

**REGIONAL OFFICE  
CENTRAL SILK BOARD  
(Ministry of Textiles – Government of India)  
16, MITTAL CHAMBERS, NARIMAN POINT  
MUMBAI – 400 021**

**Information to be uploaded to website of CSB under Section 4(1)(b)  
of Right to Information Act 2005.**

**Particulars of the organization, functions and duties:**

**A) Regional Office, Central Silk Board, Mumbai**

Consequent to the shifting of CSB Headquarters from Mumbai to Bangalore in the year 1981 and as per the decision taken by the Government of India, a Regional Office of the Board was set up in Mumbai in the year 1981 to look after the Sericulture Industry in the States of Maharashtra, Gujarat and Goa and also Certification Centre has been attached. Located at its own premises in prestigious corporate area of Mumbai, i.e. Nariman Point, the Regional Office coordinates sericulture activities both under State and Central Sector, with various agencies for the promotion of sericulture industry in above states.

**B) Silk Mark Organization of India ( SMOI), Mumbai**

During the year 2004, Silk Mark Organization of India (SMOI) came in to existence and the activities of Certification Centre (CC)/ SMOI brought together under the same umbrella of Regional Office.

**C) Technical Cell Regional Office, Central Silk Board, Nagpur.**

During the year 2016-2017 the Technical Cell, Central Silk Board has been created under the technical & administrative control of Regional office, Central Silk Board, Mumbai at premises of Director of Sericulture, Govt. of Maharashtra, New Administrative Building, Civil Line, Nagpur for better co-ordination between Director of Sericulture and Central Silk Board.

Shri. Dinesh S Tiwari, Assistant Superintendent (Tech) is posted at Technical Cell, Regional Office, Central Silk Board w.e.f. 01.11.2016.

**Flow Chart of Organization setup of Regional Office, Central Silk Board, & Silk Mark Organization of India (SMOI), Mumbai**



<b>Functions and Duties of Regional Office, Mumbai:</b>
<ol style="list-style-type: none"> <li>1. To Co-ordinate in the matter of sericulture programmes with the States's Sericulture Department, Govt. of Maharashtra and the Board's Secretariat, Data gathering and analysis. This will include obtaining data regularly from the State, including their plan documents, policy statements and schemes. The Regional Office will have to submit summaries/abstracts to Central Office by retaining the originals at it level. Data obtained from the State and other sources should be passed on to the Central Office for being put into the Management information system database. Data related to (a) production and marketing of cocoons and raw silk (b) Silk dyeing and weaving activities (c) Export &amp; Import statistics. In all these cases, trends of production, productivity, market arrivals, diseases, crop failures will have to be indicated.</li> <li>2. To be the Member-convener of the Maharashtra State Level Sericulture Co-ordination Committee, Convening Meetings as per the terms of reference, preparation of Agenda &amp; Explanatory Notes, Minutes and follow-up action on the decisions taken in the meetings.</li> <li>3. To attend all the Research Advisory Committee Meetings of the CSB Institutes which are within its jurisdiction as invitee members and to inform the R &amp; D work, package of practices being developed.</li> </ol>

4. To participate in exhibitions, demonstrations and workshops which are organized by the State DOS and also to organize exhibition, demonstration, farmers' met, entrepreneurship development programme as advised by the Central Office from time to time.
5. To Co-ordinate with the Department of Sericulture in Maharashtra on implementation of "Catalytic Development Programmes" being carried out with CSB funds in the State, which are not entrusted to the Research Institute for implementation, as and when required.
6. To evaluate the work of various NGOs and other voluntary agencies in the State in respect of sericulture.
7. To undertake regular visit to CSB units located in Maharashtra to assist in implementation of CSB Programme.
8. To conduct base-line surveys in selected areas every year on improvement in productivity and the cost incurred by Seri culturists.
9. To undertake voluntary quality inspection of silk goods meant for exports and act as facilitation service to the new exporters and entrepreneurs.
10. To assist customs Officials in drawal of Raw Silk Samples from imported Raw Silk Shipments from China, for assessing the Grade for imposing Anti-dumping duty.
11. To propagate and implement the Silk Mark Scheme.
12. To co-ordinate various legal & court cases of CSB Units in Maharashtra
13. To maintain a close liaison with the State Sericulture Department, its field units and CSB field functionaries to co-ordinate Transfer of Technology and other works related to the Sericulture Development.
14. To extend protocol facilities such as accommodation, transportation, visa arrangements etc. to VIPs and other Officers visiting Maharashtra.

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

**Technical Services:-**

To assist Deputy Director (Insp.), RO, CSB, Mumbai in the following mandate allotted by Central Silk Board, Bangalore to RO, CSB, Mumbai.

- Liaison, Co-ordination on sericulture programmes /developmental activities with the jurisdictional States Directorate of Sericulture of Maharashtra, Gujarat & Goa
- Monitoring and evaluation of implementation of various sericulture programmes being carried out with CSB funds in the States
- To liaison with various States, Central and Corporate agencies.
- To act as Member-convener of the SLSCC meetings and follows up the decisions
- To participate in exhibitions, demonstrations and workshops organized by the State DOS.
- To evaluate work of the NGOs and other voluntary agencies in the states involved in sericulture activities.
- To conduct base-line surveys in selected areas of states
- To attend Research Advisory Committee Meetings of the Board

**Export Services:**

- To provide Voluntary Quality Inspection for silk goods for export.
- To assist the Customs in drawing raw silk samples from import consignments for grading raw silk under Anti-dumping provisions.
- Issue GSP and other certificates of origins for silk consignments exported from India for preferential entry.
- Provide Entrepreneur Guidance to aspiring silk exporters and importers.

**Other Activities:**

- To implement policies of Official Language.
- For implementation of official language this office voluntarily declared every Monday as a Hindi speaking day. The Officer and staff speak only in Hindi no other languages.
- As per the CO Guideline this office declared every Wednesday as Khadi Day. All Officers and staff compulsorily wear Khadi cloth on that day.

- As per the social cause every year this office organizes blood donation camp on 1<sup>st</sup> October. Even though, Officer and staff who are unable to donate blood also present in the programme.
- This office installed Aadhar Based Biometric Machine for attendance of Officer and staff.
- To implement RTI Act 2005.
- To service and maintain the real estate properties owned by CSB in Mumbai
- To attend the ongoing Court cases.
- To extend PR and Protocol services.

### **Functions and Duties of Silk Mark Organization of India, Mumbai**

- Popularization and implementation of Silk Mark Scheme and brand promotion of Indian Silk.
- To promote and implement SILK MARK Scheme.
- To plan and organize SILK MARK promotional campaign.
- To organize Silk Mark Expos.
- Identified the prospective Authorized Users.
- Organized Awareness Programme for popularization of Silk Mark
- Distribute the Silk Mark Label.
- Printing and distribution of Silk Mark Vogue magazine to subscribers.

#### **Name of Incharge & address:**

<b>Shri V. Ramesh</b> Deputy Director (Insp.)/ Senior Executive & Public Information Officer	Regional Office, Central Silk Board . Silk Mark Organization of India. 16 Mittal Chambers, Nariman Point, Mumbai – 400 021	Phone : 022-22020330/26 Fax : 022-22020329 Mobile No. -9969539561 -09566229965 <b><u>Email:- romum.csb.@nic.in</u></b>
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## **1. Powers and duties of its Officers and Staff Members.**

### **1) Shri V. Ramesh, Deputy Director (Insp.)**

The Regional Office of CSB, Mumbai is presently headed by Deputy Director (Insp.) who is also the Officer-in-charge and Drawing & Disbursing Officer. The senior most DD(I) also discharges his duties as the Senior Executive of the Silk Mark Organization of India (SMOI).

#### **A. Financial Powers.**

- Repairs and maintenance of buildings for single work order per annum - Rs. 5,000.00
- Maintenance upkeep and repairs of equipment, computers, furniture - Rs. 5,000.00
- Purchase of stationary per year - Rs. 5,000.00
- Publicity materials per year - Rs. 5,000.00
- Purchase of chemicals / disinfectants - Rs. 5,000.00
- Purchase of library books / journals per year - Rs. 2,000.00
- Statutory payment like municipal rates - Full powers for Current taxes and Insurance. Payment except in case of enhancement/new rate.
- Payment towards water and electricity per annum. - Rs. 5,000.00
- Payment towards Telephone and internet - Rs. 5,000.00
- Payment towards postage - Rs. 5,000.00
- Miscellaneous expenditure not listed above per case. - Rs. 500.00

## **B. Administrative Powers:**

- As the head of the office, to supervise and maintain the general discipline and ensure smooth functioning of the office.
- To Maintain Bank Account and act as the Drawing and Disbursing Officer for all payments including wages pertaining to this office.
- To attest entries in cash book.
- To certify the Service Books of employees under his fold.
- To authenticate leave account / leave travel concession, etc.
- To implement all policy decisions taken by the Board and conveyed through the Member Secretary, Central Silk Board in respect of his jurisdiction.
- To liaison and coordinate between various Govt. agencies, Directorate of Sericulture.
- To act as the Member-Convener of the State Level Sericulture Coordination Committee (SLSCC)/ Member of PMC / ZPCC (PCT), Maharashtra & Gujarat.
- To undertake sericulture tours/visits as and when required.
- To sanction tour programmes of officers and staff as admissible.
- To be the controlling officer for the traveling allowances for the officers and staff working under his fold.
- To ensure implementation of OL policy.
- To provide medical facility to staff and officers as per their entitlements.
- Grant of increment to staff and officers below his rank.
- To grant special pay to cashier.
- To initiate action as per disciplinary powers.
- To ensure submission of various monthly/quarterly/annual Reports pertaining to technical, statistical, accounts, administrative, Official Language, MIS etc.
- To write/review ACR of staff working under him.
- To attend court cases and coordinate with legal cell of Central Office.
- To discharge Public Information Officers' duty under RTI Act 2005
- To attend work/assignment entrusted by Member Secretary and senior officers of Board.

**NOTE : The above is subject to Central Office guidelines.**

**1) Shri Alok Kumar, Assistant Director (Insp.)**

He is responsible for overall work of the Certification Centre and the work related to Export Services. He has to supervise the work related to promotion of Silk Mark and organising SMOI Expo. He will act as ACPIO for RTI.

- a) He will be in-charge of work related to Certification. i.e. to facilitate certification of Silk Goods whenever there is demand or request from exporters for Voluntary Inspection and issue of GSP/CO. Attend to all CC activities as per the daily work allotment.
- b) To act as APIO of Regional Office, Central Silk Board, Mumbai.
- c) He will supervise the work related to promotion of Silk Mark and organizing SMOI Expo as per guideline given by Corporate Office, Bangalore. Regular visit to SMOI AU/Non-performance AUs enhance Silk Mark visibility, Sales men training, Awareness Programme among consumers, Women forum and Road Shows at Market Places.
- d) Renewals of existing AUs and supervise Silk Mark Tags/Hologram/Fusion Labels etc. to maintain account of SMOI material received from Central Office as well as purchase by SMOI Mumbai chapter.
- e) To supervise the work of dealing assistant for timely SMOI Membership/AU Certificates and remittance of AU/Membership Fees and cost of Silk Mark Labels to Central Office & statutory payments like Service Tax / Income Tax/ Vat etc. To supervise the work related to Action Plan of SMOI i.e. organizing events/awareness programme etc.
- f) To execute work related to the publication of Silk Mark Vogue quarterly Magazine and act as EXECUTIVE EDITOR of the magazine under the supervision of DD(I), RO, CSB, Mumbai and in coordination with Central Office of SMOI, Bangalore.
- g) To implement Official language – Raj Bhasha Hindi in day to day official activities.
- h) Any other work assigned by In-charge of the office when required.



**Technical Cell , Regional Office , Central Silk Board, Nagpur**

**2) Shri Dinesh S. Tiwari, Assistant Supdt.(Tech.) :**

(Posted at Technical Cell of CSB, Nagpur.)

- a) To monitor all Catalytic Development Programmes (CDP) of DOS Maharashtra State and to assist & co-ordinate in implementation of these programmes.
- b) To visit Sericulture units/ Institutions/ areas and to interact with the beneficiaries of Maharashtra once in three months along with the Nodal Officer to study the progress of implementation of CDP and the benefits accrued to the beneficiaries.
- c) To attend all matters relating to Development of Sericulture Industry in Maharashtra.
- d) Timely dispatch of Technical reports/ progress reports etc., to Central office.
- e) To attend all work relating to SLSCC and other Meetings held in Maharashtra with co-ordination with Deputy Director (Insp.), Ro, CSB, Mumbai.
- f) To attend Co-ordination/ liaison work with departments of Sericulture and other agencies including HOCL for supply of formaldehyde to others stations/ State on request.
- g) Field visits to CDP & CPP (Mulberry & Tasar) areas of Maharashtra to collect feedback.
- h) Field visits to CSB/ State sericulture units in Maharashtra.
- i) To attend Seminars/ Workshop and related activities conducted by CSB and State departments.
- j) Joint survey & inspection work along with zonal post cocoon committee in Maharashtra & Gujarat.
- k) To attend to Protocol work as and when required.
- l) To implement Official language – Raj Bhasha Hindi in day to day official activities.
- m) Any other work assigned by In-charge of the Regional office, CSB, Mumbai as and when required.

### 3) Shri. ARUN S BHALERAO, ASSISTANT Supdt., (Admn.)

He will be the head of the Administration/Accounts/Establishment Section. All files pertaining to the above related work from any section will be routed through him. It will be his responsibility to see that all the statements of this office in any section is sent in time and report the delay to the undersigned. He will be one of the joint signatory of the Bank accounts and ensure the correctness of the cheques signed by him before forwarding for the signature of the Undersigned or the officer in charge of this office. In addition to above he will carry out following works on day to day basis.

- a) Works related to SMOI Contingency expenditure including correspondence, Advance, Recouments and Settlement etc.
- b) Processing of TA Bills settled from SMOI TA/DA Advance.
- c) To Assist Smt. **BHARATI S KADAM** in implementation of Official Language and correspondence forwarding of all statements with concerned departments and Central Office, Translation of English letters to Hindi.
- d) Processing of personal Claims such as Medical reimbursement, Overtime Allowance.
- e) Correspondence with CPWD in connection with repairs and Maintenance with the assistance of Shri Eknath M Bidkar.
- f) To attend Correspondence and Court pertaining to ongoing Court Cases of the CSB.
- g) Maintenance of Computers and its network with printers and allied work.
- h) To attend RO & SMOI accounts work in the absence of concerned dealing persons.
- i) To assist Assistant Director (I)/Silk Mark Executives in organizing Various events, Expos, Road shows, Workshop and any other events from time to time .
- j) Any other official work as and when instructed by the in charge of Regional Office, CSB, Mumbai and SMOI, Mumbai Chapter from time to time.

**4) Shri. GANESH KUMAR M, INSPECTOR (SILK)**

- a) To facilitate certification of Silk Goods whenever there is demand or request from exporters for Voluntary Inspection and issued of GSP/CO to exporters. Attend to all SMOI activities as per the daily work allotment.
- b) He will assist the work related to promotion of Silk Mark and organizing SMOI Expo as per guideline given by Corporate Office, Bangalore. Regular visit to SMOI AU/ Nonperformance AUs enhance Silk Mark visibility, Sales men training, Awareness Programme among consumers, Women forum and Road Shows at Market Places. Renewals of existing AUs and supervise Silk Mark Tags/ Hologram/Fusion Labels etc.
- c) To assist Assistant Director (I)/Silk Mark Executives in organizing Various events, Expos, Road shows, Workshop and any other events from time to time .
- d) To implement Official language – Raj Bhasha Hindi in day to day official activities.
- e) Any other official work as and when instructed by the in charge of Regional Office, CSB, Mumbai and SMOI, Mumbai Chapter from time to time.

**5) Smt. HEMASHREE K.H, ASSISTANT (TECH.)**

She is the dealing assistant for all technical files maintained at RO,CSB, Mumbai.

- a) To monitor all Catalytic Development Programmes (CDP) of DOS Maharashtra State and to assist & co-ordinate in implementation of these programmes.
- b) To attend all matters relating to Development of Sericulture Industry in Maharashtra.
- c) Timely dispatch of Technical reports/ progress reports etc., to Central Office.
- d) To attend all work relating to SLSCC and other Meetings held in Maharashtra under supervision of Deputy Director (Insp.), RO, CSB, Mumbai.
- e) To attend Co-ordination/ liaison work with departments of Sericulture.
- f) Field visits to CDP & CPP (Mulberry & Tasar) areas of Maharashtra to collect feedback.
- g) Field visits to CSB/ State sericulture units in Maharashtra.

- h) To attend Seminars/ Workshop and related activities conducted by CSB and State departments.
- i) To implement Official language – Raj Bhasha Hindi in day to day official activities.
- j) Any other work assigned by In-charge of the Regional office, CSB, Mumbai as and when required.

**6) Shri. EKANATH M BIDKAR, UPPER DIVISION CLERK**

In the absence of **SHRI ARUN S BHALERAO**, Assistant Supdt., (Admn), He will be the head of the Administration/Accounts/Establishment Section and cope up with all the supervisory functions assigned to Shri **ARUN S BHALERAO**. In addition to above he will carry out following works on day to day basis.

- a) He will be the Cashier of RO and SMOI Expo Accounts.
- b) To Maintain & update FAS/ PRS on regular basis in case of RO and Maintain & update TALLY in case of SMOI Expo Account.
- c) To ensure timely submission of reports/statements pertaining to accounts to Central Office, Bangalore as per the prescribed formats and Schedule.
- d) To maintain livery files and ensure the supply and use of the uniform by the staff.
- e) To maintain GSLIS Accounts in respect of outstation units.
- f) Computation of Income tax & ensure deductions from the Salary of employees.
- g) Timely Remittance of Income Tax, Service Tax and Professional Tax pertaining RO and SMOI EXPO to respective authorities.
- h) Settlement of TA Claims pertaining to RO and Claims met from EXPO Funds.
- i) Maintenance of TA advance of SMOI and recoupment and settlement of TA advance of SMOI.
- j) Maintenance of Dead stock and Assets register.
- k) To attend internal and AG audit files.
- l) Implementation of Official Language and correspondence in Hindi in the files dealt by him.
- m) To assist Assistant Director (I)/Silk Mark Executives in organising Various events, Expos, Road shows, Workshop and any other events

from time to time

- n) Any other official work as and when instructed by the in charge of Regional Office, CSB, Mumbai and SMOI, Mumbai Chapter from time to time.
- o) Allotment of Shift duties of Chowkidars and Safaiwala at RO and Staff Quarters. Out Sourcing of Staff for the above needs.

**7) Smt. BHARATI S KADAM, UPPER DIVISION CLERK**

- a) She will attend all establishment and coordination works.
- b) Maintenance of Personal files and Service books of all the Officers and Staff Members of this office.
- c) Maintenance of Office Orders, Office Circulars, General Correspondence, Guard files.
- d) She will attend the feeding of EXPINS data and preparation of EXPINS Statements regularly.
- e) Implementation of Official Language and correspondence forwarding of all statements with concerned departments, arrange quarterly Hindi Meeting and Hindi Workshop, Hindi Pakhwada and Nagar Rajbhasha Vibhag online quarterly and annual reports and Central Office, Translation of English letters to Hindi under the supervision of Shri. **ARUN S BHALERAO.**
- f) Maintenance of Stores, Purchase, and issue as well as maintenance of stock register and files for the stationary, Consumable, Perishable.
- g) To supervise Diary and despatch work done by **SHRI MANOJ B JADHAV.**
- h) To assist Assistant Director (I)/Silk Mark Executives in organising Various events, Expos, Road shows, Workshop and any other events from time to time.
- i) To attend dictation and typing work as and when required by the officers in coordination with Officer In charge from time to time.
- j) Any other official work as and when instructed by the in charge of Regional office CSB Mumbai and SMOI, Mumbai Chapter from Time to time.

**8) Smt. BHUVANESWARI ANAND KOLAR, UPPER DIVISION CLERK**

- a) She will be the Cashier of SMOI Accounts and to Maintain & update TALLY of SMOI Account.
- b) She will maintain the advance pertaining annual Action Plan account of SMOI.
- c) Receiving of Voluntary Inspection & TCOD application, Issue of Receipts for the money received pertaining to SMOI and RO.
- d) Timely Remittance of revenue received pertaining RO and SMOI and Collection and timely remittance of Service Tax, VAT, TDS pertaining to SMOI to the respective authorities.
- e) Maintenance of Stock account of Silk Mark Labels, Hologram, Fusion Labels & supply/Dispatch to AUs as and when required by them.
- f) To assist Assistant Director (I)/Silk Mark Executives in organising Various events, Expos, Road shows, Workshop and any other events from time to time.
- g) To attend dictation work as and when required by the officers in coordination with Officer In charge from time to time
- h) To attend Diary and despatch work in the absence of Shri **MANOJ B JADHAV**
- i) Implementation of Official Language and correspondence in Hindi in the files dealt by her.
- j) Any other official work as and when instructed by the in charge of Regional office CSB Mumbai and SMOI, Mumbai Chapter from Time to time.

**9) Shri S.S.Tayade, Staff Car Driver Gr.II:**

- a) As Staff Car Driver he is responsible for upkeep of office vehicle.
- b) Maintenance of log book and mileage / fuel details.
- c) Collection of oil / fuel bills and their submission for payment.
- d) To ensure fitness of vehicle on road.
- e) To report malfunctioning / repair work of vehicle.
- f) Payment of Road Tax, Insurance and other bills pertaining to vehicle.

<p><b>10) Shri. MANOJ B.JADHAV, Multi-Tasking staff</b></p> <p>a) He will attend all the day to day office work and operation of Xerox Machine etc. with maintenance of log Book of Xerox Machine.</p> <p>b) He will attend all Diary and Despatch work along with the maintenance of postage Stamp account under the supervision of Smt. <b>B S KADAM.</b></p> <p>c) Attending the works related to payment of Telephone Bills, Electricity Bills, Maintenance Bills and any other activity about outside visit.</p> <p>d) Implementation of Official language in day to day office work.</p> <p>e) Any other official work as and when instructed by the in charge of Regional office CSB Mumbai and SMOI, Mumbai Chapter from Time to time.</p>
<p><b>11) <u>SHRI N.C. MAKWANA, Multi Tasking Staff :</u></b></p> <p>a) To attend day to days cleaning work of RO, CSB, Mumbai and CSB Guest house at Juhu.</p> <p>b) To assist Shri Manoj Jahdav, Attender in dispatch/diary and other out side work.</p> <p>c) Any other official work as and when instructed by the in charge of Regional Office, CSB, Mumbai.</p>
<p><b>12) Shri. Sunil S Sarode, Multi Tasking Staff</b></p> <p><b>13) Shri. Vijay M. Khair, Multi Tasking Staff</b></p> <p><b>14) Shri. M.K. Parmar, Multi Tasking Staff</b></p> <p>The above staff are deployed at Juhu, Andheri (West) for watch &amp; ward duty of “Silk Mansion” staff quarter building. The above staff allotted eight hours shift wise duty i.e. 7 am to 3 pm, 3 pm to 10 pm and 10 pm to 7 am.</p>

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

The Regional Office Act on the programmes and policies formulated and communicated by the Chief Executive Officer and Member Secretary of the CSB, Bangalore. Therefore the decision making norms for the Regional Office, Mumbai is spelt out as follows:

- a) All Policy decisions are decided by the CSB Headquarters.
- b) Decisions of routine matters and issues which are delegated to the Regional Office are taken by the Head of the Regional Office according to his financial & administrative powers. While, the overall general supervision rest with the Officer-In charge, the various sections are supervised and managed by the respective section heads.
- c) For intricate cases, the decision will be taken after brain storming among the staff.

### **4. Norms set by the Regional Office for the discharge of its functions.**

The Regional Office and its departments / sections work under the clear guidelines set under the work allotment issued from time to time by the Officer-in charge. Schedule and deadlines are fixed for all the routine reports/ returns meant for Central Office and various offices.

### **5. Rules, Regulations, Instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

- a) Voluntary quality inspection manual.
- b) Silk Mark Quality Manual.
- c) Swamy's Hand Book.
- d) Swamy's Master Manual for DDOs and Head of Office.
- e) General Financial Rules.
- f) Swamy's Compilation of Medical Attendance Rules.
- g) Swamy's Compilation of F.R.S.R – Leave Rules.

### **6. A Statement of Categories of documents that are held by it or under its control.**

- a) Authorised User agreement under Silk Mark Scheme.



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

None.

**8. A statement of the Boards, Councils, Committees and other bodies consisting of 2 or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of these Board's, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible to the public.**

**State Level Sericulture Co-ordination Committee (SLSCC)** is constituted with members from sericulturists, reelers and NGOs apart from Govt. officials to formulate the policies and programmes of sericulture development in the State of Maharashtra. This Committee meets thrice in a year and the minutes of the meeting has been circulated to the Members. The minutes can also be accessible to the general public on demand.

**9. A Directory of its officers and employees.**

<b>Sl.NO.</b>	<b>Designation</b>	<b>No. of posts</b>	<b>Name of Officers/Officials</b>
1	Deputy Director (Insp.)	1	Shri V. Ramesh
2	Assistant Director (Insp.)	1	Shri Alokumar
3	Assistant Superintendent (Tech.)	1	Shri D.S. Tiwari – Posted at Technical Cell RO, CSB, DOS, Nagpur
4	Assistant Superintendent (Admn)	1	Shri A.S. Bhalerao
5	Inspector (Silk)	1	Shri. Ganesh Kumar
6	Assistant (Tech)	1	Smt. Hemashree K. H.
7	Upper Division Clerk	3	Shri E.M. Bidkar
8	Upper Division Clerk		Smt. B.S. Kadam
9	Upper Division Clerk		Smt. Bhuvaneshwari Kolar
10	Staff Car Driver, Grade-II	1	Shri S.S.Tayade
11	Multi-Tasking Staff	5	Shri Manoj B. Jadhav
12	Multi-Tasking Staff		Shri S.H. Sarode
13	Multi-Tasking Staff		Shri Manhar K. Parmar
14	Multi-Tasking Staff		Shri Vijay Mahadev Khair
15	Multi-Tasking Staff		Shri N.C. Makwana
	<b>Total</b>	<b>15</b>	

**10. Monthly remuneration received by each of its officers and Employees including the system of compensation provided in its regulations.**

Sl. No.	Name	Designation	Basic Pay Scale (Rs.)	Grade Pay (Rs.)	Total remuneration as in Nov., 2016
1.	Shri V. Ramesh	Deputy Director (I)	15600-39100	7600	107875/-
2.	Shri Alok Kumar	Assistant Director (I)	15600-39100	6600	98783/-
3.	Shri D.S.Tiwari	Assistant Suptd.(Tech)	9300-34800	4800	66559/-
4.	Shri A.S. Bhalerao	Assistant Suptd (Admn)	9300-34800	4600	59473/-
5.	Shri. Ganesh Kumar	Inspector Silk	9300-34800	4200	39082/-
6.	Smt.Hemashree K.H.	Assistant (Tech)	9300-34800	4200	39082/-
7.	Shri E.M. Bidkar	UDC	5200-20200	2800	49997/-
8.	Smt. B.S. Kadam	UDC	5200-20200	2800	47137/-
9.	Smt.Bhuvaneshwari A. Kolar	UDC	5200-20200	2400	35047/-
10.	Shri S.S.Tayade	Staff Car Driver, Grade - II	5200-20200	2800	44124/-
11.	Shri M.B. Jadhav	Multi-Tasking Staff	5200-20200	2000	35924/-
12.	Shri N.C. Makwana	Multi-Tasking Staff	5200-20200	2000	36107/-
13.	Shri S.H. Sarode	Multi-Tasking Staff	5200-20200	2000	36317/-
14.	Shri M.K. Parmar	Multi-Tasking Staff	5200-20200	2000	34194/-
15.	Shri Vijay M. Khair	Multi-Tasking Staff	5200-20200	2000	36317/-

**11. Budget allocation to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursement made.**

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The Regional Office, CSB, Mumbai is fully supported by grants-in-aid received from Central Office from time to time. These grants consist of establishment and maintenance cost of the Regional Office including salary to its employees.

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

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Not applicable.

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

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NIL

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

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The following details are held by these offices which are available in electronic form:

a) Directory of Silk Mark Authorised Users.

**15. The particulars of facilities available to Citizens for obtaining information including the working hours of library or reading room if maintained for public use.**

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a) CSB publications and other reference books.

b) The library is opened to any interested person / general public who like to access information data on silk industry. The timing for the general public is from 11.00 a.m. to 4.00 p.m.

**16. Name, designation and other particulars of Public Information Officer.**

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**Central Public Information Officer: Shri V.Ramesh, Deputy Director (Insp.)**

**Tel: 022- 2202 0326/ 2202 0330; Mobile - +919969539561, +919566229965**

**Assistant Public Information Officer: Shri Alok Kumar, Assistant Director (Insp.)**

**Tel: 022- 2202 0326/ 2202 0330; Mobile - +919819565597**

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

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All information given under 1 to 16 above encompasses all vital information in respect of the Regional Office, CSB, Mumbai. However, the following publications will be updated and incorporated from time to time:-

- a) Salary of employees.
- b) Directory of Authorised Users.

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