

**REGIONAL OFFICE
CENTRAL SILK BOARD
Ministry of Textiles
Govt. of India
Road No. 72, Prashasan Nagar
Film Nagar Post Office
HYDERABAD – 500 096**

THE RIGHT TO INFORMATION, ACT 2005

I: PARTICULARS OF THE ORGANIZATION ITS FUNCTIONS AND DUTIES

Central Silk Board is a Statutory Body under the administrative control of the Ministry of Textiles, Govt. of India constituted under an Act of Parliament (Act No.LXI of 1948). To ensure close co-ordination of Central and States effort to development of sericulture industry, the Regional Office (RO) was established during the year 1982 at Hyderabad and functioning in a rented building hired by DoS, Telangana at the following address;

Regional Office,
Central Silk Board,
Ministry of Textiles-Govt. of India,
Road No. 72, Prashasan Nagar,
Near New Water Tank,
Film Nagar Post Office,
HYDERABAD – 500 096
Telangana State

Phone: Office: 040-23554447
Fax : 040-23541293
Email : rohyd.csb@nic.in

Functions and Duties of Regional Office, Hyderabad.

- Co-ordinate various sericulture developmental schemes/ projects implemented by States of Andhra Pradesh and Telangana / CSB.
- Maintain close liaison with States and Central Govt. organizations located in Andhra Pradesh and Telangana .
- Extend guidance and technical assistance to farmers/ State Govt./ NGOs/ SHGs in Sericultural practices.
- Monitor and evaluate the progress in implementation of various sericulture programmes and furnish the review reports, etc. to the Board Secretariat.

- Formulate and preparation of project proposals/ schemes for the States.
- Examine the Annual Plan schemes drawn by the State Govt.s for its Technical Feasibility and furnish comments to the Board.
- Undertake comparative study on the profitability of sericulture industry
- Collect and compile the statistical data relating to Silk industry.
- Organization of meetings as and when required by the Board and State/ Central Govt.
- Inspection and survey of the new prospective areas for speedy development of sericulture industry in these States.
- Holding of regular State Level Project Monitoring Committee meetings, coordinate for release of funds, follow-up action, arrange UCs for Central releases etc.
- Participate Review Meetings of CSB and R&D Institutions.
- Participate and organize Sericulture related Video Conferences, Workshops, Exhibitions, Krishi Melas, Farmers Meet etc.,
- To act as Member Convener of the State Level Sericulture Co-ordination Committees of States following under its jurisdiction
- To assist the R& D Institutions in conducting field trials and surveys.
- Forwardal of periodical Market Reports on Silk Goods of concerned States to Central Office, Bangalore and other related units of CSB.
- Implementation of RTI Act, 2005
- Conducting survey for introduction of Sericulture Industry in new potential areas.
- To attend the Research Advisory Committee Meetings of the CSB Institutes which are within the jurisdiction as Invitee Member and to inform the R&D works, package practice being developed.
- To extend protocol facilities such as accommodation, transportation etc., to the VIP and other Senior Officers visiting Andhra Pradesh and Telangana States.
- Propagate and implement the SILK MARK Scheme.
- Coordinate various legal and Court cases of CSB Units in Telangana and A.P
- Undertake regular visits to CSB Units located in A.P. and Telangana and assist in implementation of CSB programmes.

Organization Set-up

Regional Office, Central Silk Board, Hyderabad directly reports to Member Secretary, CSB, Bangalore. It is headed by Assistant Director (Insp.) with the following supporting staff

#	Name of the Officer/Official	Designation	
1	Y.Srinivasa Rao	Assistant Director(Insp.)	Overall In-charge of RO., CSB., Hyderabad and All India Coordinator for conducting SILK MARK EXPO
2	P.G. Sateesh Kumar	Assistant Director(Insp.)	Export Promotion and Silk Mark Organization of India (SMOI), Hyderabad and Raigarh Chapters.
3	B.Chandan Kumar	Assistant Director(Insp.)	Technical, Co-ordination, Statistical, Publicity and protocol Works etc.
4	Syed Namathulla Shareef	Assistant Secretary(Tech)	
5	Y.Prathap Reddy	Statistical Assistant	
6	D.Sathyamma	Stenographer Gr.I	Establishment, Administration, Accounts and Official Language
7	N,Sharada Devi	UDC	
8	R.Gnaneshwar	UDC	
9	G.Venkata Ramana	UDC	
10	Mariamamma Jacob	UDC	
11	S.Ashok	Staff Car Driver Gr.I	
12	K.Komariah	Multi Tasking Staff	
13	D.Balaraj	Multi Tasking Staff	
14	G.Yadgiri	Multi Tasking Staff	

II. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The overall Administrative and Financial Powers, duties and responsibilities of this office is bestowed by the CSB, Bangalore. The unit carries out duties such as formulation of projects/schemes of concerned States, collection, analysis and compilation of economic/statistical data on different aspects of sericulture, review of ongoing schemes, preparation of status paper, extended guidance and technical assistance to the farmers organising Senior Officers visits periodically.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION ACCOUNTABILITIES:

The decision making process is carried out by the General Body of the Board, constituted by the Government of India in its meeting under the supervision of the CEO & Member Secretary, CSB, Bangalore. The decisions taken by the Central Office of CSB, Bangalore implemented by this office. The RO, Hyderabad is directly involved in Reviewing, Monitoring of various sericulture schemes implemented by States of Andhra Pradesh and Telangana in close association with the Department of Sericulture of respective State Governments.

IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

The norms are set by the Ministry of Textiles, Govt. of India, New Delhi and Central Silk Board for the discharge of its functions of Regional Office, CSB., Hyderabad.

V. THE RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The Regional Office, Hyderabad is fully governed by rules, regulations framed by the Govt. of India for Central Govt. Organizations and also by CSB from time to time.

VI. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Following documents are available with Regional Office, Central Silk Board, Hyderabad

1. Personal files of Officers/Staff
2. Insurance Policies of Vehicle and Lease Deed Agreement for hiring of Office Building.
3. Year wise compiled Statistical Data relating to Acreage, Production of Cocoons & Silk in respect of Andhra Pradesh and Telangana States.

VII. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Since the policy decisions are taken by Central Office, Bangalore, the representations received from public are forwarded to Central Office.

VIII. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED 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

Regional Office, Hyderabad acts as Member Convener of State Level Sericulture Coordination Committee in respect of Andhra Pradesh & Telangana convenes the meetings. In the meetings besides State Govt. and CSB Officers, Sericulture Farmers (Rearer/Reeler/Weaver etc.) were also participating as Non official Members nominated by concerned State Sericulture Departments. The In-Charge Officer, R.O., Hyderabad act as Member Convener of the said Committee.

IX & X: A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**(In Rs.)**

#	Name of the Officer/Official	Designation	Basic Pay	Grade Pay
1	Y.Srinivasa Rao	Assistant Director(Insp.)	31080	7600
2	P.G. Sateesh Kumar	Assistant Director(Insp.)	28270	6600
3	B.Chandan Kumar	Assistant Director(Insp.)	28270	6600
4	Syed Namathula Shariff	Assistant Secretary(Tech)	22110	5400
5	D.Sathyamma	Stenographer Gr.I	18700	4800
6	N,Sharada Devi	UDC	13610	2800
7	R.Gnaneshwar	UDC	14700	2800
8	G.Venkata Ramana	UDC	11780	2800
9	Mariamamma Jacob	UDC	13650	2800
10	Y.Prathap Reddy	Statistical Assistant	8560	2800
11	S.Ashok	Staff Car Driver Gr.I	15030	4200
12	K.Komariah	Multi Tasking Staff	11560	2400
13	D.Balaraj	Multi Tasking Staff	11560	2400
14	G.Yadgiri	Multi Tasking Staff	10340	2000

(Plus admissible allowances)**XI BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSMEENT MADE.**

The R.O., CSB., Hyderabad is fully supported by Grants-in-Aid received from Central Office, Bangalore from time to time. The grants for establishment, maintenance and administration of Regional Office including Salary of its employees. There is no system of allocation of budget to the agencies for any development plan at present by the Regional Office.

XII THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME INCLUDING THE AMOUNTS ALLOOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

No such programmes have been allotted to Regional Office, Central Silk Board, Hyderabad.

XIII PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**NIL****XIV. DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN 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 Andhra Pradesh and Telangana State Sericulture Industry, preshipment voluntary inspection, authorized users of Silk Mark Label and expenditure accounts of this office including salary of employees is maintained in electronic form.

XV. PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION , INCLUDING THE WORKING HOURS OF 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 Andhra Pradesh and Telangana State.

XVI. NAME & DESIGNATION OF THE CHIEF PUBLIC INFORMATION OFFICER

Shri Y.Srinivas Rao, Assistant Director (Insp.) & Chief Public Information Officer Regional Office, Central Silk Board, Ministry of Textiles-Govt. of India, Road No. 72, Prashasan Nagar, Near New Water Tank, Film Nagar Post Office, HYDERABAD – 500 096 (Telangana State)	CPIO Mobile No.9573553337 Office No. 040 23554447 Fax No. 040- 23541293
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Shri S.N.Shareef Assistant Secretary (Tech) & Assistant Public Information Officer Regional Office, Central Silk Board, Ministry of Textiles-Govt. of India, Road No. 72, Prashasan Nagar, Near New Water Tank, Film Nagar Post Office, HYDERABAD – 500 096 (Telangana State)	APIO Mobile No.9986479116 Office No. 040 23554447 Fax No. 040- 23541293
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SILK MARK ORGANIZATION OF INDIA

To Complete the Silk value Chain “Silk Mark” a quality assurance label for silk was launched in June, 2004. “Silk Mark “signifies that the product affixed is made of pure silk. “Silk Mark” is aimed not only to protect the interest of consumers about pure silk, but also to safeguard interests of all stakeholders in the value – chain to promote sericulture and silk industry. Silk Mark Organisation of India (SMOI) is a Registered Society. SMOI, Hyderabad Chapter works for Regional Office, CSB., Hyderabad under the control of Assistant Secretary(Insp.). Total 40 Nos members/authorized users to use “SILK MARK” on their products have been registered/enrolled with SMOI, Hyderabad Chapter during the financial year 2015-16. Besides, 2,29,400 Nos of Hang Tapes Label were sold during 2015-16. Participations were also made under SMOI exhibitions, workshop, Expo in addition to conducting of road shows, training & awareness programmes

a) Importance of “Silk Mark” and duties of Silk Mark Organization of India:

1. Silk Mark is a paper hang tag on which a high security hologram is affixed. The hologram contains a unique serial number which can be identified for its Authorized User and period of use.
2. Silk Mark is a quality assurance label which is aimed at protection of the interests of the consumers, Traders and Manufacturers of pure Silk.
3. Silk Mark aims at generic promotion of silk.
4. Silk Mark is aimed at building brand equity for Indian Silk.
5. Silk Mark aims at a cohesive campaign with all stakeholders in the Silk value chain to promote Silk. Silk Mark ensures 100% natural silk in all products under a Label. This means a Silk Mark product contains only pure silk in its base fabric allowing ornamental Zari thread work as extra warp and weft at loom stage or after loom.
6. Tamperproof high security hologram is used for Silk Mark.
7. Promotion of awareness about **Silk Mark** in Andhra Pradesh among consumers as well as trading community.
8. Distributing the Posters and pamphlets of SMOI among the various people at exhibitions, colleges, showrooms and dealers for the promotion of Silk Mark Scheme.
9. Keeping in touch with the Authorized users of Silk Mark Labels and supervising the affixing of the same on the right materials.
10. To organize “Silkmark Expos” in Hyderabad and other cities on annual basis enabling SMOI members to participate and market their products. The consumers/traders may visit website viz., “www.silkmarkindia.com regarding schedule of exhibitions and other details with regard to promotion of Silkmark.

Fee Structure for SMOI Members and Authorized Users are as follows:

A. Membership Fee

Sl.No	Category	Amount (Rs.)
1	Membership Fee	5000/-
2	Membership Fee for Handloom Weaver Members	500/-

Membership fee is mandatory and one time payment

B. Authorised User Fee

Authorised User Fee		AU Fee for the first Five Years	Service Tax (15% on AUFee)	Total Membership Fee, AU Fee and ST for first five years	Renewal Fee for subsequent five years	Renewal Fee for subsequent five years (including ST @ 15%)
Annual Turnover	Upto Rs. 50 Lakh	5,000/-	750/-	10,750/-	5,000/-	5,750/-
	50 Lakh to 100 Lakh	10,000/-	1,500/-	16,500/-	10,000/-	11,500/-
	100 Lakh and above	15,000/-	2,250/-	22,250/-	15,000/-	17,250/-
For Societies		1,500/-	225/-	6,725/-	3,000/-	3,450/-
For Hand Loom Weavers Class		500/-	75/-	1,075/-	1,000/-	1,150/-

AGREEMENT

This Agreement made on «DAY» day of «MONTH» month «YEAR» year between Silk Mark Organisation of India, a registered organization under Karnataka Societies Act 1960 (Registration No.1054/2003-04) having its registered office in First Floor, Central Silk Board, CSB Complex, BTM Layout, Madivala, Bangalore- 560068 represented by its CEO hereinafter called SMOI on one part and M/s «Party», «ADD1» «ADD2», «ADD3», «CITY», «DISTRICT» Dist., , PIN: «PIN» hereinafter called the Authorised user on the other part, witnessed as follows:

The words “SMOI” & “Authorised User” include its respective successors, assignees or representatives. WHEREAS the SMOI has developed a “Silk Mark” comprising of a mark with hologram, the description of which has been described in the schedule hereunder hereinafter referred to as “Silk Mark” which can be used for affixing only on products containing 100% natural silk to confirm to the user / consumer the purity of 100/% natural silk contained in the silk goods affixed with Silk Mark.

WHEREAS the SMOI has decided to approve the use of said Silk Mark to the registered members of the SMOI by way of selling the same at a price for each Silk Mark separately. The use of Silk Mark on the natural silk goods will ensure to the user / consumer, the purity of silk used in the silk goods, who is buying it for a value which in turn enhances marketability of silk, increases revenue / profit to the user of Silk Mark, which will pave the way for the healthy silk trading in the silk industry. In view of these benefits, SMOI has offered to supply the Silk Mark to its registered members for a price for using it on the silk products for value added benefits.

Whereas the Authorised User being a registered member of the SMOI has confirmed (1) that Authorised User has been marketing the silk goods containing 100% pure silk; (2) has understood that the use of Silk Mark enhances his business sphere; the SMOI having accepted the offer of the

Authorised User has agreed to permit the use of Silk Mark by the latter on the following terms and conditions mutually agreed between the parties:

1. The Silk Mark is owned by SMOI and it is the sole owner of the said property. SMOI will extend the following services to the Authorised Users
 - Necessary training to the AU and their sales personnel to identify natural silk, procedure to fix the Silk Mark Label, maintenance of Silk Mark Label account
 - Provide an opportunity to take part in Silk Mark Expos as and when organized subject to terms & conditions.
 - Ensure regular supply of Silk Mark Labels as per the requirement
 - Extend advertisement and publicity support as per the SMOI norms
2. The Authorised User therefore has no right or claim over the Silk Mark and cannot permit any other person or third party to use the Silk Mark without the prior permission of the SMOI. The AU has been granted only the permission to use the Silk Mark on the silk goods provided the silk products conform to 100% purity as prescribed by the SMOI for use of the Silk Mark". For this purpose "100% Natural Silk" means any product woven with Natural silk in Warp and Weft in the base fabric notwithstanding any other fibre used for ornamental figuration as extra Warp or Weft during loom stage or after loom. Zari / Lurex used in the base fabric along with Natural Silk in Warp and / or Weft for ornamental purpose will also qualify for Silk Mark.
3. In view of clause 2 of the above, the Authorised User shall ensure that the silk goods on which the AU affixes the Silk Mark contain 100% natural silk. Any violation of this will amount to wrongful usage of Silk Mark for which the AU is liable to be black listed or proceeded suitably as deemed fit by SMOI. SMOI would be at liberty to give wide publicity to the wrongful usage of Silk Mark by the defaulting Authorised User. SMOI will be permitted to check the silk goods marked with Silk Mark to ensure its purity. Any discrepancy or violation will be brought to the notice of Authorised User for immediate correction or for invoking revocation clause as the case may be.
4. The Authorised User shall abide by the terms and conditions put forth by the SMOI in relation to use of the Silk Mark.
5. (a) Affixing of Silk Mark logo on the name board and elsewhere in the shop or advertising in print media or displaying on hoardings should be done as per the specified formats issued by SMOI. Further no alteration to the text accompanying the logo including change in font is permitted. Highlighting a particular line is also not permitted and any deviation will attract immediate cancellation of the registration.

(b) Advertising of Silk Mark and / or its logo should be done in such a way that the firm is only an Authorised User of Silk Mark. He / She should not use on his place of business or any document issued by him or otherwise the words 'Silk Mark Organisation of India' or 'Central Silk Board' or 'Ministry of Textiles' or 'Govt. of India' or other words conveying similar meaning which would reasonably lead to the belief that his place of business is or the document which he is using is officially connected with the said words. Wrongful depiction of Silk Mark or using the mark deceptively and confusingly on the part of the firm will result not only in cancellation of its registration but also levying penalty for creating wrong notion in the consumer's mind besides initiating legal action.
6. The Authorised User shall indemnify the SMOI against the claims of third party caused by the act or omission or default of the said Authorised User.
7. The Authorised User shall preserve the Silk Mark Labels in safe custody and give an account of the number of Silk Mark labels already used and the balance left in order to

prevent wrongful usage. Any loss or theft of Silk Mark Labels should immediately be brought to the notice of SMOI & simultaneously arrange to lodge a police complaint to prevent and check its unauthorised use. The Authorised User is also expected to maintain a ledger indicating the usage and available stock of Silk Mark labels.

8. If the Authorised User is found to use the Silk Mark unauthorisedly or commits wrongful usage of Silk Mark or commits breach of the terms and conditions of this agreement, the SMOI shall forthwith revoke the permission granted under this agreement without notice besides suitably proceeding against the Authorised User for damages or other relief as deemed fit and in which case the Authorised user shall surrender the balance of Silk Mark labels left with the Authorised User immediately and is restrained forthwith from using the Silk Mark without the permission of the SMOI.

9. Without prejudice to clause 8, the SMOI reserves the liberty to revoke the permission to use the Silk Mark Labels by the Authorised user for any reason whatsoever in which case the Authorised user shall be barred from using the Silk Mark Labels. He shall also be liable for damages and / or any action as deemed fit in the facts and circumstances of each case.

10. The SMOI shall not be responsible or liable for the claims of third party arising on account of misuse of Silk Mark or wrongful usage of Silk Mark by the Authorised user.

11. For any clarification or doubt arising under this agreement the decision of the Chairman/CEO of SMOI or any committee appointed by them on their behalf shall be final and binding on the Authorised user.

12. Any dispute or differences under this agreement shall be resolved mutually between the parties failing which, it shall be referred to a sole arbitrator in which case the provisions contained in Arbitration and Conciliation Act 1996 shall apply.

13. This agreement will be valid until M/s. _____ «Party» are Authorised Users of Silk Mark. In case the party fails to renew their Authorised User status with SMOI or otherwise is debarred from being the Authorised User of SMOI for any reason, this agreement will become null & void.

14. In case of any change in the Authorised User's name / ownership the same shall be brought to the notice of SMOI with documentary evidence. In case the documents submitted are not to the satisfaction of SMOI the AU status of the party will be cancelled.

In witness whereof both the parties herein have signed this agreement on the date, month and year above written in the presence of witnesses.

for Silk Mark Organisation of India

for Authorised User

Witnesses

1)	For M/s «Party», «ADD1» «ADD2», «ADD3», «CITY», «DISTRICT» Dist., «STATE» State, PIN: «PIN»
2)	



Your Assurance of Pure Silk

SILK MARK
Vogue
Gateway to
the Silk World

To,
The Editor,
Silk Mark Vogue
Silk Mark Organisation of India
(Mumbai Chapter)
16, Mittal Chambers, Nariman Point
MUMBAI – 400021

Sir,

Sub: SUBSCRIPTION FOR **Silk Mark Vogue** -reg;

I would like to subscribe for the **Silk Mark Vogue** published by the **Silk Mark Organisation of India** for a period of *3 Year(s)*

The Annual Subscription fee of **Rs.1000/-** (Inclusive of postage and handling Charges) is paid herewith CHEQUE No. _____ Dt. _____ drawn on (bank) in favour of “Silk Mark Organisation of India, Hyderabad”.

Please send the magazine to our mailing address as below:

Yours faithfully,

Authorised Signatory of company

Encl: AS ABOVE

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Remarks if any		Remarks	

MOI/HYD/23/VOGUE/2016-17

Forwarded to the Officer Incharge, Silk Mark Organisation of India, Central Silk Board, 1st floor, 16, Mittal Chambers, Nariman Point, Mumbai – 400021 for for kind information and necessary action.

Asst. Director (Insp)

EXPORT PROMOTION SECTION (EPS)

The RO, CSB, Hyderabad is attached with the EPS & SMOI Sections, headed by an Assistant Director (Insp.)

The Pre-shipment Inspection Authority for Natural Silk goods meant for export under the EXIM Policy is the Central Silk Board. Under the EXIM Policy compulsory Pre –shipment Inspection of Natural Silk goods was dispensed by Ministry of Textiles with effect from **01.04.2000**. However, Central Silk Board extended its services to Silk trading Community by offering voluntary Quality inspection of Natural Silk goods meant for exports through its Certification Centers spread across the country whenever it is desired by the exporters. Certification Centre, Hyderabad is attached to Regional Office, CSB., Hyderabad.

The Regional Office, Central Silk Board, Hyderabad is extending the services of pre-shipment inspection under **New Voluntary Quality Inspection Scheme”** for silk goods on voluntary basis through Certification Centre at Hyderabad

Voluntary quality inspection scheme for natural silk goods

Scope:

Voluntary Quality Inspection of Natural Silk Goods would be available to all Exporters/ Manufacturers of Indian Silk Goods, and Importers of Silk goods to India.

Services extended by Certification Centers of Central Silk Board:

Voluntary inspection of Natural Silk / Silk mixed products, inspection of Silk Carpets are undertaken by the officials of Central Silk Board. In addition, the Board offers Silk Testing facilities for raw Silk, silk mixed and finished products such as fabrics, sarees, made-ups, garments, carpets etc. **on payment of prescribed fees.**

Issue of various Tariff Certificates:

Under the bilateral Agreements Generalized System Preferences (G.S.P.) and various other tariff Certificates are also issued by the Boards designated officials against payment of requisite fee prescribed by the Board

1. Generalized system preferences.
2. Hand woven certificates to EEC countries
3. Handicraft product certificates to EEC countries
4. Handicraft certificate to Australia
5. Industrial craft certificate to Australia
6. Swiss. Tariff certificate
7. Certificate of origin
8. Special certificate of origin to U.A.E., Sri Lanka and Yugoslavia

Issue of Tariff Certificates on exporter's declaration:

A provision is made where-in an exporter can avail tariff benefit for the consignments of goods meant for exports either by tendering the goods for inspection or by on self declaration by submitting the prescribed format along with 6" x 6" sample swatches of representative samples. In case of woven designs the samples should cover 2 repeats.

Guidelines for availing inspection: Application for Voluntary Quality Inspection in the prescribed format indicating there-in, the scope of inspection required to be submitted to the Officer In-Charge of Certification Centre of the Central Silk Board Application in duplicate accompanied by relevant invoices and packing list in duplicate. A copy of contract may be enclosed whenever the inspection required as per contract.

Voluntary quality inspection of natural silk/ Silk mixed products are undertaken by CSB on payment of service charges along with sample swatch of 6 x 6 inches representing each variety of the consignment, is to be submitted in prescribed format by the exporter. In case of additional parameters under Part-II of prescribed format the sample size will depend upon the type of the test.

Inspection and criteria:

Inspection of the material will be with reference to specification by the applicant or as stipulated in the contract. The inspection would be governed as per CSB Voluntary Quality Inspection Rules.

Packing and sealing:

Pieces inspected and passed shall be marked with monogram stamp of the Assistant Director (Inspection) and packed in the bales or cartoons or as specified by the applicant or as specified in the contract In the presence of Assistant Director (Inspection). All other bales or cartoons of the consignments shall be sealed by the Assistant Director (Inspection).

Issue of inspection certificate:

After completion of inspection, stamping, Packing and sealing of the packages, the Assistant Director (Inspection) shall issue certificates in the prescribed formats indicating factual finding during inspection.

Custom Clearance Endorsement:

After the completion of inspection and sealing of the certified parcels, the inspecting official shall issue a custom clearance endorsement on the invoice duly affixing with rubber stamp & a passed stamp with date. The customs endorsed certified invoice is categorized under (1)100% Natural silk by weight, (2) Containing 50 % or more of Natural silk by weight, (3) Containing less than 50 % Natural silk by weight.

In case of exports of silk yarn, Silk wastes the customs endorsement shall show the type of Silk yarn/ or Silk waste and their weight in Kgs.

Service charges for Inspection:

The service charges for quality inspection of natural silk goods on voluntary basis as per rates mentioned below:

Service charges for providing Quality pre-shipment Inspection of Natural Silk goods (W.E.F01/04/2016) (Amount in Rs.)				
SL.NO.	Particulars Consignment Value	Pre-Shipment Inspection charges	Service Tax@15%	Total Charges Payable
1	< 1 Lakh	200	30	230
2	>1Lakh<5Lakh	350	53	403
3	>5Lakh	700	105	805
Fees for issuing Tariff Certificate for Natural Silk Goods				
1	GSP	150	23	173
2	EEC-Handloom/ EEC-Handicraft/ Certificate of Origin/Others	150	23	173
Silk Sample Testinf Fee/Sample				
1	For One Sample	275	42	317
Cost of Set of Blank Certificate forms				
1	EEC-Handloom	50	0	50
2	EEC-Handicraft	50	0	50
3	Certificate of Origin	50	0	50
4	Other Certificates	50	0	50

Silk carpets

Inspection of 100% of silk pile carpets under silk mark Certification Scheme is governed by the Trade Circular No.CSB – 6 (1) / 89 –EP & ES dated 25- 05- 89 and 13-06-89.

Note: For availing inspection of Natural Silk / Silk mixed products under Voluntary Quality inspection scheme, exporter may submit the application in Specimen Formats No. 1 – 8 to the respective certification centers of the Central Silk Board. For further details please visit <http://www.csb.gov.in>