

COIR BOARD

**(Ministry of Agro & Rural Industries, Govt. of India)
M.G.Road, P.B.No.1752, Cochin – 16.**

MANUALS

(Under Clause IV(i) (b) of the RTI Act, 2005)

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RIGHT TO INFORMATION ACT, 2005

(RTI ACT, 2005)

MANUALS

(Under Clause IV(i) (b) of the RTI Act, 2005)

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COIR BOARD

(കൃഷി, മത്സ്യ, മരുന്നുകളുടെയും വിപണനത്തിന്റെയും മന്ത്രാലയം)

Ministry of Agro & Rural Industries, Govt. of India)

നമ്പർ 1752, എ. ഗാന്ധി റോഡ്, കൊച്ചി-16

RIGHT TO INFORMATION ACT, 2005 (RTI ACT, 2005)

MANUAL NO. I

Particulars of the Organization, Functions and Duties (Under Clause IV (i) of the RTI Act, 2005)

Coir Board was set up by an Act of Parliament viz. the Coir Industry Act, 1953 (45 of 1953). The Act came into force w.e.f 9th February, 1954.

Mission

Our mission is to achieve self sustained development of Indian coir industry through strategic interventions, modernisation, research and development, technology upgradation, quality improvement, market promotion, human resource development, environment protection and welfare of all those who are engaged in the coir sector.

Policy

i) Coir Board – a facilitator and promoter

- * Coir Board shall play the role of a facilitator and promoter of coir industry in India.
- * Sectoral strength and expertise in key areas may be developed through greater participation of State Governments, local self-governments and progressive involvement of private sector including NGOs.

ii) Fuller utilisation of raw-material

- * Enhanced utilisation of raw-material viz. coconut husk, for production of value added goods.
- * 50% of harnessable raw-material available in the country may be exploited by 2005-06.

iii) Creation of employment and empowerment of women

- * Creation of additional employment opportunity and empowerment of women workers through Self Help Groups, and micro credit schemes, integrating with other agencies like DRDA, NGOs, etc.
- * Fuller employment and better wages to the coir workers from the existing levels.

- * Mahila Coir Yojana is proposed to be implemented vigorously. Priority will be given to women entrepreneurs of backward areas, hill areas, N.E region, SC/ST and backward classes.
- * Encourage artisan-based activities through specific venter development programmes under the Village Industries Schemes.

iv) Infrastructural support and cluster development

- * Provide infrastructural support through cluster development, consortium marketing and assured supply of quality raw-material.
- * Set up Common Facility Centres, and pollution abatement facilities availing benefits of other agencies, in addition to the Board's own programmes.
- * Traditional coir clusters like Alleppey, Quilon, Pollachi, Thanjavur, Arsikere and Rajahmundry to be developed as Export Production Clusters.
- * New clusters to be promoted for integrated development of coir industry.

v) R&D and innovative products

- * R&D will be the thrust area for product development and diversification to meet the customer preferences.
- * Technology gaps will be identified for focused project based programmes through collaborative/sponsored research in association with reputed national and international R&D organisations.
- * Greater emphasis will be given for private sector participation in research and development especially in market oriented product development and product design.
- * Develop new products by blending coir with other natural fibres.
- * Develop innovative products like wood substitutes, packaging material, roofing sheets, garden articles, etc. for applications to capitalise on the eco-friendly properties of coir.

vi) Market Development and Promotion

- * Promotional programmes will focus on market orientation and greater involvement of private sector.
- * Building up a brand image for **“Indian Coir”** in the domestic and international markets.
- * Assistance for market development and promotional support for domestic and export markets to be provided through MDA.

- * Participate in product specific fairs and exhibitions and organize buyer-seller meets both in the domestic and export markets especially in the new markets.
- * Promote non-traditional products, especially coir pith, geotextiles, garden articles and wood substitutes.
- * Build up database and market intelligence through the Coir Trade Information Centre (CTIC).
- * Sustain and enhance market share for coir through innovative promotional programmes.

vii) Entrepreneurship Development and Quality Improvement

- * Undertake entrepreneurship development and quality improvement programmes particularly in the non-traditional areas.
- * Training and capacity building programmes to be organised in a time bound manner mainly in non-traditional areas.
- * Provide financial assistance and technical assistance for setting up coir industrial units.
- * Set up a Technology Upgradation Fund for improving production infrastructure like looms.
- * Promote value added production in the non-traditional areas in the brown fibre sector for domestic and export market.
- * Set up testing facilities and promote self certification to maintain quality.
- * Introduce concept of “**Good Management Practices**” in a sustained manner. Quality camps to be organised and training manuals to be prepared.

viii) Eco-friendliness and eco-labelling

- * Project the eco-friendly biodegradable properties of coir as its USP.
- * Promote “eco-labelling” of coir products .
- * Promote application of eco-friendly process technologies in the production of coir goods.
- * Promote the use of coir geotextiles as an “ideal long term degradable” soil bioengineering product through a mission mode viz. “National Coir Geotextile Technology Mission”.

Constitution of the Board

There are 40 members representing various sections of the industry and a Chairman in the Board. An Executive Committee and five Standing Committees discharge the functions of the Board.

The Standing Committees are:

1. Research and Development Committee
2. Export Promotion Committee
3. Marketing and Publicity Committee
4. Brown Fibre Development Committee
5. Hindustan Coir Advisory Committee

The Head Quarters of the Board is located at Coir House, M.G. Road, Kochi, Kerala. The Board is running 42 establishments including 31 Showrooms and Sales Depots set up in various parts of India. There are a total number of 407 employees in the Board. Organisational charts of the Coir Board and its sub offices are given below:

Sources of Revenue of the Board

1. Grant under Section 14 of the Coir Industry Act, 1953.
2. Grant under Section 14(a) of the Coir Industry Act, 1953.
3. Loan from Government of India for disbursement of House Building Advance/ Vehicle Advance to Employees.
4. Fee for Registration/ Renewal of Registration
5. Department and miscellaneous receipts
6. Extra budgetary resources

Hindustan Coir

Hindustan Coir is a pioneering effort of the Board for introduction of mechanisation of manufacture of coir matting and development of coir industry on modern lines. The factory was set up in the year 1968 in line with the decision of the Government of India to mechanise 1/3rd of the production of coir matting in India. There are 6 Powerlooms installed in the unit and the mattings produced in the factory is being marketed in the domestic market through the Board's Showrooms and Sales Depots.

Coir Board Showrooms & Sales Depots

Improving the market of coconut husks, coir fibre, coir yarn and coir products in the India and elsewhere and preventing unfair competition is one of the major functions of the Coir Board under Section 10 of the Coir Industries Act, 1953. With a view to popularise the coir products in the domestic market and also to facilitate the coir co-operative societies and manufacturers in the private sector to market their products in the domestic market, the Board has established 31 Showrooms and Sales Depots in the major cities of the country.

The functions of the Coir Board are as enshrined in the Coir Industry Act of 1953, which is reproduced below:

1. It shall be the duty of the Board to promote by such measures as it thinks fit the development under the control of the Central Government of the Coir Industry.
2. Without prejudice to the generality of the provisions of Sub Section
(1) the measures referred to therein may relate to:
 - a) Promoting exports of coir yarn and coir products and carrying on propaganda for the purpose;
 - b) Regulating under the supervision of the Central Government the production of husks, coir yarn and coir products by registering coir spindles and looms for manufacturing coir products as also manufacturers of coir products, licensing exporters of coir, coir yarn and coir products and taking such other appropriate steps as may be prescribed;
 - c) Undertaking assisting or encouraging scientific, technological and economic research and maintaining and assisting in the maintenance of one or more research institutes;
 - d) Collecting statistics from manufacturers of, and dealers in coir products and from such other persons as may be prescribed, on any matter relating to the coir industry, the publication of statistics so collected or portions thereof or extracts there from;
 - e) Fixing grade standards and arranging when necessary for inspection of coir fibre, coir yarn and coir products;
 - f) Improving the marketing of coconut husk, coir fibre, coir yarn and coir products in India and elsewhere and preventing unfair competition;
 - ff) Setting up or assisting in the setting up of factories for the producers of coir products with the aid of power;
 - g) Promoting co-operative organization among producers of husks, coir fibre and coir yarn and manufacturers of coir products;
 - h) Ensuring remunerative returns to producers of husks, coir fibre and coir yarn and manufacturers of coir products;
 - i) Licensing of retting places and warehouses and otherwise regulating the stocking and sale of coir fibre, coir yarn and coir products both for the internal market and for exports;

- j) Advising on all matters relating to the development of the coir industry;
 - k) Such other matters as may be prescribed.
- 3) The Board shall perform its functions under this section in accordance with and subject to such rules as may be made by the Central Government.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO. II

Duties and Powers of Officers and Employees

(Under Clause IV (i) of the RTI Act, 2005)

Secretary, Coir Board

- i. Carry out all statutory functions as required by the Coir Industry Act of 1953 like convening of Board Meeting / Sub Committee Meetings, preparation of minutes of the meeting, publication of Annual Reports etc.
- ii. Carry out all administrative functions like appointments, promotions etc. in Coir Board.
- iii. Carry out all financial functions like receipt and expenditure in the Head Quarters and all Sub Offices / Showrooms, Internal Audit / Cash verification and stock verification of the Showrooms etc.
- iv. Assist Chairman in all administrative and financial matters.
- v. Co-ordination of responsibilities and functions of various branches in Head Office and Sub Offices of the Coir Board.
- vi. Attend to any other work required from time to time.

Administration

Administrative Officer

- i. Proper implementation of the policies laid down in matters related to recruitment, promotion, transfers, resignations, termination of Coir Board employees, other administrative matters.
- ii. Bringing out from time to time seniority list, eligibility list and for other personnel matters like increment, ratification of leave etc.
- iii. Maintenance of personal records of Board's employees.
- iv. Manpower planning of the Board and to ensure proper deployment on man power.
- v. Preparation of annual reports of the Board.
- vi. Assist Secretary in administrative matters

Research Officer, Personnel Section &

Section Officer, Establishment Section

In the hierarchy of Coir Board the post of Research Officer / Section Officer is a middle management one. The main duties attached to the post are supervision of the works being carried out by the Subordinate staff by providing necessary guidelines / assistance wherever required. The Section Officers in the Administration Wing carries out a liaison work between the subordinate staff and the Branch Officers so far as the works being carried out by the Section.

Assistants

The Assistants in Administration Section are responsible for posting and transfers, promotions, maintenance of seniority list, service conditions, service bye-laws, constitution and meetings of departmental promotion committees, furnishing periodical returns / reports, observation of communal roaster, appointment, court cases, deputation of staff, pension and connected matters, processing requests of vehicle advance, maintenance and upkeep of building, insurance, purchase and maintenance of store.

Upper Division Clerks

Maintenance of files relating to Casual leave, maintenance of service books, personnel files, pay fixation, processing of charge allowance, maintenance of registers and issue of store items, printing of registers, forms and allied matters, leave, LTC.

Junior Stenographer

The Junior Stenographer in the Section attends all the Stenography works attached to the Administrative Officer and typing works in the Sections.

Lower Division Clerks

Data entry, word processing, dispatch, maintenance of registers, central registering and distribution of dak, issue of uniforms.

Meeting and Legal Section

Section Officer

Co-ordinating and arranging meetings of the Board. Compilation of agenda items for meetings, recording minutes of the meetings and follow up with various sections. O & M returns, vigilance returns to the Chief Vigilance Commission and Ministry. Preparation and maintenance of ACRs, scrutiny of complaints received, vigilance cases etc. Disciplinary proceedings against the employees, custody and maintenance of confidential files.

Senior Stenographer

All the Stenography works attached to the Secretary and word processing work required in the meeting section.

Hindi Section

Hindi Officer

Responsible for implementation of Official Language Policy in all the establishments of Coir Board. Vetting of translation done by the Translators, translation from English to Hindi and vice versa, Hindi file works.

Hindi Translators

Translation from English to Hindi and vice versa, file work as per the instruction of the Hindi Officer, assisting the Hindi Officer in the implementation programmes.

Hindi Typist

Typing work both in Hindi and English, Assisting the Hindi Officer and Hindi Translators in their works.

Accounts Section

Senior Accounts Officer

- i. Proper administration of the funds of the Coir Board and proper maintenance of accounts.
- ii. Bringing out on time the financial statements according to statutory requirements
- iii. Ensuring of cash flow and make available funds as per requirement.
- iv. Ensuring strict adherence to financial regulations and procedures as per rules and to correct any discrepancies in management of cash.
- v. Carrying out internal audit and stock verification of the Showrooms and Sales Depots and other Sub-offices.
- vi. Preparation of monthly salary bills of the employees and disbursement of pension to the ex-employees.
- vii. Rendering assistance on all financial matters to the Secretary/ Chairman.
- viii. Organising annual audit of the accounts of the Board, providing replies for audit reports, inspection reports and ensuring follow up action.

Accounts Officer (I.A)

Internal Audit in all the Offices of the Board including Showrooms and Sales Depots and Head Office. Preparation of the Internal Audit reports and other related works.

Accounts Officer (B&A)

The preparation of budget and preparation of various reports like Performance Budget, Revised Estimate, Budget Estimate etc. and their timely submission in the Parliament as a statutory requirement. The Accounts Officer carries out his work with the assistance of his subordinate staff under the supervision of the Senior Accounts Officer.

Accounts Manager

Supervision of the works being carried out by subordinate staff like TA, DA settlement, salary bill, HBA and other advances, medical reimbursement, PF etc. In addition to this, the Accounts Manager assists the Accounts Officers for enabling them to discharge their duties described above in a smooth and prompt manner.

Assistants / UDCs / LDCs

Specific works like various advances, processing of medical reimbursement, PF, TA-DA settlement, salary bill, income tax statement etc. etc.

Cashier

Cash transactions including payment of salary, medical reimbursement and all other payments.

Planning

Joint Director (Planning)

- i. Preparation of Annual Plan programmes, its monitoring of implementation
- ii. Review of implementation of plan programmes, periodical appraisal of progress of implementation, advising of corrective measures for ensuring utilization of plan allocations in full, re-appropriation, if necessary, after periodical appraisal and review.
- iii. Ensuring timely feed back on progress of implementation to the Ministry/ Planning Commission.
- iv. Assist the Secretary/ Chairman in implementation of the plan programmes
- v. Organising compilation of replies to Parliament Questions pertaining to coir industry and ensuring its timely availability to the Parliament Secretariat.

- vi. Co-ordination of visits of Parliamentary Committees, implementation of recommendations of various committees of the Parliament and providing necessary feed back as and when required by the Parliament Secretariat.
- vii. Providing suitable guidance and overall control of various plan programmes undertaken through Science and Technology, Brown Fibre Development, Trade Information Service sections in the Head Office.

Research Officer

- i. Furnishing of prompt reply to Parliament questions, LA interpellations and various matters pertaining to Parliament/ Parliamentary Committees by proper follow up with the Sections dealing with the subject under the supervision of the Joint Director (Planning).
- ii. Monitoring of different Plan Schemes being implemented by the Coir Board for the development of Coir Industry in the North – Eastern States is also the responsibility of the Research Officer (PM & NE) Section under the overall supervision of the Joint Director (Plg.).
- iii. Ensuring timely reply/ comments pertaining to VIP references and memorandas to the Ministry.

Upper Division Clerk

- i. Preparation of annual plan documents
- ii. Preparation of progress reports on implementation of plan programmes on collecting the information from all concerned Sections.
- iii. Furnishing of monthly/ quarterly returns pertaining to plan review, output budget, PMO's instruction etc.
- iv. Assist the Research Officer in carrying out the duties effectively.

Co-operativisation

Deputy Director

- i. Implementation of Integrated Coir Development Project under the Centrally Sponsored Scheme of Co-operativisation in Coir Sector.
- ii. Implementation of other Schemes like Entrepreneurship Development Programmes, Quality Improvement Programmes, Welfare Measures, Production Enhancement Linked Coir Workers Welfare Scheme, Insurance Scheme for the coir workers, matters relating to contribution to Kerala State Coir Workers' Welfare Fund Board etc.

Section Officer

Assisting the Deputy Director (CS) in discharging his duties described above. Provide proper guidance and assist the subordinate staff.

- ii. Monitoring of EDPs and Quality Camps through Regional Offices.
- iii. Liaise with the Branch Officer and the Subordinate staff like other Section Officers.

Co-operative Inspectors

- i. Inspection of progress of utilization of the financial assistance granted to co-operatives and reports to the office.
- ii. Other works in the Section to assist the Section Officer to discharge his duties promptly for reporting to the Branch Officer / Joint Director (Plg.).

Science & Technology

Development Officer

- i. Monitoring of various research projects taken up by the Central Coir Research Institute including those in collaboration with other organizations.
- ii. Processing of case pertaining to import of machineries / equipment for research purposes.
- iii. Processing of CCRI/ CICT recommendations for purchase of chemicals, laboratory equipments, raw materials, stores items etc.
- iv. Monitoring of various ITC Projects on implementation.
- vi. Purchase of raw materials by CCRI/ CICT – processing of related papers from concerned Research Institution.
- vii. Purchase of raw material, machineries etc. for NCT& DC.
- viii. Proper monitoring of training programmes in NCT&DC's.

Section Officer

- i. Responsible for assisting the Development Officer (S&T) in discharging his duties described above.
- ii. Properly guide / assist the subordinate staff and has to liaise with the Branch Officer and the Subordinate staff like other Section Officers.

Assistants, UDCs, LDCs

Assist the Section Officer to discharge his duties promptly for reporting to the Branch Officer.

Junior Stenographer

Attends stenography works of the Development Officer (S&T) and other typing works in the Section.

Brown Fibre Development

Development Officer

- i. Preparation of annual plan documents and other papers connected with plan scheme, special component plan for SC/ST etc.
- ii. Preparation of action plan for development of coir industry in various states
- iii. Processing of various enquiries on Coir Industry received from various parties (including foreign enquiries).
- iv. Miscellaneous correspondence with Ministry on matters connected with development of coir industry.
- v. Correspondence with various State Governments regarding development of brown fibre sector.
- vi. Setting up of rubberized coir units, policy decision and its implementation.
- vii. Attending to the enquiries on rubberised coir received from different parties.
- viii. Matters pertaining to quality control specification, panel of expert meeting, ISI specification etc.
- ix. Making arrangements for the exposure tours from different States to coir producing regions to study coir industry etc.

Section Officer

- i. Properly guide / assist the subordinate staff and has to liaise with the Branch Officer and the Subordinate staff like other Section Officers.
- ii. Correspondence with Regional Officers in organising coir seminars, EDP etc.
- iii. Supervising processing of claims for financial assistance under the infrastructure upgradation scheme.

Assistants, Investigator, UDCs, LDC

- i. Monitoring of training programmes of field units attached to the Regional Offices to ensure achievement of targets.
- ii. Registration of machinery manufacturers and maintenance and renewal of the list.
- iii. Assist the Section Officer in all assignments for which he is responsible to.

Junior Stenographer

Attends to the stenography works of the Development Officer (BFS) and other typing works in the Section.

Deputy Director (Statistics)

- i. Organising timely compilation of statistics pertaining to various aspects of the coir industry – production, employment, export, domestic sales and consumption, competition, price trend etc.
- ii. Dissemination of statistics to the trade, industry and Government.
- iii. Organising statistical surveys and studies in coir sector.
- iv. Compilation and publication of statistical publications of the Board.
- v. Complying with the instructions issued by the Government of India from time to time for promoting e-governance.

Section Officer

- i. Assisting the Dy. Director (Stat) in discharging his duties described above.
- ii. Properly guide / assist the subordinate staff and to liaise with the Branch Officer and the Subordinate staff like other Section Officers.

Assistants, UDCs, LDC

Assist the Section Officer to discharge his duties promptly for reporting to the Branch Officer.

Junior Stenographer

The stenography works of the Dy. Director (Stat) and other typing works in the Section.

Economic Research

Deputy Director

- i. Organising market survey and studies
- ii. Analysis of market surveys and studies and presentation of inferences with suitable recommendations.
- iii. Conduct HRD programme and computer oriented skill upgradation programmes for the benefit of the members of staff.
- iv. Maintaining membership with leading National Developmental Organisations and keeping liaison with them.
- v. Handling of disputes in industry, organising trade level meetings and settlement of trade disputes in various sectors of the industry.

- vi. Work relating to Hindustan Coir – purchase of raw materials, spare parts, equipments, dyes, fuel etc.
- vii. Wage agreement, payment of bonus to the workers, writ petitions, import of looms
- viii. All work relating to the working of Coir Trade Information Centre including updating information, its dissemination at the HO and the maintenance of Touch Screen Kiosk installed in sub-offices.

Coir Trade Information Centre (CTIC)

Attached to the main building of the Coir Board, the Board has set up a full-fledged Coir Trade Information Centre. This centre is able to provide any information to the prospective customers on coir and coir industry. There is a touch-screen kiosk for the easy access of the information for the customers. The centre is manned with specially trained staff for ensuring its best performance.

Section Officer

- i. Assist the Dy. Director (ER) in discharging his duties described above.
- ii. Properly guide / assist the subordinate staff and has to liaise with the Branch Officer and the Subordinate staff like other Section Officers.

Upper Division Clerk

Assists the Section Officer to discharge his duties promptly for reporting to the Branch Officer.

Junior Stenographer

Attends to the Stenography works of the Dy. Director (ER) and other typing works in the Section.

Export Promotion

Development Officer

- i. Preparation of export market strategy, export promotion programmes and its implementation.
- ii. Rendering assistance to the export sector in sorting out various problems being faced by them from time to time on account of introduction of regulations.
- iii. Compilation of tariff and non-tariff barriers on the import of coir and coir products.
- iv. Monitoring of trade related promotional programmes of various Ministries and facilitating its availability to the export trade.

- v. Participating and facilitating exporters participation in international trade fairs and exhibitions, buyer-seller meet and other trade promotion activities.
- vi. Formulating proposals for trade delegations, export market surveys and studies and its implementation.
- vii. Publication of directory of exporters, catalogue on export products, guidelines to exporters etc.
- viii. Preparation of agenda for the Export Promotion Committee of the Board, meeting of exporters, international conferences like that of IECA (International Erosion Control Association), FAO (IGG), WTO etc.
- ix. Issue of RCMC
- x. Organization of specialized exhibitions.
- xi. Correspondence with Embassies, High Commissioners, Consulates etc. on various matters relating to Coir Industry.

Section Officer

- i. Assisting the Development Officer (EP) in discharging his duties described above.
- ii. Properly guide / assist the subordinate staff and has to liaise with the Branch Officer and the Subordinate staff like other Section Officers.

Assistants, UDCs, LDC

Assists the Section Officer to discharge his duties promptly for reporting to the Branch Officer.

Junior Stenographer

Attends to the Stenography works of the Development Officer (E.P.) and other typing works in the Section.

Marketing

Director (Marketing)

- i. Overall responsible for preparation and implementation of major Plan Schemes of the Board like Domestic Market Promotion, Export Market Promotion and Trade Information in association with the concerned Branch Officer and Planning Section.

- ii. The Branch Officers of The Export Market Promotion, Domestic Market Promotion, Publicity, Trade Information Service report to Director (Marketing).
- iii. Preparation of Marketing Strategy for coir and coir goods, strategy and plan of action for market promotion and publicity and its implementation.
- iv. Advise and assist Secretary/ Chairman in the development of export and domestic market.
- v. Maintenance of Showrooms and Sales Depots of the Board and all aspects concerning its functioning.

Domestic Marketing

Development Officer

- i. Organization of Exhibitions in India.
- ii. Opening of Showrooms and Sales Depots, their resiting and renovation
- iii. Renewal of lease deeds in respect of Showrooms, Godowns etc.
- iv. Disbursement of Marketing Development Assistance
- v. Appointment of Consignors
- vi. Participation of the Board in domestic exhibitions and International Trade Fairs in India.
- viii. Payment of Incentive to Showroom Staff
- ix. Monitoring of sales through Showroom and Sales Depots
- x. Court cases pertaining to Showrooms.
- xi. Implementation of various sales promotion activities like discount sale, coir fortnight, empanelment of sales agents etc.

Research Officer

- i. Assisting the Development Officer (S&T) in discharging his duties described above.
- iii. Properly guide / assist the subordinate staff
- iii. To liaise with the Branch Officer and the Subordinate staff like other Section Officers.

Assistants, Investigator , UDCs, LDC

- i. Helps the Research Officer to discharge his duties promptly for reporting to the Branch Officer.
- ii. Attend specific areas of responsibilities as assigned to them by the Research Officer.

Junior Stenographer

Attends to the Stenography works of the Development Officer (DM) and other data entry, processing and word processing requirement in the section.

Publicity

Marketing and Publicity Officer

- i. Preparation of publicity plan/ media plan and its implementation.
- ii. Preparation of various publicity materials, pamphlets other promotional literature.
- iii. Production of short-time TV commercials, posters, erection of hoardings etc.
- iv. Monitoring of publicity programmes through various print and electronic media.
- v. Publication of Coir News, the monthly magazine of the Board covering all the important news relating to coir and coir industry.
- vi. Renewal of subscription to different kinds of periodicals.
- vii. Papers connected with generic / co-operative publicity, disputes arising out of the same.

Section Officer

- i. Assisting the Marketing and Publicity Officer in discharging his duties described above.
- ii. Properly guide / assist the subordinate staff
- iii. To liaise with the Branch Officer and the Subordinate staff like other Section Officers.
- iv. Implementation of various publicity programmes of the Board as envisaged under the Annual Plan.

Assistants, Investigator etc.

- i. Helps the Section Officer to discharge his duties promptly for reporting to the Branch Officer.
- ii. All works pertaining to collection/ preparation of the material for printing coir news monthly.
- iii. Providing publicity materials to the sub-offices/ Showrooms.

Junior Stenographer

Attends to the Stenography works of the Marketing and Publicity Officer and other typing works in the Section.

Research Institutes

Director (RDTE)

Director (Research, Development, Training and Extension) is the Officer in overall charge of the Research and Development activities of the Board in the white fibre sector. Therefore, he is responsible for prompt execution of all Research and Development activities being conducted in the Central Coir Research Institute, Kalavoor.

The Hindustan Coir factory, a powerloom factory under the Board at Kalavoor, the National Coir Training and Design Centre, Kalavoor are also functioning under the overall supervision of the Director (RDTE).

Joint Director (Tech)

Joint Director (Tech) is in overall charge of the R&D activities of the Board in Brown Fibre Sector, being carried out in the Central Institute of Coir Technology, Bangalore.

Regional Offices

Regional Officers

Each Regional Office of the Coir Board is under the control of a Regional Officer. A Regional Officer will have to look after one or more coir producing States. The major responsibilities include:

- i. Preparation of Action Plan for development of coir industry in the region under his jurisdiction keeping in view the overall policy initiatives and programmes for the development of coir industry and its implementation in close association with the concerned State authorities.
- ii. Timely implementation of the programmes under various Plan Schemes of the Board in the region concerned – training, infrastructure upgradation, marketing, cluster development etc.
- iii. Providing timely service to the local industry to update and improve production technology through extension of findings of the Research and Development efforts of the Coir Board through its Research Centres.
- iv. To keep abreast with the changing status of the industry in the region concerned and to advise the Board periodically the steps necessary for promotion and proliferation of the industry in the region under his jurisdiction.

- v. Ensure timely feed back at regular intervals on progress of implementation of Plan programmes and Action Plans, its achievements and outputs.
- vi. Maintain and update information pertaining to Coir Industry in the region.
- vii. To attend to other responsibilities assigned from time to time from the Head Office of the Board.

Extension Service Officers

- i. Providing all assistance to Regional Officer in the matter of development of coir industry in the region.
- ii. Providing assistance to the local industry in the matter of adoption of development in technology that would be possible as a result of Research and Development efforts of the Coir Board.

Training Assistant

Imparting training on coir making as also for assisting NGOs/ SHGs/ Co-operatives in providing training to coir artisans through training centres of Regional Offices and the field training units.

Weaving Master

Weaving Master is a Joint Director level Officer.

- i. Responsible for all the activities being carrying out in the Hindustan Coir factory at Kalavoor including its day to day functioning and production of powerloom matting.
- ii. Inventory Control of the factory and marketing of its produce.

Assistant Director

- i. All the activities of the National Coir Training and Design Centre at Kalavoor, particularly conduct of training programmes for providing trained man power for the development of the industry.
- ii. All work relating to the functioning of the training institute.
- iii. Preparation of training syllabus modules and providing necessary assistance to the industry in skill development.

Senior Inspector

In overall charge of the office of the Coir Mark Scheme at Alleppey responsible for implementation of quality inspection under Coir Mark Scheme.

Showroom Staff

In the Showroom and Sales Depots of the Board, generally there is a complement of staff as given below.

1.	Manager	-	1
2.	Assistant Manager	-	1
3.	Salesman	-	1
4.	Hamal Cum Stitcher	-	2

Manager

In the hierarchy of the Coir Board there are three grades of Managers viz., Manager Grade – I, Manager Grade – II and Manager Grade – III in Deputy Director, Section Officer and Assistant levels respectively. The Managers in the Showroom are holding the full responsibility of the functioning of the Office. He is assisted with the other staff indicated above.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.III

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

(Under Clause IV(i) (b) of the RTI Act, 2005)

All appointments, promotions and deputations are made subject to relevant rules framed by the Central Government and within the frame work of FR&SR. All promotions up to the grade of Rs.10,000-325-15,2000/- are made by the Chairman after observing usual formalities of constitution of Departmental Promotion Committee subject to observation of regulations in the concerned Bye-law. Promotions to higher grade are recommended to the Ministry for consideration. In routine matters, there is a four tier system in existence generally covering Section Officer, Branch Officer, Secretary and Chairman. However, there will be level jumping and decision at lower level based on the delegation of administrative and financial powers. The Standing Committees of the Coir Board like Research and Development Committee, Export Promotion Committee, Marketing and Publicity Committee, Brown Fibre Development Committee, Hindustan Coir Advisory Committee and Executive Committee consider the various Plan Programmes/Schemes formulated by the Board from time to time. The Standing Committees recommend the same to the Board for approval. The full Board makes the final decision on the proposal. In the case of programmes which require approval by the Ministry/other relevant committees like SFC, EFC etc. on the basis of the financial powers and other related matters, the office of the Coir Board takes up the matter with the Ministry for approval.

The decisions involving financial implications are made as per the recommendations of the finance wing of the Board which is headed by the Senior Accounts Officer. While making recommendations, the finance wing is guided by the principles contained in the Fundamental Rules and Supplementary Rules, Central Financial Rules and other orders of the Government of India from time to time. Further the decisions on expenditure are taken at appropriate levels of delegation of powers such as Secretary Coir Board, Chairman Coir Board, the Executive Committee and the Board.

The Board is following the Centralized Accounting System. The annual accounts of the Board are presented in the forms notified under Rule 18 of the Coir Industry Rules 1954. The annual accounts authenticated by the Senior Accounts Officer, Secretary and the Chairman are presented to the Board for approval before submission to the C&AG of India for scrutiny. The Audit Reports and the accounts certified by the C&AG of India are placed on the tables of Parliament on an annual basis. The transactions of the field formation are subject to

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.IV

The norms set up for the discharge of the functions.

(Under Clause IV(i) (b) of the RTI Act, 2005)

The norms set up for the discharge of the functions of the Board, Executive Committee, Chairman, Secretary and other officers/staff of the Board are delegated administrative and financial powers entrusted with them. The details of delegated powers are as below:

The Board has delegated financial powers above Rs.1.00 lakh and up to Rs.10.00 lakhs. The Executive Committee has delegated financial powers above Rs.25,000/- and up to Rs.1.00 lakh.

The Chairman is empowered to sanction expenditure up to Rs.25,000/-. The details of delegated powers of other officers are as below:

Sl. No.	Designation	Delegation of Administrative powers (Decentralisation)	Delegation of Financial Powers (Decentralisation)	Accountability	Measures for simplification/transparency/e-governance (applicable to all Officers)
(1)	(2)	(3)	(4)	(5)	(6)
1	SECRETARY	To supervise and sanction the tour/ CL/EL upto the level of Joint Director All existing administrative powers shall be retained.	To sanction expenditure upto Rs.15,000/-	Implementation of Rules and bye-laws of the Board and such other duties as entrusted by Chairman from time to time.	Information on KIOSK installed at CCRI and Regional Offices would be updated from time to time.
2	DIRECTOR (RDTE), CCRI	Overall control of all activities relating to research, development, training and extension work. Issue of tour sanction to all staff working under him. In the case of the Director (RDTE) the tour shall be performed after taking instructions from Chairman/Secretary and post facto approval shall be obtained. There shall be a regular system for providing feed back from the Branch Officers to the Director, RDTE.	He will be having overall control in operating the advances provided on plan programmes. Payment of tour advance from the fund provided for that purpose. Shall effect purchases upto Rs.2 lakhs after observing usual formalities against proposals approved by the competent authority.	all consolidate the results achieved through research and extension activities including organising seminars, incubation programmes, deputation of staff for research, development, training and extension programmes in consultation with the Regional Officers concerned.	All economic and statistical information pertaining to various aspects of the coir industry will be hosted in the web site and updated periodically.

(1)	(2)	(3)	(4)	(5)	(6)
		<p>Sanction casual leave, commuted leave and earned leave in respect of all officers/ staff members of CCRI & NCT&DC other than Director (RDTE).</p> <p>The leave account of the officers and staff of CCRI NCT & DC shall be maintained and certified leave sanction statement shall be sent to HO every month for necessary entry in the service book.</p> <p>Any absence from duty without prior leave sanction shall be reported to H.O for appropriate action</p> <p>Shall outsource the labour required in exigencies after following due procedures.</p> <p>Shall prepare projects, agenda for sub-committees/Board meetings, executing collaborative research projects, preparation of MoU. Shall conduct review meetings of collaborative projects.</p> <p>Shall receive applications for registration of CPOM Mfrs. and also Coir machinery Mfrs. inspecting the units by deputing technical team and register them under the Board. In case any financial guarantee is required, such cases will be referred to HO for approval.</p>	<p>Shall collect fee for testing of samples of coir pith, coir products etc.</p> <p>Shall be empowered to approve/sanction proposals upto Rs.10,000/-.</p> <p>All temporary advances of CCRI have been enhanced from Rs.25,000/- to Rs.50,000/-.</p>	<p>Regular workshops/seminars will be conducted to identify the research projects relating to industry and to transfer the tech./incubation activities of all R & D achievements.</p> <p>Responsible to create revenue through R&D sources for self sustainability.</p> <p>Responsible for achieving the physical & financial targets in time.</p> <p>Shall be responsible for all the R&D activities of CCRI. Shall assign duties, functions and responsibilities to the Scientists and Officers/Staff members.</p> <p>Shall also assign responsibilities for achieving physical and financial targets under plan programmes.</p> <p>Shall be responsible for implementation of collaborative projects, transfer of technology developed through R&D fund and creating incubation cell to trade for all successful activities.</p> <p>Shall purchase raw material/tools/equipments required for R&D activities.</p>	<p>Details of field training centres and various training programmes will be notified in the notice board of Branch Offices concerned.</p>

(1)	(2)	(3)	(4)	(5)	(6)
3	JOINT DIRECTOR (TECH), CICT	<p>Issue of Tour Sanctions to all staff working under him.</p> <p>In the case of Joint Director (Tech.) , CICT the tour shall be performed after taking instructions from the Director (RDTE)/Secretary/Chairman and post facto approval shall be obtained.</p> <p>Sanction casual leave, commuted leave and earned leave in respect of all officers/staff members of CICT other than the Jt. Director, CICT.</p> <p>The leave account shall be maintained and certified leave sanction statements in respect of leave other than casual leave will be forwarded to H.O every month for necessary entries in the service book.</p> <p>Any absence from duty without prior leave sanction shall be reported to H.O for appropriate action</p> <p>Shall outsource the labour required in exigencies on contract basis for a period of 6 months/1 year after observing due formalities.</p>	<p>Payment of Tour advances from the fund provided for that purpose.</p> <p>Shall effect purchases upto Rs.2 lakhs after observing usual formalities and due purchase procedures against proposals approved by the competent authority.</p> <p>Shall collect the fee for testing samples of coir pith, coir products etc. and issue certificates to that effect.</p> <p>Shall approve/sanction proposals upto Rs.7,500/-.</p>	<p>Shall be responsible for the R&D activities at CICT.</p> <p>Shall assign duties and functions and responsibilities to the Scientists and Officers/Staff.</p> <p>Shall also fix responsibilities for achieving physical and financial targets under plan programmes.</p> <p>Shall also be responsible for transfer of technology developed.</p> <p>Shall initiate steps for the over all development of the Institute.</p> <p>Fixing of responsibility and authority of all personnel in the Institute and adherence to it by the concerned.</p> <p>Purchase of raw materials/ tools and equipments for R&D activities.</p> <p>Utilisation of funds provided under the relevant sub scheme of 'Plan S&T'</p>	<p>The monthly export statistics of coir and coir products will be updated in the web site every month</p> <p>Computers within the HO of the Board would be connected through Local Area Network.</p>

(1)	(2)	(3)	(4)	(5)	(6)
		<p>Outsource the agency on contract basis for sweeping of office premises, cleaning and maintenance of the campus.</p> <p>Shall consult the Director, RDTE in all policy matters.</p> <p>There shall be a regular system for providing feed back from the Branch Officers to the Joint Director (Tech.)</p> <p>Shall engage casual labourers on daily wages against sanctioned post of Group D cadre lying vacant for short period not more than 89 days after observing due formalities.</p> <p>Shall prepare projects, agenda for sub-committees/Board meetings.</p>	<p>The temporary advance to CICT shall be enhanced to Rs.50,000/-</p>		
4	REGIONAL OFFICER	<p>Shall invite applications for financial assistance under the "Scheme for Development of Production Infrastructure" through DICs concerned.</p> <p>Shall give clearance to the project if the application is found order.</p> <p>Shall organise joint inspection of the units along with the officials of the DIC and release financial assistance.</p> <p>Shall invite quotations for miscellaneous purchases within the financial powers delegated.</p> <p>Shall effect purchase of items within the financial powers delegated.</p>	<p>Shall pay the stipend for trainees and honorarium for the trainers.</p> <p>Approval shall be issued and payment of 50% of travel cost for exposure tour, as per the scheme, shall be recommended to the Head Office.</p>	<p>Implementation of action plan in respect of the states under their jurisdiction</p> <p>Settlement of all advances before close of the financial year.</p>	

1	2	3	4	5	6
		<p>Shall select beneficiaries under Mahila Coir Yojana through beneficiary committee constituted by the Secretary, Director, RDTE/Regional Officer.</p> <p>Shall select the Field Training Centres.</p> <p>Shall select candidates for training, trainers' training.</p> <p>Shall conduct examination, declare results and issue certificate.</p> <p>Approval shall be issued for exposure tours.</p> <p>Shall sanction tour of all staff working under them.</p> <p>Shall sanction all types of Leaves to the staff working under the R.O.</p> <p>Shall take decisions independently on routine official matters.</p> <p>Shall consult the Director, RDTE on all policy matters</p> <p>Shall arrange to release advertisements through local newspapers, local cable TV networks, erection of boardings in vantage points.</p>	<p>Shall pay tour advance from the fund provided.</p> <p>Shall approve/sanction proposals upto Rs.7,500/-.</p>	<p>Shall make arrangements for: TV publicity 250 sec. each. Press/casual publicity - 25 ads.</p> <p>The publicity activities implemented by the ROs will be reviewed periodically at H.O</p>	
5	ASST. DIRECTOR, NCT & DC	Shall select beneficiaries under Mahila Coir Yojana through beneficiary committee constituted by the Secretary, Director, RDTE in the regions coming under his jurisdiction.	Shall make payment of stipend to trainees and honorarium to trainers.		

1	2	3	4	5	6
		<p>Shall select Field Training Centres in the regions coming under his jurisdiction.</p> <p>Shall select candidates for training, trainers, organised training, conduct examinations, declare results and issue certificates.</p> <p>Shall consult the Director, RDTE, CCRI regarding all policy matters concerning to NCT & DC.</p> <p>Shall give feed back on a routine basis to Director, RDTE.</p> <p>Shall take independent decisions on routine official matters.</p>	<p>Shall approve/sanction proposals upto Rs.5,000/-.</p>		
6	Joint Director (P)	To grant Casual leave/RH to those working under him	To approve/sanction proposals, expenditure of which will not exceed of Rs.7,500/-	<p>Preparation and submission of Five Year Plan, Annual Plan, Plan Review, Fortnight review etc.</p> <p>Review the implementation of plan programmes by the Sub Offices & Branch Officers.</p> <p>Reply to Parliament Question, Assembly questions etc.</p> <p>Visit of Parliamentary Committees & organising events and functions.</p> <p>Settlement of all advances before close of the financial year</p>	

1	2	3	4	5	6
7	Sr. Accounts Officer	To grant casual leave/RH to those working under him	To approve/sanction proposals, expenditure of which will not exceed of Rs.7,500/-.	<p>Maintenance of accounts of income and expenditure as well as assets and liabilities of the Board, audit, income and expenditure of Showroom, Hindustan Coir and Clearance of all proposals in the Accounts/Audit angle</p> <p>Furnishing required information to the Ministry for obtaining funds, utilization certificate etc. in formats prescribed.</p> <p>Settlement of all advances before close of the financial year.</p> <p>Follow up - Ministry for obtaining fund in time</p> <p>- Maintenance PF and other plan deposits</p>	

1	2	3	4	5	6
8	Sr. Inspector, Coir Mark Scheme	<p>To sanction Casual Leave and RH to subordinate staff</p> <p>To organise quality camps within Kerala.</p> <p>Liaison with the industry and trade.</p>	To meet recurring expenditure like rent, current charges, telephone charges etc from revolving fund.	<p>Implementation of Quality Improvement Programmes in Kerala, inspection of coir goods under Coir Mark Scheme and Welfare Measures.</p> <p>Settlement of all advances before close of the financial year</p>	
9	All Officers in the Grade of Dy. Director and above working at HO and in the independent charge of Offices of Coir Board.	<p>To sanction casual leave and RH to subordinate staff.</p> <p>Sanction of EL of staff upto the level of Section Officer by Administrative Officer</p>	Shall approve/sanction the proposals upto Rs.5000/-	<p>Implementation of plan programmes, full utilization of funds earmarked, preparation and submission of material for plan proposals, RE-BE, ensuring timely reply to Parliament questions, VIP references etc.</p> <p>Settlement of all advances before close of the financial year.</p> <p>Generating proposals, preparation of Board/Sub Committee agenda, monitoring all rules and regulations pertaining to their sections/areas handled.</p>	

1	2	3	4	5	6
10	Marketing and Publicity Officer	Outsource manpower, if necessary, to meet the requirements in the section.	Shall sanction casual advertisements upto Rs.5000/-.	Shall make arrangements for: TV Publicity - 4000 seconds Press/Casual publicity - 200 advts. Coir News - 12 issues Pamphlets - 5 Nos. Posters - 10 Nos.	
11	Manager, Showroom	To sanction all CL/EL of the staffs in Showroom other than the Manager-in-charge of the Showroom which will be by Adm. Officer at H.O and maintain all relevant records as directed by Adm. section. Issue local publicity as approved by H.O. To sanction tour of staff below the Manager with the concurrence of Zonal in charge of Show Rooms, Zonal in charge will sanction the Manager's tour.	Shall settle accounts of payments of sales proceeds to the consignors every week under intimation to HO. Shall make arrangements for sending the Board's commission on sales every week to the H.O. Shall make arrangements to pay electricity bill, rent of the building, property tax, sales tax, telephone bill and other miscellaneous items of expenditure directly from the Showroom Shall approve/sanction the routine requirements of Showroom upto Rs.2500/-	Accountable to achieve target and reducing the expenditure. Accountable to sell the consignor stock in 12 months from the date of indent and to keep them in safe possession. Accountable to keep all records, products, stock responsible to answer consignor/consignee problems.	All display product to be priced. All managers to have the e-mail and internet facility to send sales reports and returns.

Level of disposal and channel of submission of receipts

All the receipts will be submitted to the Section Officer of Administration Section and the Section Officer mark the receipts to the concerned Sections. One L.D.Clerk is posted to distribute the entire dak to entire Sections after entering the details in the registers. The registers will be submitted to the concerned Branch Officers and they go through the receipts and put initials on the receipts and pass on to Sections. The Section Officer concerned will distribute the dak to the Dealing Hands concerned.

The Dealing Hands go through the receipts and enter in the register. The papers will be put up on the basis of the importance/urgency on a priority basis. The Dealing Hands put up the papers in the concerned files with a brief note on the receipts with suggestion and views and submit to the Section Officer. The Section Officer go through the notes and mark the file to the Branch Officer with his suggestion. The Branch Officer submit the file to the Secretary/J.D with recommendation. The Secretary submit the files to the Chairman for final order. In some cases Secretary disposes the files. Whenever the proposals are having financial implication, such proposals will be routed through Accounts Wing too for their concurrence.

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MANUAL NO.V

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

(Under Clause IV(i) (b) of the RTI Act, 2005)

The Rules and Byelaws framed under Section 26 & 27 of the Coir Industry Act, 1953 (45 of 1953) are as below:

Sl.No	Name of the Document
1.	Coir Industry Act, 1953
2.	Coir Industry Rule, 1954
3.	Coir Industry (Registration & Lisensing) Rules, 1958
4.	Coir Board (Secretary) Recruitment Rules, 1990
5.	Coir Board (Transactions of Business, Conditions of Services of employees and Maintenance of Accounts) Byelaws, 1955
6.	Coir Board Employees (Conduct Byelaws) 1968
7.	Coir Board Services (Classification, Control & Appeal) Byelaws, 1969
8.	Coir Board Employees (Pension Fund) Byelaws, 1977
9.	Coir Board (General Provident Fund) Byelaws, 1977
10.	Coir Board (Services) Byelaws, 1983
11.	Guidelines governing different schemes of the Board, Guidelines for Registration as an Exporter, Registration for Coir Units etc.

Basically, the functioning of the Board is as per the Rules and Regulations of the Central Government. Therefore, the office is referring to the following publications for relevant issues.

FR&SR, GFR, Swamy's Hand Books etc. etc.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.VI

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

(Under Clause IV(i) (b) of the RTI Act, 2005)

Sl.No	Name of the Document
1.	Coir Industry Act, 1953
2.	Coir Industry Rule, 1954
3.	Coir Industry (Registration & Lisensing) Rules, 1958
4.	Coir Board (Secretary) Recruitment Rules, 1990
5.	Coir Board (Transactions of Business, Conditions of Services of employees and Maintenance of Accounts) Byelaws, 1955
6.	Coir Board Employees (Conduct Byelaws) 1968
7.	Coir Board Services (Classification, Control & Appeal) Byelaws, 1969
8.	Coir Board Employees (Pension Fund) Byelaws, 1977
9.	Coir Board (General Provident Fund) Byelaws, 1977
10.	Coir Board (Services) Byelaws, 1983
11.	Various Amendments to Coir Industry Act, Rules, Byelaws etc.
12.	Coir Board Office Manual
13.	Annual Reports on functioning of the Board
14.	Various Pamphlets, Guidelines governing different schemes of the Board, Guidelines for Registration as an Exporter, Registration for Coir Units, Coir News(monthly magazine) etc. etc.
15.	Constructional details of coir and coir products
16.	Manual on Training
17.	Coir Board Manual
18.	Revised Showroom Rules

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.VII

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

(Under Clause IV(i) (b) of the RTI Act, 2005)

The Board has already set up a mechanism for redressal of grievances of the public either directly or indirectly. The Board as a system of scrutiny of news paper reports of interest to the Coir Board or Coir Industry for appropriate follow up action.

In order to maintain a peaceful industrial relationship among the coir workers, the Board has formed a Coir Industrial Relations Committee(CIRC). The CIRC represents various interest of the coir trade and industry and workers. This arrangement is periodically reviewed and re-constituted for upholding industrial peace in the coir sector.

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MANUAL NO.VIII

A statement of Board's, 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 Board's, Councils, Committees and other Bodies are open to the public, or the minutes of such meetings are accessible for the public.

(Under Clause IV(i) (b) of the RTI Act, 2005)

The Coir Board has the following governing Bodies.

1. The Coir Board: The Coir Board is constituted by the Central Government with the nominees representing various interest of the industry, State Government Officials of the coconut growing states, Parliament Members etc. The Board has a Chairman, who is the supreme authority. At present there are 39 members on the Board. The Board has the following Standing Committees.

- (1) Executive Committee
- (2) Research & Development Committee
- (3) Brown Fibre Development Committee
- (4) Marketing & Publicity Committee
- (5) Hindustan Coir Advisory Committee
- (6) Export Promotion Committee

Out of the above adhoc committees, the Executive Committee alone has financial powers. The other adhoc committees are of advisory in nature.

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MANUAL No.IX

Establishments of the Board

(Under Clause IV(i)(b) of the RTI Act,2005

Sl.no.	Name of the Officer	Designation	Office	Residential Address	Teleph
1	A.C. Jose	Chairman	Coir House, P.B.No.1752, M.G.Road, Cochin-16	Ambatt House, D.H.Road, Cochin - 16.	944703 0484-2
2	M.Kumara Raja	Secretary	Do	Sargam' , House, No.70, Ground Floor, 28/363, Giri Nagar, Kochi-20	98475
3	P.Ajdkumar	Joint Director(Plg.)	Do	Geetha Govind, Raveendran Rd., Elamkulam, Kochi	0484 2
4	V Velayudhan	Sr. Accounts Officer (IA)	Do	Vipanchika,Vattakunnam, Edappilly, Kochi	48425
5	T.V. Mohanan Nair*	Manager Gr.I	Do	Prasanna Illam, M M K Nayar Nagar, Tripunithura-P.O.,Kochi-682301	0484-2
6	K.K.Ramakrishnan	Administrative Officer	Do	Ranjith Bhawan, Atham Lane, Kachappilly Road, Vyttila, Kochi-19	0484-2
7	M.Kumaraswamy Pillai	Deputy Director	Do	Sarovar, Pazhaveedu.P.O.,Alappuzha-688009	94474
8	P.C.Antonel Vaz	Dy. Director	Do	Merry Villa, Kalvoor.P.O., Alleppey	93493
9	P.K.Gopalakrishnan	Mktg. & Pub. Officer	Do	31/394, Paradise Rd., Vytilla, Kochi-19	0484 2
10	K.A.Philomina	Section Officer Development Officer	Do	32/1020,Manakil House, Nettareyodath Rd., Palarivattom, Cochin	0484-2
11	S.Alamelu	(BFS)	Do	Krishna Nivas,Adv.S.Easwara Iyer Rd,Pulleppady, Kochi-35	0484-2
12	T.L.Juliyana	Assistant	Do	XXX1/395,Malette House, Paradise Road, Vytilla, Cochin-19	
13	Anita Jacob	Section Officer	Do	Palathinkal House, Vadarathu Lane, Vennala.P.O., Kochi-28	28061
14	K.Ananda Babu	Section Officer	Do	Saroj, 29/2902A, Jawahar Nagar, Gandhi Square, Poonithura.	98475
15	G. Pradeep Kumar	Section Officer	Do	Pournami, 29/2902B, Jawahar Nagar, Gandhi Square, Poonithura.	98954
16	P.R.Ajithkumar	Accounts Officer (IA)	Do	Girimandiram, Jawahar Road, Near Dy. S P Office, Alwaye-683101	98475
17	P.Kairali	Section Officer	Do	Thuruthel House, Thirunelloor.P.O., Cherthala, Alleppey	0478-2
18	K.V.Sumana	Section Officer	Do	Vevanattuparambil House, Elamkunnappuzha.P.O. EKM	0484-2
19	K.P.Somanathan Nair	Manager Grade III	Do	Jyolsna, Opp.Aroor Village Office,Aroor.P.O., Alleppey	9.5478
20	C.M.Unnikrishnan	Assistant	Do	Dr.No.1088/A4,Kaniyaveli Cross Rd.P.O.Vennala,Chalikkavattom	98474
21	C.Govind Raj	Section Officer	Do	Thenooran Veddu, Udamperror, Kochi-682 307	98475
22	K.N.Viswanathan	Assistant	Do	Kadalikkattumaliyil House, Kumarakom.P.O. Kottayam	0481-2
23	B.Sujathan	Senior Auditor	Do	Veliyil House, South Aryad, Alleppey	0477-2
24	K.Viswanatha Menon	Assistant	Do	Anugraha, 50/1427-A,Mannam Rd., Edappally(N), Kochi-24	0484-2
25	R.C.Sreekumar	Senior Auditor	Do	Sreevidhya, Vyttila, Kochi-19	0484-2
26	T.C.Manikandan Pillai	Jr. Auditor	Do	Arakkathu House,Thukalassery, Thiruvalla, Tiruvalla,Pathanamthitta	94474
27	R.Gopalakrishna Pai	Jr. Auditor	Do	Thulasi Flats F5,Thrikkara-682021	98475
28	T.J.Radhamany	Assistant	Do	Thrikkarthika, Thaikkattukara,Near Manthrakal Temple,Aluva.	0484-2

29	N.Sudharma	Assistant	Do	Souparnika, Kaniyaveli Rd, chalikkavattom, Vennala, EKM	0484-2
30	S.Anithakumari	Assistant	Do	Kamalalayam, Puthuvasserry,Nedumpassery.P., Alwaye	
31	T.Chandrasekharan	Assistant	Do	Punartham, Kokkothamangalam.P.O.,Cherthala, Alleppey	0478-2
32	V.P.Gopalakrishnan	Assistant	Do	Ragam, II/13-GCDA Colony, Edathala.P.O.Aluva	0484-3
33	P.K.Vijayalakshmi	Hindi Officer	Do	Karthika,I/812 B, Palachuvadu,Kakkanadu West.P.O.,EKM	0484-2
34	V.T.Asokan	Senior Artist	Do	Parappel House, Thirunalloor.P.O., Cherthala	
35	K.R.Nalini Devi	Investigator	Do	Edakkarakudiyil House,Keezhillam.P.O., EKM	
36	T.S.Krishnamany	Sr. Stenographer	Do	50/800 A, Sudharsanam, Ponekkera Rd, Edappally.P.O., Kochi	
37	P.S.Indira Devi	Assistant	Do	Mookambika, Kandakarmaveli,Kaitharam.P.O. N.orth Parur	
38	P.C.Nandakumaran	Sr. Stenographer	Do	Upasana(Kozhikkal)P.O.Pandikkad-676521, Malappuram	0483-2
39	P.Gangadharan	Assistant	Do	Aiswarya,Mangalath,Thekkumbago, Tripunitura,EKM-688301	98475-
40	Bhasura C.R.	Assistant	Do	Thampurur, Kannankulangara,Trippunithura	0484-2
41	B.Chinthamani	Assistant	Do	Kalinga, Poothotta, Ernakulam	0484-2
42	S. Najeem Rawther	Assistant	Do	Chelappattil(H), Thonnalloor, Pandalam	
43	K.T.Valsala	Assistant	Do	Ambady(Kadavilathara Houe) Aroor.P.O., Alleppey	39522-
44	John Joseph	Assistant	Do	Bungalow Parambil House, Thathampally.P.O. Alleppey	0477-2
45	Wilfred David	Investigator	Do	800,14, Panampilly Nagar, Kochi	
46	C.P.Swamala	Assistant	Do	Mangalamundackal(H),Kollenkudimughal,Kakkadau.P.O.,Kochi-21	98475-
47	M.K.Vasanthi Amma	Investigator	Do	Revathi, Udayamperoor, Cochin - 07	0484-2
48	M.Sadanandan	Assistant	Do	Kollara Madhava Bhavan, Vayalar.P.O.,Cherthala	98475-
49	M.Geetha	Assistant	Do	House No.10956,Amaravathy, Kochi-1	98477-
50	K.G.Radhamma	UDC	Do	Rohini, Cherupushpam Rd., Kadavanthra	0484-2
51	P.G.Alice Milanda	UDC	Do	Pandaraparambil, Willy Villa, Paradise Rd., Vytilla.	0484-5
52	P.S. Lalithakumari	UDC	Do	MIG 85, Gandhi Nagar, Kadavanthra, Cochin	0484-5
53	S.Santha Bai	UDC	Do	Asha Bhavan,H.No.II/896,Maradu.P.O., Tripunithura	0484-2
54	E.I.Sreedharan	UDC	Do	Sreevalsam, House No.47/292,Kolatheri Rd, Poonithura,Kochi	0484-2
55	C.D.Job	UDC	Do	Chenginiyadam, Kuzhoor.P.O., Trichur	0480-2
56	T.S.Sahadevan	UDC	Do	Moolayil House, Azad Rd., EKM-17	98472-
57	K.V.Reji	UDC	Do	Kooran House, Vytilla.P.O., Cochin	98460-
58	C.K.Vinoba	UDC	Do	Muttungal House,XI/246Q, Udayagiri Nagar,Udayamperror.P.O.EKM	
59	T.K.Hari	UDC	Do	Thazhathathara, House No.XXIX/1985,Elamkulam Village, EKM	0484-2
60	C.R.Suseela	UDC	Do	Erattaplackel House, Cheradi, Moolamattom East.P.O., Idukki Dist.	0484-2
61	K.R.Muraleedharan Nair	UDC	Do	Athira Kulangara ,T.KavalaP.O.,Ponkunnam Via, Kottayam	94477-
62	K.R.Nalinakshy	UDC	Do	Kochuveetil, Koruthode.P.O.Mundakkayam	95482-
63	M.K.Suresh	UDC	Do	Mankuzhi House, Vellanikara.P.O.Trichur	94474-
64	C.K.Seethalakshmi Amma	UDC	Do	Kattumana, Aiyerkulangara, Vaikom.	0484-2
65	K.P.Sreenivasan	Manager Grade III	Do	Sasi Nivas,Vaikkilassery.P.O.,Badagara, Kozhikode	98478-
66	E.Pushpadasan	Co-operative Inspector	Do	III/4, GCDA Colony, Edathala P.O., Aluva	0496-2

67	T.K.Anurudhan	LDC	Do	Thachappozhiveli, Near KVM Hospital, CMC 18,Cherthala South.	0478-2
68	K.Prabhakaran	LDC	Do	Sreelayam,Kaitheri,P.O.Nirmalagiri,Thalassery, Kannur	0490-2
69	K.S.Sudhakaran	LDC	Do	Kunnappilly House, Edavilanu.P.O., Kodungallur	0480-2
70	V. Sukumaran	LDC	Do	EWS-649,Gandhi Nagar,Kadavanthra.P.O., Kochi-682020	
71	P.V.Sivadas	Jamedar	Do	Puthenpurackal House, Pathirappally, Alleppey-688521	0477-2
72	K.Radhakrishnan	LDC	Do	Mallappaliveli, North Aryad.P.O., Alleppey	
73	V.Ponnappan	UDC	Do	Radha Vilas,BTS Rd., Edappally, Cochin-24	984617
74	C.Kunjachan	Selection Grade Daftry	Do	Prakash Bhavan, Mannar.P.O., Alleppey	
75	P.F.Joseph	UDC	Do	Panikkassery House, Kalabhavan Road, Cochin-18	984709
76	K N Sathiabala	UDC	Do	Cheruthuruthy Illom, Chottanikkara.P.O.EKM-682 312	0484-3
77	K.D.Joseph	Driver (Sr.)	Do	Komarath House, Edappally(N) Cochin-24	0484-2
78	P.K.Ramesan	Helper (PL)	Do	Chithira, Kalavoor.P.O., Alleppey - 688 522	0477-2
79	S.Mohanan	Weaver	Do	Ambika Nivas, Kalavoor.P.O., Alappuzha	0477-2
80	K.V.Mathai	LDC (PBX Operator)	Do	Kunnumpurath , Trippunithura.P.O., Ernakulam-682 301	0484-2
81	G. Rajesh	UDC	Do	Sankapuram House, S.H.Mount.P.O., Nattassery, Kottayam	0481-2
82	K.G.Saraschandran	UDC	Do	Kozhiparambil House, Thiruvanchikulam, Kodungalloor	0487-2
83	K V Aleyamma	ASM	Do	Elanjimattom House, Kadavanthra, Cochin-20	0484-2
84	T.Durgadas	LDC	Do	Durga Bhavan, Karthikappally, Alleppey	0479-2
85	Anty Paul	Jr. Stenographer	Do	Thoppil House, 30/1884 Ponnurrunni, Vyttila.P.O., Cohin-19	0484-2
86	Jolly Madhu	LDC	Do	Payyappilly, Vennala.P.O., Cochin-682 028	944726
87	P.V.Thankachan	LDC	Do	Puthenveetil, 12/1236, Palluruthy, Kochi-682 006.	944779
88	George Abraham	Assistant	Do	Kizhakkethalackal House, Near Bishop's Hosue,Kanjirappally, KTM	944736
89	R.M.Saleem	LDC	Do	House No.44/682, Perandoor Rd., Kaloor, Kochi-682017	0484-2
90	K.P.Jeevan	Driver (Jr.)	Do	Kanniparambil House, Ponoth Rd, Kallor, Kochi-17	0484-2
91	Syamala C.S.	Jr. Stenographer	Do	Krishana Kripa, Amballoor.P.O.,Kanjiramattom, EKM	0484-2
92	Bindu A.S.	Jr. Stenographer	Do	Puthen Pisharam,Neduvannoor,Chowara.P.O., Aluva. EKM	0484-2
93	Leenakumary Amma B.	Jr. Stenographer	Do	LIG 267, Sreelekshmi, Gandhi Nagar, Ernakulam	
94	Prakasiny V.S.	Jr. Stenographer	Do	Nandanam, Kunnathumkara.P.O,Ollukkara, Thrissur-680655	0487-2
95	V.D.Dinesan	Jr. Stenographer	Do	Gokulam,19/1509-A,Velimbanath House, Palluruthy	0484-2
96	D.I.Indu	Jr. Stenographer	Do	C1, Ruby Block, Hill Valley Estate, Thrikkakara, Kakknadu	0484-2
97	N. Dhanalekshmi	Hindi Typist	Do	Kollamparambu(H), Vandanam.P.O., Alappuzha-5	0477-2
98	Ida Manuel	Hindi Translator	Do	Ottallor House,Kangazha.P.O.Mundathanam,Kottayam	984615
99	Madhusheel Ayilliath	Hindi Translator	Do	Subhakanthi, Mavilayi, Kannur-670622	984726
100	T.S.Girija Devi	Group D	Do	Sarga, Eroor West, Manjelipadam, Tripunithura	984707
101	K.G.Suresh	Group D	Do	Keppadamyalil, Vempally.P.O., Kottayam-686633	9.5482
102	T.K.Gopinathan	Group D	Do	Thekke Nangiarath House, Nettoor.P.O. Maradu	984756
103	C.M.Chandran	Daftry	Do	Chomadi House,West of Govt.High School ,Panamkandi,Kalpata, WYD	
104	P.S.Suvarnakumari	Group D	Do	LIG-235, Gandhi Nagar, Kadavanthra, Cochin	989504

105	K.J.James Auslin	HCS	Do	Kurisingal House, Bolgatty, Mulavukadu.P.O., EKM	989588
106	R.Yamuna	Group D	Do	Malaikkal House, Edacochi, Kochi-6	984728
107	N.A.Sarala	Sweeper	Do	Narakathara House,Chilavannoor,Elamkulam Village,Kanayannoor Tik.	0484-2
108	P.N.Viswan	Gardner	Do	Puthenveettil House, Konthuruthi, AKG Vayanasala, Thevara, Kochi	
109	M.M.Haridas	Group D	Do	Manapattu House, Janatha, Vytilla	984750
110	Uma Sankar Sharma	Director(RDTE)	Central Coir Research Institute, Kalavoor.P.O., Alleppey, Kerala-688522	Directors Quarters, Central Coir Research Institute, Kalavoor P.O., Alleppey	
111	K.Premaraj Koonkaran	Weaving Master	Do	Rinku Villa, Mannancherry P.O., Alleppey	0477-2
112	T.A.Rajendra Babu	SSO (Engg.)	Do	Ravi Mandiram, Pattankadu P.O., Cherthala	0478-2
113	T.Ravindran	S.S.O.(PD)	Do	Abhjith Nivas, Mannancherry P.O., Alleppey	0477-2
114	Das Anitha Ravindranath	Scientific Asstt (Micro)	Do	Tapovan, 88 Giri Nagar, North Extension, Kochi	0481-2
115	P.K.Ravi	Scientific Asstt (Micro)	Do	Pallippattu House, Kalavoor P.O., Alleppey	0477-2
116	V.R.George Roy	Designer	Do	Vadasserry House, North Kaloor, Kochi-17	944745
117	K.Santhosh	Dyeing Master	Do	Sreenilayam, Ezhupunna South P.O., Eramalloor, Alleppey	0478-2
118	P.Brahmanandan	E.S.O.	Do	Veliyil Veedu, South of Brahma Samaj, Poomthoppu Ward, Alleppey	0477-2
119	Suresh G.	E.S.O.	Do	Jini Bhawan, Thondankulangara Ward, Avalookunnu P.O., Alleppey	
120	Sunil Dath J.	Stores Officer	Do	Sankara Vijayama, Pallippuram P.O., Cherthala	
121	Lizziamma Varghese	Assistant	Do	Lijo Bhawan, South of Coir Board complex, Kalavoor P.O., Alleppey	
122	M.Shaji	Boiler Operator	Do	Kochu Malathusseril House, Kalavoor P.O., Alleppey	
123	C.R.Komalakumar	Draughtsman	Do	Challoor Veedu, Elamannoor, Via Adoor	04734-
124	K. Rajendran	Machine Operator (DH)	Do	Revathy, Kariyam, Sreekariyam, Trivandrum	9.5471
125	A.Radhakrishnan	Mechanic Gr.I	Do	Anthappally House, Vellapady Desam, Vadakara P.O., Thrissur,680684	0477-2
126	S.Ragini	Assistant	Do	Chinnu Nivas, S.L. Puram P.O., Alleppey	0478-2
127	V.A.Sebastian	Tech. Assistant(Dyeing)	Do	Valiyaveettil, Varanadu.P.O.,Pazhamkulam.Jn.,Cherthala, Alleppeyu Cheenath, M.S. P.O., Poomkavu, Alleppey	0478-2
128	V.Ali	Boiler Attender	Do	Aneez Bhawan, Kalavoor P.O., Alleppey	
129	C.A.Albert	Boiler Attender	Do	Chittukattu House, Kalavoor.P.O., Alleppey	984735
130	V.Perumalu	Carpenter	Do	V.V. Gramam, Kuruppamkulangara P.O., Cherthala	
131	Satish M. Sam	Driver (Sr.)	Do	Mundappallil House, Melukavu P.O., Kottayam-686652	220578
132	K.Vijayappan	Dyeing Maistry	Do	Ambalakandathil, North Aryadu P.O., Alleppey	989535
133	V.Mohandas	Dyeing Maistry	Do	Veliyil House, Kalavoor P.O., Alleppey	
134	Isabal Rose Anto	Lab Assistant	Do	Ans Bhawan, Kalavoor P.O., Alleppey	984718
135	N.Ramachandran Pillai	Ext. Cum Trg. Asstt.	Do	Azhikakathu Saritha Sadanam, Panangadu P.O.	944760
136	G.Remanan	Ext. Cum Trg. Asstt.	Do	Meenasseril, CMC-I, Cherthala P.O., Alleppey	
137	Betsylal M.S.	Jr. Stenographer	Do	V.V.House,Kedakulam,Ayroor.P.O.,Varkala,Trivandrum	
138	K.T.Chandrasekharan	Machine Operator	Do	Karedathu Thazhathu, Kanjiramattom P.O., Ernakulam Distt	0484-2

139	S. Chandrachoodan Pillai	Machine Operator	Do	Maya Sadanam, Plakkadu , Adichanellor P.O., Quilon	0474-2
140	N.Ramanujan	Machine Operator	Do	Kalarikkathara House,Mannanchery.P.O.,Alleppey	0477-2
141	N. Somasekharan Nair	Spinning Maistry	Do	Ambili Nivas, Kalavoor P.O., Alleppey	0477-3
142	T.V.Sabu	Training Assistant	Do	Karthika, Kappil P.O., Edava, Tvm.-695311	
143	K.J.Joseph	Training Assistant	Do	Kizhakkanzhathu, Chettikadu, Pathirappally P.O., Alleppey	
144	S.P.Sasikumar	UDC	Do	Sadanandapuram House, Mannacherry P.O., Alleppey	989519
145	A.R.Sadick	Weaving Maistry	Do	Thekkevalappu, Civil Station Road, Alleppey	0477-2
146	P.A.Johnkutty	Helper (Dyeing)	Do	Pallipparambil, Thumpolly P.O., Alleppey-688008	22417
147	R.Sunil Kumar	Lab Assistant	Do	Nallaveetu Veliyil House, Pollathai P.O.,	
148	Marina James	LDC	Do	Sanju Dale, Thondankulangara Ward, Alleppey	
149	Baby Meera	LDC	Do	Mayoora, Ashramam Ward,Avalookunnu.P.O.,Alleppey	0477-2
150	K.Somanathan	LDC	Do	Nisha Bhawan, Puthupallikunnam, Charummoodu P.O., Alleppey	0479-2
151	K.Sivan	Training Assistant	Do	Pavithram,Pazhaveedu.P.O.,Alleppey	0477-2
152	R. Pavithran	Weaving Maistry	Do	Girija Sadanam, Kalavoor.P.O., 688522 , Alleppey	0477-5
153	V.Ramachandran	Helper (Dyeing)	Do	Amyanyeliyil House, Asramam War, Alleppey	
154	K. Kumarankutty Nair	Group D	Do	Parathnath House, Thiruvampady Ward, Pazhaveedu P.O., Alleppey	944746
155	K.P.Haridas	Helper (Dyeing)	Do	Kalappurakkal House, Kanjiramchira P.O., Alleppey	0477-5
156	K. Jayadas	Helper (Dyeing)	Do	Uttarappally House, North Aryad.P.O., Alleppey	0477-3
157	K.K.Gopalan	Helper (Dyeing)	Do	Jeeva Nivas, North Aryadu P.O., Allepey	
158	R.Satheesan	Helper (Dyeing)	Do	Makayiram, Near SILK, Thuravoor P.O., Alleppey	
159	P.P.Shaji	Helper (Dyeing)	Do	Parappally House, Pathirappally P.O., Alleppey	
160	Sunilkumar M.	Helper (Dyeing)	Do	Kodathara House, Thuravoor P.O., Alleppey	
161	M. Anandan	Helper (Dyeing)	Do	Thadickal, Asramam Ward, Avalookunnu P.O., Alleppey	
162	T. Rajendran Nair	Helper (Dyeing)	Do	Thanka Saroj, S.L. Puram P.O., Cherthala	
163	K. Sasidharan Nair	Helper (Dyeing)	Do	Moopidfisserry House, Mararikkulam South	
164	K.N.Ambika	Field Attender (PD&D)	Do	Renjith Nivas, North Aryad P.O., Alleppey	
165	G. Leelamma	Group D	Do	Thoduvelil,Thathampilly.P.O., Alleppey	
166	M.Sudhakaran Pillai	Joint Director (Tech)	Central Institute of Coir Technology, Peenya Industrial Area, Bangalore-560058	324, Sriniketh Apartments, MSR College Road, Bangalore	
167	R.Vasudev	Scientific Assistant (Engg.)	Do	136, AG's Layout, Archelli, Subramanya Pura Port, Bangalore-560061	80267
168	V.R.Venkateshan	Mechanic Gr.I	Do	No.89, 1st Cross BSK IIIrd Stage, Avalahalli BDA Layout, Bangalotre-85	
169	K.Sonappa	Fitter Mechanic	Do	No.26, Venkateswara Nilaya, 1st Cross, Govt. Hospital Road, Bangalore	
170	U.Niranjan Rao	Electrician	Do	1-55, Near Bannur Kalta, Bannur Village, Puttur-574203	
171	K.Deenadayalan	UDC	Do	No.77/2, Ahmed Manzil, Bangalore	

172	A.Rajagopala	UDC	Do	V/84 Shambhu Palyam, Near Bhasappa Circle, Kalasipalyam, Bangalore-560002.	080-26
173	Vairamudi Gowda	Machine Operator	Do	Devanna Building, Door No.205/1, T. Dasarhally, Behind of Massedi, Bangalore-57	
174	P.Kesavan	Machine Operator	Do	No.90, Apparadipulayam, Indira Nagar Post, Bangalore-560038	
175	D.Krishna	Group D	Do	No.34/1, 13th Cross Road, Dasarahalli, Bangalore-560079	
176	H.Hanumantharayappa	Helper (CP)	Do	Karekallu Main Road, Kamakshipalaya, Vijaya Nagar North post, Bangalore-560079	802358
177	B.Narayanappa	Helper(CP)	Do	No.170, Yaranapalya, Gowri Bidannur Taluk, Manchenahalli Obali, Bangalore	
178	N.Vasantha Kumara	Group D	Do	No.92,Kullkutte Near Colony Hospet,Magadi Town,Bangalore-120	
179	K.Subramaniam	Sweeper	Do	No.26, 1st Main Road, 7th Cross,Shampura, R.T.Nagar, Bangalore	
180	C.Francis	Jr. Inspector	Office of the Coir Mark Scheme, New Model Coir Mats & Matting Co-op. Society Building, Alleppey, Kerala	Chirayil House, Kamalapuram East, Avalookunnu P.O., Alleppey	0477-2
181	P.Shajkumar	Jr. Inspector	Do	Padmini Sadanam, Chingoli P.O., Karthikappally	0479-2
182	I.L.Sreekumar	Jr. Inspector	Do	Illathuprambil House, Nedungadu, Nayarambalam P.O., Ekm	944710
183	V.Sudheer	Jr. Inspector	Do	Panayancherril, Mangalam P.O., Thrikkumpuzha Via, Karthikappally Taluk, Alleppey	479248
184	A.Premanathan	Recordsman	Do	Kaithavalappil, South Aryadu, Avalookunnu P.O., Alleppey	554493
185	N.K.Sasidaran	Recordsman	Do	Njarapparambil Veedu, Muhamma, Alleppey	
186	V.C.Viswanatha Pillai	Helper	Do	South Morackal, Thathampilly.P.O., Alleppey-13	0477-2
187	V.Syama Prasad	E.S.O.	Coir Research & Extension Centre, Door No.46, Ward No.26, Kizha Mutharamman Koil Street, Near RTO Office, Tenkasi-627 811, T.N.	Punnachirayil Veedu, North Aryadu P.O., Alleppey	
188	S B Kumar	Fieldman	Do		
189	K.G. Raghavan	R.C.D.O.	Hindustan Coir Kalavoor.P.O., Alleppey - 688 522	Karthika Bhavan, Karuvatta North P.O., Alleppey Distt	944758
190	K.T.James	Assistant	Do	Kalavara House, Sree Bhawan Building, Seaview Ward, Alleppey	0477-2
191	R.Gopidas	Assistant	Do	Banglavuparambil, Arattuvazhy Ward, Alleppey	
192	S.Jayachandran	Turner	Do	Ponnu Nivas, Kalavoor P.O., Alleppey	
193	P.J.Johnson	Mechanic Gr.II	Do	Purappilakattu House, Koovakandam P.O., Idukki	
194	V.K.Muraleedharan	Head Jobman	Do	Velamittathu House, Kulasekhara Mangalam P O, Vaikom, Kottayam	
195	M.T.Velayudhan	Mechanic Gr.II	Do	Muppediyeri Tharayil, Chennar mangalam, Malappuram	944756
196	V.Murukan	Mechanic Gr.II	Do	Puthen veedu, Thakidi Veli, Pazhaveedu, Alleppey	477224

197	J. Salim	Shift Supervisor	Do	Sandrima, Vattayal, Alleppey-688 002	
198	T.Jayadevan	UDC	Do	Devaragom, South Aryad, Avalookunnu.P.O., Alleppey	944779
199	Rejimon P.Mathai	Lascar	Do	Puthenparambil House, Kalavoor, Alleppey	0477 2
200	P.Rajendran	Weaver	Do	Chemmoth veliyil, Thottamkulangara Ward, Alleppey-688006	
201	G.Vasudevan	Weaver	Do	Ottathengil House, Kalargode, Alleppey-3	
202	R.Asokakumar	Weaver	Do	Thazh chayil Veedu, poonthoppu Ward, Avalookunnu P O, Alleppey	223486
203	K.B.Sureshbabu	Weaver	Do	Kollasseriyil House, Poonthoppu Ward, Alleppey-688006	223639
204	K.P.Shinekumar	Weaver	Do	Kalampukattu Veliyil, South Aryad, Alleppey	224843
205	T.J.Yesudas	Weaver	Do	Thaiparambil House, North Aryad P O, Mannanchery XII, Allappuzha	0477 2
206	K.V.Swamynathan	Weaver	Do	Kollasser Veli, Mannanchery P O	
207	P.C.Dhananjayan	Weaver	Do	Chandradhanuss, Kodarathil, Vayalar P O, Cherthala-688536	0478 2
208	T.S.Pushparaj	Bobbin Winder	Do	Punnitheseri Cherayil, S L Puram, Alleppey-688 523	
209	J.Raveendran	Bobbin Winder	Do	Variyath, Kannampalli Bhagam, Kayamkulam, Alleppey-690502	0479-2
210	S.Venu	Bobbin Winder	Do	Thayil House, Kalavoor P O, Alleppey-688522	944789
211	K.Viswambharan	Bobbin Winder	Do	Mattahil House, Mannanchery P O, Alleppey	477229
212	P.N.Vinodan	Cops Winder	Do	Ettukandathil, Divya Bhavan, North Aryad P O < Alleppey	0477-5
213	P.S.Thilakappan	Cops Winder	Do	Puthenvelyil, North Aryad P O, Alleppey	224898
214	K.Balan	Helper	Do	Muttatheril House, Elipakulam P O, Vallikkunnam, Kayamkulam, Alleppey	
215	K.P.Sreekanthan	Helper	Do	Alunkal Veedu, Thumpoli, Alleppey-688 007	
216	S.Unni	Helper	Do	Vadekkekaringattu Veliyil House, Pollethai P O, Kalavoor	
217	P.V.Udayappan	Helper	Do	Puthenpurackal House, Charamangalam, S N Puram P O, Alleppey	989522
218	P.Achappan	Helper	Do	Kunnel House, Kalavoor, Alleppey	
219	T.Dinesan	Helper	Do	Deepelayam, Near V V SDLP School, Alleppey-688006	22599-
220	V.R.Maniyan	Helper	Do	Veliyil House, Mannancheril, Alleppey-688538	229036
221	K.Sivanandan	Helper	Do	Kanimparambil House, North Aryad P O, Alleppey-688542	
222	K.V.Purushan	Helper	Do	Kannacham Parambil House, Mararikulam North P o, Via S L Puram, Alleppey	
223	T.K.Manoharan	Sorter (HC)	Do	Veliyil House, Chettikkad, M S P O, Alleppey	
224	G.Sarala	Group D	Do	Vadakevelyil House, Kalavoor P.O., Alleppey-688522	229019
225	K.G.Jayan	Group D	Do	Parapurath Veliyil House, Kalavoor, Alleppey-688 522	989520
226	K.H.Subair	Hamal	Do	Thakkidiveiyil House, Kalavoor, Alleppey	0477 2
227	A.Satar	Misc. worker	Do	Palliveli, Mannanchery, Kalavoor P O, Alleppey	554049
228	T.K.Aboobaker	Misc. worker	Do	Thakkadiveiyil House, Kalavoor, Alleppey	
229	T.A.Abdul Rehiman	Misc. worker	Do	Thakkidiveiyil House, Kalavoor, Alleppey	
230	K.M.Madhavadas	Hamal	Do	Kuttichirayil House, Kalavoor P O, Alleppey-688 522	
231	P.B.Suresh	Hamal	Do	Chakkalachal House, Arattuvazhi, Alleppey	224473
232	T.S.Nazeer	Hamal	Do	Thakkidiveili, Varanam P O, Chertala-688555	938786
233	G.Poobalan	Assistant Director	National Coir Training	Kooran House, Vyttila.P.O., Cochin	989513

			& Design Centre, Kalavoor.P.O., Alappuzha, Kerala		
234	D.Durai	Mechanic Gr.II	Do	&, PKM Nagar, South Pookollai, Manogipetti P.O., Thanjavur, TN-613004	
235	P.N.Sabu	Training Assistant	Do	Poovathunkal House, Koruthode P O, Kottayam Dist	048283
236	S Mathirajan	Fieldman	Do	1/40, New Street, Salaiamman galam P O, Thanjavur Dist, Tamilnadu-613504	437423
237	R Sankaranarayanan	Fieldman	Do	Plot No.1, Main Road, Pillairpatty, Thanjavur-613403	436226
238	Henry Thomas	Weaving Instructor	Do	Theeyasseril House, Chettikadu, Pathirappally P.O., Alleppey	224635
239	Josephine Girly	Jr. Stenographer	Do	Kallupurackal House,Punnapra.P.O.,Alleppey-4	0477-2
240	M.Sureshkumar	Training Assistant	Do	Kapilavasthu, Valavanadu, Pollethai P.O., Alleppey	
241	V.K.Tomichan	Training Assistant	Do	Valavunkal House, North Aryad P O, Alleppey	0477 2
242	K.Syamkumar	UDC	Do	Bangalavuparambu, Kanjiramchira, Alleppey	984763
243	A.Padmavathy	UDC	Do	Thekkemuringanattu Veedu, Mayithara Market P.O., Alleppey	286147
244	Jomon Jacob	Training Assistant	Do	Sudraponvelil House, Thathampilly P O, Alleppey	0477-2
245	A.J.Manojkumar	Training Assistant	Do	X/869, Ampalaprambil, S S Krishna Road, Fort Kochi-1, Ernakulam	0484-2
246	C.G.Muraleedharan	Demonstrator	Do	Rahul Bhavan, Near Komalapuram Market, Avalookkunnu P O, South Aryad	
247	K.H.Subabu	Demonstrator	Do	Ettukandathil, Divya Bhavan, North Aryad P O < Alleppey	0477 2
248	V.V.Sebastian	Demonstrator	Do	Velutheriyil, Pathirappally P O, Alleppey	98951
249	G.Vijayan	Fieldman	Do	Gowri Swadanam, Maruthoravattom P.O., Cherthala	
250	M.Vikraman	Group D	Do	Girijan Colony, Pathirappally, alleppey	0477-2
251	M Suresh	Mazdoor	Regional Coir Training & Development Centre Pillaiyarpatti-613 403 Via Vallam, Thanjavur	Vaniar Street, Vellamandapam, Vidkramandiyan Post, Kadavukal, Nagai Quid-E, Millath Dist, 610107	
252	M.Murugan	E.S.O.	Coir Board Regional Office, No.8, Annexe Building Cunningham Road, Bangalore-560 052	121, St. xaviers Street, Kottar NagarKoil, Kanyakumari	
253	D.K.Bhojachar	E.S.O.	Do	Dummenhalli P.O., Arsokere Taluk, Hassan Distt., Karnataka-573103	
254	K.Premalatha	Assistant	Do	No.23, Aishwaryam, J.V. Shed, Bangalore	
255	K. Sathyan	Fieldman	Do	No.3, Vanniear Street, Pennagaram-636810, Dharmapuri Distt.	
256	S.Anniah	Group D	Do	124., 4th Cross, Muneswar Block, Nandaini Nagara, Mahalaxmi Layout, Bangalore-5600086	553119
257	S.Manjunatha	Jr. Inspector	Do*	On Deputation to KSCCF, Bangalore.	
258	Bira Bikram Jani	Regional Officer	Coir Board Regional Office, Jagamara(Udyogpuri),	Gunthapaju Village, Poibadi P.O.,Thana, Daspalla, Puri Distt., Orissa	

			P.O., Khandagiri, Bhubaneswar-751 030 Orissa.	
259	K.V.Mohanani	E.S.O.	Do	Bhawani Taluk, Erode, Tamil Nadu
260	P.K.Dash	ASM	Do	C/o Sree Bhajra Dash, A1/PO Sastri Nagar, Aska Distt., Ganjam, Orissa
261	Balakrishna Sahoo	Jr. Inspector	Do	Nuapatna Village P.O., Alanahani Distt., Orissa
262	Rabindranath Swain	HCS	Do	Dekheta, Singurudi P.O., Puri, Orissa
263	R.Nagarajan	Regional Officer	Coir Board Regional Office, 5, Alagappa Layout, Venkatesa Colony, Pollachi - 642 001.	S/o K. Rajagopalan, Perumelkovil Street, Melkumaramangalam - 607205
264	V.Babu	E.S.O.	Do	Manivelichirayil Veedu, Kizhakkekara South, Valiyaparambu P.O., Karthikappally
265	V.Prema	Jr. Stenographer	Do	249 Venkataswamy Layout, New Sidhapatur, Coimatore-641444
266	Lalitha P.K.	Salesperson	Do	Perumbilly House, Elavoor P O, Angamaly Via, Ernakulam-683572
267	K.Veera Raju	Spinning Maistry	Do	New Street, Saliangalam, Thanjavur Dist
268	A. Mahendiran	Group D	Do	Kamala Mills, Kuttai Street, Uppilipalayam St, Coimbatore
269	T.P.Padmanabhan	Regional Officer	Coir Board Regional Office, Udyog Bhavan, Siripuram, Visakhapatanam-530 003	House No.2545, Convent Road,, Vytilla, Kochi-19
270	K.A.Baby	Dyeing Assistant	Do	Kolliamparambil, Mulathuruthy P.O., Ernakulam
271	P.Suryanarayana Sharma	Inspector	Do	D. Gannavaram, Kothapetta Taluk, East Godawari, A.P.
272	M.S.S.Prasada Rao	Jr. Stenographer	Do	C/o.B.B.Mohanty, Kovai Medical Centre&Hospital, P.B.No.3209, Coimbatore-40
273	B.Sunilkumar	Training Assistant	Do	Soumya, West of Coir Board, Kalavoor.P.O., Alleppey
274	B.Ravikumar	Group D	Do	S/o Jacob Teacher, Namvaram Village & Post, Piakaraopeta (Mandalam) Visakhapatnam-531126
275	Todker Pandurang Govind	Manager Grade III	Coir Board SR&SD, Khadi Gramodyog Bhavan Paradies Chowmuhani, Agarthala - 799 001.	Zulhwadi Post, Ajara Taluka, Kolhapur Distt.
276	O.S.Yesudas	Salesman	Do	Odathuparambil House, Panambukadeu, Vakkarpadam P O, Ernakulam
277	V.Mosa	Manager Grade III	Coir Board SR&SD, Pran Vijay, Near Times of India, Opp.Bata Show- room, Ashram Road,	Bijoy Bhawan, Armada P.O. Society, Trivandrum

			Ahmedabad - 380 009		
278	Vinodkumar Meena	ASM	Do	43-14-11, Swarn Path, Mansarovar, Jaipur	
279	Gandhi Amit Madusudhan	Salesman	Do	27, Adit Bunglows, Shilaj Road, Thaltej, Ahmedabad 380059	792689
280	Makwana Premji Bai	HCS	Do	10, Room No.5, Gandhi Asram, Ahmedabad, 380027	
281	Chauhan Jayanti Bai Pitha Bai	HCS	Do	6,AKTA Society, Gandhi Asram, Ahmedabad-380027	
282	Akhileshwar Pathak	ASM	Coir Board SR&SD, 35, Sheo Charan Lal Road, Allahabad	Piparpathak Village,e Bageha P O, Diyoria, Dist, U P	
283	Ram Manohar	HCS	Do	Kase Ruwa Village, Kotawali , Thana, Fatehpur Post U P	
284	R.Damodara	Manager Grade III	Coir Board SR&SD, 1-A, Mahatma Gandhi Road, Bangalore -560 001	E-4, Ramaiah Colony, SG Palya, CV Raman Nagar(P), Bangalore-1	
285	Annie Joseph	UDC	Do	No.1133, B30, Austin Town, BDA Qtrs, ist Floor, Bangalore-560047	
286	H.Kanta	Salesperson	Do	No.55, Out House, 1st Cross, Opp. TVS Lorry Office, Malleswaram, Bangalore-560003	
287	H.Sivanna	Group D	Do	No.2 M, No.2, Street, New Market Rd, Charminar Masjid Rd, Shivaji Nagar, Bangalore-51	
288	P.Krishnappa	Group D	Do	43, 1st Cross street, Nanjappa Garden, Babusa Plaza, Kalyan Nagar, Bangalore-43	
289	Rameshwar Roy	Manager Grade III	Coir Board SR&SD, Plot No.105, Berasia Road, Near Syndicate Bank, Bhopal-462 001	Gopta P.O., Sasaram(Rohtas) Distt., Bihar	
290	Khapekar Yeshwant Rambabu	ASM	Do	Tandpeth Ward No47, Near Gangawkr House, Naithala Road, H.No.616,A, Nagpur-440017	
291	Lalita N Tamgadge	HCS	Do	Narendra Nagar, Sree Complex, Plot No.55, Nagpur (M.S.)	
292	Ashok Kumar	HCS	Do	A-14, Old CRP Bairagarh,Bhopal(MP) 30	
293	Alak Narain Pandit	Manager Grade III	Coir Board SR&SD, Plot No.691, Shaheed Nagar, Near Shaheed Nagar Market, Bhubaneswar-751 007	Plot No.1242, Anand Nagar, Bomikhal, Bhubaneswar, Orissa	0674-2
294	Gouranga Charan Behera	Salesman	Do	Plot No.252,Sastri Nagar,Bhubaneswar (Orissa)	674254
295	Bata Krishna Barik	HCS	Do	Plot No.369,Sastri Nagar, Bhubaneswar.I, Orissa	647254
296	G.K.Sharma	Manager Grade III	Coir Board SR&SD, SCO-84, Sector-38-C,	15/11-A, Moti Nagar, New Delhi	

			Chandigarh-160 036		
297	Manjit Kaur	ASM	Do	House No.401, Sector-29/I, Chandigarh-160020	
298	Har Kishan Singh	Salesman	Do	H.No.814,Sector-17,Punchkula(Haryana)	0172-2
299	Rattan Chand	HCS	Do	Bahi Village, Bahi P.O., Kangada Distt, Palanpur, H.P.	
300	Piara Singh	HCS	Do	Bahi Village, Bahi P.O., Kangada Distt, Palanpur, H.P.	
301	P.Vijayan	ASM	Coir Board SR&SD, 530, Mount Road, Opp. Vanavil Co-optex, Teynampet, Anna Salai, Chennai - 600 018	No.6, Rama Laxmi Nagar II Part	256160
302	Kollipara Haranath	ASM	Do	Giridhar Apartments,Flat No.401,4th Floor,2/11 Brodipet,Guntur	225129
303	Prakashan Paremmel	Salesman	Do	Kochoth House, Kameth, Post Mamba	
304	D.M. Veerakumaran	HCS	Do	20, Panniammen Street, Parasawalkam, Madras-60007	
305	A.K.Talwar	Manager Grade III	Coir Board SR&SD, No.61, Gandhi Road, Near Jain Dharmasala, Dehradun - 280 001 Uttaranchal	19/17, Rajender Nagar, New Delhi-20	
306	Virendra Kumar	Salesman	Do	115, Khurburamoh, Dehradun, U P	
307	Amarjit Singh	HCS	Do	Opp.ITC, Chaman Bihar P O, Majra	
308	B.Ramachandran Pillai	Manager Grade III	Coir Board SR&SD, Coir House, M.G.Road, Ernakulam, Kochi - 682 016	Shubha Nivas, Thazhathu, East Kulakkada P.O., Kollam-691521	47426
309	V. Shibulal	Salesman	Do	D.S.Bhavan,Koonthalloor,Chirayinkeezh.P.O.,Trivandrum	0470-2
310	S. Jayasree	Salesperson	Do	Anand Bhavan,L.M.Pile Road,Vytilla	0484-3
311	T.R.Ravi	HCS	Do	Nellelveli House, Kuruppamkulangara P.O., Cherthala, Alleppey-688539	
312	Ganpat Mahadev Walvalkar	ASM	Coir Board SR&SD, Indira Bye-pass, Near Amdo Golai, P.O. Tadong-Gangtok Sikkim- 737 102	202, Shubhalaxmi, Sundar Nagar, Virar (W), Thane Dist-401303	
313	B.Raja Nehru	Salesman	Do	Madhavaram Post,Tadepalligudem Manda,West Godavari District,A.P.	
314	Jophen Lakra	HCS	Do	Sansavoi Post,Sindhey District, Jharkand	

315	Harvansh Singh	ASM	Coir Board SR&SD, B/86/1, GF Avas Vikas Colony, Shahpur, Gorakhpur-273 006.	H.No.12/66, Nanak Para, B.M. Khan, Agra, U.P.-282002	
316	Sudhir Pathak	Salesman	Do	H.No.400C,Adarsh Nagar,BIH,Alluminium Factoru.P.O.,Basaratpur,Gorakhpur	0551-2
317	Shambu Prasad	HCS	Do	Vill-Baderetnahia,Jungar Dhusar.P.O., Gorakhpur, UP	
318	P.Ramesh Naik	Manager Grade III	Coir Board SR&SD, 4th Line, 6-4-86, 1st Cross,Arundelpet, Guntur - 522 002.	House No.4-22-3/3,Hanumayan Nagar,Donka,@nd Lane,Guntur	944024
319	P.Seetharama Sastry	Salesman	Do	H.No.5-82-11, 1st line,lakshmpuram, Guntur-522 022	984807
320	S.Sankara Rao	HCS	Do	House No.6/21/68, 13th Lane, Arundelpet, Guntur-2	227750
321	S.Kesavamoorthy	ASM	Coir Board SR&SD, Assam Small Industries Development Corporation Ltd.(ASIDC), Bamunimaidan, Guwahati - 21.	No.8,4th A Main Road,Mohankumar Nagar,Yeshwanthpur,Bangalore	986405
322	Ganesh Dutta	Hamal Cum Stitcher	Do	S/o Naren Dutta, Gopal Bazar, Nalbari Town, Assam	255682
323	Suresh Pandit	Manager Grade III	Coir Board SR&SD, 5.8.328/1, Chapel Road, Hyderabad-500001.	Hathwa Enclave, Opp. Petrol Pump. P.O. Ramji ChawakP-5, Digha	
324	S. Venkataraman	ASM	Do	7/45/2, Sandeep Nagar, Kukatpally, Hyderabad-500072	944 00
325	K.J.Thomas	HCS	Do	Krupa Complex, Block No.1, Flat No.6, Nevedmet, RK Puram P.O., Secunderabad-50056	272228
326	E. Ramachander	HCS	Do	H.No.11-3-1006/2/A, Gokul Nagar, New Malleppally, Hederabad-500057	233454
327	C.V.George	Manager Grade II	Coir Board SR&SD, Plot No.5, Scheme No.47, Sapna Sangeetha Talkies Road, Indore - 452 001	No.6, Gourish apts., Nehru Park	
328	Ajithkumar Jain	ASM	Do	458, Tilak Nagar, Indore, M.P.	
329	Prabhakar Ramtake	HCS	Do	91, Dr. Ambedkar Nagar, Thana MIG Colony, Indore Distt.	
330	Jagdesb Pratap Singh	HCS	Do	B-48, Jabran Colony, Indore	

331	Dineshkumar Agarwal	Manager Grade III	Coir Board SR&SD, Raveendra Bhavan, Opp.AIR, MI Road, Jaipur-302 001	1919, Ladiwala Street, Sonthaliwalayan Ka Rasta, SMS Highway, Jaipur, Rajasthan-302003	141257
332	Ram Khilari Meena	Salesman	Do	Prempura Village, Neemla Post, Rajgarh, Thehla, Alwar Dist, Rajstan	
333	Hari Ram Meena	HCS	Do	Khampur P.O., Dholapur Distt., Rajasthan	
334	Susheel Kumar Dutta	Manager Grade III	Coir Board SR&SD, Opp.Kalgidhar Gurudwara, Rehari Chungi, Jammu Tawi-180 0001	H.No.259, Bharath Nagar, Rahari Colony, Jammu	
335	Nathuram	ASM	Do	Bhullana Village P.O., Kangda Distt., H.P.	
336	Sunitha Kumari Gupta	Salesperson	Do	H.No.JMC-1214, Green Enclave, Near Education Board, Rahari Colony, Jammu-180005	258163
337	Mohanlal	HCS	Do	Keran Village, Bantalab P.O., CRPF Centre, Jammu	
338	Bishambernath	HCS	Do	Keran Village, Bantalab P.O., CRPF Centre, Jammu	
339	P.C.Bhatta	Manager Grade II	Coir Board SR&SD, 113/166, Nadri Bazar, Swaroop Nagar, Kanpur - 208 002	Sreekrishna Nagar, Patna, Bihar	
340	Sushil Bhatt	Salesman	Do	E-III-82, Sector - H, Aliganj, Lucknow U P	
341	Subhash Chand	HCS	Do	127/1057, W-1, Saketh Nagar, Kanpur	
342	Ram Tej Pathak	HCS	Do	Village- Manadi, Dhobha P O, Sidhardh Nagar Dist. U P	
343	Kanak Mitra	Manager Grade III	Coir Board SR&SD, 22, Louden Street, Under Park Street P.O., Kolkata - 700 016	Debdaofalli P.O., Modyagram, 24, Parganas(WB)-700129	253845
344	Aditya Narayan Pandey	ASM	Do	Vill.No.2, Post Mahuja Dist, Diyoria U P	
345	Subhash Biswas	Salesman	Do	Chakdah Takur Para, Purbapatiary, Calcutta-93	
346	Kailash Chandra Meena	HCS	Do	H.No.651, Near Govt. Dispensary, Gokul Chandramma, JI-KI-Chowk, Gangowi Bazar, Jaipur, Rajasthan	
347	N. Meera Raju	Manager Grade III	Coir Board SR&SD, Pandit Bhavan, 4-A, Balmiki Marg, Behind Novelty Cinema, Lalbagh, Lucknow - 226 001	D.No.22-92/1, Swatantra Nagar, U.P.	0891-2

348	Sanjay Kumar Dubey	ASM	Do	Narahi Village, Jivah bansi Post Office, Sidhardh Nagar, U P	22824
349	Rajjan Lal Tewari	Salesman	Do	H.No.4/1, Pachim Bihar, Zithapur Road, Behind Nayapurva, Zithapur Road, Lucknow	
350	K.J.Mathew	HCS	Do	Kizhikaran Parambil House , Kongorappilly P O, Via Alwaye-682535	25160
351	Girish Kumar	HCS	Do	Siram Village, Girroora Post, Etah Dist. U P-207001	0522-2
352	M.Krishna	Manager Grade II	Coir Board SR&SD, 182, West Masi Street, Near T M Court, Madurai - 625 001	No.149A, Binnpet, Bangalore-560023	
353	K.Muralitharan	ASM	Do	1/497 (1) Annai Theres Nagar, Sree Nagar Extn, Ayyar Bunglow, Madurai-625017	45230
354	V.Jayarani	Salesperson	Do	62 Samboorna Illam, Iyanar Nagar, K K Nagar, Madura	0452 2
355	M.Murali	HCS	Do	18,4th Cross, Ramaswamy Layout, Biyappabnahalli Extn, Indira Nagar, Bangalore-560038	
356	G.P.Bhoi	Manager Grade III	Coir Board SR&SD, 5, Stadium House, Church Gate, Mumbai 400 020	301, A/4, Sree Laxmi Park-II, Pada No.2, Lokmanya Nagar, Mumbai	
357	Srinivas V. Bitlingu	ASM	Do	202/D, Shakun Park, Jivdani Road, Thane Dist.43003	
358	Gaddam Swamy Nagiah Hansdas Mahadeo	Salesman	Do	Kazi Compound Chawl No.228,Room No.10,Balseth Mandulkar Marg, Mumbai	
359	Motghare	HCS	Do	AT-Panjepar, Gothengaven Post, Bhivalpur Taluk, Nagpur	
360	Arvind Mahadev Gaikwad	HCS	Do	80/Kalyan Building, Pathe, Bapurao Marg, Room No.4/B, Ground Floor, Mubmai-400008	
361	Bhaskar T. Shinde	Salesman	Do	AL-3/26/2-10 Sector 19, Indrayani Co.op.Housing Society Ltd. Airoly, Navi Mumbai 400 708	
362	Gurnam Singh	Manager Grade III	Coir Board SR&SD, 1/16-A, Asaf Ali Road, New Delhi - 110002	V. Hasipur, Sector-4, Panekhulla, Haryana	
363	Chater Singh	ASM	Do	H.No.13, Arya Nagar, Near Dayanand Vihar, ND-110092	22372
364	N.K.Arora	Salesman	Do	1470, Quasim Jem Street, Balimaran, Delhi-6	
365	Ram Singh	HCS	Do	Pithoragarh, Mahakali Anchal, Dedhal, Dhura Pokha, Nepal	
366	Lachman Singh	HCS	Do	1241, Janatha Colony, New Forest, Dehradun	
367	Jitendra Kumar Shukla	Manager Grade III	Coir Board SR&SD, GF-3/90, New Delhi, New Delhi - 110 019	GF,3/90, Nehru Place, New Delhi	
368	J.K.Chandana	ASM	Do	82/20, Punjabi Bagh Extn., New Delhi-110026	25224
369	Diwakar Sharma	ASM	Do	House No.2, Darabarashah Stree, Dist.Bijinor (U P)	
370	G. Dharmanand	LDC	Do	Nailwal Pali (Sukdan) Village, Nailwal Palli P O, Almora Dist. Uttaranchal	59622

371	Darayab Singh	HCS	Do	5-A/1, Dayalpur Colony, Gokulpuri P.O., Delhi-94	989155
372	Trilochan Pant	HCS	Do	Village-Chhura Pain, Post Bardakhan, Uttaranchal	596523
373	Arup Kumar Dutta	Manager Grade III	Coir Board SR&SD, Biscomaun Bhavan, West Lawn, Patna - 800001	A/3, SettD1, Yankarbagh Colony, Patna	0612-5
374	N. Muniraja	Salesman	Do	No.164, 6th Block, Katnali Palya, Koramangalam, Bangalore-560095	
375	Yogendra Prasad Sharma	HCS	Do	Amruadigali, Machenvattoli P.O., Bamkipore, Patna-800004	
376	Balram Prasad	HCS	Do	Goudarh, Dist. Bhojpur (Bihar)	
377	Vijay Prakash	HCS	Do	C/o Shri Bala Pandit, Mainpura, Milkiper, G P O Post, Patna-800001	0612-2
378	S.N. Sharma	Manager Grade III	Coir Board SR&SD, Bagroy Market (Inside) Opp. Shanti Petrol Pump, Main Road, Ranchi - 834 001	C/o Chandralaya, Amaravathi Colony, Ranchi-834001	943135
379	Bijay Kumar	Salesman	Do	S/o. Sri. R.L. Thakur, Krishnapuri, Baijpayee Path Rd No.6, Chutia P.O., Ranch	651233
380	K.I. Thomas	HCS	Do	Sathya Enclave, Plot No.A-405, Kanga Road, Ranchi	0651-2
381	Karthik Ram	HCS	Do	Nayak Chowk, Hesal, Devi Mandap Rd, Ratu Rd, Hchal Rd., Ranchi	
382	R.Velayudhan Nair	Manager Grade II	Coir Board SR&SD, Near Malayala Manorama, Manorama Road, East Thampanur, Thiruvananthapuram- 695 001	Kannakuzhy House, Mathicodu, Kalpiyara P.O., Kanyakumari	
383	S.Vijayaraj	ASM	Do	TC-25/118(1), Varambasserry Jn., Kunnukuzhy, TVM.	
384	J.G. Lathika	Salesperson	Do	Grace Kottage, Poovachal Post, Trivandrum-695575	
385	D. Salimkumar	HCS	Do	TC/50/363, Revathi Bhavan, Kunnupuzha P.O., Trivandrum	
386	K.Suresh Kumar	HCS	Do	TC-14/731, Nandavanam Trivandrum	
387	Rosamma George	Salesperson	Coir Board SR&SD, West Pallithamam Bldg., 28/87614 Karunakaran Nambiar Road, Thrissur - 686 020	Chirackal House, Nellipara P O, Alakodevia, Kannur Dist.	
388	V.T. John	ASM	Do	Vallachira House, M B Nagar, Kacheri, Thrissur-680005	984777
389	A. Jayan	HCS	Do	Kripa 8/218, Karingarapully P.O., Kadamkode, Palghat	95491-

390	P.B.Raju	HCS	Do	Poyyara House, Madavana P O, Eriyad, Kodungalloor, Trissur Dist	
391	Sunilkumar Ganpatrai Jain	Manager Grade III	Coir Board SR&SD, B-20/44-A-2, Bhelupura, Varanasi - 221 010	377, Clark Colony, Near Paradesipuram, Behind Community Hall, Indore-452010	731503
392	Rabindrakumar Sharma	HCS	Do	Gaudram P.O., Bhojpur, Bihar	
393	Ramesh Chandra Sharma	HCS	Do	Koppa (Gram Panchayat Road) Koppa Post Office, Chaptr Dist. Bihar	
394	D.Rajendran	Manager Grade II	Coir Board SR&SD, 13-26-2, Apuroopa Arcade, Opp.Jagadamba Theatre, Maharanipetta, Visakhapatnam 530 002	Flat No.C, 9/4, Usha Apartments, Vishakhapatnam	
395	P. Ramanarayana Rao	ASM	Do	45-38-30,IIA, Jeevarai Enclave, Relli Veedhi, Jagannathapuram, Visakhapatnam-530016.	0891-2
396	P. Srihari Rao	Salesman	Do	Door No.17-73 Hanumanthawaka, Dairy form Post Near SV Nekhathan, Visakhapatnam-530040	25292
397	P.S.Koteswara Rao	HCS Development Officer	Do	Dorr No.10-56-95, Block No.31/3(EWS) Iind Floor, Nehru Nagar, Visakhapatnam-53004	98854
398	A.J.Thomas	(BFS)	DEPUTATION		

RIGHT TO INFORMATION
ACT, 2005(RTI ACT, 2005)
MANUAL NO.X

The monthly remuneration received by each of Board's officers and employees,
including the system of eompensation as provided in Board's regulation

(Under Clause IV(i) (b) of the RTI Act,
2005)

	Emp		Holding	Basic Pay	Earnings	Holding	Holding	Present posting
Sl.no.	code	Name of the Officer	Designation			Scale of Pay(Rs.)	Group	Office
1	574	Uma Sankar Sharma	Director(RDTE)	16500	28958	12000-16500	A	CCRI, Kalavoor
2	042	K.Premaraj Koonkaran	Weaving Master	13575	25752	10000-15200	A	CCRI, Kalavoor
3	063	T.A.Rajendra Babu	J.D.(Res.) i.c.	11025	20989	10000-15200	A	CCRI, Kalavoor
4	054	T.Ravindran	S.S.O.(PD)	10200	19449	8000-13500	A	CCRI, Kalavoor
5	064	Das Anitha Ravindranath	SSO (Micro) *	11025	21264	8000-13500	A	CCRI, Kalavoor
6	065	P.K.Ravi	SSO(PT)*	10200	19449	8000-13500	A	CCRI, Kalavoor
7	539	V.R.George Roy	Designer	9025	17054	7450-11500	B	CCRI, Kalavoor
8	158	K.Santhosh	Dyeing Master	8500	16174	6500-10500	B	CCRI, Kalavoor
9	096	P.Brahmanandan	E.S.O.	8700	16573	6500-10500	B	CCRI, Kalavoor
10	145	Suresh G.	E.S.O.	8300	15801	6500-10500	B	CCRI, Kalavoor
11	103	Sunil Dath J.	Stores Officer	8500	16074	6500-10500	B	CCRI, Kalavoor
12	101	Lizziamma Varghese	Section Officer i.c.	6500	12464	6500-10500	B	CCRI, Kalavoor
13	100	M.Shaji	Boiler Operator	7425	13941	5500-9000	B	CCRI, Kalavoor
14	099	C.R.Komalakumar	Draughtsman	7425	14141	5500-9000	B	CCRI, Kalavoor
15	496	K. Rajendran	Machine Operator (DH)	6375	11981	5500-9000	B	CCRI, Kalavoor

16	102	A.Radhakrishnan	Mechanic Gr.I	7075	13463	5500-9000	B	CCRI, Kalavoor
17	163	S.Ragini	Assistant	5875	11172	4500-7000	C	CCRI, Kalavoor
18	226	V.A.Sebastian	Tech. Assistant(Dyeing)	5625	11580	4500-7000	C	CCRI, Kalavoor
19	282	V.Ali	Boiler Attender	4400	8292	4000-6000	C	CCRI, Kalavoor
20	227	C.A.Albert	Boiler Attender	4800	9114	4000-6000	C	CCRI, Kalavoor
21	332	V.Perumalu	Carpenter	3650	6947	4000-6000	C	CCRI, Kalavoor
22	586	Satish M. Sam	Driver (Sr.)	4600	8666	4000-6000	C	CCRI, Kalavoor
23	219	K.Vijayappan	Dyeing Maistry	4900	9301	4000-6000	C	CCRI, Kalavoor
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
24	220	V.Mohandas	Dyeing Maistry	4900	9301	4000-6000	C	CCRI, Kalavoor
25	230	Isabal Rose Anto	Dyeing Supervisor	4600	8666	4000-6000	C	CCRI, Kalavoor
26	211	N.Ramachandran Pillai	Ext. Cum Trg. Asstt.	5100	9600	4000-6000	C	CCRI, Kalavoor
27	218	G.Remanan	Ext. Cum Trg. Asstt.	5100	9700	4000-6000	C	CCRI, Kalavoor
28	659	Betsylal M.S.	Jr. Stenographer	4500	8679	4000-6000	C	CCRI, Kalavoor
29	447	K.T.Chandrasekharan	Machine Operator	4300	8106	4000-6000	C	CCRI, Kalavoor
30	449	S. Chandrachoodan Pillai	Machine Operator	4300	8181	4000-6000	C	CCRI, Kalavoor
31	228	N.Ramanujan	Machine Operator	4700	8853	4000-6000	C	CCRI, Kalavoor
32	225	N. Somasekharan Nair	Spinning Maistry	4900	9301	4000-6000	C	CCRI, Kalavoor
33	505	T.V.Sabu	Training Assistant	4200	7994	4000-6000	C	CCRI, Kalavoor
34	503	K.J.Joseph	Training Assistant	4200	7919	4000-6000	C	CCRI, Kalavoor
35	372	S.P.Sasikumar	UDC	4300	8106	4000-6000	C	CCRI, Kalavoor
36	223	A.R.Sadick	Weaving Maistry	4900	9301	4000-6000	C	CCRI, Kalavoor
37	299	P.A.Johnkutty	Helper (Dyeing)	4590	8646	3050-4590	C	CCRI, Kalavoor
38	525	R.Sunil Kumar	Lab Assistant	3650	6892	3050-4590	C	CCRI, Kalavoor
39	592	Marina James	LDC	3800	7172	3050-4590	C	CCRI, Kalavoor
40	632	Baby Meera	LDC	3725	7032	3050-4590	C	CCRI, Kalavoor
41	334	K.Somanathan	LDC	3725	7032	3050-4590	C	CCRI, Kalavoor

42	650	K.Sivan	Training Assistant	3575	6752	3050-4590	C	CCRI, Kalavoor
43	367	R. Pavithran	Weaving Maistry	3500	6637	3050-4590	C	CCRI, Kalavoor
44	507	V.Ramachandran	Helper (Dyeing)	3520	6649	2750-4400	C	CCRI, Kalavoor
45	348	K. Kumarankutty Nair	Group D	3790	7182	2650-4000	D	CCRI, Kalavoor
46	300	K.P.Haridas	Helper (Dyeing)	3950	7451	2650-4000	D	CCRI, Kalavoor
47	301	K. Jayadas	Helper (Dyeing)	3950	7451	2650-4000	D	CCRI, Kalavoor
48	303	K.K.Gopalan	Helper (Dyeing)	3950	7516	2650-4000	D	CCRI, Kalavoor
49	595	R.Satheesan	Helper (Dyeing)	3300	6303	2650-4000	D	CCRI, Kalavoor
50	596	P.P.Shaji	Helper (Dyeing)	3300	6303	2650-4000	D	CCRI, Kalavoor
51	597	Sunilkumar M.	Helper (Dyeing)	3300	6303	2650-4000	D	CCRI, Kalavoor
52	621	M. Anandan	Helper (Dyeing)	3300	6303	2650-4000	D	CCRI, Kalavoor
53	620	T. Rajendran Nair	Helper (Dyeing)	3300	6303	2650-4000	D	CCRI, Kalavoor
54	622	K. Sasidharan Nair	Helper (Dyeing)	3300	6303	2650-4000	D	CCRI, Kalavoor
55	524	K.N.Ambika	Field Attender (PD&D)	3345	6322	2610-3540	D	CCRI, Kalavoor
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
56	639	G. Leelamma	Group D	3080	5827	2550-3200	D	CCRI, Kalavoor
57	017	M.Sudhakaran Pillai	Joint Director (Tech)	13575	28304	10000-15200	A	CICT, Bangalore
58	062	R.Vasudev	S.S.O.i.c.	8300	17135	6500-10500	B	CICT, Bangalore
59	128	V.R.Venkateshan	Mechanic Gr.I	6900	14263	5500-9000	B	CICT, Bangalore
60	265	K.Sonappa	Fitter Mechanic	5250	11075	4500-7000	C	CICT, Bangalore
61	266	U.Niranjan Rao	Electrician	4600	9508	4000-6000	C	CICT, Bangalore
62	188	K.Deenadayalan	UDC	5500	11291	4000-6000	C	CICT, Bangalore
63	264	A.Rajagopala	UDC	4900	10253	4000-6000	C	CICT, Bangalore
64	269	Vairamudi Gowda	Machine Operator	4110	8538	3050-4590	C	CICT, Bangalore
65	448	P.Kesavan	Machine Operator	3800	7824	3050-4590	C	CICT, Bangalore
66	379	D.Krishna	Group D	3410	7142	2610-3540	D	CICT, Bangalore
67	378	H.Hanumantharayappa	Helper (CP)	3540	7365	2610-3540	D	CICT, Bangalore

68	451	B.Narayanappa	Helper(CP)	3280	6849	2610-3540	D	CICT, Bangalore
69	643	N.Vasantha Kumara	Group D	3020	6280	2550-3200	D	CICT, Bangalore
70	611	K.Subramaniam	Sweeper	3140	6518	2550-3200	D	CICT, Bangalore
71	213	C.Francis	Jr. Inspector	5100	9675	4000-6000	C	CMS,Alleppey
72	271	P.Shajkumar	Jr. Inspector	4900	9426	4000-6000	C	CMS,Alleppey
73	272	I.L.Sreekumar	Jr. Inspector	4900	9326	4000-6000	C	CMS,Alleppey
74	280	V.Sudheer	Jr. Inspector	5000	9513	4000-6000	C	CMS,Alleppey
75	209	A.Premanathan	Recordsman	5000	9513	4000-6000	C	CMS,Alleppey
76	325	N.K.Sasidaran	Recordsman	3800	7270	3050-4590	C	CMS,Alleppey
77	476	V.C.Viswanatha Pillai	Helper	3730	7110	2750-4400	C	CMS,Alleppey
78	148	V.Syama Prasad	E.S.O.	7700	14705	6500-10500	B	CREC, Tenkasi
79	523	S B Kumar	Fieldman	3875	6801	3050-4590	C	CREC, Tenkasi
80	095	A.J.Thomas	Devpt. Officer (BFS)			8000-13500	A	DEPUTATION
81	018	M.Kumara Raja	Secretary	13125	23940	12000-16500	A	Head Office
82	043	V Velayudhan	Director(Mktg.)i.c.	12375	25083	12000-16500	A	Head Office
83	037	P.Ajithkumar	Joint Director(Plg.)	12275	25085	10000-15200	A	Head Office
84	109	T.V. Mohanan Nair*	Manager Gr.I	9650	19687	8000-13500	A	Head Office
85	053	M.Kumaraswamy Pillai	Deputy Director	10750	21865	8000-13500	A	Head Office
86	060	P.K.Gopalakrishnan	Mktg. & Pub. Officer	9650	19687	8000-13500	A	Head Office
87	056	P.C.Antonel Vaz	Dy. Director	10200	20976	8000-13500	A	Head Office
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
88	078	S.Alamelu	Devpt. Officer (BFS)	8825	18054	8000-13500	A	Head Office
89	089	K.K.Ramakrishnan	Administrative Officer	9375	19143	8000-13500	A	Head Office
90	090	P.R.Ajithkumar	Accounts Officer (IA)	9025	18450	7450-11500	B	Head Office
91	594	V.T.Asokan	Senior Artist	8500	17211	6500-10500	B	Head Office
92	087	K.Ananda Babu*	Section Officer	8500	17411	6500-10500	B	Head Office
93	086	Anita Jacob	Section Officer	8300	16940	6500-10500	B	Head Office

94	125	C.Govind Raj	Section Officer	8500	17411	6500-10500	B	Head Office
95	088	G. Pradeep Kumar	Accounts Officer	8500	17411	6500-10500	B	Head Office
96	108	K.V.Sumana	Section Officer	8500	17411	6500-10500	B	Head Office
97	098	P.Kairali	Section Officer	8500	17311	6500-10500	B	Head Office
98	502	P.K.Vijayalakshmi	Hindi Officer	7100	14439	6500-10500	B	Head Office
99	074	K.A.Philomina	Devpt. Officer (DM)i.c.	9375	19143	8000-13500	A	Head Office
100	136	K.Viswanatha Menon	Section Officer	8300	16915	6500-10500	B	Head Office
101	121	K.P.Somanathan Nair	Manager Grade III	7300	14835	6500-10500	B	Head Office
102	127	B.Sujathan	Section Officer i.c.	7100	14539	6500-10500	B	Head Office
103	137	R.C.Sreekumar	Senior Auditor	7250	14610	5500-9000	B	Head Office
104	141	P.C.Nandakumaran	Sr. Stenographer	6000	12135	4500-7000	C	Head Office
105	139	T.S.Krishnamany	Sr. Stenographer	6000	12260	4500-7000	C	Head Office
106	138	K.R.Nalini Devi	Investigator	6000	12235	4500-7000	C	Head Office
107	192	M.K.Vasanthi Amma	Investigator	6000	12260	4500-7000	C	Head Office
108	189	Wilfred David	Investigator	6000	12135	4500-7000	C	Head Office
109	671	Ida Manuel	Hindi Translator	4500	9166	4500-7000	C	Head Office
110	135	B.Chinthamani	Assistant	6125	12483	4500-7000	C	Head Office
111	134	Bhasura C.R.	Assistant	6375	12878	4500-7000	C	Head Office
112	124	C.M.Unnikrishnan	Section Officer i.c.	7300	14834	6500-10500	B	Head Office
113	191	C.P.Swamala	Assistant	5875	11988	4500-7000	C	Head Office
114	633	George Abraham	Assistant	5625	11393	4500-7000	C	Head Office
115	153	John Joseph	Assistant	6000	12335	4500-7000	C	Head Office
116	126	K.N.Viswanathan	Section Officer i.c.	6700	13772	6500-10500	B	Head Office
117	150	K.T.Valsala	Assistant	6000	12135	4500-7000	C	Head Office
118	195	M.Geetha	Assistant	5750	11640	4500-7000	C	Head Office
119	193	M.Sadanandan	Assistant	5875	11888	4500-7000	C	Head Office
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation				Group	Office

120	194	N.Sudharma	Research Officer i.c.	6500	13251	6500-10500	B	Head Office
121	133	P.Gangadharan	Assistant	6375	12878	4500-7000	C	Head Office
122	140	P.S.Indira Devi	Assistant	6000	12235	4500-7000	C	Head Office
123	144	S. Najeem Rawther	Assistant	6000	12135	4500-7000	C	Head Office
124	434	S.Anithakumari	Assistant	7100	14439	6500-10500	B	Head Office
125	495	T.Chandrasekharan	Research Officer i.c.	6900	14043	6500-10500	B	Head Office
126	157	T.J.Radhamany	Section Officer i.c.	6500	13251	6500-10500	B	Head Office
127	075	T.L.Juliyana	Assistant	7900	16123	6500-10500	B	Head Office
128	497	V.P.Gopalakrishnan	Assistant	6900	14168	6500-10500	B	Head Office
129	285	K.P.Sreenivasan	Manager Grade III	5500	11146	4500-7000	C	Head Office
130	673	Madhusheel Ayilliath	Hindi Translator	4500	9166	4500-7000	C	Head Office
131	289	E.Pushpadasan	Co-operative Inspector	5125	10403	4500-7000	C	Head Office
132	572	K V Aleyamma	ASM	4800	9859	4000-6000	C	Head Office
133	660	D.I.Indu	Jr. Stenographer	4600	9563	4000-6000	C	Head Office
134	238	C.D.Job	UDC	5100	10504	4000-6000	C	Head Office
135	283	C.K.Seethalakshmi Amma	UDC	5100	10429	4000-6000	C	Head Office
136	275	C.K.Vinoba	UDC	5000	10230	4000-6000	C	Head Office
137	277	C.R.Suseela	UDC	4900	9958	4000-6000	C	Head Office
138	236	E.I.Sreedharan	UDC	5100	10354	4000-6000	C	Head Office
139	436	K N Sathiabala	UDC	4900	9958	4000-6000	C	Head Office
140	231	K.G.Radhamma	UDC	5100	10354	4000-6000	C	Head Office
141	568	K.G.Saraschandran	UDC	4800	9859	4000-6000	C	Head Office
142	278	K.R.Muraleedharan Nair	UDC	4900	9958	4000-6000	C	Head Office
143	279	K.R.Nalinakshy	UDC	4900	9958	4000-6000	C	Head Office
144	240	K.V.Reji	UDC	5000	10215	4000-6000	C	Head Office
145	281	M.K.Suresh	UDC	4900	10033	4000-6000	C	Head Office
146	335	P.F.Joseph	UDC	4800	9859	4000-6000	C	Head Office
147	232	P.G.Alice Milanda	UDC	5100	10569	4000-6000	C	Head Office
148	233	P.S. Lalithakumari	UDC	5100	10569	4000-6000	C	Head Office

149	234	S.Santha Bai	UDC	5100	10494	4000-6000	C	Head Office
150	276	T.K.Hari	UDC	4900	9958	4000-6000	C	Head Office
151	239	T.S.Sahadevan	UDC	5000	10230	4000-6000	C	Head Office
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
152	329	V.Ponnappan	UDC	4900	10058	4000-6000	C	Head Office
153	615	Anty Paul	Jr. Stenographer	4600	9463	4000-6000	C	Head Office
154	654	Bindu A.S.	Jr. Stenographer	4600	9663	4000-6000	C	Head Office
155	655	Leenakumary Amma B.	Jr. Stenographer	4600	9563	4000-6000	C	Head Office
156	656	Prakasiny V.S.	Jr. Stenographer	4600	9663	4000-6000	C	Head Office
157	653	Syamala C.S.	Jr. Stenographer	4625	9663	4000-6000	C	Head Office
158	657	V.D.Dinesan	Jr. Stenographer	4600	9613	4000-6000	C	Head Office
159	143	R.Gopalakrishna Pai	P.S. to Chairman	6550	13399	5500-9000	B	Head Office
160	142	T.C.Manikandan Pillai	Jr. Auditor	6550	13224	5500-9000	B	Head Office
161	452	K.D.Joseph	Driver (Sr.)	5375	10998	4500-7000	C	Head Office
162	501	K.V.Mathai	LDC (PBX Operator)	4100	8449	4000-6000	C	Head Office
163	557	G. Rajesh	UDC	4100	8374	4000-6000	C	Head Office
164	628	Jolly Madhu	LDC	3800	7699	3050-4590	C	Head Office
165	312	K.Prabhakaran	LDC	3800	7699	3050-4590	C	Head Office
166	328	K.Radhakrishnan	LDC	3800	7774	3050-4590	C	Head Office
167	313	K.S.Sudhakaran	LDC	3800	7699	3050-4590	C	Head Office
168	629	P.V.Thankachan	LDC	3800	7699	3050-4590	C	Head Office
169	640	R.M.Saleem	LDC	4500	9241	4000-6000	C	Head Office
170	603	T.Durgadas	LDC	3800	7774	3050-4590	C	Head Office
171	311	T.K.Anurudhan	LDC	3725	7606	3050-4590	C	Head Office
172	315	V. Sukumaran	LDC	3725	7626	3050-4590	C	Head Office
173	670	N. Dhanalekshmi	Hindi Typist	3275	6660	3050-4590	C	Head Office
174	652	K.P.Jeevan	Driver (sr.)	4000	8175	4000-6000	C	Head Office

175	480	S.Mohanan	Weaver	3800	7699	3050-4590	C	Head Office
176	333	C.Kunjachan	Gestetner Opr(Sr.) i.c.	4000	8175	4000-6000	C	Head Office
177	320	P.V.Sivadas	Gestetner Opr(Jr.) i.c.	3725	7641	3050-4590	C	Head Office
178	317	C.M.Chandran	Daftry	3345	6799	2610-3540	D	Head Office
179	634	N.A.Sarala	Sweeper	3080	6238	2550-3200	D	Head Office
180	309	K.G.Suresh	Group D	3540	7270	2610-3540	D	Head Office
181	636	M.M.Haridas	Group D	3080	6238	2550-3200	D	Head Office
182	318	P.S.Suvarnakumari	Group D	3540	7270	2610-3540	D	Head Office
183	600	R.Yamuna	Group D	3140	6393	2550-3200	D	Head Office
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
184	316	T.K.Gopinathan	Group D	3540	7270	2610-3540	D	Head Office
185	308	T.S.Girija Devi	Group D	3540	7185	2610-3540	D	Head Office
186	635	P.N.Viswan	Gardner	3080	6238	2550-3200	D	Head Office
187	469	P.K.Ramesan	Helper (PL)	4025	8145	2750-4400	C	Head Office
188	336	K.J.James Auslin	HCS	3475	7111	2610-3540	D	Head Office
189	055	K.G. Raghavan	R.C.D.O.	11025	20989	8000-13500	A	Hindustan Coir
190	160	S.Jayachandran	Turner	5875	11047	4500-7000	C	Hindustan Coir
191	161	K.T.James	Assistant	5625	10680	4500-7000	C	Hindustan Coir
192	162	R.Gopidas	Assistant	5625	10580	4500-7000	C	Hindustan Coir
193	212	M.T.Velayudhan	Mechanic Gr.II	5500	10427	4000-6000	C	Hindustan Coir
194	214	T.Jayadevan	UDC	5000	9713	4000-6000	C	Hindustan Coir
195	291	V.Murukan	Mechanic Gr.II	4700	8953	4000-6000	C	Hindustan Coir
196	292	P.J.Johnson	Mechanic Gr.I	4875	9179	4500-7000	C	Hindustan Coir
197	322	G.Sarala	Group D	3410	6444	2610-3540	D	Hindustan Coir
198	456	V.K.Muraleedharan	Head Jobman	4600	8666	4000-6000	C	Hindustan Coir
199	458	P.Rajendran	Weaver	4270	8049	3050-4590	C	Hindustan Coir
200	460	G.Vasudevan	Weaver	4110	7825	3050-4590	C	Hindustan Coir

201	461	J. Salim	Shift Supervisor	5000	9413	4000-6000	C	Hindustan Coir
202	463	R.Asokakumar	Weaver	4030	7676	3050-4590	C	Hindustan Coir
203	464	T.K.Manoharan	Sorter (HC)	4025	7662	2750-4400	C	Hindustan Coir
204	468	P.Achappan	Helper	4100	7802	2750-4400	C	Hindustan Coir
205	471	T.Dinesan	Helper	4025	7592	2750-4400	C	Hindustan Coir
206	473	K.Balan	Helper	3730	7041	2750-4400	C	Hindustan Coir
207	474	V.R.Maniyan	Helper	3730	7110	2750-4400	C	Hindustan Coir
208	475	K.B.Sureshbabu	Weaver	3875	7382	3050-4590	C	Hindustan Coir
209	477	K.Sivanandan	Helper	3590	6844	2750-4400	C	Hindustan Coir
210	478	K.P.Sreekanthan	Helper	3590	6834	2750-4400	C	Hindustan Coir
211	479	Rejimon P.Mathai	Lascar	3725	7032	3050-4590	C	Hindustan Coir
212	481	S.Unni	Helper	3590	6779	2750-4400	C	Hindustan Coir
213	482	K.P.Shinekumar	Weaver	3800	7247	3050-4590	C	Hindustan Coir
214	483	T.J.Yesudas	Weaver	3800	7172	3050-4590	C	Hindustan Coir
215	484	K.V.Swamynathan	Weaver	3800	7247	3050-4590	C	Hindustan Coir
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
216	485	K.V.Purushan	Helper	3450	6518	2750-4400	C	Hindustan Coir
217	486	P.C.Dhananjayan	Weaver	3650	6962	3050-4590	C	Hindustan Coir
218	487	P.N.Vinodan	Cops Winder	3450	6588	2750-4400	C	Hindustan Coir
219	488	P.V.Udayappan	Helper	3450	6518	2750-4400	C	Hindustan Coir
220	489	P.S.Thilakappan	Cops Winder	3380	6457	2750-4400	C	Hindustan Coir
221	491	A.Satar	Misc. worker	3280	6200	2610-3540	D	Hindustan Coir
222	492	T.K.Aboobaker	Misc. worker	3280	6255	2610-3540	D	Hindustan Coir
223	493	T.A.Abdul Rehiman	Misc. worker	3280	6255	2610-3540	D	Hindustan Coir
224	494	K.H.Subair	Hamal	3345	6322	2610-3540	D	Hindustan Coir
225	510	T.S.Pushparaj	Bobbin Winder	3380	6457	2750-4400	C	Hindustan Coir
226	584	J.Raveendran	Bobbin Winder	3380	6457	2750-4400	C	Hindustan Coir

227	599	K.G.Jayan	Group D	3020	5715	2610-3540	D	Hindustan Coir
228	605	S.Venu	Bobbin Winder	3450	6588	2750-4400	C	Hindustan Coir
229	606	K.M.Madhavadas	Hamal	3080	5827	2550-3200	D	Hindustan Coir
230	607	P.B.Suresh	Hamal	3080	5882	2550-3200	D	Hindustan Coir
231	608	K.Viswambharan	Bobbin Winder	3450	6518	2750-4400	C	Hindustan Coir
232	614	T.S.Nazeer	Hamal	3080	5827	2550-3200	D	Hindustan Coir
233	129	G.Poobalan	Assistant Director	8500	16274	6500-10500	B	NCTDC, Alleppey
234	190	D.Durai	Mechanic Gr.II	5500	10347	4000-6000	C	NCTDC, Alleppey
235	521	S Mathirajan	Fieldman	3875	7312	3050-4590	C	NCTDC, Alleppey
236	522	R Sankaranarayanan	Fieldman	3875	7312	3050-4590	C	NCTDC, Alleppey
237	530	P.N.Sabu	Training Assistant	4100	7732	4000-6000	C	NCTDC, Alleppey
238	208	K.Syamkumar	UDC	5100	10800	4000-6000	C	NCTDC,Alleppey
239	284	Henry Thomas	Weaving Instructor	5000	9413	4500-7000	C	NCTDC,Alleppey
240	288	A.Padmavathy	UDC	4900	9226	4000-6000	C	NCTDC,Alleppey
241	304	M.Sureshkumar	Training Assistant	4300	8106	4000-6000	C	NCTDC,Alleppey
242	324	G.Vijayan	Fieldman	3605	6863	2610-3540	D	NCTDC,Alleppey
243	326	M.Vikraman	Group D	3320	6296	2550-3200	D	NCTDC,Alleppey
244	440	V.K.Tomichan	Training Assistant	4300	8106	4000-6000	C	NCTDC,Alleppey
245	509	C.G.Muraleedharan	Demonstrator	3345	6322	2610-3540	D	NCTDC,Alleppey
246	511	K.H.Subabu	Demonstrator	3345	6322	2610-3540	D	NCTDC,Alleppey
247	512	V.V.Sebastian	Demonstrator	3345	6382	2610-3540	D	NCTDC,Alleppey
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
248	649	Jomon Jacob	Training Assistant	3575	6752	3050-4590	C	NCTDC,Alleppey
249	651	A.J.Manojkumar	Training Assistant	3575	6752	3050-4590	C	NCTDC,Alleppey
250	658	Josephine Girly	Jr. Stenographer	4600	8766	4000-6000	C	NCTDC,Alleppey
251	626	M Suresh	Mazdoor	3140	6014	2550-3200	D	RCTDC, Tjr
252	186	K.Premalatha	Assistant	5750	11910	4500-7000	C	RO, Bangalore

253	268	D.K.Bhojachar	E.S.O.	6500	13646	6500-10500	B	RO, Bangalore
254	273	K. Sathyan	Fieldman	4410	7513	3050-4590	C	RO, Bangalore
255	375	S.Anniah	Group D	3475	7241	2610-3540	D	RO, Bangalore
256	443	M.Murugan	E.S.O.	8500	17531	6500-10500	B	RO, Bangalore
257		S.Manjunatha	Jr. Inspector			4000-6000	C	ON DEPUTATION
258	057	Bira Bikram Jani	Regional Officer	9925	20172	8000-13500	A	RO, Bhubaneswar
259	149	K.V.Mohanan	E.S.O.	6500	13191	6500-10500	B	RO, Bhubaneswar
260	173	P.K.Dash	ASM	5300	10690	4000-6000	C	RO, Bhubaneswar
261	274	Balakrishna Sahoo	Jr. Inspector	5100	10294	4000-6000	C	RO, Bhubaneswar
262	351	Rabindranath Swain	HCS	3475	7076	2610-3540	D	RO, Bhubaneswar
263	015	R.Nagarajan	Regional Officer	14225	25365	10000-15200	A	RO, Pollachi
264	154	V.Babu	E.S.O.	8300	15801	6500-10500	B	RO, Pollachi
265	380	K.Veera Raju	Spinning Maistry	3800	6669	3050-4590	C	RO, Pollachi
266	617	Lalitha P.K.	Salesperson	3800	7197	3050-4590	C	RO, Pollachi
267	644	A. Mahendiran	Group D	3020	5715	2550-3200	D	RO, Pollachi
268	645	V.Prema	Jr. Stenographer	4800	9139	4000-6000	C	RO, Pollachi
269	050	T.P.Padmanabhan	Regional Officer	11625	25141	8000-13500	A	RO, Visakhapatnam
270	159	K.A.Baby	Dyeing Assistant	6500	13251	4500-7000	C	RO, Visakhapatnam
271	183	P.Suryanarayana Sharma	Inspector	5300	10071	4500-7000	C	RO, Visakhapatnam
272	376	B.Ravikumar	Group D	3410	6957	2610-3540	D	RO, Visakhapatnam
273	444	M.S.S.Prasada Rao	Jr. Stenographer	5500	11471	4500-7000	C	RO, Visakhapatnam
274	648	B.Sunilkumar	Training Assistant	3575	7254	3050-4590	C	RO, Visakhapatnam
275	167	Todker Pandurang Govind	Manager Grade III	5875	12749	4500-7000	C	SR, Agarthala
276	601	O.S.Yesudas	Salesman	3800	9190	3050-4590	C	SR, Agarthala
277	122	V.Mosa	Manager Grade III	6250	12715	4500-7000	C	SR, Ahmedabad
278	244	Vinodkumar Meena	ASM	5000	10240	4000-6000	C	SR, Ahmedabad
279	360	Makwana Premji Bai	HCS	3410	7002	2610-3540	D	SR, Ahmedabad
	Emp		Holding	Basic Pay	Earnings	Holding	Holding	Present posting

Sl.no.	code	Name of the Officer	Designation			Scale of Pay(Rs.)	Group	Office
280	361	Chauhan Jayanti Bai Pitha Bai	HCS	3410	7002	2610-3540	D	SR, Ahmedabad
281	585	Gandhi Amit Madusudhan	Salesman	3875	7998	3050-4590	C	SR, Ahmedabad
282	570	Akhileshwar Pathak	ASM	4800	10174	4000-6000	C	SR, Allahabad
283	609	Ram Manohar	HCS	3080	6303	2550-3200	D	SR, Allahabad
284	171	Annie Joseph	UDC	5600	11488	4000-6000	C	SR, Bangalore
285	250	R.Damodara	Manager Grade III	5500	11416	4500-7000	C	SR, Bangalore
286	345	H.Sivanna	Group D	3930	8081	2650-4000	D	SR, Bangalore
287	346	P.Krishnappa	Group D	3930	8081	2650-4000	D	SR, Bangalore
288	506	H.Kanta	Salesperson	3950	8121	3050-4590	C	SR, Bangalore
289	177	Rameshwar Roy	Manager Grade III	6000	12260	4500-7000	C	SR, Bhopal
290	519	Lalita N Tamgadge	HCS	3280	6669	2550-3200	D	SR, Bhopal
291	556	Khapekar Yeshwant Rambabu	ASM	4700	9562	4000-6000	C	SR, Bhopal
292	637	Ashok Kumar	HCS	3080	6238	2550-3200	D	SR, Bhopal
293	252	Gouranga Charan Behera	Salesman	4030	8175	3050-4590	C	SR, Bhubaneswar
294	256	Alak Narain Pandit	Manager Grade III	5750	11580	4500-7000	C	SR, Bhubaneswar
295	350	Bata Krishna Barik	HCS	3540	7150	2610-3540	D	SR, Bhubaneswar
296	165	G.K.Sharma	Manager Grade III	5625	11333	4500-7000	C	SR, Chandigarh
297	216	Piara Singh	HCS	3140	6358	2550-3200	D	SR, Chandigarh
298	255	Manjit Kaur	ASM	5100	10294	4000-6000	C	SR, Chandigarh
299	356	Rattan Chand	HCS	3475	7021	2610-3540	D	SR, Chandigarh
300	666	Har Kishan Singh	Salesman	3500	7071	3050-4590	C	SR, Chandigarh
301	251	P.Vijayan	ASM	5200	11966	4000-6000	C	SR, Chennai
302	341	D.M. Veerakumaran	HCS	3210	7379	2610-3540	D	SR, Chennai
303	445	Kollipara Haranath	ASM	4900	10148	4000-6000	C	SR, Chennai
304	624	Prakashan Paremmel	Salesman	3800	8679	3050-4590	C	SR, Chennai
305	116	A.K.Talwar	Manager Grade III	6500	12514	4500-7000	C	SR, Dehradun

306	591	Virendra Kumar	Salesman	3875	7552	3050-4590	C	SR, Dehradun
307	593	Amarjit Singh	HCS	3080	6067	2550-3200	D	SR, Dehradun
308	172	B.Ramachandran Pillai	Manager Grade III	6250	12730	4500-7000	C	SR, Ernakulam
309	368	T.R.Ravi	HCS	3410	6982	2550-3200	D	SR, Ernakulam
310	661	S. Jayasree	Salesperson	3500	7181	3050-4590	C	SR, Ernakulam
311	662	V. Shibulal	Salesman	3500	7106	3050-4590	C	SR, Ernakulam
	Emp		Holding	Basic Pay	Earnings	Holding	Holding	Present posting
Sl.no.	code	Name of the Officer	Designation			Scale of Pay(Rs.)	Group	Office
312	435	Ganpat Mahadev Walvalkar	ASM	4900	11355	4000-6000	C	SR, Gangtok
313	665	B.Raja Nehru	Salesman	3500	7968	3050-4590	C	SR, Gangtok
314	668	Jophen Lakra	HCS	2900	6535	2550-3200	D	SR, Gangtok
315	260	Harvansh Singh	ASM	4700	9502	4000-6000	C	SR, Gorakhpur
316	630	Shambu Prasad	HCS	3080	6238	2550-3200	D	SR, Gorakhpur
317	647	Sudhir Pathak	Salesman	3650	7367	3050-4590	C	SR, Gorakhpur
318	248	P.Ramesh Naik	Manager Grade III	5750	11705	4500-7000	C	SR, Guntur
319	369	P.Seetharama Sastry	Salesman	3875	7888	3050-4590	C	SR, Guntur
320	520	S.Sankara Rao	HCS	3280	6634	2550-3200	D	SR, Guntur
321	249	S.Kesavamoorthy	ASM	4900	9695	4000-6000	C	SR, Guwahati
322	542	Ganesh Dutta	Hamal Cum Stitcher	3200	7101	2650-4000	D	SR, Guwahati
323	182	Suresh Pandit	Manager Grade III	5875	12033	4500-7000	C	SR, Hyderabad
324	344	K.J.Thomas	HCS	3540	7365	2610-3540	D	SR, Hyderabad
325	575	S. Venkataraman	ASM	4700	9782	4000-6000	C	SR, Hyderabad
326	604	E. Ramachander	HCS	3080	6428	2550-3200	D	SR, Hyderabad
327	118	C.V.George	Manager Grade II	7100	14539	6500-10500	B	SR, Indore
328	259	Ajithkumar Jain	ASM	4900	10058	4000-6000	C	SR, Indore
329	338	Prabhakar Ramtake	HCS	3410	6927	2610-3540	D	SR, Indore
330	364	Jagdesh Pratap Singh	HCS	3540	7185	2610-3540	D	SR, Indore
331	179	Dineshkumar Agarwal	Manager Grade III	6000	12345	4500-7000	C	SR, Jaipur

332	365	Hari Ram Meena	HCS	3410	7002	2610-3540	D	SR, Jaipur
333	618	Ram Khilari Meena	Salesman	3800	7774	3050-4590	C	SR, Jaipur
334	174	Susheel Kumar Dutta	Manager Grade III	5625	11333	4500-7000	C	SR, Jammu Tawi
335	352	Mohanlal	HCS	3475	7021	2610-3540	D	SR, Jammu Tawi
336	353	Bishambarnath	HCS	3475	7076	2610-3540	D	SR, Jammu Tawi
337	357	Nathuram	ASM	4900	9898	4000-6000	C	SR, Jammu Tawi
338	577	Sunitha Kumari Gupta	Salesperson	3875	7813	3050-4590	C	SR, Jammu Tawi
339	117	P.C.Bhatta	Manager Grade I i.c	9375	19603	8000-13500	A	SR, Kanpur
340	358	Subhash Chand	HCS	3540	7260	2610-3540	D	SR, Kanpur
341	508	Ram Tej Pathak	HCS	3345	6904	2550-3200	D	SR, Kanpur
342	602	Sushil Bhatt	Salesman	3800	7849	3050-4590	C	SR, Kanpur
343	114	Kanak Mitra	Manager Grade III	6750	15274	4500-7000	C	SR, Kolkata
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
344	362	Kailash Chandra Meena	HCS	3540	8106	2610-3540	D	SR, Kolkata
345	438	Subhash Biswas	Salesman	4030	9287	3050-4590	C	SR, Kolkata
346	580	Aditya Narayan Pandey	ASM	4800	9759	4000-6000	C	SR, Kolkata
347	184	N. Meera Raju	Manager Grade III	5750	11725	4500-7000	C	SR, Lucknow
348	373	K.J.Mathew	HCS	3345	6874	2610-3540	D	SR, Lucknow
349	536	Sanjay Kumar Dubey	ASM	4800	9844	4000-6000	C	SR, Lucknow
350	573	Girish Kumar	HCS	3280	6744	2550-3200	D	SR, Lucknow
351	663	Rajjan Lal Tewari	Salesman	3500	7181	3050-4590	C	SR, Lucknow
352	170	M.Krishna	Manager Grade II	8300	17015	6500-10500	B	SR, Madurai
353	347	M.Murali	HCS	3410	6927	2610-3540	D	SR, Madurai
354	446	K.Muralitharan	ASM	4900	10033	4000-6000	C	SR, Madurai
355	610	V.Jayarani	Salesperson	3800	7699	3050-4590	C	SR, Madurai
356	247	G.P.Bhoi	Manager Grade III	5500	12528	4500-7000	C	SR, Mumbai
357	500	Srinivas V. Bitlingu	ASM	5000	11425	4000-6000	C	SR, Mumbai

358	589	Hansdas Mahadeo Motghare	HCS	3140	7309	2550-3200	D	SR, Mumbai
359	619	Arvind Mahadev Gaikwad	HCS	3140	7224	2550-3200	D	SR, Mumbai
360	669	Gaddam Swamy Nagiah	Salesman	3500	8018	3050-4590	C	SR, Mumbai
361	590	Bhaskar T. Shinde	Salesman	3875	7973	3050-4590	C	SR, Mumbai
362	164	Chater Singh	ASM	5400	12307	4000-6000	C	SR, New Delhi(AA)
363	176	Gurnam Singh	Manager Grade III	6125	13906	4500-7000	C	SR, New Delhi(AA)
364	241	N.K.Arora	Salesman	4590	10521	3050-4590	C	SR, New Delhi(AA)
365	337	Ram Singh	HCS	3345	7676	2610-3540	D	SR, New Delhi(AA)
366	339	Lachman Singh	HCS	3475	8018	2610-3540	D	SR, New Delhi(AA)
367	185	Jitendra Kumar Shukla	Manager Grade III	5750	13079	4500-7000	C	SR, New Delhi(NP)
368	243	J.K.Chandana	ASM	5000	11425	4000-6000	C	SR, New Delhi(NP)
369	340	Darayab Singh	HCS	3410	7820	2610-3540	D	SR, New Delhi(NP)
370	437	Diwakar Sharma	ASM	4900	11205	4000-6000	C	SR, New Delhi(NP)
371	642	Trilochan Pant	HCS	3080	7016	2550-3200	D	SR, New Delhi(NP)
372	374	G. Dharmanand	LDC	3875	8900	3050-4590	C	Liaison Office, New Delhi
373	254	Arup Kumar Dutta	Manager Grade III	5500	11231	4500-7000	C	SR, Patna
374	355	Yogendra Prasad Sharma	HCS	3475	7056	2610-3540	D	SR, Patna
375	359	Balram Prasad	HCS	3345	6799	2610-3540	D	SR, Patna
	Emp		Holding	Basic Pay	Earnings	Holding Scale of Pay(Rs.)	Holding Group	Present posting Office
Sl.no.	code	Name of the Officer	Designation					
376	625	Vijay Prakash	HCS	3140	6358	2550-3200	D	SR, Patna
377	664	N. Muniraja	Salesman	3425	6828	3050-4590	C	SR, Patna
378	175	S.N. Sharma	Manager Grade III	5750	11580	4500-7000	C	SR, Ranchi
379	354	K.I.Thomas	HCS	3540	7150	2610-3540	D	SR, Ranchi
380	627	Karthik Ram	HCS	3140	6358	2550-3200	D	SR, Ranchi
381	631	Bijay Kumar	Salesman	3725	7591	3050-4590	C	SR, Ranchi
382	112	R.Velayudhan Nair	Manager Grade II	8900	18303	6500-10500	B	SR, Thiruvananthapuram

383	261	S.Vijayaraj	ASM	5100	10429	4000-6000	C	SR, Thiruvananthapuram
384	370	D. Salimkumar	HCS	3410	6957	2610-3540	D	SR, Thiruvananthapuram
385	588	J.G. Lathika	Salesperson	3875	7848	3050-4590	C	SR, Thiruvananthapuram
386	638	K.Suresh Kumar	HCS	3080	6328	2550-3200	D	SR, Thiruvananthapuram
387	363	A. Jayan	HCS	3475	6565	2610-3540	D	SR, Thrissur
388	579	V.T.John	ASM	4800	9114	4000-6000	C	SR, Thrissur
389	587	Rosamma George	Salesperson	3875	7312	3050-4590	C	SR, Thrissur
390	667	P.B.Raju	HCS	2900	5491	2550-3200	D	SR, Thrissur
391	180	Sunilkumar Ganpatrai Jain	Manager Grade III	5750	11640	4500-7000	C	SR, Varanasi
392	366	Rabindrakumar Sharma	HCS	3540	7185	2610-3540	D	SR, Varanasi
393	578	Ramesh Chandra Sharma	HCS	3280	7532	2550-3200	D	SR, Varanasi
394	156	D.Rajendran	Manager Grade II	8100	16419	6500-10500	B	SR, Visakhapatnam
395	262	P. Ramanarayana Rao	ASM	5000	10155	4000-6000	C	SR, Visakhapatnam
396	371	P. Srihari Rao	Salesman	3650	7532	3050-4590	C	SR, Visakhapatnam
397	576	P.S.Koteswara Rao	HCS	3345	6799	2550-3200	D	SR, Visakhapatnam

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.XI

The budget allocated to each of Board's agency, including the particulars of all Plans, proposed expenditures and Reports on disbursements made.

(Under Clause IV(i) (b) of the RTI Act, 2005)

The budget allocation and release of funds by the Government of India to Coir Board for the year 2005-06 is as against the following Heads.

Plan (S&T)	-	Rs.550.00 lakh
Plan (General)	-	Rs.1650.00 lakh <i>(Incl. lump sum provision of</i>
		<i>Rs. 100.00 lakh for</i>
		<i>development of NE Region)</i>
Plan (Co-operativisation)	-	Rs.100.00 lakh
Non Plan (Grants-in-aid Recurring)	-	Rs.251.00 lakh
Non Plan (Loans & Advances)	-	Rs.30.00 lakh

The scheme-wise break-up of the allocation and disbursement are as under:

<i>(Rs. in lakh)</i>					
Sl. No.	Name of Scheme	Approved Outlay (2005-06)	Funds Released by the Government upto 30.09.2005	Utilization upto 30.09.2005	Proposed Expenditure
1.	PLAN (S&T)	550.00	267.00	230.28	550.00
2.	PLAN – GENERAL				
2.1	Training, Extension, Quality Improvement, Mahila Coir Yojana & Welfare Measures	200.00		153.00	200.00
2.2	Development of Production Infrastructure	350.00		78.15	350.00
2.3	Domestic Market Promotion (DMD/MDA)	550.00*		254.49	550.00*
2.4	Export Market Promotion	200.00		58.75	200.00
2.5	Trade Information Services/ Information Technology & Strengthening of Head Quarters	300.00		94.23	300.00
2.6	Economic and Market Research Scheme	50.00		0.96	50.00
	Plan General – Total	1650.00	696.55	639.58	1650.00
	Sub Total (Plan S&T + Plan General)	2200.00	963.55	869.86	2200.00
3.	PLAN - CO-OPERATIVISATION IN COIR SECTOR	100.00	NIL	----	100.00
	TOTAL (PLAN)	2300.00	963.55	869.86	2300.00
4.	NON PLAN	251.00	125.50	125.50	251.00
5.	NON PLAN (LOANS & ADVANCES)	30.00	15.00	1.57	30.00
	GRAND TOTAL	2581.00	1104.05	996.93	2581.00

* Incl. lump sum provision of Rs.100.00 lakh for NE Provision.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.XII

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

(Under Clause IV(i) (b) of the RTI Act, 2005)

1. Extension of Financial Assistance to Coir Units in Brown Fibre Sector

The Coir Board grants financial assistance up to 25% of the cost of equipment and infrastructural facilities with a sealing of Rs.1.5 lakhs for setting up of new coir units in the private sector. For renovation of existing units, assistance up to Rs.50,000/- is available. The Board also provides assistance for installation of power generator sets in coir units. The quantum of assistance is 25% of the cost of the generator set subject to a sealing of Rs.50,000/-.

Quantum of grant admissible

Type of Unit	New units	Modernisation of units
	25% of the cost of equipments and infra-structural facilities subject to a maximum of	25% of the cost of modernisation of equipment and infrastructural facilities subject to a maximum of
	(Rupees)	(Rupees)
1. Fibre extraction unit	1,50,000	50,000
2. Rope unit	40,000	20,000
3. Corridor mat unit/ Frame mat unit	40,000	20,000
4. Mats & Matting unit	60,000	30,000
5. Spinning unit (Traditional ratt)	40,000	20,000
6. Motorised ratt coir yarn Spinning unit (Minimum 10 ratts)	1,00,000	50,000
7. Mechanized (Automatic) Yarn Spinning Unit	1,50,000	50,000

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8.	Curling unit	1,00,000	50,000
9.	Rubberised Coir Unit	1,50,000	50,000
10.	Semi automatic loom unit	1,50,000	50,000
11.	Powerloom matting unit	1,50,000	50,000
12.	Coir pith processing unit	1,00,000	50,000
13.	Rubber backing/ edging unit	1,50,000	50,000
14.	Foam/ Latex backing unit	1,50,000	50,000
15.	Power generator set/ Diesel Engine	50,000	-
16.	Coir ply/ matting board unit	1,50,000	50,000
17.	Needle felt unit	1,50,000	50,000

Beneficiaries

Private entrepreneurs from Brown Fibre Sector

Manner of execution

1. Coir Units desiring to avail of the assistance under the scheme should be registered with the Coir Board under the Coir Industry (R&L) Rules 1958 and also with the Industries Department of the State in which the Unit is located.
2. Assistance under the scheme will be extended only to units outside the cooperative fold.
3. The Units for extraction of coir fibre/ spinning of coir yarn should be located in areas with adequate availability of coconut husk/ coir fibre.
4. Three phase power supply should be available at the location of the coir extraction unit, except rope/ mats & matting/ corridor mat units.
5. The applications for grant of financial assistance under the scheme should be recommended by the General Manager, District Industries Centre of the region in which the unit is located.
6. The worksheds shall conform to the type design prescribed by the Coir Board.
7. The equipments eligible for assistance under the scheme shall not be below the standards laid down by the Coir Board.

8. There will be an overall ceiling of Rs.5 lakhs for Units producing multiple items of coir for computing subsidy. The coir units which are producing multiple items like coir fibre, coir yarn, coir mats and coir matting will be treated as separate units producing these items and the ceiling of subsidy fixed for the respective items will be applied in these cases.
9. The ceiling prices of different items of machinery will be fixed by Coir Board after making a fair assessment of probable cost of all components used in the production of machinery items.
10. The machinery manufacturers will have to give a performance guarantee for a period of at least one year to the beneficiaries of the financial assistance scheme. The machinery manufacturers have to execute a Bank Guarantee to the extent of Rs.1 lakh to ensure after sales service and steady supply of spare parts by the manufacturers.
11. In the case of installation of power generator sets/ Diesel Engines, the financial assistance will be a one time assistance and all coir units using power, whether existing or new units, will be eligible for the assistance. With regard to the generator sets/ Diesel Engines the following conditions are applicable:
 - i. The Unit should produce a no objection certificate from the State Electricity Board for installation of generator set as per rules in the State concerned. (applicable only for gensets)
 - ii. The capacity of the generator set should be subject to the requirement of the unit as specified in the Registration Certificate.
 - iii. The unit should obtain a clearance to the proposal in advance from the Regional Officer of the Coir Board concerned to the State.
 - iv. The generator should be used only for the purpose for which it is installed.
12. The grant as admissible under the scheme should be disbursed to the entrepreneur after the unit goes into production.
13. The entrepreneur availing of the grant under the scheme shall not mortgage the assets except to the financial institutions from whom he might have taken loan for the establishment of the unit.
14. The grant will be sanctioned by the Coir Board on the recommendation of a Committee consisting of:
 - i. The Regional Officer/ ESO of the Board, or such other Officer as may be nominated by the Chairman, Coir Board.

- ii. The Regional Coir Development Officer or ESO of the Coir Board in the State or neighboring States and
 - iii. The General Manager of the District Industries Centre concerned or his nominee not below the rank of an Assistant Director.
15. The Entrepreneur availing of grant will have to execute a bond with the Coir Board, Cochin to the effect that;
- i. The machineries/ equipment/ generator set will be maintained properly.
 - ii. Will be used only for running the coir unit.
 - iii. Will not be shifted from the approved premises.
 - iv. Will not be disposed off without the prior approval of the Board.
 - v. Will be insured for an amount not less than the amount of subsidy granted by the Coir Board.
 - vi. Make available the unit at any time for inspection by the Officers of the Coir Board, or Officers of the Government of the State in which the unit is located.
 - vii. Operate the unit for a minimum period of five years.
 - viii. Abide by the instructions issued by the Coir Board/ Central/ State Government in regard to the working of the unit.
 - ix. If the conditions laid down are violated, the beneficiary is liable to repay the entire amount of assistance with interest at the rate decided by the Coir Board, to the Secretary, Coir Board, failing which action will be taken against defaulters.
16. The entrepreneur seeking the grant under the scheme should make available to the Committee all relevant records relating to the construction of the building and the purchase of the machinery so as to enable it to determine the quantum of grant admissible.
17. The grant received under the scheme should be recoverable from the entrepreneur
- i. Where the assistance under the scheme has been obtained by misrepresentation as to an essential fact or by furnishing of false information; or
 - ii. Where the unit goes out of production within 5 years from the date of commencement of production, except in case where the unit remains out of production for short periods extending to 6 months due to reasons beyond its control, such as shortage of raw material, power etc.

18. A unit which has availed financial assistance would be eligible for financial assistance under modernisation only after successful running of the unit for a minimum period of 3 years. The assistance under modernisation scheme will be limited to the new work sheds that are to be put up and new equipments for the unit.
19. New unit is a unit which is registered under the Coir Industry (Registration and Licensing) Rules, 1958 but had not completed 12 months from the date of commencement of production.
20. In case of any disputes with regard to grant of subsidy under the scheme, the decision of the Chairman, Coir Board shall be final.
21. The infrastructure also includes work shed, soaking tank, well and pump set. The accessories include the motor, starter, capacitor, main switch and fuse.

EXECUTIVE INSTRUCTIONS

1. The types of design for worksheds of various types of coir units should be as per the minimum requirement of the unit. The ceiling for computation of the subsidy is as follows:

Types of Units	Ceiling for consideration of subsidy
1. Fibre unit	Rs.1,50,000
2. Spinning unit	Rs. 60,000
3. Rope unit	Rs. 60,000
4. Mats and Matting unit	Rs. 75,000
5. Corridor mats unit	Rs. 75,000
6. Rubberised coir unit	Rs.1,50,000
7. Curling unit	Rs.1,50,000
8. Mechanised yarn spinning unit	Rs.1,50,000
9. Others	Rs.1,50,000

2. Further subsidy under the scheme is available for modernisation of the existing unit so as to increase productivity only after a period of 3 years.
3. The subsidy will be sanctioned by the Board on recommendation of a committee consisting of :-
 - i. Regional Officer or the authorised ESO attached to the Regional Office.

6/.....

- ii. Dy. RCDO or the authorised ESO attached to the concerned State and
 - iii. The General Manager, DIC or any other Officer not below the rank of Assistant Director from the Industries Department.
4. The scheme provides for assistance for modernisation of existing coir units. As far as modernisation is concerned assistance under the scheme will be limited to new worksheds that are to be put up and new equipments for the unit.
 5. For claiming financial assistance separate applications as prescribed should be submitted for each type of unit.
 6. In the case of leased land/ building the lease deed should be for a minimum period of 10 years.
 7. All legal documents in vernacular should be accompanied with legal opinion from a local advocate stating that the documents are in order for availing subsidy from the Board.
 8. Claim for financial assistance in respect of machinery will be considered only if the beneficiaries purchase machinery from the coir machinery manufacturers registered with the Coir Board.
 9. The copies of all documents in support of the financial assistance should be attested by an authorised Officer of the Board/ DIC and countersigned by the RO.
 10. The Committee while recommending subsidy has to prepare and attach individual checklist for each equipment, workshed etc. in the prescribed form alongwith other documents, which are included in their recommendation.
 11. A second inspection of 5% of the total number of cases recommended will be held by the Senior Accounts Officer or any other officer deputed from Head Office.
 12. The Regional Officer concerned will submit monitoring reports at least once in a year in respect of all the coir units availed subsidy from the Board.

2. **Mahila Coir Yojana**

The scheme is intended to provide self employment to rural women artisans in regions producing coir fibre. The scheme envisages distribution of motorized ratts/motorized traditional ratts for spinning coir yarn to women artisans.

Source of finance

Coir Board will provide 75% of the cost of the motorized ratt as one time subsidy provided the other 25% is arised by the beneficiary through voluntary organizations/financial institutions/own resources.

Beneficiaries

Women engaged in traditional way of spinning coir yarn.

Nature of assistance

A trainee who passes the Board's training programme in spinning coir yarn on motorized ratt/motorized traditional ratt are eligible for 75% subsidy for procurement of one motorized ratt/motorized traditional ratt. The quantum of subsidy will be 75% of the cost of the ratt subject to a maximum of Rs.7,500/- in the case of motorized ratt and Rs.2,625/- in the case of motorized traditional ratt.

Manner of execution

1. The motorized ratt/ motorized traditional ratt purchased by utilizing the subsidy under the scheme shall conform to the specifications laid by the Board.
2. Only one motorized ratt/ motorized traditional ratt will be given in a household.
3. Motorised ratt/ motorized traditional ratt will be given only to those who are trained to operate or can operate the ratt.
4. The beneficiary should register her unit with the Coir Board under the Coir Industry (R&L) Rules 1958 within 30 days after starting commercial production.
5. A single phase power supply should be available at the location of the motorized ratt/ motorized traditional ratt.
6. The beneficiary selected under the scheme shall not mortgage the motorized ratt/ motorized traditional ratt except to financing agency/ other institutions from where he/she avails loan/ grant for the procurement of motorized ratt/ motorized traditional ratt.

The beneficiary availing financial assistance under the scheme will have to execute a bond with the Coir Board, Cochin to

- i) Keep the motorized ratt/ motorized traditional ratt under safe custody and maintain it properly
 - ii) Make available motorized ratt/ motorized traditional ratt for inspection by the officers of the Coir Board/ State Government/ financing agency
 - iii) Operate the motorized ratt/ motorized traditional ratt for a minimum period of 5 years
 - iv) Abide by the instructions issued by the Coir Board/ State Govt. in regard to the working of the motorized ratt/ motorized traditional ratt.
7. The beneficiary should make available the relevant records relating to the specification, cost of the motorized ratt/ motorized traditional ratt, sources of finance and the amount sanctioned to the authorized officer to determine the quantum of subsidy under the scheme.
8. The assistance from the Coir Board will be in the form of one time subsidy limited to 75% of the cost of motorized ratt/ motorized traditional ratt or Rs.7,500/- in the case of motorized ratt and Rs.2,625/- in the case of motorized traditional ratt whichever is less and the balance 25% will be raised by the beneficiary from either her own resources or loans from financial institutions/ voluntary organizations.
9. Subsidy sanctioned under the scheme shall be recoverable from the beneficiary
- i) Where the assistance under the scheme has been obtained by misrepresentation or by furnishing false information, and
 - ii) Where the unit goes out of production within 5 years from the date of commencement of production except in case where the unit remains out of production for short periods extending to six months due to reasons beyond the beneficiary's control, such as shortage of raw material, power etc.
10. The subsidy will be remitted to the joint bank account opened and operated jointly by the beneficiary and the officer authorized by the Board on receipt of intimation that the 25% of the cost of motorized ratt/ motorized traditional ratt is credited in the account.

11. Application for subsidy should be sent to:

- i) Kerala : The Asst. Director,
National Coir Training and Design Centre,
Kalavoor, Alleppey, Kerala
Phone:0477-2258067
- ii) Karnataka, : The Regional Officer, Coir Board,
Goa, No.8, Annex Building, Cunningham Road,
Maharashtra, Bangalore.
Gujarat Phone:080-22268538
- iii) Andhra Pradesh, : The Regional Officer, Regional Office,
Jharkhand, Bihar, Udyog Bhavan, Siripuram,
all other States not Visakhapatnam-530 003
covered by the other Phone:0891-2755191
ROs
- iv) Tamil Nadu, : The Regional Officer, Regional Office
Pondicherry, Coir Board, No.5, Alagappa Layout,
A&N Islands, Venkatesa Colony, Pollachi – 642 001.
Lakshadweep Islands Phone:04259-222450
- v) Orissa, West Bengal, : The Regional Officer, Regional Office,
North Eastern States Coir Board, Jagmara (Udyogpuri)
P.O.Khandagiri, Bhubaneswar – 751030
Phone:0674-2350078

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.XIII

Particulars of concessions, permits or authorizations granted by subsidy programmes.

(Under Clause IV(i) (b) of the RTI Act, 2005)

1. Scheme of extension of Financial Assistance

25% of the cost of equipment and infrastructural facilities subject to a sealing of 1.5 lakhs for setting up of new coir units for renovation of existing units assistance up to Rs.50,000/- is available. The Board also provides assistance for installation of power generator sets in coir units. The quantum of assistance is 25% of the cost of the generator set subject to a sealing of Rs.50,000/-.

Quantum of grant admissible

Type of Unit	New units	Modernisation of units
	25% of the cost of equipments and infra-structural facilities subject to a maximum of	25% of the cost of modernisation of equipment and infrastructural facilities subject to a maximum of
	(Rupees)	(Rupees)
1. Fibre extraction unit	1,50,000	50,000
2. Rope unit	40,000	20,000
4. Corridor mat unit/ Frame mat unit	40,000	20,000
4. Mats & Matting unit	60,000	30,000
5. Spinning unit (Traditional ratt)	40,000	20,000
8. Motorised ratt coir yarn Spinning unit (Minimum 10 ratts)	1,00,000	50,000
9. Mechanized (Automatic) Yarn Spinning Unit	1,50,000	50,000
8. Curling unit	1,00,000	50,000
9. Rubberised Coir Unit	1,50,000	50,000
10. Semi automatic loom unit	1,50,000	50,000

11.	Powerloom matting unit	1,50,000	50,000
12.	Coir pith processing unit	1,00,000	50,000
14.	Rubber backing/ edging unit	1,50,000	50,000
14.	Foam/ Latex backing unit	1,50,000	50,000
15.	Power generator set/ Diesel Engine	50,000	-
16.	Coir ply/ matting board unit	1,50,000	50,000
17.	Needle felt unit	1,50,000	50,000

2. Mahila Coir Yojana

A trainee who passes the Board's training programme in spinning coir yarn on motorized ratt/motorized traditional ratt are eligible for 75% subsidy for procurement of one motorized ratt/motorized traditional ratt. The quantum of subsidy will be 75% of the cost of the ratt subject to a maximum of Rs.7,500/- in the case of motorized ratt and Rs.2,625/- in the case of motorized traditional ratt.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.XIV

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

(Under Clause IV(i) (b) of the RTI Act, 2005)

The details of various schemes and services being extended by Coir Board are made available to the trade in the form of booklets. The booklets are printed and circulated in English, Hindi and in local languages. The Board is also arranging entrepreneurship development programmes at different parts of the country. The details of the subsidy being extended for development of coir industry by the Board are made available to the participants.

The Board has set up a Coir Trade Information Centre at Board's Head Office, Cochin in order to make available all statistics with regard to coir industry as well as various schemes and services being rendered by Coir Board. The schemes and services of the Board including the subsidy schemes are hosted through Board's websites www.coirindia.org and www.coir-india.com. Necessary details can be downloaded from the above website.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.XV

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.

(Under Clause IV(i) (b) of the RTI Act, 2005)

The Coir Board has set up a full fledged Coir Trade Information Centre(CTIC) with Touch Screen Kiosk and computer facilities. This centre is intended for the benefit of the public as well as prospective entrepreneurs for enabling them to fetch any information on coir related matters. A well maintained library is also attached to the CTIC for use by the public. The CTIC functions on all working days of the Coir Board Head Office and also Saturdays from 9.00 a.m. to 6.00 p.m. for providing maximum service to the trade and entrepreneurs. The centre is attached to the main building of the Coir House (Head Office) at Cochin.

The Board has been maintaining a Coir Museum at the Central Coir Research Institute at Kalavoor, Alleppey. Here also there is a library functioning for the benefit of the interested entrepreneurs.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.XVI

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

(Under Clause IV(i) (b) of the RTI Act, 2005)

Public Information/Asst.Public Information Officers(PIO/Asst.PIOS)

1. Head Office
PIO - Shri.P.Ajidkumar, Joint Director(Plg.)
Asst.PIO - Smt.Anita Jacob, Section Officer
2. Central Coir Research Institute
PIO - Shri.T.A.Rajendra Babu, Joint Director (Res.) i/c.
Asst. PIO - Shri.P.K.Ravi, Sr.Scientific Officer.
3. NCT&DC
PIO - Shri.G.Poopalan, Assistant Director
Asst.PIO - Shri.K.,Syamkumar, UDC
4. Hindustan Coir
PIO - Shri.K.G.Raghavan, RCDO
Asst.PIO - R.Gopidas, Assistant
5. CMS
PIO - Shri.G.Poopalan, Sr. Inspector i/c.
Asst. PIO - Shri.G.Remanan, Coir Training and Extension Instructor
6. Regional Office, Bangalore
PIO - Shri.M.Sudhakaran Pillai, R.O.i/c.
Asst.PIO - Shri.D.K.Bhojachar, ESO
7. Regional Office, Bhubaneswar
PIO - Shri.B.B.Jani, R.O.
Asst.PIO - Shri.K.V.Mohanan, ESO
8. Regional Office, Visakhapatanam
PIO - Shri.T.P.Padmanabhan, RO
Asst.PIO - Shri.Suryanarayana Sharma, Inspector
9. Regional Office, Pollachi
PIO - Shri.R.Nagarajan, RO
Asst,PIO - Shri.V.Babu, ESO
10. C ICT, Bangalore
PIO - Shri.M.Sudhakaran Pillai, Joint Director
Asst.PIO - Shri.R.Vasudev, SSO i/c.

Appellate Forum

1. Shri.M.Kumara Raja, Secretary, Coir Board
2. Shri.V.Velayudhan, Sr.A.O.

The Monitoring Committee at the CCRI will be functioning with the following constitution:

1. Shri.T.A.Rajendra Babu, Joint Director(Res.) i/c.
2. Dr Das Anitha Raveendranath, SSO(Microbiology)
3. Shri P K Ravi, SSO(Poly)

In accordance with the provisions of Section 5(1) of the Right to Information Act, 2005, the following are designated as Central Public Information Officers(CPIOs) in respect of the administrative units mentioned below:

Sl. No.	Name and designation of CPIO	Administrative units/office for which responsible	Telephone No. of the CPIO
1.	Smt.Anita Jacob, Section Officer	Head Office	0484-2351807
2.	Shri.P.K.Ravi, Sr.Scientific Officer	Central Coir Research Institute, Kalavoor, Alleppey, Kerala	0477-2258094
3.	Shri.K.Syamkumar, UDC	National Ccoir Training & Design Centre, Kalavoor, Alleppey, Kerala	0477-2258067
4.	Shri.R.Gopidas, Assistant	Hindustan Coir, Kalavoor, Alleppey, Kerala	0477-2258339
5.	Shri.G.Remanan, Coir Training & Extension Instructor	Office of the Coir Mark Scheme, Alleppey	0477-22455325
6.	Shri.D.K.Bojachar, Extension Service Officer(ESO)	Regional Office, Coir Board, No.8 Annex Bldg., Cunningham Road, Bangalore – 52.	080-22268538
7.	Shri.K.V.Mohanana, ESO	Regional Office, Coir Board, Jagamara(Udyogpuri),P.O., Khandagiri, Bhubaneswar-751030	0674-2350078

8.	Shri.Surya Narayana Sharma, Inspector	Regional Office, Coir Board, <u>Udyog Bhavan, Siripuram, Visakhapatanam-530 003</u>	0891-755191
9.	Shri.V.Babu, ESO	Regional Office, Coir Board, 2 nd Floor, 110 , Murukappa Complex, Palakkad Road, Pollachi-642 001.	04259-222450
10.	Shri.R.Vasudev, Sr.Scientific Officer i/c.	Central Institute of Coir Technology, Peenya Industrial Area, Bangalore – 560 058	080-8394875
11.	Shri.S.Vijayaraj, Asst.Showroom Manager	Showroom & Sales Depot, T.C.25/360-2, Ramakrishna Building, East Thampanoor, Thiruvananthapuram- 695 001	0471-2325315
12.	Shri.S Manjit Kaur, “	“, SCO-85, Sector 17-C, Chandigarh- 160 017	0172-2702753
13.	Shri.Kollippara Haranath, “	“, Opposite Vanavil Co-optex, Teynampoet, 530, Anna Salai, Chennai-600 018	044-24349123
14.	Shri.Ajith Kumar Jain, “	“, Plot No.5, Scheme No.47 Microwave Tower Square, Indore-452 001	0731-2462106
15.	Shri.K.Y.Rambabu, “	“, 105, Berasia Road, Bhopal-462 001	0755-2745268
16.	Shri.Nathuram, “	“, Opp.Kalgidhar Gurudwara Rehari Chungi, Jammu Tawi-180 005	0191-2583827
17.	Shri.Harvansh Singh, “	“, B/86/1, Abas Vikas Colony, Gorakhpur-273 006	0551-2283891
18.	Shri.V.T.John, “	“, 28/876/14, Karunakaran Nambiar Road, Trissur-20	0487-2331463
19.	Shri.Akhileswar Pathak, “	“, 35, Ssheo Charan Lal Road, Allahabad	0532-2401608
20.	Shri.G.M.Walvalkar, “	“, Indira Bye Pass, Near Admo Golaii, Tadonng-Gangtok, Sikkim-737 102	03592-280690
21.	Shri.K.Muralitharan, “	“, 182, West Masi Street, Near T.M.Court, Madurai-625 001	0452-2340505

22.	Shri.Sreenivas V.Bitilingu,“	“, 5, Stadium House, Church Gate, Mumbai-400 020	022-22821575
23.	Shri.P.Vijayan, “	“, Opposite Vanavil Co- optex, Teynampet, 530, Aanna Salai, Chennai-600 018	044-24349123
24.	Shri.A.N.Pandey, “	“, 22, Louden Street, Under Park Street P.O. Kolkatta- 700 016	033-224775287
25.	Shri.K.V.Aleyamma, “	Ernakulam (HO)	
26.	Shri.S.Keshavamurthy, “	“, Assam Small Industries Dev.Corp. Ltd.(ASIDC), Bamunimaidan, Guwahati- 21	0361-2556828
27.	Shri.S.Venkataraman, “	“, 5-8-328, Chapel Road, Hyderabad-500 001	040-23202276
28.	Shri.Vinod .KumarMeena, “	“, “Pran Vijay”, Ashram Road, Navarangapuram, Ahmedabad-380 009	079-6580226
29.	Shri.Sanjay Kumar Dubey “	“, ‘Pandit Bhawan’, 4-A- Balmiki Marg,(Behind Novaalty Cinema), Lalbagh, Lucknow-226 001	0522-2282448
30.	Shri.Chater Singh, “	“, 16/A, Asaf Ali Road, New Delhi-110 001	011-23231388
31.	Shri.J.K.Chandana, “	“, GF 3/90, Nehru Place, New Delhi-110 019	011-26431544
32.	Shri.Diwakar Sharma, “	“, GF 3/90, Nehru Place, New Delhi-110 019	011-26431544
33.	Shri.P.Ramanarayana Rao,“	“, 13-26-2, Apuroopa Arcade, Maharani-peta, Opp.Jagadamba Theatre, Visakhapatnam-530 002	0891-2525186

2. The CPIOs will deal with the request from citizens seeking information and render assistance to them, as per the provisions of the said Act.

RIGHT TO INFORMATION ACT, 2005(RTI ACT, 2005)

MANUAL NO.XVII

Establishments of the Board (Under Clause IV(i) (b) of the RTI Act, 2005)

**Head Office: Coir Board,
Coir House,
P.B.No.1752,
Cochin – 682 016.**

Sub Offices

1. Central Coir Research Institute
Kalavoor P.O., Alappuzha, **Kerala** - 688 522
Tele Phone: 0477-2258094, 0477-2258480, 0477-2258933.
2. Hindustan Coir
Kalavoor P.O., Alappuzha, **Kerala** - 688 522
Tele Phone: 0477-2258339.
3. National Coir Training & Design Centre
Kalavoor P.O., Alappuzha, **Kerala** - 688 522.
Tele Phone: 0477-2258067.
4. Office of the Coir Mark Scheme, Coir Board,
New Model Coir Mats & Matting Co-op.Society Building,
Alappuzha, **Kerala**
Tele Phone: 0477-2245325
5. Coir Research and Extension Centre,
Door No.46, Ward No.26,
Kizha Mutharamman Koil Street,
Near R.T.O. Office, Tenkasi - 627 811,
Thirunelveli District, **Tamil Nadu**.
Tele Phone: 04633- 227354
6. Regional Office, Coir Board
No.8, Annexe Building,
Cunningham Road, **Bangalore** - 560 052.
Tele Phone: 080 22268538.
7. Regional Office, Coir Board
Udyog Bhavan, Siripuram,
Visakhapatnam - 530 003.
Tele Phone: 0891-2755191.

8. Regional Office, Coir Board
5, Alagappa Layout, Venkatesa Colony
Pollachi-642 001.
Tele Phone: 04259-222450.
9. Central Institute of Coir Technology
Peenya Industrial Area, **Bangalore** - 560 058.
Tele Phone: 080-28394875.
10. Coir Board Staff House, 541, 7th Floor
DDA (SFS) M S Building,
Tower No.III, East of Kailash, **New Delhi** - 110 065.
Tele Phone: 011-23239235
11. Regional Office, Coir Board
Jagamara (Udyogpuri), P.O. Khandagiri
Bhubaneswar – 751 030, ORISSA
Tele Phone : 0674 – 2350078

Showrooms & Sales Depot

1. Khadi Gramodyog Bhavan
Paradies Chowmuhani
Agarthala – 799 001
Tele Phone : 0381-2312464
2. "Pran Vijay", Near Times of India, Opp.Bata Showroom,
Ashram Road, Ahmedabad - 380 009.
Tele Phone: 079-26580226
3. 35, Sheo Charan Lal Road, Allahabad.
Tele Phone: 0532-2401608.
4. 1-A, Mahatma Gandhi Road, Bangalore - 560 001.
Tele Phone: 080-25587216.
5. Plot No.105, Berasia Road, Near Syndicate Bank, Bhopal-462 001.
Tele Phone: 0755-2745268.
6. Plot No.691, Shaheed Nagar, Near Shaheed Nagar Market,
Bhubaneswar - 751 007.
Tele Phone: 0674-2542144

7. SCO-84, Sector-38-C, Chandigarh - 160 036
Tele Phone: 0172-2699736.
8. 530 Mount Road, Opp.Vanavil Co-optex,
Teynampet, Anna Salai, Chennai - 600 018.
Tele Phone: 044-24349123.
9. No.61, Gandhi Road, Near Jain Dharmasala,
Dehradun- 280 001, Uttaranchal. (New Address) Tele Phone: 0135-2620823.
10. Coir House, M G Road, Ernakulam, Kochi-682 016.
Tele Phone: 0484-2354277.
11. Indira Bye-pass, Near Amdo Golai, P O Tadong-Gangtok,
Sikkim - 737 102.
Tele Phone: 03592-280690.
12. B/86/1, GF Avas Vikas Colony, Shahpur, Gorakhpur-273 006.
Tele Phone: 0551-2283891.
13. 4th Line, 6-4-86, 1st Cross, Arundelpet, Guntur - 522 002.
Tele Phone: 0863-2234586.
14. Assam Small Industries Development Corporation Ltd. (ASIDC),
Bamunimaidan, Guwahati - 21.
Tele Phone: 0361-2556828.
15. 5.8.328/1, Chapel Road, Hyderabad - 500 001.
Tele Phone: 040-23202276.
16. Plot No.5, Scheme No.47, Sapna Sangeetha Talkies Road,
Indore - 452 001.
Tele Phone: 0731-2462106.
17. Raveendra Bhavan, Opp.AIR, M I Road, Jaipur - 302001.
Tele Phone: 0141-2365427.
18. Opp.Kalgidhar Gurudwara, Rehari Chungi, Jammu Tawi-180 001.
Tele Phone: 0191-2583827.
19. 113/166, Nadri Bazar, Swaroop Nagar, Kanpur - 208 002.
Tele Phone: 0512-2535621.[New telephone number]
20. 22, Louden Street, Under Park Street P.O., Kolkata - 700 016.
Tele Phone: 033-22475287.

21. Pandit Bhavan, 4-A, Balmiki Marg, Behind Novelty Cinema, Lalbagh, Lucknow - 226 001.
Tele Phone: 0522-2282448.
22. 182, West Masi Street, Near T M Court, Madurai - 625 001.
Tele Phone: 0452-2340505.
23. 5, Stadium House, Church Gate, Mumbai - 400 020.
Tele Phone: 022-22821575.
24. 1/16-A, Asaf Ali Road, New Delhi - 110 002.
Tele Phone: 011-23231388
25. GF-3/90, Nehru Place, New Delhi - 110 019.
Tele Phone: 011-26431544.
26. Biscomaun Bhavan, West Lawn, Patna - 800 001.
Tele Phone: 0612-2225550.
27. Bagroy Market (Inside), Opp.Shanti Petrol Pump, Main Road, Ranchi - 834 001., Jharkhand State
Tele Phone: 0651-2241182.
28. Near Malayala Manorama, Manorama Road
East Thampanur,
Thiruvananthapuram - 695 001.
Tele Phone: 0471-2325315.
29. West Pallithamam Building, 28/87614
Karunakaran Nambiar Road,
Thrissur - 686 020.
Tele Phone: 0487-2331463.
30. B-20/44-A-2, Bhelupura, Varanasi - 221 010.
Tele Phone: 0542-2275533.
31. 13-26-2, Apuroopa Arcade, Opp. Jagadamba Theatre,
Maharanipetta, Visakhapatnam - 530 002.
Tele Phone: 0891-2525186.