



**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

(: 2 :)

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.

(: 3 :)

- 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 feed back 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 Ranjeet Bhattacharjee, Joint Secretary (Tech.)

Overall control of Regional Office, Central Silk Board, Kolkata upto 30th September 2016, consequent on retirement from service on superannuation.

2. 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.

3. Shri Abul Fazal, Deputy 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. Compilation of fortnightly and monthly reports of SMOI.
- vi. Surveillance visit to AUs premises.
- vii. Remittance of Vogue Subscription
- viii. Deposition of monthly VAT
- ix. Work allotted to Shri P. Modak, Asst. Dirs.(Insp) in his absence/leave period.
- x. Arrangement/preparation for attending other Exhibition.
- xi. Any other official work as and when required.

4. Shri P. Modak, Asst. Director (Insp)

- 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 proposal and expenditure of Expo.
- vi. Preparation of meeting minutes and correspondence on follow up decisions.
- vii. Verification of label stock, sale proceeds & statement thereof on fortnightly and monthly basis.
- viii. Verification of stall allotment, confirmation, accounts of stall rent and other receipts pertaining to Expo.

- ix. Remittance of Label cost and Registration/Renewal fees.
- x. Work allotted to Shri S.K. Ghosh, A.D(I) in his absence or leave period.
- xi. Any other official work as and when required.

- :: 4 :: -

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, work shops 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.

(: 5 :)

(8) Shri Anup Biswas, Assistant Superintendent :

- ✓ Preparation of Salary bills, Salary deduction and Misc. receipt bills.
- ✓ Preparation of FAS & PRS statement of RO, Kolkata including RDO, Patna & MESDP, Kishanganj. Preparation of monthly accounts and all related statements consolidating account of NDUs.
- ✓ Preparation of Festival Advance, and Bonus bills etc.
- ✓ Compilation of Asset Register and other accounts statement.
- ✓ Preparation of Budget.
- ✓ Preparation of wages bill.
- ✓ Calculation of Income Tax / TDS.
- ✓ All files related to Accounts & Administration should be routed through him.
- ✓ Any other official work as and when required.

(9) Shri Mrinal Kanti Saha, Assistant Superintendent

- ✓ Maintenance of Personal file of Officers of RO, Kolkata and NDUs.
- ✓ Maintenance of Personal files of Staff of RO, Kolkata and NDU
- ✓ Preparation of LTC, TTA of Officers and staff members.
- ✓ Attached to Technical Section for documentation and Computer Typing.
- ✓ Internal & External audit.
- ✓ Work of Shri Anup Biswas, Assistant Superintendent in his absence / leave.
- ✓ Any other official work as and when required

(10) Shri Gopal Deb, Assistant Superintendent

- ✓ Maintenance of Cash Book and other registers relating to accounts of RO, Kolkata.
- ✓ Allotment of watch and ward /Security duty & preparation of Bill.
- ✓ Preparation of TA bill of officers of E.O. & NDUs.
- ✓ Maintenance of Livery file of Group – C & D staff.
- ✓ Settlement of Recoupment of NDU.
- ✓ Court Cases.
- ✓ Work of Shri Mrinal Kanti Saha, Assistant in his absence/leave
- ✓ Any other official work as and when required

(11) Shri Mrinal Mukherjee, UDC

- ✓ Maintenance of Cash Book & Other accounts register of SMOI.
- ✓ Preparation of fortnightly and monthly accounts statement of SMOI.
- ✓ Maintenance of EMD Drafts/Cheques of SMOI purchases.
- ✓ Purchase proposals of SMOI.
- ✓ Preparation of T.A. bills of SMOI Officers and Staff.
- ✓ SMOI TA bill recoupment.
- ✓ SMOI action plan accounts.
- ✓ Preparation of SMOI L.S. recoupment/accounts.
- ✓ Preparation of Pension Bill.

- ✓ General administration.
- ✓ Property return matters.
- ✓ Preparation of TA bills of Staff members of R.O. & NDUs.
- ✓ Visit of Aus with Executives and preparation of reports.
- ✓ Arrangement & participation SMOI Awareness Programme/Workshop & Sales personnel Training Programme.
- ✓ Maintenance of Dead Stock Register & preparation of statement.
- ✓ Official language (Hindi) related work.
- ✓ Work of Shri Gopal Deb, Assistant in his absence / leave
- ✓ Service Tax matters
- ✓ Any other official work as and when required

- :: 6 :: -

(12) Shri Tapas Chakraborty, UDC

- ✓ Collection of fees for Inspection, Testing, GSP & OTC etc.
- ✓ Diarising of Inspection and TCOD applications, preparation of daily Inspection Chart.
- ✓ Entry of Export Data and preparation of Export statements.
- ✓ Maintenance of Guest House, register for accommodation and issue of money receipt of visitors.
- ✓ Protocol work as advised.
- ✓ Preparation of Monthly Tariff Certificate statements.
- ✓ Allotment of duty to driver whenever required and maintenance of file relating to Road Tax, Insurance/Fitness etc. and preparation of fuel /oil bills etc.
- ✓ Correspondence related to Export policy matters to CO, Bangalore.
- ✓ GSLIS for TSW & CSFWs.
- ✓ Settlement of Medical bills.
- ✓ Arrangement & participation SMOI Awareness Programme/Workshop & Sales personnel Training Programme.
- ✓ Visit of Aus with Executives and preparation of reports.
- ✓ Follow-up Action Plan and other works entrusted by Senior
- ✓ Co-ordination of Sales/Other & General Co-ordination works.
- ✓ Maintenance of Office Building & Staff Quarter..
- ✓ Any other official work as and when required.

(13) Smt. Utpala Balial, UDC (Retired from service on superannuation on 31st Oct.16)

- ✓ Dairy, dispatch work & account of Service Postage Stamps.
- ✓ Maintenance of Accounts of Official Language correspondence on monthly basis.
- ✓ Conveyance bill of staff & officers on daily basis.
- ✓ OTA file
- ✓ Payment of Telephone, Electricity and Newspaper bills including maintenance of relevant registers.
- ✓ Any other official work as and when required.

(14) Shri Nares Poddar, Jr. Stenographer GR-II

- ✓ Attending dictation of Joint Secretary (Tech.)
- ✓ Typing of draft as may be required /dictated.
- ✓ TA file of Joint Secretary (Tech.)
- ✓ Maintenance of CL/RH of officers of RO & NDUs
- ✓ AMC for all machines/equipments.
- ✓ Stores, Stationery & Proposals.
- ✓ Any other official work as and when required.
- ✓ Issue of APAR of officers and Staff
- ✓ Work of Smt. U. Balial, U.D. Clerk in her absence / leave.

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:

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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 R. Bhattacharjee, Jt. Secretary (Tech.)(Retired from Service on 30th September 2016)

9.2 Shri G.K.Samanta, Deputy Secretary(Tech)

9.3 Shri Abul Fazal, Deputy Director (Insp.)

9.4 Shri P. Modak,, Asst. Director (Insp.)

9.5 Shri A. K. Biswas, Assistant Superintendent (Admn)

9.6 Shri M.K.Saha, Assistant Superintendent (Admn)

- 9.7 Shri Gopal Deb, Assistant Superintendent (Admn)
 9.8 Shri. K.Thangadhurai, Inspector(Silk)
 9.9 Shri. Rammohan Pramanik, Assistant (Tech.)
 9.10 Smt. P. Selvamathi, Assistant (Tech)
 9.11 Shri Mrinal Mukherjee, U.D. Clerk.
 9.12 Shri Tapas Chakraborty, U.D. Clerk
 9.13 Shri Nares Poddar, Jr. Stenographer
 9.14 Smt. Utpala Balia, UDC (Retired from service on 31st October 2016)
 9.15 Shri Raj Kishori Thakur, M.T.S.
 9.16 Shri Abdul Hafiz, M.T.S.
 9.17 Shri B. K. Samaddar, M.T.S.
 9.18 Shri Swapan Mondal, M.T.S.

(: 8 :)

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

Sl 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	89673
2.	Shri Abul Fazal	Dy. Dir. (Insp)	31080	7600	108766
3	Shri P Modak	Asst. Dir. (Insp)	29320	7600	93078
4	Shri A.K. Biswas	Asst. Supdt.(Admn)	20710	4600	70024
5	Shri M.K.Saha	Asst. Supdt.(Admn)	19990	4600	68138
6	Shri Gopal Deb	Asst. Supdt.(Admn)	17560	4600	62221
7.	Shri K. Thangadhurai	Inspector(Silk.)	9300	4200	39082
8.	Shri Rammohan Pramanik	Assistant (Tech.)	20610	4800	70538
9.	Smt. P. Selvamathi	Assistant (Tech)	9300	4200	35032
10.	Shri Mrinal Mukherjee	U.D.C.	14990	2800	50622
11.	Shri Tapas Chakraborty	U.D.C.	14700	2800	49562
12.	Shri Nares Poddar	Jr. Stenographer	14700	4200	53230
13.	Shri Raj Kishore Thakur	M.T.S.	11560	2400	40377
14.	Shri B. K. Samadder	M.T.S.	10180	2000	35714
15.	Shri Abdul Hafiz	M.T.S.	11560	2400	40377
16	Shri Swapan Mondal	M.T.S.	10010	2000	35268

10.Details of expenditure in respect of R.O., Kolkata and its attached units during the year, 2015-16.

Sl.No	Name of the Centre	Non-Plan	Plan-General	Plan-Capital	Plan NE	Total
1	R.O., Kolkata	15352567.00	1794972.00	27000.00	805459.00	17979998.00
2	R.D.O., Patna	2320384.00	210123.00	6000.00	-	2536507.00
3	MESDP, Kishanganj	3946935.00	757173	20000.00	-	4724108.00
4	CDC, Saharsa	1741826.00	904532.00	-	-	2646358.00

- 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 Abul Fazal, Deputy Director (Insp.)
2. Shri P. Modak, Asst. Director (Insp.)
3. Shri K.Thangadurai, Inspector(Silk)

- :: 9 :: -

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 R.P.Mandal, Asst. Secy. (Tech.) and APIO, RDO, CSB, Patna
- Shri Abul Fazal, Deputy Director(Insp) and APIO, RO, CSB, Kolkata

The Officer Senior to the CPIOs and first Appellate Authority is Dr.H. Nagesh Prabhu, Member Secretary, Central Silk Board, Bangalore

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