



**REGIONAL OFFICE
CENTRAL SILK BOARD
Ministry of Textiles : Govt. of India
15, Gariahat Road (S), Dhakuria,
Kolkata-700031, West Bengal**

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1. Particulars of its organization, functions and duties:

To meet and cater the liaison demand of various establishments under Central Silk Board, a Regional Office came to existence in erstwhile Calcutta: gateway of the entire eastern and north eastern India way back in early fifties. Gradually additional responsibilities were roped into it which includes:

- Inspection of Silk, issuing different categories of certificates required for the export of silk.
- Provide technical co-ordination and assistance to the directorates of Sericulture in the east and north-east zones of India in order to uplift sericulture as a whole.
- Working in close tandem with the Research Institutes and National Silkworm Seed Organization to implement an array of developmental projects encompassing sericulture.
- Provide vital support to Silk Mark Organization of India towards ensuring quality assurance of pure silk in domestic as well as in foreign market through propagation of Silk Mark.

The mandates of this office have been bifurcated in 1982 with the creation of Regional Development office at Malda, W.B. and the technical wing was shifted to RDO, Malda along with the activity linked staff.

Presently this office is empowered to issue a host of certificates to exporters of silk goods namely the Generalized System of Preference Certificate, Handloom Certificate, Handicraft Certificate, Certificate of Origin, Special Certificate of Origin for Australia, Switzerland. This office earns revenue of **Rs. 0.20 lakhs monthly on an average through issue of various certificates. The activity led this office earn a total of Rs. 02.40 lakhs as revenue during 2015-16 against export of 14.86 lakhs sq.mtr. Silk item amounting to Rs.91.86 crores.**

2. Powers and duties of its officers and employees

Powers

The Regional Office, Kolkata is headed by a Joint Secretary (Tech.)/Deputy Secretary(Tech) & Nodal Officer for Silk Mark Organization of India, Kolkata Chapter. A Deputy Director (Inspection) is assigned to act as the Sr. Executive officer of Silk mark of India, Kolkata Chapter.

FINANCIAL POWERS:

- Joint Secretary (Tech) : Upto Rs. 10000/- single work (for CSB)
: Upto Rs. 15000/- single work (for SMOI)
- Deputy Secretary(Tech) : Up to Rs. 5000/- Single work (for CSB)

Administrative Powers

Joint Secretary (Tech.)/Deputy Secretary(Tech)

To be the Head of the Office

To Maintain Bank Account and be drawing & disbursing officer for all payments including wages pertaining to his office and attached offices.

To attest entries in Cash Book / Leave account

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To implement all the decisions taken by the Board / Chairman /Members Secretary in so far as it pertains to his office and attached offices

To Co-ordinate and supervise the work of the offices and establishment of his office and attached offices, if any,

To grant casual and regular leave except study leave to the officers and staff working under him i.e., to the official of the rank below his own rank.

To sanction tour programme of staff and officers of the rank below his own rank.

To be the controlling officer for traveling allowances for the staff and the officers below his rank.

Forwarding of applications for outside job: The Officer In-charge may dispose off applications for outside jobs received from the officers / staff working under his control as per the guidelines issued separately.

Allotment of Staff Quarters to the officers and staff of this office.

Grant of increment to staff: To sanction annual increments to all the officers and staff working under his control except himself.

To grant admissible Transport Allowance to physically handicapped.

To grant special pay to Cashier.

To grant Family Planning Allowance for promoting small family.

To grant extension of time limit for availing TTA benefits [Shifting family / personal effects etc.,]

Permission for taking up higher studies: Application seeking permission for higher studies by correspondence courses etc., in India may be disposed off by the Head of Office.

Closure of probationary period: Probationary period of officials up to the level of SRA may be closed by the Head of Office. However, all prescribed procedure in this regard should be followed before closure of probationary period.

Disciplinary powers

Deputy Director (Insp.)

Deputy Director (Insp.) is also the Senior Executive of Silk Mark Organization of India

Sponsored by Central Silk Board.

Over all in-charge of the inspection wing.

DUTIES:

- a. To Co-ordinate with state institutions / Government and CSB units in assisting for implementation of all sericulture development Programmes projects in West Bengal State, eastern region zone.
- b. ROs/RDOs are the member Conveners of State Level Sericulture Co-ordination Committee meetings constituted by the CSB.
- c. To organize exhibitions, demonstrations, farmers meets, entrepreneurship development programme, meetings with DOS & CSB personnel's and other periodical meetings as may be required.
- d. To collect the data pertaining to sericulture and silk industry, analyze and forward to Central Office with specific observations and comments for maintaining MIS data base.
- e. To conduct base - line surveys in selected areas on improvement in productivity and the cost incurred by Seri culturists.
- f. Identify gaps in lab-to land and to formulate and propose need based sericulture schemes to be implemented by the CSB & DOS with suitable recommendation to Central Office.
- g. To co-ordinate with the Directors of Research Institutes, NSSO, DOS, NGOS & other agencies in their jurisdiction in respect of field trials and surveys encompassing Sericulture Development.

- h. To evaluate the work of the NGOs and other voluntary agencies in the state in respect of sericulture programme.
- i. To maintain a close liaison with the State Sericulture Departments, field units and CSB field functionaries to co-ordinate transfer of technology etc. and to collect feedback from the field.
- j. To co-ordinate or organize trainings/workshops on the directions of Central Office and distribution of publication, extension materials, video films etc.
- k. Undertaken voluntary quality inspection of silk goods meant for export.

1. Shri Gopal Krishna Samanta, Deputy Secretary (Tech)

Overall control of Regional Office, Central Silk Board, Kolkata **w.e.f. 17th October 2016**
Consequent on transfer from RMB, Chaibasa..

Individual work allotment of officers is as under, though the same is subject to revision as per requirement from time to time.

Shri P. Modak, Asst. Director (Insp)

- i. Overall look after the office work in absence of DS(T) from Head Quarter.
- ii. Inspection work of EPS & certification.
- iii. Analysis & testing of Silk Samples.
- iv. Surveillance visit to AUs premises
- v. Supervision/Verification of proposal and expenditure of Expo and others.
- vi. Preparation of SMOI meeting minutes and correspondence on follow up decisions.
- vii. Supervision of label stock, sale proceeds & statement thereof on fortnightly and monthly basis.
- viii. Verification of stall allotment, confirmation in respect of SMOI Expo
- ix. Any other official work as and when required.
- x. Compilation of Monthly/Provisional reports of SMOI

3. Shri Vivek Kumar, Assistant Director (Insp.)

- i. Inspection work of EPS & certification.
- ii. Testing of Samples as required.
- iii. Allotment of Inspection work.
- iv. Oversee the Silk Mark Scheme.
- v. Supervision of Monthly/Provisional reports of SMOI.
- vi. Surveillance visit to AUs premises.
- vii. Work allotted to Shri P. Modak, Asst. Dirs.(Insp) in his absence/leave period.
- viii. Arrangement/preparation for attending other Exhibition.
- ix. Any other official work as and when required.

5. Shri K. Thangadurai, Inspector(Silk)

- i. Inspection work of EPS & certification.
- ii. Analysis & testing of Silk Samples.
- iii. Preparation of Silk Mark proposals and AUs meetings.
- iv. Surveillance visit to AUs premises\.
- v. Verification of label stock, sale proceeds & statement thereof on fortnightly and monthly basis.
- vi. Any other official work as and when required.

6. Shri Ram Mohan Pramanik, Assistant (Tech.)

- i. Correspondence pertaining to Technical Committees & Meetings.
- ii. Implementation of CDP Schemes in West Bengal, Bihar & Jharkhand.
- iii. Maintenance of technical registers for release & utilization of funds under CDP & Sericulture Development Schemes in the state.
- iv. Maintenance of Technical Register for release & utilization of fund under CDP.
- v. Annual Report of Regional Office, CSB, Kolkata.
- vi. Preparation of Status Report of West Bengal, Bihar & Jharkhand.
- vii. Preparation of meeting minutes and notices of SLSCC (W.B.) & others.
- viii. MPR/QPR/AAR, Silk Flash of RMB, CSB, Chaibasa & MRMB, Sibsagar.
- ix. Preparation of Monthly, Quarterly & Annual Reports, returns of MESDP, Kishangang, CDC, Saharsa & Supoul.
- x. Technical Proposal of MESDP, Kishangang.
- xi. Any other official works as and when required.

7. Km. P. Selvamathi, Assistant(Tech)

- i To look after all correspondence related to MIS Reports to be collected from the states of West Bengal, Bihar and Jharkhand as per formats I to V on quarterly/Annual basis, compile, analyze and arrange to furnish to Central Office periodically.
- ii) To collect SMIS reports on monthly basis from the states of West Bengal, Bihar and Jharkhand as per prescribed formats and compile, analyze and ensure furnishal of the same to Central Office.
- iii) To collect relevant information from the state concerned and update the status paper to furnish the same to Central Office.
- iv) To collect information from the state concerned on Institutional credit to sericulture as per proforma for onward transmission to Central Office.
- v) Daily, weekly and monthly market reports from Central Office, RMB and MRMB may be collected, compiled and analysed for timely usage.
- vi) To collect monthly progress report on transaction of commodities from RMB, Jharkhand and arrange to forward to Central office on time.
- vii) To supervise the technical staff in preparation, compilation of various technical Reports tables, charts and power point presentation in meetings, workshops etc.
- viii) To conduct field visits to silkworm rearers, graineurs, reelers, weavers and other CSB/DOS units for collection of relevant information on sericulture industry.
- ix) To prepare, update and maintain relevant registers for production statistics, market information etc.
- x) To attend all other works entrusted by the Joint Secretary[Tech.]/Dy.Secretary(Tech) from time to time.

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1. Shri Anup Kumar Biswas, Assistant Superintendent (Admn) :

Being Senior Admn. staff he will supervise all Admn. & Accts. Work of R.O. & SMOI, CSB, Kolkata in addition the following work will be attended.

- ✓ Correspondence with MESDP, Kishanganj
- ✓ Correspondence with RO, CSB, Patna
- ✓ Calculation of Income Tax / TDS.
- ✓ Any other official work as and when required.

2. Shri Mrinal Kanti Saha, Assistant Superintendent (Admn) :

- ✓ Preparation of Salary & Wage bills, Salary deduction and Misc. receipt bills.
- ✓ Preparation of FAS & PRS statement of RO, Kolkata including RO, Patna & MESDP, Kishanganj. Preparation of monthly accounts and all related statements consolidating account of NDUs.
- ✓ Preparation of Bonus bills etc.
- ✓ Compilation of Asset Register and other accounts statement.
- ✓ Preparation of Budget.
- ✓ Preparation & Submission of Grants indent.
- ✓ External and Internal Audit files.
- ✓ Work of Shri Anup Kumar Biswas, Assistant Supdt.(Admn) in his absence/leave
- ✓ Any other official work as and when required

3. Shri Gopal Deb, Assistant Superintendent (Admn) :

- (a) Maintenance of Service Books and Personal files of Officers and Staff of RO, Kolkata and NDUs.
- (b) Preparation of LTC/TTA of Officers and Staff members
- (c) Other Estt/Admn. files
- (d) Allotment of watch and ward /Security duty & preparation of Bill.
- (e) Court Cases.
- (f) Property return matters.
- (g) Work of Shri Mrinal Kanti Saha, Assistant Supdt.(Admn) in his absence/leave
- (h) Any other official work as and when required

4. Shri Nares Poddar, Jr. Stenographer GR-II :

- (a) Attending dictation of Deputy Secretary (Tech.) & Typing of draft as required
- (b) TA file of Deputy Secretary (Tech.)
- (c) AMC for all machines/equipments.
- (d) Stores, Stationery & Proposals.
- (e) Issue of APAR of officers and Staff
- (f) Payment of Telephone/Electric/Fax bill to concerned authority.
- (g) Diary and Dispatch work & account of Service Postage Stamps.
- (h) Maintenance of Accounts of Official Language correspondence on monthly basis.
- (i) Maintenance of Dead Stock File and Register.
- (j) Work of Shri Mrinal Mukherjee, U.D.C. in his absence/leave
- (k) Any other official work as and when required.

5. Shri Mrinal Mukherjee, UDC

- (a) Maintenance of Cash Book & Other accounts register of SMO
- (b) Collection of fees for Inspection, Testing, GSP & OTC etc.
- (c) Diarizing of Inspection and TCOB applications, preparation of daily Inspection Chart.
- (d) Entry of Export Data and preparation of Export & monthly Tariff Certificate statements
- (e) Correspondence related to Export policy matters to CO, Bangalore.
- (f) Co-ordination of Sales/Other & General Co-ordination works
- (g) Remittance of Regn./Renewal/Label cost (SMOI fund) to C.O., SMOI, Bangalore.
- (h) Maintenance of SMOI Accounts and recoupment of fund.
- (i) Preparation of T.A. bills of SMOI Officers and Staff.
- (j) Maint. of Guest House, Reg. for accommodation & issue money Receipt to Visitors.
- (k) Protocol work as advised.
- (l) Maint. of Vehicle relating to Road Tax, Insurance/Fitness & prepared fuel /oil bills etc.
- (m) Settlement of Medical bills & correspondence with nominated Hospitals
- (n) Maintenance of Office Building, & Staff Quarter.
- (o) GST/Service Tax Matters.
- (p) Maintenance of Official Language (Hindi) File.
- (q) Issue of Identity Card
- (r) Maintenance of Livery file of Group – C & D staff.
- (s) Maintenance of CL/RH of officers of RO & NDUs
- (t) Work of Shri Baidyanath Das, UDC in his absence/leave
- (u) Any other official work as and when required.

6. Shri Baidyanath Das, UDC

- (a) Maintenance of Cash Book and related registers of RO, CSB, Kolkata
- (b) Preparation of TA bills of Officers and Staff members of R.O. & NDUs.
- (c) Conveyance bill of Inspection Section Officers and staff on daily basis
- (d) GSLIS for TFSW & CSFWs
- (e) CEA related work
- (f) OTA file
- (g) Recoupment of L.S. of NDU
- (h) To assist M.K.Saha, Asstt.Suptd. for preparation of Accounts.
- (i) Work of Shri Nares Poddar, Jr.Steno Gr-II in his absence/leave
- (j) Any other official work as and when required

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

This office acts towards implementation of decisions taken by the Chief Executive Officer and/or Corporate office, Bangalore and transmitted downward as per official protocol for supervision and accountability.

4. The norms set by it for the discharge of its function;

While discharging the functions work allotment order, dead line, financial implications are observed within the ambit of the directives of the corporate office.

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

Silk inspection manual.

Pre-shipment Inspection record (voluntary).

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

- Certified export statistics of natural silk goods from Kolkata.
- Production statistics of sericulture in West Bengal.
- Exporters' Directory (of natural silk goods).
- Silk inspection documents for current and preceding 2 years.

7. The Particulars of any arrangement that exists for Consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

- N O N E -

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

- Not applicable -

8. A directory of its Officers and Employees:

- 9.1 Shri G.K.Samanta, Deputy Secretary(Tech)
- 9.2 Shri P. Modak,, Asst. Director (Insp.)
- 9.3 Shri Vivek Kumar, Asstt. Director(Insp)
- 9.4 Shri A. K. Biswas, Assistant Superintendent (Admn)
- 9.5 Shri M.K.Saha, Assistant Superintendent (Admn)
- 9.6 Shri Gopal Deb, Assistant Superintendent (Admn)
- 9.7 Shri. K.Thangadhurai, Inspector(Silk)
- 9.8 Shri. Rammohan Pramanik, Assistant (Tech.)
- 9.9 Smt. P. Selvamathi, Assistant (Tech)
- 9.10 Shri Mrinal Mukherjee, U.D. Clerk.
- 9.11 Shri Baidyanath Das, U.D. Clerk
- 9.12 Shri Nares Poddar, Stenographer GR-II
- 9.13 Shri Subir Chakraborty, Staff Car Driver GR-I
- 9.14 Shri Raj Kishori Thakur, M.T.S.
- 9.15 Shri Abdul Hafiz, M.T.S.
- 9.16 Shri B. K. Samaddar, M.T.S.
- 9.17 Smt. Kalo Devi, M.T.S.

9. The monthly remuneration received by each of its officers and employees including the system of Compensation as provided in it regulations:

SI No.	Name of the Officer / Official	Designation	Basic Pay(Rs.)	Grade Pay(Rs.)	Gross pay(Rs.)
1.	Shri G.K.Samanta	Dy.Secretary(Tech)	24640	6600	91050
2.	Shri P Modak	Asst. Dir. (Insp)	29320	7600	94683
3	Shri Vivek Kumar	Asstt. Dir.(Insp)	29320	7600	105759
4	Shri A.K. Biswas	Asst. Supdt.(Admn)	20710	4600	71101
5	Shri M.K.Saha	Asst. Supdt.(Admn)	19990	4600	69185
6	Shri Gopal Deb	Asst. Supdt.(Admn)	17560	4600	62722
7.	Shri K. Thangadhurai	Inspector(Silk.)	9300	4200	35636
8.	Shri Rammohan Pramanik	Assistant (Tech.)	20610	4800	71617
9.	Smt. P. Selvamathi	Assistant (Tech)	9300	4200	35032
10.	Shri Mrinal Mukherjee	U.D.C.	14990	2800	51622
11.	Shri Baidyanath Das	U.D.C.	11780	2800	37980
12.	Shri Nares Poddar	Stenographer GR-II	14700	4200	54050
13	Shri Subir Chakraborty	Staff Car Driver Gr-II	13130	2800	46240
14.	Shri Raj Kishore Thakur	M.T.S.	11560	2400	41000
15.	Shri B. K. Samadder	M.T.S.	10180	2000	24285
16.	Shri Abdul Hafiz	M.T.S.	11560	2400	41000
17	Smt. Kalo Devi	M.T.S.	5630	1800	21270

10.Details of expenditure in respect of R.O., Kolkata and its attached units during the year, 2016-17.

Sl.No	Name of the Centre	Non-Plan	Plan-General	Plan-Capital	Plan NE	Total
1	R.O., Kolkata	16,282,169.00	2,240,922.00	1,020.766.00	-	19,543,837.00
2	R.D.O., Patna	2,471,148.00	342,984.00	-	-	2,814,132.00
3	MESDP, Kishanganj	4,770,919.00	630,965.00	37,000.00	-	5,438,884.00
4	CDC, Saharsa	3,299,498.00	277,129.00	5,000.00	-	3,581,627.00

11.The manner of execution of subsidy Programmes, including the amounts allocated and

12.the details of beneficiaries of such Programmes.

- Not applicable -

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

The following Officers are authorized for voluntary silk inspection and issue various tariff certificates related to silk export viz. GSP, Handloom Certificate, certificates of origin etc.

1. Shri P. Modak, Asst. Director (Insp.)
2. Shri Vivek Kumar, Asst. Director (Insp.)
3. Shri K.Thangadurai, Inspector(Silk)

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

Converting the following information in the electronic form is in progress

- Directory of Silk Mark Authorised users.
- Directory of sericulture activity zones in West Bengal managed by both CSB as well as DOS units.
- Zone-wise latest recommendation on sericultural package and practices for West Bengal.
- Trends of Current prices of cocoons and DFLs vis-a vis those of preceding 2 years
- Demand and supply of DFLs produced in West Bengal beyond the State.

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

The office acts as a liaison interface between sericulture/ all the matters related to silk under the domain of Central Silk Board and public, voluntary silk inspection during the working hours on Monday to Friday from 9.30 a.m. to 6 p.m. except on closed holidays. There is no library or reading room maintained for public.

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

Shri G.K.Samanta, Deputy Secretary (Tech), RO, CSB, Kolkata is The Central Public information Officer. He has appointed the following APIOs for getting help to provide information under sec 5(4) of the RTI Act. .

- Shri B.C.Ray, Project Officer and APIO, Mulberry and Eri Silk Development Project, CSB, Kishanganj.
- Shri Vivek Kumar, Asst. Director (Insp.) and APIO, RDO, CSB, Patna
- Shri Pareshnath Modak, Asstt. Director(Insp) and APIO, RO, CSB, Kolkata

The Officer Senior to the CPIOs and first Appellate Authority is Member Secretary, Central Silk Board, Bangalore

18. Such other information as may be prescribed, and there after update those publications every year:

Item 1-16 encompass all information sought as on date.