non-Plan Expenditure ledger, register pertaining to Departmental Advances, payment of Rent, Telephone and Postage, Electricity and Vehicle maintenance charges regularly, maintenance of computerized (FAS & PRS) accounts ledger on double entry system, settlement of TTA/TA/LTC and medical claims of officers and staff, Co-ordination with the Accountant General (Audit) of Tamil Nadu and Internal Audit of Central Silk Board, Bangalore and furnish replies to the audit enquiries whenever required and drawal and disbursement of salary to officers and staff.

**II. The Powers & Duties of Officers and Employees of
Central Silk Board, Regional Office, Chennai**



Shri.D. Kirubagaran, Joint Secretary (Tech), is the head and overall in-charge of Regional Offices, Central Silk Board, Chennai, Hyderabad and Mumbai. His duties and responsibilities are defined hereunder:

1. He has been delegated with the Administrative and Financial powers. He is the Drawing and Disbursing Officer for Regional Office & Silk Mark Organisation of India, Chennai Chapter, Central Silk Board, Chennai.
2. He has been empowered to sanction all kinds of leaves (except study leave), increment, Settlement of TA/TTA/LTC/Medical claims etc., of his staff.
3. His duty includes supervision of Technical, Statistical, Co-ordination, Administration, Accounts, Export Promotion Section, implementation of SMOI and Protocol works of RO, CSB, Chennai.
4. To Co-ordinate with State Sericulture Departments, and other State/Central Government Department regarding development of sericulture Industry in Karnataka, Tamil Nadu, Andhra Pradesh, Telangana, Maharashtra and Kerala.
5. To conduct Tamil Nadu State Level Sericulture Co-ordination Committee meeting as the Member-convenor and to attend meetings/seminars/workshops etc., as and when invited by Central Office, CSB Institutes, and State Sericulture Departments, etc. He has also to conduct the internal meetings, Hindi workshop etc., of RO, organize meetings of Parliamentary Committee on Labour & Official Language Committee of Parliament as and when advised by Competent Authority.
6. To send all kinds of monthly/quarterly/half yearly/annual reports/returns of this office to Central Office, Bangalore and Town Official Language Implementation Committee (TOLIC), Chennai in time.
7. To look after the welfare of his sub-ordinates. To write/review the APARs (ACRs) of staff working under his control.
8. To undertake tour for official works, field visits of Sericulture areas in Tamil Nadu as and when required and also as per instruction of the Member Secretary, CSB, Bangalore.
9. To attend any other misc. works that may be entrusted by the Member Secretary, Central Silk Board, Bangalore. Regularly participate in all CDP / CPP, other Meetings and video conferences held by Member Secretary, Central Silk Board, Bangalore
10. To Co-ordinate Sericulture Development programmes in Karnataka, Tamil Nadu, Andhra Pradesh, Telangana, Maharashtra and Kerala and also will be the Zonal Co-ordinator (South Zone).
11. He is the Central Public Information Officer.

Shri.D.Kirubagaran has taken overall the charge as Nodal Officer for Silk Mark Organisation of India, Chennai Chapter, w.e.f. 20.08.2013 as per the order of Central Office letter No.CSB-15(6)/91-ES.1, dated 16.08.2013, in addition to the present responsibilities of RO, CSB, Chennai. His duties and responsibilities for SMOI, Chennai Chapter are defined hereunder:

1. He is fully responsible for implementation of Silk Mark Organisation of India as a Nodal Officer and to give the guidance to his sub-ordinates and the Authorised Users of Silk Mark, Exporters, Manufacturers etc., and also to propagate the scheme.
2. To look after the Inspection Wing of this office. He is responsible for allotment of inspection works to the Asst. Director (Insp.) and to issue the various certificates related to pre-shipment inspection. He has to conduct the surprise inspection of the Asst. Director (Insp.) in the exporter's premises. He has to guide the new exporters of silk about the procedures to be followed for export. He has to supervise the works of Asst. Director (Insp.).
3. To look after the welfare of his sub-ordinates. He has to write/review the ACRs of staff working under his control
4. To undertake tour for SMOI related official works as and when required and also as per instruction of the Chief Executive, Corporate Office, Bangalore.
5. To Organize "**Silk Mark Expo**" in Tamil Nadu as per the Guidelines by SMOI, Corporate Office.
6. To attend any other misc. works that may be entrusted by the Chief Executive, SMOI Corporate Office, Bangalore.

ESTABLISHMENT / ADMINISTRATION, ACCOUNTS AND STORE SECTION

The Establishment & Administration, Accounts and Store Sections have been provided with one Superintendent (Admn.) Shri R.S.Gunaseelan, one Stenographer Grade-II Shri.Sabavat Raml, three UDCs Viz., V.Sekar, Smt.G.Mary and M.Vanathi. Their works and responsibilities are defined hereunder:

Shri.R.S.Gunaseelan, Superintendent (Admn.)

1. To assist the Joint Secretary (Tech.) in all matters relating to Estt./Admn. Accounts & Stores works.
2. To be the head of Establishment/Administration/Accounts/Stores Sections.
3. To scrutinize/supervise all the Files & Registers relating to Establishment/Administration/Accounts/Stores, SMOI and submit to In-charge Officer.
4. To scrutinize all bills & files i.e. Salary, Medical, TA/DA, TTA, LTC, OTA, bills related Vehicle, Asset & Dead stock items, Contingency etc., and put up to In-charge Officer in a systematic manner with necessary remarks/recommendations in time.
5. To prepare and submit the Annual Accounts Statements, budget, AG Audit/Internal Audit replies, Income Tax, Service Tax, Dead Stock Article and other related work.
6. To supervise the personal files, Service books i.e. Leaves, increments, MACPs entries, Promotions etc. and to verify personal data of part I in Annual Performance Appraisal Reports of Officers & Officials.
7. To co-ordinate with the office building owner for renewal of lease and searching of alternative accommodation for Regional Office with the help of Senior Officers.

8. To guide Smt.M.Vanathi, UDC for various Hindi related works & also attend TOLIC and other Hindi connected meetings etc. as per the instruction of In-charge Officer and also to guide other staff working in Administration and Accounts Sections.
9. To attend any other works that may be entrusted by the In-charge Officer from time to time.

Shri.Sabavat Ramlal, Stenographer Grade-II.

1. To attend to the Stenography work of In-charge Officer.
2. To attend to typing work of Administrative and Accounts Sections in the Office.
3. To dispatch all outgoing letters and maintain Despatch Register, Account of Service Postage Stamps Register and to attend the Diarising works of incoming Daks, in time.
4. To maintain the Stores & Stationary Files and Consumable Registers of Office & Rest House as per indents of the Officers/Staff approved by the In-charge Officer.
5. To maintain the C.O. Circular as and when received and also Guard file.
6. To arrange watch & ward Duties of Multi Tasking Staff and Security Guards for Office and Guest House in consultation with the Superintendent (Admn.) and also to maintain relevant Files and Registers.
7. To maintain the Attendance Register of both Officers and Official working in Regional Office.
8. To maintain the Leave Registers i.e. CL/CH/RH/Compensation leave etc.
9. To regularly update the RTI Queries & RO Website, in time to time.
10. To attend any other miscellaneous works that may be entrusted by the In-charge officer from time to time

Shri. V.Sekar, Upper Division Clerk.

1. To assist the Superintendent (Admn) in all matters relating to Accounts. He should submit all files and registers to In-charge Officer through Superintendent (Admn). To maintain all the files and registers of Accounts Section.
2. To maintain the fund position on grants in Aid, Reimbursement of Contingent/Petty expenditure being incurred by the official of this office.
3. To prepare Salary bill and submit the files relating to all the salary deductions and remittances to concerned Departments and Miscellaneous Receipts to be sent to Central Office, Bangalore in time.
4. To prepare and submit the Monthly Accounts Statements (FAS & PRS), for onward submission to Central Office, Bangalore in time.

5. To purchase Asset & Dead Stock items & maintain files and registers, registers of AMC of all applicable items to be covered under AMC of this office and its correspondences.
6. To maintain the important documents like vehicle R.C Books, Road Tax Tokens, All deposit receipts, Insurance Certificates, LPG Gas connection receipts Office building agreement etc.
7. To prepare and submit all the bills, monthly rent for Office building, Telephone, Electricity, Water, Road Tax, Vehicle Insurance Premium etc. in time. Disbursement of Salary, Medical, TTA and LTC claims etc., in time.
8. To correspond with all the issues relating to CPWD, PWD, construction of building and its follow up.
9. To attend any other works that may be entrusted by the In-charge Officer.

Smt. G.Mary, Upper Division Clerk.

1. To assist the Superintendent (Admn) in all matters relating to Establishment & Administration. She should submit all files and registers to In-charge Officer through Superintendent (Admn). To maintain all the files & registers of Establishment & Administration.
2. To maintain all the personal files & Service Records of officers & officials and its correspondences. Submission of files relating to Earned Leave, Commuted Leave, Half Pay Leave account, Increments, LTC, MACPS, Pay Anomaly, Transfer, Disciplinary cases entries in the concerned officers & officials Service Books.
3. To maintain all the Administrative files and its correspondences & circulars. To attend typing works pertaining to Administration & Establishment. Livery items of Group C & D staff and to maintain its files & register.
4. To maintain & prepare TA/DA files & Tour Advance registers of Regional Office, SMOI officers & officials and its correspondence and make arrangements to deposit the amount to bank.
5. To prepare and submit SMOI TA/DA bills, statements for recoupment of SMOI TA/DA ARD Fund and its correspondence.
6. To fill the Personal Data in the Part I of APAR, to deal with Annual Performance Appraisal Reports (APARs) and submit to Central Office in time.
7. To deal with the files relating to building occupied for Regional Office & Rest House and its correspondence in time.
8. To maintain the file of Annual Immovable Property Returns of officers & officials and timely submission of returns to Central Office, Bangalore.
9. To deal with the file relating Modified Assured Career Progression Scheme (MACPS), getting Option form, fixation of pay statement and submit copy to Accounts section timely for preparing arrear.
10. To prepare the Tour details statement of Officers & officials like Designation wise, place and the particulars of tour undertaken and submit to technical Section every month.

11. To maintain daily attendance i.e., AEBAS and also manual Register and put up the same every day to Incharge Officer.
12. To attend any other miscellaneous works that may be entrusted by the In-charge Officer from time to time.

Smt. M.Vanathi, Upper Division Clerk.

1. To write & maintain the cashbook of RO & SMOI in double entry system. To write all the cheques & maintain cheque registers, to submit all files & registers to In-charge Officer through Superintendent (Admn).
2. To attend the Bank work of RO & SMOI as cashier for deposit and withdrawal of cash and disburse the amount to the concerned officers & officials in time. To deposit the DD/Cheque/Cash being received from Central Office, Exporters etc. in time. To prepare the bank reconciliation statement concerning accounts.
3. To maintain all the files and registers pertaining to EPS section should be routed through Senior-most Assistant Director (Insp.) and in his absence the next Assistant Director (Insp.).
4. To enter Voluntary quality inspection and import of Mulberry raw silk of the exporters in the register and to prepare the programme chart before allotment of work. To maintain the application up-to-date & generate all the monthly export statement making necessary entries into pertaining to EPS section.
5. To maintain fee collection, Service Tax & Education Cess registers and hand over the cheque/cash, as the case may be, to the accounts section immediately.
6. "Day to day" feeding of Financial Accounting Systems (FAS) & Pay Roll Systems (PRS) input documents for all transactions as per the Cash Book collecting from the Cashier.
7. To maintain the accounts of SMOI contingent & Action Plan vouchers and its register.
8. To maintain the stock, indent and sale of blank forms of, certificate of Origin/EEC pertaining to EPS. To attend the typing works pertaining to EPS section.
9. To maintain Hindi files & registers, prepare Quarter & Half yearly report, make arrangements for Hindi Workshop, TOLIC meeting with the assistance with Junior Hindi Translator, CSGRC, Hosur.
10. To attend any other miscellaneous works that may be entrusted by the In-charge officer from time to time.

Shri. I.Yesudass, Staff Car Driver

1. To attend driving of office vehicles as per instruction of the In-Charge Officer.
2. To attend to pick up and drop the VIPs. Officers etc., from Railway Station, Airport and other places as the case may be.

3. To look after the overall maintenance and keeping of office vehicle in good running conditions by getting it serviced periodically.
4. To maintain the Log Book of the vehicle in all respect such as Kms. run, fuel consumption etc., and to keep the monthly statement in the Log Books and submission to Officer In-charge for signature and also to keep the Log Books under his safe custody.
5. To attend to taking Xerox Copies
6. To attend to outdoor works and also other work as and when entrusted by the Officer-in charge.

Shri.K.Ganapathy, MTS/Attender.

This office has been provided with one MTS, Shri.K. Ganapathy whose duties and responsibilities are defined hereunder:

1. To identify files meant for different sections and carryout inter sectional movement of files.
2. To dust/Clean the tables/Chairs of the Officers/Staff and other office equipments like computer, Telephone etc.
3. To assist the dispatcher for preparation of envelopes. Pasting of postage stamps, affixing address stamps etc.,
4. To deliver letters to the local offices and booking of Air parcels.
5. To book registered letters/Speed post/courier.
6. To visit Secretariat, other departments for hand delivery of urgent letters/records etc.
7. To attend of work connected with payment of Telephone/Water/Electricity bills.
8. Where necessary, assisting cashier, accompanying cashier to the Bank and collection of DDs/Pay orders etc from Bank.
9. To screen the visitors coming to meet senior Officers and guide them to the concerned officers after ascertaining the purpose of the visit.
- 10.To distribute Dak and official communication to the staff after obtaining their signatures in the register.
- 11.To display the notices/Circulars on the Notice Board as also circulation among the staff.
- 12.To booking Air/Train/Bus tickets to the Officers and staff for official visits to out stations.
- 13.To shift office furniture.
- 14.To serve Coffee/Tea and lunch/Snacks in the meetings.

15. Getting photocopies and making stitching of files.
16. Care taking of guests in the Guest House.
17. Any other duties assigned by the Officer-in charge from time to time.

MTS/CHOWKIDAR:

This Office was provided with two Chowkidars, Shri.M.Nagalingam and Shri Mathiyazhagan. Presently, these posts are lying vacant. The duties and responsibilities are defined hereunder:

1. Responsible for overall security and safety of the office and performing watch and ward duties.
2. To safeguard the properties/records etc of the office and Guest House.
3. To restrict the movement of public and visitors to the office premises.
4. To screen of visitors coming to the office premises to meet the Officer/staff and guide them after ascertaining the purpose of their visit.
5. To report promptly to the Office-in-charge with regard to any untoward incident occurred in the premises while on duty for appropriate action.
6. To attend Telephone calls before and after officer hours/holidays and pass on important and urgent messages received to the Officer-in-charge/ Senior Officers depending upon requirement.

At present, the above works are being carried out by the out sourced Security Guards.

SAFAIWALA:

This office was provided with one Safaiwala. Presently, the post is lying vacant. The duties and responsibilities of him have been defined as under:

1. To clean the entire Office premises i.e. Office, Rest House including toilets, compound varandha, staircase, every day.
2. To report Officer-in-Charge or Superintendent(Admn.) about the requirement of cleaning items such as Phenol, Broomstick, Mop etc., well in advance. Also to attende to guest needs in absence of Chowkidars.
3. To attend to any other work that may be entrusted by the Officer-in-Charge.

At present, the above works are being carried out by engaging a labour as advised by the Central Office.

TECHNICAL SECTION:

The Technical Section has been provided with two Assistant Secretary (Tech.) Shri C.Subramanian and Shri.C.P.Ismailzabiullah. The work and responsibilities have been defined as under.

Shri C.Subramanian, Assistant Secretary (Tech.)

1. To assist the In-charge Officer in all matters relating to Technical Works.
2. To attend correspondence related to Research Institute NSSO, Central Office and State DOS and to maintain the files in systematic manners.
3. To undertake visit to various sericulture villages in Tamil Nadu as per the instruction of Central Office to study and various aspects of sericulture, its status and submit report for onward submission to Central Office.
4. To assist the Joint Secretary (Tech) & Member Convener of Tamil Nadu State Level Sericulture Co-Ordination Committee for the preparation of meeting notice, Agenda & Explanatory Notes, minutes etc., whenever, the meeting is conducted.
5. To attend the Seminar, Workshops, Meeting of CSB and State Government , Banks & Private Organizations as and when required as per the instruction of In-charge Officer.
6. To give suggestion and guidance to the new entrepreneurs whoever come forward to take up sericulture in the state.
7. To review the monthly technical reports (CSB units) half yearly reports, Status paper on Sericulture of DOS/CSB in Tamil Nadu and submit it to the In-charge Officer.
8. To submit report to the In-charge officer regarding MIS (Quarterly) and put up the files related to RCC, RAC, RRAC and other meeting as and when received from State/CSB units.
9. To attend to Legal and CAT/Court related issues.
10. To provide necessary assistance to In-charge Officer in conducting various meetings like TNSLCC meeting, Visit of Parliamentary Committees etc.
11. To attend any other works that may be entrusted by the In-charge Officer as and when required.

Shri.C.P.Ismailzabiulla, Assistant Secretary (Tech.)

1. To assist the In-charge Officer in all matters relating to Sericulture Statistics.
2. To attend compilation of data with regard to transaction of reeling/seed cocoons of different cocoon markets in Tamil Nadu and submission of the monthly reports to In-charge Officer.
3. To compile the transaction of raw silk data from Anna Silk Exchange, Govt. of Tamil Nadu, Kancheepuram on the basis of daily market reports and submit the monthly reports to the In-charge Officer.

4. To compile quarterly MIS Statistical reports received from DOSs of Southern States and submit to the In-charge Officer.
5. To conduct Statistical & Technical surveys on the Silk Industry in Tamil Nadu.
6. To look after the Rest House as well as the welfare of the visiting Guests and look after the protocol works such as purchase of Air/Train/Bus tickets, transportation, reservation of accommodation in Hotel & Guest House in consultation with In-charge Officer.
7. To attend all work related to Statistical Section.
8. To attend other Miscellaneous work as and when assigned by the In-charge Officer.

STATISTICAL SECTION

Assistant Director (Eco) (Retired Vacant)

The Statistical Section of this office was provided with one Assistant Director (Eco). Consequent on his retirement the post is still lying vacant. The duties and responsibilities of him is looked after by Shri.C.P.Ismailzabiulla, Assistant Secretary (Tech.)

IV EXPORT PROMOTION SECTION & SILK MARK ORGANISATION OF INDIA:

Export Promotion and Silk Mark Organisation of India (SMOI) Sections has been provided with five Assistant Directors (Insp.) viz., **Shri.M. Murali, Sri.T.Ganapathiraman, Shri.A.Bhaskaran, Shri.K.Mathivanan & Shri.C.Prabhakara Rao**, Their duties and responsibilities are defined hereunder:

General Work:

1. To attend voluntary quality inspection of silk goods (INCL Silk waste) meant for export.
2. To attend inspection of silk waste meant for export.
3. To attend Voluntary Quality Inspection outside headquarters upon specific request with approval of Officer-in charge.
4. To draw sample from the export consignment and if any sample submitted for Analysis to be tested to find out the constituent yarn percentage.
5. To assist the Customs Officials to draw the samples from the Imported consignments for testing of grade.
6. To assist Directorate of Revenue Intelligence Officials for drawing the silk samples from imported consignments and the consignments meant for exports.
7. To provide Export Facilitation Services to all the concerned existing as well as new entrepreneurs.

8. To assist the Nodal Officer with regard to implementation of Silk Mark Scheme.
9. To look after the activities of Silk Mark Scheme and its propagation in different parts (District, Town, Taluk etc.).
10. To coordinate with Exporters, Manufacturers, Traders, Weavers' Co-op Societies, Weavers (incl. Master weavers) etc., in order to enroll more members for Silk Mark Organisation of India (SMOI).
11. To arrange/conduct training/meeting etc., with the Exporters, Manufacturers, Traders, Consumer Forums, Lions Club, Rotary Clubs etc., as and when required for better implementation of the scheme.
12. To undertake tour to different places in Tamil Nadu (Area under Chennai Chapter) for propagation of SMOI with due approval of the Nodal Officer.
13. To visit to all the active authorized users as shown below on rotation basis for every quarter and submit the reports regarding implementation of SMOI for necessary compilation in maintaining the records and also initiate necessary proposals for conducting Awareness Programme to propagate Silk Mark among the General Public.

Circles	Areas to be covered by the Officers during the quarter on rotation
Circle – 1	The Districts of Chennai, Tiruvallore, Villupuram, Cuddalore & Nagapattinam in Tamil Nadu and Pondicherry UT.
Circle – 2	The Districts of Dindugal, Kanyakumari, Madurai, Theni, Tirunelveli, Tutucorin & Virudhanagar
Circle – 3	The Districts of Ariyalur, Perambalur, Pudukkottai, Ramanathapuram, Sivagangai, Tiruvarur, Tanjavur and Trichy
Circle – 4	The Districts of Dharmapuri, Karur, Krishnagiri, Namakkal and Vellore
Circle – 5	The Districts of Kancheepuram and Tiruvannamalai

A.D.(I)/ Executive's Name	CIRCLE 1	CIRCLE 2	CIRCLE 3	CIRCLE 4	CIRCLE 5
Shri.M. Murali, AD(I)	April –June 2016	July –Sept 2016	Oct.-Dec. 2016	Jan-Mar. 2017	April-June 2017
Shri.T.Ganapathiraman, AD(I)	April – June 2017	April-June 2016	July-Sept. 2016	Oct.-Dec. 2016	Jan.-Mar. 2017
Shri.K. Mathivanan, AD(I)	Jan.-March 2017	April-June 2017	April-June 2016	July-Sept. 2016	Oct.-Dec. 2016
Shri.A. Bhaskaran, AD(I)	Oct. – Dec. 2016	Jan.-Mar. 2017	April-June 2017	April-June 2016	July-Sept. 2016
Shri.C. Prabakara Rao, AD(I)	July-Sept. 2016	Oct.-Dec. 2016	Jan.-Mar. 2017	April-June 2017	April-June 2016

- 14.To appraise the Nodal Officer about the development/progress of SMOI in Tamil Nadu Region (Area under Chennai Chapter).
- 15.To attend to all the files, register etc., of SMOI submitted by Shri.R.Sakthivel, Assistant Superintendent and Smt.P. Tharabai, UDC.
- 16.To attend to all the files, register etc., of EPS put up by Smt.M. Vanathi, UDC.
- 17.To attend any other works that may be entrusted by the Nodal Officer from time to time.

SPECIFIC WORK:

1. Shri.M. Murali, Assistant Director (Insp.)/Executive:

- To attend all Correspondences both EPS/SMOI – viz., AUs, Corporate Office, Exporters and other Offices regarding the subjects related with all matters except specifically mentioned/allotted to other Assistant Director (Insp.).
- All the files regarding payments will be processed and submitted to Incharge Officer.
- Maintaining the stock and issual of Fusion Machine/Label
- Distribution of Publicity Material like Roll up/Cocoon Box etc.,
- Over all in-charge of EPS/SMOI and look after of the Routine works of Regional Office during the absence of the Joint Secretary (Tech.)/Nodal Officer.
- To attend Silk Mark Exhibition related Work.
- In the absence of Shri M.Murali, AD(I), Shri.T. Ganapathiraman, Assistant Director (Insp.) will look after the routine work.

2. Shri.T. Ganapathiraman, Assistant Director (Insp.)/Executive:

- **Publicity/Printing works:** Printing of SMOI application kits, Formats, Training materials, Preparation of Brochures, Flex and other Hand Bills etc., and other works related with Publicity
- Visiting Coimbatore Chapter for assisting in organizing Awareness Programme and Training Programme.
- **AU Membership:** Registering the New Members in the Membership register.
- To attend Silk Mark Exhibition related Work.
- In the absence of Shri Ganapathiraman, AD(I), Shri.K. Mathivanan, Assistant Director (Insp.) will look after the routine work.

3. Shri.K. Mathivanan, Assistant Director (Insp.)/Executive:

- Renewal: Preparation of AU list for renewal and sending reminders
- Updating the name of Membership in the Master Register and Preparation of Zone-wise list.
- Updating the name of renewed AUs in the Master Register and Preparation of Zone-wise list.
- To attend Silk Mark Exhibition related Work.
- In the absence of Shri Madhivanan, Shri.A. Bhaskaran, Assistant Director (Insp.) will look after the routine work.

4. Shri.A.Bhaskaran, Assistant Director (Insp.) / Executive:

- Uploading of the Chapters programme details with photos in the SMOI website and forwarding to Corporate Office and maintaining the data/ photos for future retrieval.
- Approval of News paper advertisement.
- Registering of the New Subscribers of Annual Vogue Magazine and updating list.
- Preparing of PPT presentation for the annual flourish meet.
- Finalising Silk Mark Venue.
- Infrastructure tender preparation and finalizing the Expo Layout.
- Mobilizing sponsorship and stall booking.
- Supervising of erection of stalls and all other facilitators like security, surveillance system, publicity etc.,
- Maintaining the account for the receipt of stall rent, sponsorship amounts etc.,
- To attend Silk Mark Exhibition related work.
- In the absence of Shri A.Bhaskar, AD(I), Shri.C.Prabakara Rao, Assistant Director (Insp.) will look after the routine work.

5. Shri.C. Prabakara Rao, Assistant Director (Insp.)/Executive:

- Labels: Indenting and issuing of Labels and maintain stock.
- Abstracting the details related with Members, Label sale, Renewed members, Visits Undertaken by the Executives.
- Preparing and Forwarding of Monthly/Annual Statements of SMOI Achievements, Members/ Renewal AUs Statement.
- Forwarding of other formats submitted by other Executives.

- Supervising the Consumer data entry collected during the Silk Mark Exhibitions for future utilization.
- To attend Silk Mark Exhibition related Work.
- In absence of Shri C.Prabhakar Rao, AD(I), Shri.M. Murali, Assistant Director (Insp.) will look after the routine work.

6. Shri.R.Sakthivel, Assistant Superintendent

and

7. Smt. P. Tharabai, Upper Division Clerk.

1. To assist the Assistant Directors (Insp.) in all matters relating to SMOI section Work. They should submit all files & registers to In-charge Officer through Senior Assistant Director (Insp.).
2. To maintain all the files and registers of SMOI Section.
3. To dispatch all outgoing letters and maintain Dispatch Register, Account of Service Postage Stamps & Register and to attend the Diarizing works of incoming daks, in time.
4. To maintain the stores & stationary files and consumable registers of SMOI as per indents of the officers/officials approved by the Officer In-charge.
5. To keep the Silk Mark Labels in safe custody and maintain the supply of label to the Authorised Users through any authorized parcel services and to keep track of the label accounts, also to maintain the Silk Mark label files & registers and other relevant works.
6. To receive the cash/DD/Cheque related to SMOI work & prepare receipts.
7. To prepare and send all the statements viz., (1) Membership and Authorised User along with the fee details (2) Registration of Authorised Users renewal (3) Sale proceeds of Silk Mark labels (4) Monthly reports and (5) Monthly achievement statement and other relevant reports to SMOI Corporate Office, Bangalore.
8. To draw temporary advances for SMOI and maintenance of day to day expenditure. To prepare and submit all bills for making payments with stock entry to Cashier.
9. Prepare details of Contingent & Action Plan bills & submit to C.O. Bangalore for recoupment in time.
10. To attend all typing of SMOI related works.
11. To attend any other works that may be entrusted by the Officer In-charge from time to time.

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

This office is not allotted/allocated with execution of subsidy programmes, projects etc., for the benefit of public and hence decision making process, channels of supervision and mode accountability are not involved. However, in respect of collection of service charges, testing charges etc, are collected as per the instructions/guidelines of Central Office, Bangalore. The budget allotted to this office expenditure is being periodically audited by internal audit and external audit from A.G., Chennai.

IV) The norms set by it for the discharge of its functions:-

As per the instruction of the Central Office, Bangalore.

V) 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 being published by M/s.Swamy Publications, now and than.

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

1. Personal files of Officers & Staff.
2. Office vehicle documents in original viz RC Book, Road Tax, Insurance, etc., and documents relating to Computers, Laptops, Cash Books, Accounts Registers etc.,
3. Lease Deeds of office and rest house buildings.
4. LPG gas caution deposits.
5. Silk Mark Organisation agreement with Silk Mark Authorised Users.

VII) 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 is taken by Central Office, Bangalore, the representation from public are forwarded to Central office.

VIII) 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.

A State Level Sericulture Co-ordination Committee has been constituted by the Central Office, Bangalore comprising of 20 members in which 3 members are representing Sericulturists in the State. This Committee is convened by the Member Convener who is also the JS(T), RO, CSB, Chennai under the Chairmanship of the Director of Sericulture, Govt. of Tamil Nadu, Salem to coordinate the sericultural activities in Tamil Nadu and to obtain the views, suggestions from the public involved in Sericultural activities. The minutes of the meetings are presently not accessible for public.

IX) A directory of its Officers and Staff.

<u>Name & Address</u>	<u>Contact No.</u>
1. Shri.D. Kirubakaran, Joint Secretary (Tech) & Nodal Officer, SMOI 7/5, Bajanai Koil 1 st Street, Villivakkam, Chennai-600 049.	.. 09445565318
2 Shri.M. Murali, Assistant Director (Insp.) 1 st Floor, Plot No.1, 17, Jai Balaji Nagar 1 st Main Road, Near Paarvathy Nagar (Kodingiyur) Bus Terminus Madhavaram Milk Colony Post, Chennai -600 051.	.. 09380677196
3 Shri.T. Ganapathiraman, Assistant Director (Insp.) 2D, Parvathy Apartment, 26/9, 2 nd Street, Raghavan Colony, Ashok Nagar, Chennai – 600 083	.. 09444076931
4 Shri. K.Mathivanan Assistant Director (Insp.) B-2, Jalajothies Apartment, 28, Nallver Street, East Tambaram, Chennai – 600 059.	.. 09976610393
5 Shri A.Bhaskaran, Assistant Director (Insp.) #2, Dr.Y.S.R. Street, Agraharam, Korattur, Chennai – 600 076.	.. 09444535920
6 Shri.C.Prabhakar Rao Assistant Director (Insp.) 108-A, 9 th Street, Kamaraj Nagar, Avadi Chennai – 600 071	.. 09884470731
7 Shri C.Subramanian, Assistant Secretary (Tech.) B-G3,Vinayaka Apartment, 9, Kapali Street, Gandhi Road, Velachery, Chennai-600 042	.. 09445601912

- 8 Shri C.P. Ismail Zabiulla, .. 09449931667
Assistant Secretary (Tech)
D.No.- 9/7,
Raja Street, Devaraja Nagar
Saligramam, Chennai- 600 093
- 9 Shri.R.S.Gunaseelan, .. 09789808141
Superintendent (Admn.)
No.5, Mangalapuram 8th Street,
Chetpet,
Chennai – 600 031
- 10 R.Sakthivel, .. 09159075818
Assistant Superintendent,
No.23, Patel Street,
BF-1, Balaji Homes,
Vijayalakshmpuram,
Ambattur,
Chennai-600 053.
- 11 Shri.Sabavat Ramlal, .. 09177715358
Stenographer Grade-II,
Plot No..216, 42nd Street, 8th Sector,
K.K. Nagar,
Chennai – 600 078.
- 12 Smt.P. Tharabai, .. 09940422436
Upper Division Clerk,
24,/B, Perumal Koil Street,
(Mettupalayam market road),
West Mambalam,
Chennai – 600 033.
- 13 Shri.V.Sekar, .. 09840953290
Upper Division Clerk,
No.627, 17th Street,
B.V.Colony,
Vyasarpady,
Chennai-600 039.
- 14 Smt.G.Mary .. 09380089815
Upper Division Clerk,
No.85/47, Gangaimman Koil Street,
Virugambakkam,
Chennai-600 092.
- 15 Smt.M.Vanathi, .. 09884335302
Lower Division Clerk,
Flat No.A3, 'A' Block,
Majestic Enclave,
No.21, M.S. Viswanathan Nagar,
Karaiyan Chavadi,
Poonamallee Taluk,
Chennai – 600 056

- 16 Shri. R. Kamal, .. 09500166602
Lower Division Clerk (**On Deputation**)
No.11/3, Venkatachala Achari Street,
Pudupet
Chennai-600 002.
- 17 Shri I.Yesudass, .. 09620077828
Staff Car Driver (Ord. Grade),
7/5, Bajanai Koil 1st Street,
Villivakkam,
Chennai-600 049.
- 18 Shri.K.Ganapathi,
Multi Tasking Staff,
No.12A, Vallalar Street, .. 09003084437
M.G.R. Nagar,
Chennai – 600 078.

X). The monthly remunerations received by each of its officers and employees (as on November, 2016)

Sl No.	Name of the Officers/Staff (Smt./Sri.)	Designation	Gross Salary (Rs.)
1	Sri.D.Kirubakaran	Joint Secretary. (Tech.)	125569.00
2	Sri.M.Murali	Assistant Director (Insp.)	109061.00
3	Sri.A.Subburaj*	Assistant Director (Insp.)	101012.00
4	Sri.T.Ganapathiraman	Assistant Director (Insp.)	104154.00
5	Sri.K.Mathivanan	Assistant Director (Insp.)	98783.00
6	Sri.A.Bhaskaran	Assistant Director (Insp.)	99183.00
7	Sri.C.Prabakara Rao	Assistant Director (Insp.)	93131.00
8	Sri.C.Subramanian	Assistant Secretary(Tech)	79500.00
9	Sri.C.P.Ismailzabiullah	Assistant Secretary(Tech)	74417.00
10	Sri. R.S. Gunaseelan	Superintendent (Admn.)	67516.00
11	Sri.R.Sakthivel	Assistant Superintendent	60776.00
12	Sri.Sabavat Ramlal	Stenographer Grade-II	31274.00
13	Smt.P.Tharabai	Upper Division Clerk	44165.00
14	Sri.V.Sekar	Upper Division Clerk	44742.00
15	Smt.G.Mary	Upper Division Clerk	47720.00
16	Smt.M.Vanathi	Upper Division Clerk	37122.00
17	Sri.I.Yesudass	Staff Car Driver	29767.00
18	Sri. K. Ganapathy	Multi Tasking Staff	39906.00

* Technically controlled by SMOI Corporate Office, Bangalore.

XI) The budget allocated to each of its agency indicating a particulars of all plans, proposed expenditure and reports on disbursement made.

No project works were allotted to this office and hence no private agencies were engaged for carrying out such works.

XII) 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 this office.

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

-Nil-

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

This office is not implementing 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, the data pertaining Tamil Nadu State Sericulture Industry, pre-shipment voluntary inspection, authorized users of Silk Mark Label and expenditure accounts of this office including salary of employees is maintained in electronic form.

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

This office has no library or reading room for public. However, the circulars, information meant for public is being displayed in the notice board of the office. In order to propagate the silk mark scheme, pamphlets, notices, handbills, wall stickers are freely distributed to the public and trade community. Also workshops, awareness programmes for silk mark scheme is being organised in different places in Tamil Nadu.

XVI) The Name, Designation and other particulars of the Public Information Officers:-

D. Kirubakaran,
Joint Secretary (Tech.), Zonal Co-ordinator (SZ),
Nodal Officer, SMOI &
Central Public Information Officer,
CENTRAL SILK BOARD,
REGIONAL OFFICE,
Ministry of Textiles, Govt. of India
28/22, K.K.Salai, Kaveri Rangan Nagar,
Saligramam, Chennai- 600 093.
Ph: Office :- 044-23760108, 23760107
Tele Fax: 044-23760108
Mobile No.09445565318
Email: rdocsb@dataone.in, roche.csb@nic.in

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

-Nil-
