

**REGIONAL OFFICE  
CENTRAL SILK BOARD  
Ministry of Textiles-Govt. of India  
5th Floor, “Vikas Deep”, 22, Station Road,  
Lucknow – 226 001 (U.P.)**

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**1. Particulars of its organization, functions and duties**

RO (earlier RDO) was initially established at Kanpur in the year 1982 that was subsequently shifted to Dehradun & finally to Lucknow in the year 1986. The office is located at 5<sup>th</sup> Floor, Vikas Deep Building, 22, Station Road, Lucknow. It has an independent floor area of approx. 700 sq.mt. that was purchased in the year 1986 from Lucknow Development Authority.

The important tasks assigned to Regional Office, Lucknow are as follows:-

- a. To establish close liaison, coordination among Board's units functioning in U.P., Directorate of Sericulture & its field units and Board's Secretariat.
- b. To arrange Sericulture statistics of U.P. to Board's Secretariat.
- c. To supplement the efforts of Directorate of Sericulture, U.P. in increase of silk production.
- d. To assist Directorate of Sericulture, U.P. in formulation of new projects/schemes.
- e. To assist Directorate of Sericulture, U.P. in arranging feasibility studies.
- f. To conduct base line survey.
- g. To attend Research Advisory Committee meetings of Research Institute of Board.
- h. To participate in exhibitions, demonstrations, krishi goshies organized by State Sericulture Department.
- i. To coordinate or organize training/workshop on the direction of Board's Secretariat.
- j. To evaluate the work of NGOs working in U.P. state for the cause of Sericulture development with the financial assistance of CSB.
- k. To identify development gaps that are required to be addressed.
- l. To undertake special technical audit of CSB programmes being implemented in U.P.
- m. To facilitate certification of silk goods in jurisdiction whenever there is a demand/request from the exporters.

- n. To coordinate with Directorate of Sericulture, U.P. for holding of Project Monitoring Committee meeting.
- o. To arrange submission of monthly progress report to Board Secretariat.
- p. To participate in the Zonal Post Cocoon Committee meeting.
- q. To supplement the efforts of Silk Mark Chapter in popularization of Silk Mark scheme.

## **2. Powers and duties of its officers and employees**

### **POWERS:**

Regional Office, Lucknow is currently headed by Asstt. Secretary (Tech.).

#### **2.1. FINANCIAL POWERS**

Assistant Secretary (Tech.):

Up to Rs.2,000/-per single work by observing prescribed procedure.

#### **2.2. ADMINISTRATIVE POWERS**

##### **2.2.1. Assistant Secretary (Tech.)**

2.2.1.1 To be head of office.

2.2.1.2 To maintain office discipline.

2.2.1.3 To maintain bank accounts and to be drawing and disbursing officer for all payments.

2.2.1.4 To attest/verify entries in cash book(s).

2.2.1.5 To maintain service records of all officers & staff below his rank.

2.2.1.6 To attest/ verify services of all officers & staff below his rank.

2.2.1.7 To maintain leave account of all officers & staff below his rank.

2.2.1.8 To grant leave to all officers & staff below his rank except study leave.

2.2.1.9 To sanction tour programmes and traveling allowances to all officers & staff below his rank.

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

2.2.1.11 To forward applications of officers & staff for outside job or to dispose of such applications as per guidelines.

2.2.1.12 To grant annual increments to all officers & staff below his rank.

2.2.1.13 To undertake action on all those issues / instructions that have been referred by Central Office.

2.2.1.14 Arrange work allocation among all officers and staff below his rank.

## DUTIES

SI.No.	Description of works allocated
I.	<p><b>Dr. Alka Tewari, Asst. Secretary (Tech.)</b></p> <ol style="list-style-type: none"> <li>1. Officer-In-Charge of Regional Office, Central Silk Board, Lucknow and look after the development of Sericulture in U.P. State.</li> <li>2. To function as CPIO under RTI Act, 2005.</li> </ol> <p><b>1) Coordination &amp; Liaison with DOS for:</b></p> <ol style="list-style-type: none"> <li>(i) <b>CDP matters:</b> Collection of information on various matters viz. PIS, records of Asset register, details of fund released to different districts, Utilization Certificate for Central share released.</li> <li>(ii) <b>Convergence programmes:</b> Collection &amp; compilation of information on convergence reports namely MGNREGA, RKVY, SAGY.</li> <li>(iii) <b>Periodical Reports/Status:</b> Collection &amp; compilation of various periodicals viz. MIS, Status Report, Monthly Report, Crop programme and performance (production vehicle for specific components).</li> <li>(iv) Supply of silkworm seed and planting materials.</li> <li>(v) Reconciliation of DCB arrears of silkworm seed supplied by CSB grainages.</li> </ol> <p><b>2) Field Visits:</b></p> <ol style="list-style-type: none"> <li>(i) Undertake visit to CSB units in U.P. and furnish information and review on field programmes implemented by them.</li> <li>(ii) Visit to State Farms and infrastructures &amp; submit review reports with emphasis on capacity utilization, developmental gaps and measures to strengthen.</li> <li>(iii) Visit State units in U.P. and review the implementation of CDP/other programmes.</li> <li>(iv) To submit reports of official tours undertaken immediately after completion of tours and submission of tour details as per Office Order No.CSB/RO/LKO/ 1(48)/2015-16/ES dated 29.5.2015.</li> </ol> <p><b>3) Publicity &amp; promotion of sericulture:</b></p> <ol style="list-style-type: none"> <li>(i) Documentation of success story of Sericulture farmers, reelers etc. and pursue with DOS for preparation of documentary films.</li> <li>(ii) Collection of publicity materials, Technology packages developed by Research Institutes and to provide feed-back to Research Institutes on field realities for addressing the same.</li> </ol> <p><b>4) Organizing meetings:</b></p> <ol style="list-style-type: none"> <li>(i) Preparation of agenda &amp; explanatory notes and minutes of meetings convened by Regional office, Lucknow and also compile follow up action taken.</li> <li>(ii) Attend all technical meetings called by Senior Officers as and</li> </ol>

	<p>when required.</p> <p><b>5) Monitoring implementation of sericulture programmes:</b></p> <p>(i) Prepare reviews on CDP schemes and other new schemes implemented in the state.</p> <p>(ii) To prepare monthly/quarterly/annual progress reports of RO, Lucknow and ensure timely submission to RO, New Delhi and Central Office, Bangalore.</p>
II.	<p><b>Shri Chhitij Shukla, Asst. Supdt. (Tech.)</b></p> <p><b>(A) He will maintain and process/initiate action in all files pertaining to following matters:</b></p> <p>(i) Collection of information from DOS, UP on various CDP related matters viz. PIS, records of Asset register, details of fund released to different districts, Utilization Certificate for Central share released and information on convergence reports namely MGNREGA, RKVY, SAGY.</p> <p>(ii) Collection of various periodicals reports from DOS, UP viz. MIS, Status Report, Monthly Report, Crop programme &amp; performance (production vehicle for specific components).</p> <p>(iii) Collection of periodical reports on Bivoltine Cluster Programme implementation.</p> <p>(iv) All correspondences and report returns relating to vanya silks and mulberry sectors of the state.</p> <p>(v) Visit of Asstt. Secretary (Tech.) in Technical and high level meetings for providing necessary documents/ information.</p> <p>(vi) Documentation on the success story of Sericulture farmers, reelers etc. and pursue with DOS for preparation of documentary films.</p> <p><b>(B) Visits to DOS, UP to follow up:</b></p> <p>(i) For collection of all periodical reports/MIS, Status Report, Monthly Report etc.</p> <p>(ii) CDP matters (PIS, records of Asset register, District-wise fund release, Utilization Certificate, Physical &amp; Financial Progress), MGNREGA/RKVY/SAGY etc.</p> <p>(iii) Supply of silkworm seed and planting materials.</p> <p>(iv) Reconciliation of DCB arrears of silkworm seed supplied by CSB grainages.</p> <p><b>(C) Field Visits:</b></p> <p>(i) Visit to State Farms and submit details of available infrastructure, Capacity utilization.</p> <p>(ii) Visit to State units in U.P. and review the implementation of CDP programmes.</p> <p>(iii) To conduct survey on socio-economic and marketing intelligence.</p> <p>(iv) To collect data from the field and DOS, Lucknow.</p> <p><b>(D) Preparation of reports/reviews:</b></p> <p>(i) To collect &amp; prepare periodical reports and timely presenting the</p>

	<p>same to Asstt. Secretary (Tech.) for comments and onward submission to RO, New Delhi/ Central Office, Bangalore.</p> <p>(ii) To prepare reviews, status reports/MPR on programmes being implemented with financial support of CDP and other schemes/Convergence programme.</p> <p>(E) To submit reports of official tours undertaken immediately after completion of tours and submission of tour details as per Office Order No.CSB/RO/LKO/1(48)/2015-16/ES dated 29.5.2015.</p> <p>(F) To attend all technical meetings called by Senior Officers as and when required.</p> <p>(G) To look after the routine work of this office during the absence of Asstt. Secretary (Tech.) on tour/leave.</p>
<b>III.</b>	<p><b>Smt. Manju Tiwari, Asstt. Supdt. (Admn.)</b></p> <ol style="list-style-type: none"> <li>1) To attend all correspondences relating to hire of security services for office watch and ward.</li> <li>2) To attend all works relating to vehicle maintenance.</li> <li>3) To ensure timely payments of Water Tax/House Tax/ Telephone/Electricity bills.</li> <li>4) To process all cases of advances like Contingent Advance and their settlement.</li> <li>5) To prepare salary bill through FAS/PRS software.</li> <li>6) To function as APIO under RTI Act, 2005.</li> <li>7) To attend all matters relating to purchase of store articles, maintenance of dead stock and asset register and auction of unserviceable articles.</li> <li>8) To attend typing work of technical section (Hindi/English).</li> <li>9) To attend Diary and Dispatch work with the assistance of Shri R.S.Sachan and maintain circulars received for change of address etc.</li> <li>10) To act as designated Hindi Officer.</li> <li>11) To attend any other work that may be required by the Asstt. Secretary (Tech.).</li> </ol>
<b>IV.</b>	<p><b>Shri Rajeev Mahajan, Steno.</b></p> <ol style="list-style-type: none"> <li>1) To work as Stenographer to Asstt. Secretary (Tech.).</li> <li>2) To maintain Service Books &amp; Personal Files of Officers &amp; staff.</li> <li>3) To process all matters relating to grant of Annual Increment to staff.</li> <li>4) To maintain CL/CCL/RH accounts of Officers and Officials.</li> <li>5) To attend correspondences of confidential nature.</li> <li>6) To maintain file relating to issue of Office Orders and Estt. Orders.</li> <li>7) To assist in preparation of minutes of meetings convened by this office and assist in technical files as and when required.</li> <li>8) To attend typing work of technical section (English/Hindi).</li> <li>9) To maintain tour programmes, tour reports and approval etc. of Asstt. Secretary (Tech.).</li> </ol>

	<p>10) To arrange distribution of APAR forms for reporting self appraisal by the staff and their timely submission to Central Office.</p> <p>11) To attend all correspondences relating to court cases.</p> <p>12) To attend any other work that may be required by the Asstt. Secretary (Tech.) (Generation of monthly Biometric Attendance).</p>
<b>V.</b>	<p><b>Shri Rakesh Kumar Mishra, UDC</b></p> <p>1) To maintain Bank account and Cash book/s (GIA, Petty), Ledger etc.</p> <p>2) To prepare salary bills through FAS/PRS software.</p> <p>3) To maintain all Registers/ledgers, statements relating to accounts.</p> <p>4) To attend all bank works, function as second signatory and verify all bills.</p> <p>5) To attend timely submission of all salary deductions to the concerned.</p> <p>6) To attend preparation of Annual Budget.</p> <p>7) To attend timely submission of periodicals to Central Office.</p> <p>8) To attend all matters relating to Income Tax.</p> <p>9) To attend protocol work.</p> <p>10) To act as a coordinator for arranging external and internal audits of office.</p> <p>11) To attend typing work of technical section (Hindi/English).</p> <p>12) To attend any other work that may be required by the Asstt. Secretary (Tech.).</p>
<b>VI.</b>	<p><b>Smt. Rashmi Johri, UDC</b></p> <p>1) To process and settle TA, TTA, LTC, Medical, OTA, Conveyance bills and Tuition fee reimbursement claims of staff. To ensure submission of tour related details to RO, New Delhi as per Office Order No.CSB/RO/LKO/1(48)/ 2015-16/ES dated 29.5.2015.</p> <p>2) To prepare salary bill through FAS/PRS software.</p> <p>3) To attend work related to REC Sub-Unit, Lucknow.</p> <p>4) To attend work related to RTI Act, 2005.</p> <p>6) To attend all correspondences relating to Implementation of Official Language Policy.</p> <p>7) To attend typing work of technical section (Hindi/English).</p> <p>8) To attend any other work that may be required by the Asstt. Secretary (Tech.).</p>

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

Regional Office, Lucknow works as per work allocated by Board's Secretariat and also as per time to time instructions and guidelines issued by it. Therefore, RO reports directly to Board's Secretariat.

#### **4. The norms set by it for the discharge of its functions**

It acts as per work allotment and also as per directives received from Board's Secretariat.

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

5.1. Rules, regulations followed as contained in CSB Act, 1948 and also as applicable to Central Govt. employees.

5.2. Scientific Books/Manuals.

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

6.1. Various schemes formulated by CSB for implementation in State.

6.2 Status of implementation of sericultural programmes & production statistics.

6.3 Technologies details as provided by Research units of CSB.

6.4 Technical data provided by the Directorate of Sericulture, Uttar Pradesh.

#### **7. The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof**

Regional Office, Lucknow carries out duties such as collection & analysis of Sericulture data and review of ongoing schemes, technical assistance/guidance to Sericulture farmers, State Govt. in formulation of projects, organizing meetings where different categories of Sericulturists, participants & their views are taken care of.

#### **8. 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.

#### **9. A directory of its officers and employees**

9.1 Dr.Alka Tewari, Assistant Secretary (Tech.)

9.2 Shri Chhitij Shukla, Assistant Superintendent (Tech.)

9.3 Smt.Manju Tiwari, Assistant Superintendent (Admn.)

9.4 Shri Rajeev Mahajan, Stenographer (Gr.I)

- 9.5 Shri Rakesh Kumar Mishra, Upper Division Clerk  
 9.9 Rashmi Johri, Upper Division Clerk  
 9.10 Shri Naresh Rajak, Staff Car Driver Gr.I  
 9.11 Shri Radhey Shyam Sachan, Multi Tasking Staff  
 9.12 Shri Rajjan Lal, Multi Tasking Staff  
 9.13 Shri Ajay Kumar, Multi Tasking Staff

**10. The monthly remuneration received by each of its officers and employees including the system of compensation as provide in its regulations**

Sl. No.	Name of the Officer/Official	Designation	Pay Scale (Rs.)	Grade Pay (Rs.)	Gross Salary (Rs.)
1.	Dr.Alka Tewari	Asstt. Secretary(Tech.)	15600-39100	5400	78434.00
2.	Sh.Chhitij Shukla	Asst.Supdt. (Tech.)	9300-34800	4800	66633.00
3.	Smt.Manju Tiwari	Asstt. Supdt. (Admn.)	9300-34800	4200	52522.00
4.	Sh.R.Mahajan	Steno. (Gr.I)	9300-34800	4600	60588.00
5.	Sh.R.K.Mishra	U.D.C.	9300-34800	2800	40023.00
6.	Sh.Rashmi Johri	U.D.C.	5200-20200	2400	35159.00
7.	Sh.Naresh Rajak	Staff Car Driver Gr-I	5200-20200	2800	44846.00
8.	Sh.R.Sachan	Multi Tasking Staff	5200-20200	2400	38916.00
9.	Sh.Rajjan Lal	Multi Tasking Staff	5200-20200	2400	39974.00
10.	Sh.Ajay Kumar	Multi Tasking Staff	5200-20200	1800	27601.00

**11. The budget allocation to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

- 11.1. Budget Allocation for the year 2016-17: Total - Rs.76.69 Lakh.  
 11.2. GIA received: Rs.44.68 Lakh [upto 31.10.2016].  
 11.3 Disbursement made: Rs.41.46 Lakh [upto 31.10.2016].

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

Regional Office, Lucknow coordinates & monitors the implementation of Central Sector Schemes of Central Silk Board. The funds for implementation are released from CSB HQ, Begaluru to State Treasury for implementation in the State field units.



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

Not applicable.

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

Most of the information is available in electronic form.

**15.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**

None.

**16.The names, designations and other particulars of the Public Information Officers**

Smt. Manju Tiwari, Asstt. Supdt. (Admn.) is APIO. Dr. Alka Tewari, Asstt. Secretary (Tech.) is CPIO. The Officer Senior to the CPIOs and First Appellate Authority is Member Secretary, Central Silk Board, Bangalore.

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

Item 1-16 encompass all information in accordance to the instructions communicated vide C.O. letter No.CSB-57/3/RI.ACT-05(3)/2005-TS dated 07.11.2006.

Date: 27.02.2017

(Dr. Alka Tewari)  
Asstt. Secretary (Tech.)