

# Coir Board



**Government of India**

**Ministry of Micro, Small & Medium  
Enterprises**

## RTI Manuals

**(Information Handbook under section 4 (1) (b)**

**of Right to Information Act)**

**Issued by  
Chairman,  
Coir Board, Kochi**

## **Preface**

As per Section 4 (1) (b) of RTI Act, information has to be furnished in 17 separate Manuals. These are included in 18 chapters. Chapter I gives the introduction. In chapter 2 to 18 one Manual each of the Manuals 1 to 17 are included.

## Table of contents

<i>Para No</i>	<i>Particulars</i>	<i>Page No</i>
	<b>Chapter1 --Introduction</b>	
1.1	<i>Background of this hand-book</i>	8
1.2	<i>Objective / purpose of this hand-book</i>	8
1.3	<i>Who are the intended users of this hand-book</i>	8
1.4	<i>Organisation of the information in this hand-book</i>	8
1.5	<i>Definitions.</i>	9
1.6	<i>Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.</i>	9
1.7	<i>Procedure and Fee Structure for getting information not available in the hand-book.</i>	10
	<b>Manual . 1 - Chapter-2</b> (under Section 4(1) (b) (i) of RTI Act) <i>Particulars of Organization, Functions and Duties</i>	
2.1	<i>Objective/purpose of the public authority</i>	12
2.2	<i>Vision &amp; Mission of the public authority</i>	12
2.2.1	<i>Vision</i>	12
2.2.2	<i>Mission</i>	12
2.3	<i>Brief history of Coir Industry and context of formation of Coir Board</i>	13
2.3.1	<i>The background</i>	13
2.3.2	<b><i>History of coir industry</i></b>	13
2.3.3	<b><i>Genesis of Coir Board</i></b>	15
2.4	<i>Duties and functions of the public authority.</i>	16
2.4.1	<i>Functions and duties of the Board</i>	16
2.4.2	<i>Duties and functions of departments</i>	17
2.5	<i>List of services being provided by the public authority</i>	36
2.5.1	<i>Services Offered by Research Department</i>	36
2.5.2	<i>Services offered by Marketing department</i>	44
2.5.3	<i>Services offered by Development Department</i>	45
2.6	<i>Organizational Structure</i>	50
2.7	<i>Expectation of the public authority from the public for enhancing its effectiveness and efficiency.</i>	53
2.8	<i>Arrangements and methods made for seeking public participation.</i>	53
2.9	<i>Mechanism available for monitoring the service delivery and public grievance resolution.</i>	54
2.10	<i>Addresses of the main office and other offices at different levels. (location wise)</i>	55

2.11	<i>Email id and phone numbers</i>	59
2.12	<i>Morning hours of the office : Closing hours of the office :</i>	62
	<b>Manual . 2 - Chapter . 3</b> (under Section 4 (1) (b) (ii) of RTI Act)	
3.	<i>Powers and Duties of Officers and Employees</i>	
3.1	<b><i>Powers and duties of the Chairman</i></b>	63
3.2	<i>Powers and duties of Heads of Departments</i>	64
3.3	<i>Delegation of Powers</i>	96
	<b>Manual . 3 - Chapter – 4</b> (under Section 4 (1) (b) (iii) of RTI Act) <i>Procedure followed in Decision Making Process including channels of supervision and accountability</i>	
4.1	<i>What is the procedure followed to take a decision for various matters</i>	101
4.2	<i>What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves ?</i>	101
4.3	<i>What are the arrangements to communicate the decision to the public</i>	101
4.4	<i>Who are the officers at various levels whose opinions are sought for the process of decision making.</i>	101
4.5	<i>Who is the final authority that vets the decision</i>	102
4.6	<i>Procedure followed in decision making for important matters.</i>	102
4.6.1	<b><i>Procedure for approval of schemes or for major non- recurring expenditure, where the Board/ Government is the sanctioning authority.</i></b>	102
4.6.2	<i>Sanction and regulation of Expenditure</i>	103
4.6.3	<b><i>Procedure for incurring expenditure where Heads of Departments or subordinate officers are empowered to sanction and incur expenditure.</i></b>	104
4.6.4	<i>Procurement of goods</i>	104
4.6.5	<i>Appointments, promotions and deputations</i>	105
4.6.6	<i>Routine matters</i>	106
4.6.7	<i>Sanctioning financial assistance to beneficiaries under Development Schemes.</i>	106
4.6.8	<i>Granting financial assistance to workers under Extension schemes and Labour Welfare schemes as well as export promotion schemes.</i>	109
4.6.9	<i>Research Activities</i>	109
	<b>Manual -4 - Chapter . 5</b> (under Section 4 (1) (b) (iv) of RTI Act)  <i>Norms set by it for the discharge of its functions</i>	
5.1	<i>Details of the Norms/ Standards set by the Board for execution of</i>	110

	<i>various activities/ programmes.</i>	
5.2	<i>Specific norms for certain functions</i>	111
5.2.1	<i>General</i>	111
5.2.2	<i>Eligibility norms for availing subsidy etc.</i>	111
5.2.3	<i>Payment of subsidy</i>	111
5.2.4	<i>Citizen's/ Client's charter</i>	111
	<b>Manual . 5- Chapter – 6</b> (under Section 4 (1) (b) (v) of RTI Act) <i>Rules, Regulations, Instructions, Manual and Records, for Discharging Functions</i>	
6.1	<i>List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions</i>	112
6.2	<i>From where one can get a copy of rules, regulations, instructions, manual and records</i>	113
6.3	<i>Transfer Policy and Transfer Orders</i>	113
	<b>Manual -6 - Chapter . 7</b> (under Section 4 (1) (b) (vi) of RTI Act) <i>A statement of the categories of documents that are held by it or under its control</i>	
7.1	<i>Classification of Records</i>	169
7.2	<i>Important records held by the Coir Board</i>	170
	<b>Manuel 7 - Chapter 8</b> (under Section 4 (1) (b) (vii) of RTI Act) <i>Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.</i>	
8.1	<i>Formulation of Policy</i>	178
8.2	<i>Implementation of Policy</i>	179
	<b>Manuel 8 - Chapter 9</b> (under Section 4 (1) (b) (viii) of RTI Act) <i>A statement of boards, council, committees and other bodies constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.</i>	
9.1	<i>Constitution of the Coir Board</i>	180
9.1.1	<i>List of present Board members</i>	181

9.1.1.1	<i>Tenure of members.</i>	181
9.2	<i>Head of the Body</i>	182
9.3	<i>Functions and duties of the Board</i>	182
9.4	<i>Frequency of meeting</i>	183
9.5	<i>Committees of the Board</i>	183
9.6	<i>Whether meetings of the Board or its committees are open to public and whether minutes of the meetings are available to the public.</i>	184
	<b>Manual . 9 - Chapter . 10</b> (under Section 4 (1) (b) (ix) of RTI Act) <i>Directory of its Officers and Employees</i>	185
	<b>Manual . 10 - Chapter -11</b> (under Section 4 (1) (b) (x) of RTI Act) <i>The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations</i>	203
12.1	<b>Manual – 11 - Chapter 12</b> (under Section 4 (1) (b) (xi) of RTI Act) <i>The budget allotted to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.</i>	208
12.2	<i>Information related to procurements</i>	212
	<b>Manual 12 - Chapter – 13</b> (under Section 4 (1) (b) (xii) of RTI Act) <i>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.</i>	255
	<b>Development Department Schemes</b>	
13.	<i>Skill upgradation and Mahila Coir Yojana</i>	257
13.1.	<i>Skill upgradation</i>	257
13.1.1	<i>Skill promotional programmes</i>	260
13.1.2	<i>National Regional &amp; State Seminar</i>	261
13.1.3	<i>Physical and financial targets of the programmes for the year 2022-23</i>	261
13.2	<i>Mahila Coir Yojana</i>	262
13.3	<i>Prime Minister’s Employment Generation Programme (PMEGP)</i>	263
13.4	<i>Scheme of Fund Registration of Traditional Industries</i>	264
13.5	<b>Welfare Measures</b>	274
	<b>Marketing Dept Schemes</b>	
13.6	<b>Implementation of International Cooperation Scheme</b>	274

13.7	<i>Market Development Assistance Scheme</i>	282
13.8	<i>Participation in Domestic Exhibitions/Fairs</i>	283
13.9	<i>Construction/ Renovation/ Interior Decoration of new and existing Showrooms of the Board</i>	284
13.10	<i>Field Demonstration/ Displays</i>	284
14.	<b>Manual -13 - Chapter -14</b> (under Section 4 (1) (b) (xiii) of RTI Act) <i>Particulars of Recipients of Concessions, permits or authorization granted by the Board.</i>	285
	<b>Manual -14 - Chapter -15</b> (under Section 4 (1) (b) (xiv) of RTI Act) <i>Details in respect of the Information available to or held by it, reduced in an electronic form.</i>	309
	<b>Manual 15 - Chapter 16</b> (under Section 4 (1) (b) (xv) of RTI Act) <i>Particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.</i>	
16.1	<i>Types of facilities available</i>	312
16.2	<i>Coir Board Publications</i>	313
17	<b>Manual . 16 - Chapter .17</b> (under Section 4 (1) (b) (xvi) of RTI Act) <i>The names, designations and other particulars of the Public Information Officers</i>	314
17.1	<i>Other Assistant Public Information Officers</i>	315
17.2	<i>No. of employees against whom disciplinary action has been proposed/ taken</i>	319
17.3	<i>Means methods or facilities available to the public which are adopted by the dept for dissemination of information</i>	320
	<b>Manual 17 - Chapter 18</b> (under Section 4 (1) (b) (xvii) of RTI Act) <i>Such other information as may be prescribed</i>	
18.1	<i>Grievance redressal mechanism</i>	321
18.2	<i>Details of applications received under RTI &amp; information provided</i>	321
18.3	<i>Awards</i>	322
18.3.1	<i>Coir Industry awards</i>	322

## **Chapter - 1**

### **Introduction**

#### **1.1. Background of this hand-book**

The Right to Information Act 2005 (22 of 2005) was enacted by Parliament and the assent of the President was obtained on 15th June, 2005. The objective of the Act is to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Section 4 (1) (b) of the Act enjoins up on every public authority to publish, suo moto, 17 Manuals containing the particulars of its organization, functions, duties, and such other particulars required in the Section ibid. Accordingly the prescribed particulars of Coir Board are published in the website for access by public.

#### **1.2. Objective / purpose of this hand-book**

The RTI Act was enacted by Government of India with a view to empower the citizens to get information from various Government departments, offices, organizations, institutions, local bodies, bodies owned, controlled or substantially financed, including non Government organizations substantially financed directly or indirectly by the Government, known as public authority, as a matter of right within a stipulated time frame, barring exceptions.

The purpose of this handbook is to make available to the public all the general information required by them about Coir Board and its activities, so that the public have resort to minimum use of the RTI Act to obtain information.

#### **1.3. Who are the intended users of this hand book**

The handbook is mainly intended for use of the coir workers, Labour organizations, dealers in coir and coir products, manufacturers as well as exporters of coir and its products, interested entrepreneurs, researchers in the field of coir industry and the public in general.

#### **1.4. Organization of the information in this hand-book**

The information in this handbook is given in a structured manner in line with the provision of Section 4 (1) (b) (i) to (xvii) of the RTI Act. Reference to various Acts, Rules and orders followed by Coir Board is given in the book. Full text of those Acts enacted by Government and Rules made there under followed by various departments of the Central Government are not given in this book. Other details are fully given.



## 1.5. Definitions

In this Manual unless the context otherwise requires,

- (i) The “Act” means the Coir Industry Act, 1953 (No.45 of 1953),
- (ii) “Board” means the Coir Board constituted under section 4 (1) of Coir Industry Act, 1953
- (iii) ‘cess’ means the customs duty imposed by section 13,
- (iv) ‘coir’ or ‘coir fibre’ means the fibre extracted from the husk of the coconut,
- (v) ‘coir products’ means mats and matting and carpets, ropes and other articles manufactured wholly or partly from coir or coir yarn,
- (vi) ‘coir yarn’ means yarn obtained by the spinning of coir,
- (vii) ‘export’ with its grammatical variation and cognate expressions means to take out of the territories to which this Act extends by land, sea or air to any place outside India other than a country or territory notified in this behalf by the Central Government by notification in the Official Gazette,
- (viii) ‘Fund’ means the Coir Fund referred to in section 15,
- (ix) ‘Husks’ means coconut husks, both raw and retted,
- (x) ‘Member’ means a member of the Board,
- (xi) ‘Prescribed’ means prescribed by rules made under this Act.

## 1.6. Contact person in case somebody wants to get more information on topics covered in the hand-book as well as other information also.

<b>1. Central Public Information Officer</b>	Smt. Vasanthi Amma M. K. Deputy Director Coir House, P.O Box No.1752 M.G. Road, Ernakulam Kochi- 682 016. Phone: 0484-2351900 Fax: 0484-2354397 Email: rticoirboard2016@gmail.com
<b>2. Central Assistant Public Information Officers</b>	Shri. Reji K V, Accounts Manager,  Smt. Nalinakshy K R, Section Officer & Smt. Leenakumari Amma B. Section Officer Coir House, P.O Box No.1752 M.G. Road, Ernakulam Kochi- 682 016. Phone: 0484-2351900 Fax: 0484-2354397

	Email: rticoirboard2016@gmail.com
<b>3. Appellate Forum</b>	Shri Raghunandan V C, Senior Accounts Officer & Director (M) i/c. Coir House, P.O Box No.1752 M.G. Road, Ernakulam Kochi- 682 016. Phone: 0484-2351900 Fax. 0484-2354397 Email: rticoirboard2016@gmail.com

### **1.7. Procedure and Fee Structure for getting information not available in the hand-book.**

#### **Right to Information Act**

Right to Information Act was enacted by the Parliament on 15.06.2005 and notified in the Gazette of India dated 21.06.2005. It provides right to information for citizens to secure access to information under the control of public authorities. The citizens can have access to the information of the Board under the provisions of the Right to Information Act except certain information as notified under Section 8 of the Act. The citizens may obtain the information about the Board on payment of prescribed fees.

#### **Procedure for Request of Information**

##### **Application Procedure for requesting information**

1. Apply in writing or through electronic means in English or Hindi or in the official language of the area to the CPIO, specifying the particulars of the information sought for.
2. Reason for seeking information is not required to be given.
3. Pay fees as may be prescribed (if not belonging to the Below Poverty Line category).

#### **The fee**

1. Application fee of Rs.10/- is prescribed.  
In addition to application fee,
  - a. Rupees Two for each page ( in A4 or A3 size paper created or copied)
  - b. Actual charge or cost price of a copy in larger size paper.
  - c. Actual cost or price for samples or models
  - d. For inspection of records no fee for the first hour: and a fee of Rs. 5/- each for subsequent hour or fraction thereof.
  - e. For information provided in diskette or Pendrive Rs. 50/- per diskette or pendrive and
  - f. For information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.

2. If further fees are required, then it must be intimated in writing with calculation details of how the figure was arrived at.
3. No fees will be charged from people Below the Poverty Line. However he should submit a proof in support of his claim.
4. Remittances may be made in the form of Demand Draft / Bankers Cheque / Indian Postal Order drawn in favour of the Secretary, Coir Board, Kochi - 682016. Also in the form of Cash, against proper receipt and on electronic means to Secretary, Coir Board, provided that by any other mode of payment, as is available by Secretary, Coir Board.
5. Applicant must be provided information free of cost if the CPIO fails to comply with the prescribed time limit.

#### **The time limit to get the information**

1. 30 days from the date of filing application before the Central Public Information Officer
2. 35 days from the date of filing application before the Central Assistant Public Information Officer.
3. 48 hours for information concerning the life or liberty of a person
4. If the interests of a third party are involved, then time limit will be 40 days (maximum period + time given to the third party to make representation).
5. Failure to provide information within the specified period is a deemed refusal.

#### **Ground for rejection**

1. If it is covered by exemption from disclosure. (Sn. 8)
2. If it infringes copyright of any person other than the State. (Sn.9)

**Manual 1**  
(under Section 4(1) (b) (i) of RTI Act)

**Chapter-2**  
**Particulars of Organization, Functions and Duties**

**2.1. Objective/purpose of the public authority.**

The Coir Board is a statutory organization constituted under sub-section (1) of section 4 of the Coir Industry Act, 1953 to promote export of coir yarn and coir products, carrying on propaganda for the purpose, regulate production of husk, coir yarn and coir products, undertake, assist, or encourage scientific, technological and economic research etc.

**2.2 Vision & Mission of the public authority**

**2.2.1 Vision**

The vision of the Board is to expand, develop and modernise the coir industry in traditional areas, broad basing of coir industry to various parts of the country including the non-traditional areas, generating more rural employment and gender empowerment and thereby ensure the upliftment and welfare of the economically backward class of the Society by providing them with their livelihood, and to universalize the use of coir and other coir products to make India the premier supplier of value added coir products in industrial/ house hold sectors, domestic/ export markets and to retain the ancient glory of India as the premier exporter of coir products.

**2.2.2 Mission**

The Mission of the Board is to achieve self sustained development of Indian Coir Industry through strategic interventions, modernization, research and development, technology upgradation, quality improvement, market promotion, human resource development, environment protection, adding new perspectives and welfare of all those who are engaged in the coir sector.

It also aims at increasing production and productivity through research by evolving cost effective management practices for reducing the cost of production, producing quality coir, ensuring the quality of coir and its products exported, human resource development, training, as well as welfare of workers in the industry.

## **2.3. Brief history of Coir Industry and context of formation of Coir Board**

### **2.3.1. The Back-ground**

Among the several natural 'hard' fibres which enter the World's markets today, coir occupies a unique place. It is put to many uses - industrial, agricultural and as a substitute for certain cordage for which it is claimed to be superior to hemp and sisal. It is also an important foreign exchange source for the country.

Coir is the only natural fibre that does not get cultivated solely to extract the fibre whereas jute and sisal are grown only to produce the fibres and in turn, the spun and woven products. Coir is drawn from the husk of the coconut, and the industry, therefore, tends to be localised in the coconut growing areas. However, not all countries which produce coconuts have developed the coir industry. The main coir producing countries are India and Sri Lanka.

### **2.3.2. History of Coir Industry**

The coir industry in India has a very long history. According to early Greek chronicles it was Megasthenes, the Ambassador of the Seluces Nicater who told the Indian King Chandra Guptha about the coconut palms that he found in Ceylon (Sri Lanka) in 300 BC. Arab writers have mentioned about Indian coir as early as the 11th century stating that coir was used as ship's cables, fenders and rigging. During the thirteenth century, there was evidence of coir yarn being used in the building of ships in the Persian Gulf. The remarkable international correspondent Marco Polo's celebrated travelogue of 12<sup>th</sup> century mentioned on the uses to which coir fibre and mats were put in use in the sailing vessels of Arabs.

Coconut is a tropical palm and thrives best in coastal areas. The coconut palm has been the subject of great adulation and admiration across the world down the ages. This is perhaps the only tree which has a systemic recorded history, dating back to nearly 1200 years before the birth of Christ. In 'The Holy Bible' in the book of Judges (Chapter 16: 11) it is stated as Samson said to Delilah "if they bind me securely with new ropes ('ropes' translated in Malayalam as 'Coir') that have never been used, then I shall become weak". In the book of EZEKIEL [written 500 years before Christ (Chapter 27:24)] it is stated that "in your market place [of the port city of 'Tyre' (Sore)] they traded with you beautiful garments, blue fabric, embroidered work and multicolored rugs with **CORDS TWISTED** and tightly knotted. In Malayalam Bible 'cord' is translated as 'Coir'. Botanists say that the coconut palm was domesticated in Neolithic, Stone Age times. There is no specific dating about the coconut coming in to use in any particular community in the World. There are several legends associated with the origin of this wonder palm in many countries. The origin of coir industry dates back to pre-historic times, but it is only during the 19<sup>th</sup> century that the coir products were increasingly introduced to the other parts of the world from the countries of their origin.

The first recorded history of coconut in India dates back to Ramayana period. In the Valmiki Ramayana there are references of coconut in the Kishkindha Kanda and Aranya Kanda. It is reported that Ramayana was written by Valmiki sometimes in 3rd Century BC. Generally it is believed that coconut palm was introduced in India during the post-Vedic period.

The Geographic origins of coconut palms are still being debated with Malaysia and Indonesia being the likely places where the palm first took roots. "There is no authentic version on how coconut arrived in India. Some feel that coconut may have drifted to Indian shores from Sri Lanka or from as far away as Polynesia. According to the Indian Coconut Committee's "History and Home of Coconut" published in September 1954 the coconut palm originated in Sri Lanka. The Philippines, Sri Lanka and the Caribbean may have been the early stars in the history of the coconut economy but in later years India made its mark, which in time, turned out to be as impressive as a mark as that of any of the others. India, Philippines, Ceylon (Sri Lanka) and erstwhile Dutch East Indies and Malaya (Malasia) are the most important coconut growing countries of the World. Coir is also to be found on a smaller scale in the Cape Verda Islands, Guam and numerous small islands in the Pacific, French Guinea, Leador, Veninzula, Paraguay, Columbia, Brazil, Belgian Congo, Italian Somaliland and Eritrea.

Most of India's coastal states particularly Goa, Tamil Nadu, Kerala, Karnataka, Andhra Pradesh, Maharashtra, Orissa, and West Bengal and the Union Territories of Pondicherry, Lakshadweep and Andaman Nicobar Islands proved ideal for coconut growing. In the North eastern state of Assam also coconut cultivation is prevalent. Of all these states, Kerala clearly held an edge to be a natural heaven not only for coconut growing but also for the coir sector as the State had lagoons dotting its coconut growing areas which were ideal retting bowls for fresh coconut husks. Thus the coir sector began to take roots in India along with the coconut groves. The world was then witnessing the Indian coir industry capturing the international market with the golden fibre which was eco friendly, economical and socially relevant.

There are recorded facts to show that there was coir industry in UK before the 2nd half of the 19th Century. During the year 1840, Captain Widely, in co-operation with Captain Logan and Mr. Thomas Treloar, founded the well-known carpet firms of Treloar and Sons in Ludgate Hill, England for the manufacture of coir into various fabrics suitable for floor coverings.

Much of the growth of the coir sector in India is owed to the country's natural advantage. The breathtakingly beautiful lakes and lagoons of Kerala have been the natural allies of the coir sector, with these water bodies acting as ideal spots for soaking the husks after which the coir fibre is taken out by manual beating in the past and by mechanical process now. Thanks to the natural edge and skilled work force in the country, Indian coir got global attention for its colour and texture earning for it a premium price in international market. The international traders and later the first colonist like the Portugese and the Dutch

were fascinated by Indian coir and did their bit to improve and control the industry but it was the arrival of the British that changed the face of the Coir sector in India.

Organized coir production came to stay during the British period with large corporates entering the sector. The first coir factory in India was established at Alleppey by James Daragh (an American of Irish origin) in 1859. Later Volkart Brothers established a unit in Kochi in 1859, and Pierce Leslie & Co. established a factory in 1862. Aspinwal & Co (in which the Royal family of Travancore was major shareholders) established a factory in 1868 and the William Goodacare & Sons followed suit.

Native entrepreneurs were not far behind. Large Indian firms such as Alleppey Co., C George Peter & Sons, Pitchu Iyer & Sons, Coir Floor Furnishing Company, Empire Coir Works, Commercial Emporium, Charankattu Coir Manufacturing Co, Travancore Mats & Matting Co, Devaswomchira Coir Fabrics, Kochu Pillai & Sons, Koncherry Coir Factories etc also established coir factories.

This was perhaps what established the industry so firmly in India and particularly in Kerala, even though coconut production was significantly high in several other countries like Indonesia, Philippines, Sri Lanka & Thailand.

The husk of the coconut, (*Cocos Nucifera*) which surrounds the bare shell protecting the kernel provides the raw material for the coir industry. High quality fibre is obtained from husks which are neither too tender nor too ripe. Dry husk yields brown fibre which is hard and brittle and unsuitable for being spun into yarn. "Experiments have proved that husks of 10 and 11 months old coconuts are the best for the preparation of spinning fibre."

Coir fibre is extracted from husk of coconut which is of great demand on account of its natural resilience, durability, resistance to dampness and other properties. There are two types of fibre viz. brown fibre and white fibre. White fibre is extracted from green matured retted husks and brown fibre from dry coconut husks by mechanical process. The brown fibre sector is fast progressing in Tamil Nadu, Karnataka, Andhra Pradesh, Orissa, West Bengal and North Eastern States.

### **2.3.3. Genesis of Coir Board**

The coir industry in India is considered to have reached its zenith in the nineteen thirties and by nineteen fifties when the big four firms in the industry began to wane, the industry also started sliding downwards. The situation led to decentralization of coir products manufacturing with a number of small units working in a cluster with small units. The decentralization might have thrown up a number of micro entrepreneurs but it also led to a perceptible drop in quality of products. It was in these circumstances the Coir Board was set up in 1954.

At that time labour was largely disorganized, quality was given a short shrift and there was no policy to speak of for the industry. As early as in 1960s the Coir Board took up the quality issue seriously and moved towards the quality regime by pushing the concept of Indian Standards Organisation (ISO) standards for coir sector. When the 1970s arrived, the craze for synthetic fibres dissented on the world and the coir sector faced a serious threat. But a few decades later the matter took an about turn as the environmental conscience pushed the synthetic out with the same fervor as it was once welcomed. As mankind is increasingly bidding good bye to synthetic and embracing natural products, coir is emerging as a green option in a variety of applications.

## **2.4. Duties and functions of the public authority.**

### **2.4.1. Functions and duties of the Board**

The functions of the Board as defined under section 10 of the Coir Industry Act 1953 are the following:

- [1] It shall be the duty of the Board to promote by such measures as it thinks fit for 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 there in may relate to-
  - (a) promoting exports of coir yarn and coir products and carrying on propaganda for that 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 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 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 competitions;
  - (g) setting up or assisting in the set up of factories by the producers of coir products with the aid of power.
  - (h) promoting co-operative organization among producers of husks, coir fibre and coir yarn and manufactures of coir products.
  - (i) Ensuring remunerative return to producers of husks coir fibre and coir yarn and manufacturers of coir products.



- (j) 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;
- (k) advising on all matters relating to the development of the coir industry;
- (l) 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.

#### **2.4.2. Duties and functions of departments**

The Board is implementing the above functions through the following Five Areas:

1. Administration
2. Accounts
3. Marketing
4. Development
5. Research

##### **2.4.2.1. Administration Department**

The Administration Department is under the immediate control of the Administrative Officer and over all control of administrative activities rests with the Secretary. The department is responsible for providing administrative services to the personnel and other functional departments of the Board. The following sections/ offices are coming under the Administration Department.

- ❖ **Administration (Establishment)**
- ❖ **Administration (Personnel)**
- ❖ **Hindi Cell**
- ❖ **P.R.O's Office, New Delhi**

##### **Administration (Establishment)**

The Administration (Establishment) Section is headed by a Section Officer. The Section deals with the following:

- i) Maintenance and up keep of office and other buildings.
- ii) Security arrangements of Head Office, Regional Offices, etc.
- iii) Undertaking new constructions.
- iv) Hiring of residential accommodation.
- v) Maintenance of guest houses.
- vi) Renewal of service contracts of various equipments.

- vii) Procurement, preservation and issue of store items, disposal of obsolete unserviceable and surplus materials.
- viii) Maintenance of staff cars.
- ix) Purchase and maintenance of furniture and other fittings.
- x) Payment of rent of P.R.O's Office and guest house at New Delhi.
- xi) Physical verification of stock.
- xii) Sanctioning of temporary advance.
- xiii) Maintenance of garden
- xiv) Processing of Leave and LTC applications, watching of leave statements.
- xv) Sanctioning of Special Casual Leave, declaration of holidays.
- xvi) Maintenance of Casual Leave account of all Sections in Head Office.
- xvii) Monitoring of bio-metric system of attendance, forfeiture of leave.
- xviii) Posting of staff on other duties.
- xix) Collection of Dak from Main Post Office, maintenance of central Dak Monitoring System, management of dispatch and connected work.
- xx) Control and operation of PBX.
- xxi) Maintenance of gradation lists
- xxii) Pension, gratuity and other terminal benefits of all employees of the Board.
- xxiii) Supply of uniform washing allowance to eligible staff.
- xxiv) Group insurance schemes/accidental insurance
- xxv) Sanction of leave travel concession
- xxvi) Conveyance allowance to handicapped employees
- xxvii) Immediate relief to the family of employees who die in harness

### **Administration (Personnel)**

The Section is headed by a Section Officer. The Section deals with the following:

1. All matters connected with selection, appointment, promotion, posting and transfer etc. involving -
  - a) Advertise the posts/collect lists from Employment Exchange and tabulation.
  - b) Scrutiny of lists of candidates/applications and obtain approval for test/interview.
  - c) Conduct of test, arrangement of valuation of answer papers, tabulation and selection of candidates for interview.
  - d) Constitution of selection committees and arrangements for interviews, fixing of selection norms for interview, publication of results and issue of offer of appointments.
  - e) Scrutiny of documents of those who join duty and issue of posting order.
  - f) Maintenance of transfer norms, detailed examination of claims and representation etc., discussions with service organisations connected with transfer and posting of employees.
  - g) Promotion, transfer and postings of officers and staff, etc.
  - h) Assessment for promotion under ACP/MACP, award of higher grade under ACP/MACP Scheme.
  - i) Custody of service book, personal files and maintenance of Service Book Register,

2. Reservation in appointments with reference to:-
  - a) Maintenance of post based rosters and brochure on Government instruction etc. regarding reservation in employment of SC/ST/OBC and PH.
  - b) Furnishing of Compliance report to SC/ST Commission on reservation and periodical reports to the Government on reservation of SC/ST/OBC and PH.
  
3. Maintenance of employee records and statistics:
  - a) Maintenance of prescribed registers/files/records/returns/statement etc. in regard to employment of personnel.
  - b) Compilation of employee statistics for various purposes.
  - c) Collection of information from sister organizations on employment matters like conditions of service, strength of staff, recruitment rules etc. for statistical and comparative studies.
  
4. All matters connected with
  - a) Maintenance of service records and personal files of the employees.
  - b) Annual authentication of service books of employees.
  - c) Computerisation of personal data.
  - d) Probation and confirmation of employees including periodical review for consideration of eligible cases.
  - e) Fixation of pay in respect of employees of the Board and implementation of Pay Commission Report.
  - f) Grant of increments.
  - g) Sanction/passing of pay bills.
  - h) Incentive for small family norms
  - i) Fixation of honorarium/fees for different purposes and issue of sanction orders in eligible cases
  - j) Granting permission for staying beyond the limits of headquarters.
  - k) Any other matter connected with staff entitlements and welfare.
  - l) Deputation/Foreign Service of employees and connected matters.
  - m) Issue of photo pass/identity cards to employees and pensioners.
  - n) Forwarding of applications for outside posts.
  - o) Issue of no objection certificates for travel abroad and for various other purposes.
  - p) Engagement of consultants/ apprentices/ casual labourers/issuing certificates to apprentices/trainees.
  - q) Matters connected with delegation of powers.
  - r) Matters connected with amendments to Coir Industry Act, Coir Industry Rules and bye laws.
  
5. Other matters with regard to:
  - a) Examination of representations from service organizations and individual employees regarding service matters.
  - b) Functioning of Grievance Redress Cell

- c) Preparation of material for court cases on service matters, etc.
- d) Work measurement study of the Board.
- e) Correspondence with the Government seeking permission to fill up the direct recruitment posts.
- f) Correspondence with the Ministry/Government/ other Government organisations on administrative and personnel matters.
- f) Processing of applications received under Right to Information Act and other matters concerning deployment of personnel and any miscellaneous items entrusted from time to time.
- g) Attending to Parliament questions relating to administrative matters

(Duties and responsibilities of the Administrative Officer, Section Officers and other supporting staff of the department are given at the end of the Chapter.)

### **Official Language section (Hindi cell)**

The section is headed by Assistant Director (Official Language). This section is performing the implementation of Official Language policy and arranging training in Hindi for employees of the Board. This section attends to the translation of Annual Report, Audit Report, Minutes of Board Meetings, Report of Parliamentary committees, documents coming under Section 3 (3) of the Official Language Act etc. from English to Hindi. This section also attends to translation of letters received in Hindi and translation of draft replies to such letters received in Hindi from Ministry and other State Governments. The work connected with seals, forms, invitation cards, banners, brochures and publicity materials required to be prepared in Hindi are also attended to by the section.

### **PRO`s Office & Coir Trade Development Centre, New Delhi**

A Coir Trade development centre is functioning in the space let out by the Council of Handicrafts Development Corporation functioning in Rajiv Gandhi Bhavan, Baba Kadhak Singh Marg, New Delhi for display of coir products.

The PRO`s office, New Delhi is also functioning in the same premises and liaise with the Ministry of MSME for getting sanction for funds, clearance of projects etc.

### **Head Office Canteen**

A committee consisting of 7 members has been constituted to monitor/oversee the functioning of the Departmental canteen at the Head Office. Infrastructure facilities, electricity and water are provided by the Board. One cook and two helpers are engaged on monthly basis at the expense of the Board. The Board is paying a subsidy of Rs.50,000/- per month towards salary for one cook and two helpers and for expenditure on gas.

The canteen is functioning on a no loss/no profit basis.

## **Security**

The security arrangements at Head Office are looked after by the Administrative Officer. The security arrangements are outsourced on contract basis through GeM/CPPP Portal.

## **House keeping**

The Administrative Officer is in charge of the House keeping functions of the Head Office building who is assisted by the Caretaker. The house keeping work is also outsourced.

### **2.4.2.2. Accounts Department**

#### **Functions of Accounts Department**

The Accounts Department in the Board is functioning under the Senior Accounts Officer subject to the overall control and supervision of the Secretary.

The Department has three Sections namely Budget and Accounts, Show Room Accounts and Internal Audit. Currently, the following functions are discharged by the Accounts Department:

1. Incorporation of plan outlays suggested by Planning section in the budget estimates.
2. Preparation of Annual accounts
3. Annual budgets after assessing the financial requirements of the Board under various programmes, office expenses and contingencies, their classification and documentation and getting approval of the budget from the Board.
4. Getting release of funds from the Government of India, State Government and other agencies.
5. Furnishing Utilisation Certificates to the Ministry and getting release of funds.
6. Providing necessary information to the management on matters of finance and accounts.
7. Timely repayment of loans sanctioned and released by Central Government.
8. Making payments for the supplies and services received by the Board.
9. Paying subsidies, grant-in-aid, etc. for various development and marketing schemes of the Board.
10. Payment of advances such as HBA, Conveyance Advance, etc to the employees of the Board.
11. Giving necessary financial advice to various Departments and Heads of Departments as and when requested by them.
12. Mobilisation of funds required for the implementation of the programmes and monitoring progress of expenditure within the budget provisions and ensuring that

payments are made as per prescribed rules and regulations in accordance with approval granted by the Government for various schemes and programmes.

13. Proper documentation of financial transactions, preparation of necessary periodical statements including Annual Accounts and getting them audited by the C&AG.
14. Follow up action on audit/review reports of the CAG.
15. Make arrangements for placement of annual accounts of the Board on the table of Parliament.
16. Deal with Central Income tax, Central Excise duty, Sales Tax/VAT and Service tax matters pertaining to the activities of the Board.
17. Payment of pay and allowances/remuneration and TA & DA to Chairman and TA & DA to members of the Board.
18. Drawal and disbursement of pay and other entitlements of the employees of the Board and Pension of ex-employees based on orders issued by Government of India from time to time.
19. Deduction and remittance of Income tax, Professional tax etc.
20. Disbursement of terminal benefits like DCRG, value of commutation of pension.
21. Management of General Provident Fund and regulating disbursements there from.
22. Maintenance of E.P.F. Account of workers in Hindustan Coir and related correspondence.
23. Management of New Pension Fund
24. Planning the utilization of funds and investments.
25. Analysis of sales through showrooms and timely payment to consigners and transfer to Board's account.
26. Foreign exchange dealing.
27. Collection of testing fee, technology fee, designing fee, licence fee, registration fee for Industrial establishments and as exporter under the Rules and remittance of the same to the Board's Account.
28. Rendering of necessary reports connected with finance and accounts.
29. Carrying out internal audit in all offices of the Board, stock verification of show rooms and sales depots and other sub offices.

#### **2.4.2.3. Marketing Department**

##### **Functions of Marketing Department**

The Marketing Department is responsible to implement the functions of the Board as laid down in Section 10(a), 10(b), 10(d), 10(e) and 10(f) of the Coir Industry Act, 1953, viz.

1. Promoting export of coir yarn and coir products and carrying on propaganda for that purpose
2. 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 of exporters of coir, coir yarn and coir products and taking such other appropriate steps as may be prescribed.

3. Collecting statistics of manufacturers 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 extracts there from.
4. Fixing grade standards and arranging, when necessary, for inspection of fibre, coir yarn and coir products
5. Improving the marketing of coconut husks, coir fibre, coir yarn and coir products in India and elsewhere and preventing unfair competition.

The Department is also responsible for the following:

6. Forwarding of suggestions to the Ministry on Exim Policy/WTO/Joint Inter Ministerial Notes/FTA
7. Suggestions on duties and taxes, quality specifications to various organizations and Ministries
8. Issue of GSP Certificate/Certificate of Origin to the exporters on submission of required documents and fee
9. Participation in International Seminars and trade fairs
10. Organising Seminars/Meetings/programmes on various aspects for the Board's officials/Exporters/Manufacturers/Traders
11. Awarding of Export Excellence Award to individual exporters/companies on annual basis
12. Preparing marketing strategies, annual estimated exports, monitoring and Review/Monthly export performances
13. Issue of export registration and RCMC
14. Issue of VKGUY Certificate
15. Processing of Export Marketing Development Assistance claims

### **Divisions of the Department**

The department has four divisions:

- Domestic Marketing
- Export Marketing
- Economic Research & Statistics
- Publicity

In addition to the above, the Hindustan Coir, the factory of the Board in the CCRI campus at Kalavoor is functioning under the administrative control of the Marketing Department.

Hindustan Coir is a Power Loom Factory of the Coir Board. Hindustan Coir was established by Coir Board in the year 1968 at Kalavoor, Alapuzha and had started production on 01.01.1969.

#### Location

Hindustan Coir is located at Ward 10 of Mannanchery Panchayath in Alappuzha District. The company is situated near NH 47 within the campus of Central Coir Research Institute, Kalavoor. The location of the factory has the advantages of easy collection of Raw materials and transportation of finished goods.

#### Production capacity

The installed capacity of the unit with six looms and ancillary machines was 700 square meters mattings in single shift.

Traditionally Indian coir industry has been a cottage industry confined to handloom sector. In order to meet challenges from the competing countries in the world, Government of India decided to introduce mechanization of coir industry in a phased manner. To start with, it was decided to mechanize 1/3rd of coir matting sector and as a part of this decision, the Hindustan Coir was established by the Coir Board.

Hindustan Coir is the first power loom factory set up in the coir industry sector producing coir floor covering. The power loom matting produced in the factory is sold through 28 Coir Bhawans (Showroom & Sales depot) across the country and sales outlets attached to Hindustan Coir and Sub regional office, Kannur.

The Hindustan Coir is the first factory which acquired the ISO 9002 certification in coir sector. The power loom coir matting of Hindustan Coir confirms the quality standards prescribed in the ISO 9002. Hindustan Coir is the pioneering effort of Coir Board for the introduction of Mechanization of manufacturing process and development of coir industry in modern lines. The company started manufacturing power loom matting in 5 power looms and ancillary winding system imported from West Germany. Subsequently the factory acquired a Dobby Loom in 1984 and a Jacquard Loom in 1987 for the manufacture of intricate and improved designs on power loom mattings.

#### **2.4.2.4. Development Department**

##### **Functions of the Department**

Under Section 10 of the Coir Industry Act 1954, 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. Development Department headed by Joint Director (Planning) is one of the important executing arms of Coir Board under which the development network of the Board functions. The department should take appropriate action for setting up or assisting in the set up of factories by the coir products with the aid of power, for promoting operative organization among producers of husk coir fibre and coir yarn and manufacturers of coir products and for ensuring remunerative return to producers of husk, coir fibre and coir yarn and manufacturers of coir products. Skilled manpower development through training is one of the major activities of the Board.

The development of coir industry had been in areas where there is concentration of coconut cultivation and availability of coconut husk. With the expansion of coconut cultivation and availability of coconut husks and the concerted efforts of the Coir Board and the respective State Governments, coir industry is coming up in the States of Tamil Nadu, Karnataka, Andhra Pradesh, Telungana, Odisha, Maharashtra, Goa, Gujarat, West Bengal and North Eastern States of Assam, Manipur and Tripura and the Union Territories of Pondicherry, Lakshadweep and Andaman & Nicobar Islands. Among the States in India, Kerala is the largest producer of coconut contributing to as much as 45% of the total production. Coir Industry is of great importance to Kerala where it is only second to agriculture as a source of employment.

The major schemes implemented by the Development Department are:

- i. Skill Upgradation and Mahila Coir Yojana
- ii. PMEGP (Prime Ministers Employment Generation Programme)

### **Training**

The Board imparts various training programmes in coir processing and manufacturing of value added products through Board's training institutions viz. National Coir Training and Design Centre (NCT&DC), Kalavoor, Kerala and Regional Extension Centre (REC) Thanjavur, Tamilnadu.

Besides the above training institutions, training is also imparted through the field training centres of the Regional Offices at Pollachi in Tamil Nadu, Bangalore in Karnataka, Rajamundry in Andhra Pradesh, Kalavoor in Kerala, Kankavli in Maharashtra, Bhubaneswar in Odisha and Sub Regional Offices in Kolkata, Kannur, Port Blair, Kavarathi, Hyderabad, Guwahati, Coir Board Extension Centres at Balasore and Sindhudurg.

### **National Coir Training & Design Centre (NCT& DC)**

One of the important functions of the Coir Board is to impart training in coir processing, as part of its developmental activities and for this purpose, the Coir Board has set up a National Coir Training and Design Centre (NCT&DC) at Kalavoor, Alappuzha in

Kerala. NCT&DC is the prime Training Centre of Coir Board in the processing of coir fibre to different Products & Development of skilled man power.

### **Objectives and Functions of NCT & DC**

1. To provide intensive training in advanced method of coir manufacture including spinning, dyeing, bleaching, weaving and design etc. and to equip the coir industry with adequately trained personnel.
2. A refresher course for executives in the industry.
3. Organise orientation training to Govt. Officials, Craft Teachers, Business Managers and Secretaries of Coir Co-operative Societies, Technical Officers of Public Sector Undertakings etc.
4. A field for technical consultancy to the coir trade.
5. To carry out advanced studies in regard to product development and development of new designs, pattern and processes.
6. Supply of sample product album, designs and patterns to the parties on request.
7. Popularise new patterns, designs and coir products and handicraft products.
8. Manufacture of coir products for display purposes
9. Organise field training in rural areas to train local artisans in spinning, weaving of coir mats & matting.

NCT&DC was established during 1965 at Alappuzha at the space provided by Kerala Coir Mats & Matting Co-operative Society with the aim of developing trained and skilled man power and to evolve and popularize designs and patterns for coir products. The NCT&DC was moved into its own building on 12th April 1986 with well equipped wooden hand looms, charkas, automatic spinning machines, wood working lathe and drilling machine, circular and band saw, doobby loom, vembly, bobbin winding and willowing machines which are essential for imparting training in coir processing into products. Later on defibering machine, semi automatic loom, multi head spinning machine, motorized ratt, motorized traditional ratt and Anugraha loom were added to supplement the coir training facilities.

The NCT&DC, Kalavoor conducts two regular NSQF Aligned courses viz. Certificate Course of Coir Artisan in Coir Technology and Diploma Course in Coir Technology. Besides the Incubation Training Courses, the NCT & DC conducts Trainers' Training Courses and other training courses.

### **Facilities Available at NCT&DC**

1. Traditional Ratt

2. Motorized Ratt
3. Motorised Traditional Ratt
4. Automatic Spinning Machine – Single head & Multi head types
5. Willowing Machine
6. Slivering Machine
7. Dyeing Lab
8. Wooden Handloom for Weaving of Mat- Rod Mat, Carnatic Mat, Creel Mat, Loop Mat and Fibre Mat
9. Frames for Manufacture of Mesh Mat, Sinnet Mat, Rope Mat and Corridor Mat
10. Wooden Handloom for Weaving of matting of 2 Shaft Plain, Ribbed, Panama and Saloon matting, 3 Shaft and 4 Shaft matting and Carpet
11. Dobby Loom
12. Semi automatic Loom
13. Anugraha Loom – metallic hand loom for weaving coir geo textiles
14. Rope making Machine
15. Wood Working Lathe
16. Sensitive Drilling Machine
17. Circular Saw
18. Band Saw
19. Wire Twisting Equipment
20. Shearing Machine
21. Warping Drum or Vembly for Beaming
22. Flyer & Stand for Spooling
23. Bobbin Winding Machine
24. Defibering machine

The NCT & DC takes classes in the different finishing operations for mats/matting and yarn. It has a small and elegant display of all the coir and coir products.

#### **2.4.2.5. Research Department**

Section 10 [1] of the Coir Industry Act lays down that it shall be the duty of the Board to promote by such measures for undertaking, assisting or encouraging scientific, technological and economic research and maintaining and assisting in the maintenance of one or more research institutes. Accordingly the Board has established two research institutes; the Central Coir Research Institute, Kalavoor and Central Institute of Coir Technology, Bangalore.

The Director, RDTE, CCRI is the Officer for over all charge of the Research & Development Department and is responsible for Development, Training and Extension activities of the Board.

## **Central Coir Research Institute (CCRI) activities are**

The institute was established in 1959. The CCRI, Kalavoor concentrates on research concerning both the white and brown fibre sectors and traditional coir industry which covers retting of husk, extraction of coir fibre, extension of coir fibre spinning on Charka, weaving, development of mats and matting, rubber backed mats and matting, foam backed matting, pith composting, extraction of lignin and other chemicals from coir pith, etc.

Identification of new user areas for utilization of coir and coir waste (coir pith), modernization of production infrastructure for elimination of drudgery in manual operation thereby attaining higher productivity and improvement in quality are integral parts of the research efforts.

The Areas of Research of CCRI are in the field of Microbiology, Chemistry, Engineering, Design, Spinning & Weaving and Extension, each having separate laboratories of its own. Extension of the fruit of the research at the laboratory level for application at the field level and extension of testing and service facility are two main areas of activity under Research. Collaborative research with research organizations, institutes, universities having proven records on varied applications of coir, development of new products, new machinery, product diversification, development of environment friendly technologies, technology transfer, incubation, testing and service facilities are the areas which are given priority consideration.

The Central Coir Research Institute, Alleppey is a Prime Research Institute for testing and research in coir. The institute has been recognized Australian Quarantine and Inspection Service (AQIS) and the Department of Scientific and Industrial Research, Ministry of Science and Technology Govt. of India as a Scientific and Industrial Research Organization (SIRO) and Bureau of Indian Standards for testing of Coir and Coir products and as a Lab of National repute and eminence.

## **The Central Institute of Coir Technology (CICT)**

The Central Institute of Coir Technology was established in Bangalore in 1980 and is under the charge of Joint Director (Tech). The institute confines the research to the brown fibre sector and on the development of nontraditional coir industry in the field of areas which covers mechanical extraction of coir fibre, coir composite boards, coir pith block manufacturing, coir pith briquette manufacturing, application of coir pith in seed germination, green house application, short fibre utilization, coir composite gift articles, handmade paper using coir fiber, value addition of tender coconut husks, etc.

Initial concentration of the Central Institute of Coir Technology was on the development of automatic spinning devices in brown coir fibre sector. Further activities were concentrated on value addition to brown coir fibre with the following objectives

- Product development viz:- development of new products from coir fibre.
- Process development such as optimization of process parameters and developing suitable machinery for the new product developed.
- Machinery development and standardization in the existing machinery to improve the productivity.
- Extension service and technical assistance to the coir entrepreneurs.
- Testing of Coir and Coir products as per relevant standards.
- Formulating Indian standards for the coir products developed and amendment of the existing standards.
- Training and development of skilled manpower in specialized areas of coir.
- Collaborating with other research institutes for achieving the above objectives.
- Rural coir industry development and development of coir industries in non traditional sectors.
- Promotion of coir industries in coconut growing areas.
- Diversified activities for the coir polymer composites in building materials, automotive, transportation, moulded gift articles and interior decorations in false ceiling, wall paneling and flooring.

Due to the active diversification of the product development in the non-traditional sectors, wood substitutes have been developed and pith exports in the form of coir pith blocks have taken place. This has resulted in the growth of non-traditional coir industry.

### **CCRI - Divisions/ Sections**

The Central Coir Research Institute, Kalavoor aims at conducting studies relating to problems in extraction and further processing of coir fibre into yarn and products, investigations on various aspects on coir industry covering developments of improved methods of extraction of coir fibre and subsequent processing of coir fibre and yarn, process improvement, product betterment/diversification. Identification of prospective new areas for potential utilization of coir, coir waste and coir pith etc. and formulation of standards for different coir products, preparation of project schemes for coir extraction and processing/evolving projects for manufacture of mats and matting on modern systems and organizing improved dyeing facilities, development of new product lines, technical consultancy and field extension service form part of the major areas of research programs of this institute.

The research programmes in CCRI are carried out by various divisions/sections as indicated below:

## **Engineering Section**

### **Activities**

Under Engineering Section, the activities are confirmed on elimination of drudgery in operations, improvement in productivity and quality and to bring out cost effectiveness. It also envisages the development of improvised version of machinery for spinning coir yarn, extraction of coir fibre, weaving coir products etc. Identification of new user areas for utilization of coir and coir pith, modernization of production infrastructure for elimination of drudgery in manual operation thereby attaining higher productivity and improvement in quality are integral parts of the research efforts. Research investigations in the Institutes have led to development of several new technologies for the coir industry and it has been awarded the prestigious National Research and Development Corporation (NRDC) Technology Awards thrice for innovations in 1999, 2002 and 2004 and the prestigious World Intellectual Property Organization (WIPO) Gold medal has been conferred to India in 2010. The major recent achievements of the Board in the field of machinery development include invention of a power loom named “Anugraha-Tejus” for manufacturing various coir geotextiles with ease and higher productivity and development of a mini mobile fibre extraction machine and mini coir spinning machine for the use of small scale house hold units, which can be transported easily from one place to another according to availability of husk/fibre etc.

The Section has undertaken activities to standardize components for fabrication of Traditional Ratts, Motorized Traditional Ratts, Motorized Ratts and Automatic Spinning Machines, to design and fabricate 2 Shaft & 4 Shaft Semi-Automatic Looms for better out put and standardize its parts, to design and fabricate Power Loom of acceptable operational standard at optimum cost, to develop and fabricate Semi-Automatic Mat Loom, to modify the existing wooden hand looms for better production and reduced physical strain to the weavers, to design and develop Prototype Pneumatically Controlled Looms for manufacture of Creel Mat, Fibre Mat, Carpet and Matting and to develop equipments for treatment of effluents from coir processing.

## **Chemistry Section**

A wet processing laboratory was set up at CCRI in the initial stage and subsequently it was bifurcated into the Dye House and Chemistry & Testing Laboratory in 1984. The Chemistry and Testing Lab is functioning under the Chemistry Section. The Section is headed by a Senior Scientific officer.

### **Activities**

1. Prepare recipe for dyeing to match shades against request from parties.
2. Prepare shade cards depicting recipe of each shade suitable to coir.
3. Test the suitability of dye stuffs for dyeing of coir, yarn and allied fibres.
4. Assess the efficacy of auxiliary chemicals for bleaching, dyeing and finishing of coir.

5. Formulate standards for Coir and Coir Products.
6. Prepare/Revise specification of standards.
7. Test the light fastness of Coir/their allied materials as per AATCC/BIS standards.
8. Test the quality parameters of Coir & Coir products as per BIS specification.
9. Test the characteristics of Coir Geotextiles as per ASTM/BIS standards.
10. Accreditations and standardization of coir getoxtiles
11. Research works on coir polymer composite products
12. Research for enhancing the characteristics of coir materials by different surface modifications.

Chemistry section has Physical Testing Laboratory, Hydraulic Laboratory, Chemistry Laboratory and ASTM Laboratory.

**i. Physical Testing Laboratory**

The Physical Testing Laboratory of the Board at CCRI is recognized by Bureau of Indian Standards in testing of coir and coir products as per IS standards. The Lab is equipped for testing the quality parameters of coir fibre (retted and mechanically extracted fibre), Coir yarn, Coir rope, Curled coir rope, Mats, Mattings and Rubberized coir.

**ii. Hydraulic Laboratory**

Hydraulic Laboratory of CCRI is capable of testing the permeability characteristics of geotextiles - soil system besides the following as per ASTM / BIS Standards

1. Puncture resistance by falling cone method
2. Shear Stress
3. CBR Push through resistance
4. Apparent Opening size
5. Bursting Strength

The laboratory has been equipped with facilities for testing of all geosynthetic products apart from coir geotextile testing

**iii. ASTM Laboratory**

An ASTM laboratory for testing the characterizations of Coir Bhoovastra (Coir Geotextiles) as per ASTM standards has recently been set up in CCRI. ASTM Laboratory is equipped for testing the following quality parameters of Coir Geotextiles as per ASTM Standards.

1. Wide width tensile properties - wet and dry condition in machine direction and cross machine direction.
2. Elongation at Break
3. Thickness at specified pressures

4. Mass per unit area
5. Trapezoid tearing strength
6. Grab strength

Besides it has the ability to test the quality parameters of geotextiles stated above as per BIS standards and the ASTM Lab is capable of measuring the colour fastness to light.

#### **iv. Chemistry laboratory**

The Chemistry laboratory has been equipped to test the chemical parameters of all coir products as per relevant standards.

#### **Product Diversification Section**

The Section is responsible for development of new products and diversification of products of coir including products blended with cotton, jute, other natural fibres etc.

#### ***Activities***

- Implementing Coir Geo-textiles projects in all over India.
- Organising/participating Workshops, Seminars and Exhibitions in all over India
- Spinning of blended yarns.
- Production of Frame mats and Loom mats with blended yarn of Coir with other Natural fibres.
- Improving the quality of the designs produced and development of novel designs suitable for reproduction in Coir Mats and Mattings.
- Produce designs at much faster rate depending upon the choice of the buyers.
- Manufacturing different varieties of Coir Handicrafts
- Development of New Designed Coir Jewelry
- Development of Life Style Products from Coir

#### **Microbiology Section**

The Microbiology Section of CCRI concentrates on research leading to development of user-friendly, cost effective and environment safe technologies for the coir industry through bio-technological intervention. Bio-bleaching of coir fibre and exploring the possibility of extracting the lignin in coir for economical end use are subjects of study. The activities in the division over the past two decades have led to the formulation of COIRRET, BIO-CHEM & PITHPLUS(C-Pom & Coir Krishimithra), & Cocolawn. Coirret is the formulation for reducing the period of retting of coconut husk to three months and un-retted coir fibre in 72 hours (3 days). A successful cleaner faster and ecofriendly technology of bleaching and softening of coir using "BIOCHEM" has been developed and is being popularized among coir entrepreneurs. BIOCHEM is a consortium of phenol degrading bacteria grown in a media consisting of tamarind extract and softener. The treatment of coir



fibre with selected strains of bacterial cultures in Biochem solution yielded a fibre, exhibiting a higher degree of light fastness and a softer feel, which is advantageous.

PITHPLUS, a basidiomycete's fungus which possess biopolymerizing enzymes which could be applied to biodegrade coir pith into organic manure(C-Pom &Coirkrishimithra). A method of composting of coir pith with urea has been developed by Coir Board using a fungus viz., Pleurotussajorcaju commercially known as Pithplus. Coir pith can be converted to effective organic manure with use of fungus (Pleurotussajorcaju) and by the addition of nitrogen supplements like Azolla, Neem cake and Fish waste in 1:1:1 proportion for the development of Coirkrishimithra. Krishimithra, a 100% organic manure for the cultivation of plants mainly vegetables can be entertained in homes, nurseries and fields; thereby enhancing the eco-friendly organic cultivation and minimize the environmental pollution caused by chemical fertilizers. This technology also proves to be an effective method for elimination of environmental pollution caused by hillocks of accumulating coir pith in the coir fibre extraction regions of India.

COCOLAWN, a lush green readymade lawn of grass based on coir products viz coir geotextiles, coir needled felt /coir fibre, coir pith and Coir Pith Organic Manure (C-POM) for landscaping and soil stabilization.

The Section has the following laboratories under it.

**i      Quality Control Laboratory**

Quality Control Laboratory for testing physical/ chemical properties of coir fibre/ coir pith as per International Standards for different parameters viz. pH, Electrical Conductivity, Salinity/ Bulk density, Cation Exchange Capacity, Moisture, Lignin, C:N ratio etc.

**ii.      Coir pith Testing Lab**

The RHP(Regeling Handels Potgronden) Foundation examines, evaluates and directs itself towards maintaining quality standards and the inspection of peat products, raw materials, peat subtracts such as coir products, perlite, pumice stone etc. It also awards the special RHP quality mark. The Coir Products with the RHP hallmark will be tested at two stages.

- i)      When this material is imported into Holland.
- ii)     When supplying the material to processors or end users.

When supplying the material to processors or end users, the quality will be determined. Processed material refers to fertilizing of coir products with a calcium or magnesium fertilizer with the aim to repress the potassium and sodium from the cation complex of the coir in fertilized materials, to reach the desired level of pH, EC, main and trace elements of the coir. The independent RHP quality mark is issued under license to a firm which fulfills all the requirements of the certification scheme. The requirements set for all quality mark do not only relate to the product itself, but also to the production, transport

and handling of the product. The quality mark is monitored by an independent certification organization that test both processes and products for compliance with specific requirements. This scheme applies to coir products that is used as substrates or processed in substrates in the agricultural sector and the hobby sector. The scheme contains general requirements and requirements for coir products. The scheme applies from the site where a chemical treatment is done.

Coir Pith testing laboratories are also functioning at the Regional offices of Pollachi, Rajamundhry and Bhubaneswar and at Central Institute of Coir Technology, Bengaluru.

### **iii Fermentation Laboratory**

Fermentation Laboratory is for carrying out microbiological studies on Coir fibre/ Coir pith as per RHP standards. The Laboratory extend the facility for testing samples of consignments of coir pith intended for export to Australia, Germany, Malaysia, Philippines, The Netherlands and UK from coir entrepreneurs.

### **iv Pilot Scale Laboratory**

The Pilot Scale Laboratory established in 1994 initiated extension of COIRRET, BIOCHEM & PITHPLUS to the entrepreneurs in all coconut growing states in India for treatment of coconut husk, coir fibre and pith.

## **Activities**

- To develop new ecofriendly technologies for the effective utilization of Coir pith/ Tender coconut husks for agri/ horti/ floriculture end uses.
- To develop new technologies for exploring the possibilities of coir pith for various industrial applications.
- To develop a consortium of efficient micro organisms for biological treatment of coir retting effluents.
- To conduct research investigations on synthesis of vanillin from sodium lignosulphonates extracted from coir pith.
- Coir is used as an eco-friendly material for construction of Coir Net House for growing plants.
- Chemical characterization and modification of coir fibre for enhanced longevity and their physico chemical studies through collaboration with IICB, Kolkata.
- Conduct studies on coir pith as bio absorbent for removal and recovery of toxic metal ions from solutions at lower pH through collaboration with BARC, Mumbai.
- Development of an enzyme kit for bio softening and bio bleaching of coir fibre through collaboration with Indian Association for the Cultivation of Science (IACS), Kolkata.

- To maintain the routine production of COIRRET and PITHPLUS in the Pilot Scale Laboratory for catering to its requirement in the coir industry.

## **Services**

- Demonstration of application of COIRRET and PITHPLUS in the Pilot Scale Laboratory.
- Testing NPK content of composted coir pith.
- PhytoSanitary test in raw and composted coir pith.
- Analysis of conductivity and pH for raw and composted coir pith.
- Testing of Salinity, Lignin, Moisture, Cat ion Exchange Capacity (CEC), E.coli and Salmonella.

Service Extension Centre (SEC-renamed as the Pilot Scale Laboratory) is set up for the routine production of Pithplus for composting of Coir pith & Coirret for quality upgradation of mechanically extracted fibre. The laboratory became functional at CCRI in November 1994 launching the sales of Pithplus & Coirret for catering to the coir industry in South region as well as other coconut growing states for requirement of pithplus/coirret/Biochem and testing of coir pith.

The facilities of the SEC include the following and have been extended to coir entrepreneurs all over India.

## **Extension Section**

The Section is carrying out extension work in the area of popularization of all the technologies developed by the Research institutes under Coir Board, providing technical guidance to the entrepreneurs in setting up of coir based industrial units and demonstration of Coir pith, Coir Geotextiles, coir machineries etc. in Kerala and other states including North Eastern States of India.

## **Activities**

- The Section is conducting demonstrations in popularizing the composting of coir pith by pith plus, an edible mushroom fungus produced in the pilot scale laboratory of CCRI.
- Demonstrations of laying of Cocolawn and Extraction of Fibre using MFEM are also carried out by the section.
- Field demonstrations are carried out on using coir geo textiles, Cocologs in soil erosion control and reinforcement of mud wall in various places.
- Seminars cum workshops are arranged at CCRI to disseminate the outcome of research to the industry and demonstrations of new technologies developed by Coir Board.

- Participation in various Exhibitions for popularizing coir Technologies / coir products by displaying and demonstrating.

## **Services**

- Short term Training Programmes on Various Coir Processing Techniques
- Incubation facilities for new Entrepreneurs are provided at the Incubation Center of CCRI.
- Disseminating the technologies / products to the public those visiting CCRI
- Extended technical assistance for various applications of coir geotextiles.

## **Stores Section**

CCRI has a Stores Section under the charge of a Stores Officer who is assisted by a Stores Assistant. The Stores Section is responsible for purchasing various items (consumables, equipments etc.) required for all the sections of CCRI through GeM/CPP Portal following GFR. The section is also responsible for maintaining the accounts of various stores items received by the divisions and laboratories in CCRI against supply orders placed by the respective divisions as per orders of Director, RDTE.

## **Dye House**

The Dye House has been taking up bulk dyeing/ bleaching of coir fibre/ yarn by mechanical steam dyeing process.

The Dye House carries out bleaching and dyeing of coir yarn for Hindustan Coir as well as for exporters on levy of service charges.

## **Administration & Accounts Section**

The administration section of CCRI is headed by a Section Officer who is assisted by one Assistant, one Lower Division Clerk, one Driver and two Helpers.

The Accounts division is headed by Accounts Manager who is assisted by one Assistant and one Helper.

## **2.5 List of services being provided by the Public Authority**

### **2.5.1 Services Offered by Research Department**

CCRI, the premier research institute of Coir Board, an statutory body under Ministry of Micro, Small & Medium Enterprises, Govt. of India, has the facilities for testing wide-width tensile properties, grab strength, trapezoid tearing strength, AOS thickness, mass per unit area and deterioration of geotextiles on exposure to light and water as per ASTM standards. Testing of coir pith is done for its conductivity, N,P,K & C, H<sub>2</sub>, O<sub>2</sub>, S content,

including phytosanitary tests, Indentation Hardness Test and Chloride, Sulphate content of Rubberized Coir mattresses.

The various tests and the rate of service charges are given below. A list of items sold by CCRI is also given at the end of the table.

SI No	Characteristics tested	Services Charges @ Rs.
<b>1</b>	<b>Rubberised Coir (all tests)</b>	1600
1.1	Density	100
1.2	Variation in indentation hardness on ageing	300
1.3	Variation in indentation hardness on flexing	400
1.4	Compression set (aged)	100
1.5	Compression set (unaged)	100
1.6	Chloride content	200
1.7	Sulphate content	200
1.8	pH	100
1.9	Dimensions	100
<b>2</b>	<b>Coir yarn all tests</b>	3500
2.1	General characteristics	100
2.2	Scorage	100
2.3	Runnage	100
2.4	Twist	100
2.5	Diametre	100
2.6	Sand content	300
2.7	Salt Content	300
2.8	Moisture content	300
2.9	Break load	2000
2.10	Elongation at break	100
<b>3</b>	<b>Curled Coir Rope (all tests)</b>	1000
3.1	Designation of fibre	200
3.2	Diametre	50
3.3	Curly per metre	50
3.4	Moisture content	300
3.5	Chloride content	200
3.6	Sulphate content	200
<b>4</b>	<b>Retted / Brown Coir Fibre (all tests)</b>	3700
4.1	Designation of coir fibre	200
4.2	Salt content	300
4.3	Moisture content	300
4.4	Impurity content	300
4.5	Break load	2000
4.6	Elongation at break	100
4.7	Flexural rigidity	500

4.8	Chloride content	200
4.9	Sulphate content	200
<b>5</b>	<b>Coir Geo-textiles</b>	
5.1	Break load weft direction(dry)	2000
5.2	Break load warp direction(dry)	2000
5.3	Break load weft direction(wet)	2000
5.4	Breaking load warp direction (wet)	2000
5.5	Elongation at break weft direction (dry)	100
5.6	Elongation at break warp direction(dry)	100
5.7	Elongation at break weft direction(wet)	100
5.8	Elongation at break warp direction(wet)	100
5.9	Thickness at 1 kpa	1000
5.10	Thickness at 2 kpa	1000
5.11	Thickness at 3 kpa	1000
5.12	Apparent opening size	1000
5.13	Grab strength	2000
5.14	Trapezoid tearing strength	2000
5.15	Puncture resistance by falling cone method	2000
5.16 a	Break load after keeping in Xenotest for 0 hrs	2000
5.16 b	Break load after keeping in Xenotest for 150 hrs	5000
5.16 c	Break load after keeping in Xenotest for 300 hrs	10000
5.16 d	Break load after keeping in Xenotest for 500 hrs	15000
5.17	Mass per unit area	500
5.18	Compressibility	2000
5.19	Moisture content	1000
5.20	Permeability	1000
5.21	Direct Shear	1000
5.22	Bursting strength	1000
<b>6</b>	<b>Coir Matting / Mats (All tests)</b>	800
6.1	Ends per dm	100
6.2	Picks per dm	100
6.3	Pile height	100
6.4	Dimension	100
6.5	Mass	100
6.6	Constructional details - type and runnage of yarn	300
<b>7</b>	<b>Wet Processing</b>	
7.1	Colour fastness to Light	1000
7.2	Shade matching	250
7.3	Strength of Hydrogen peroxide	500
7.4	Bleaching process	250
<b>8.</b>	<b>Coir rope (all tests)</b>	3300
8.1	Runnage	100

8.2	Twist	100
8.3	Diametre	100
8.4	Sand content	300
8.5	Salt content	300
8.6	Moisture content	300
8.7	Break load	3000
8.8	Elongation at break	100
<b>9</b>	<b>Training</b>	
9.1	Testing of a coir product	3500
9.2	Dyeing	3500
9.3	Shade matching	3500
9.4	Bleaching	2000
9.5	Weaving on semi automatic loom	1500
9.6	Jacquard loom	1500
9.7	Power loom	1000
9.8	Anugraha loom	1000
9.9	Hand loom	1000
9.10	Spinning on ratt	1000
9.11	Manufacture of coir handicrafts	1000
<b>10</b>	<b>Technical evaluation of Chemicals / Dyes</b>	
10.1	Suitability of a Chemical for dyeing	2000
10.2	Suitability of a chemical for bleaching	2000
10.3	Suitability of a chemical for softening	2000
10.4	Suitability of dyes	2000
<b>11</b>	<b>Project work</b>	5000 ( <i>plus other charges including chemicals, testing and documentation</i> )
<b>12</b>	<b>Library</b>	
<b>12.1</b>	<b>Membership</b>	
12.2	For one month	500
<b>13.</b>	For One year	5000
<b>13.1</b>	<b>Reference work</b>	
13.1.1	For one day only	100
13.1.2	Internet per hour	50
13.2	Photostat charges ( <i>per page/copy</i> )	2
13.2.1	<b>Technical consultancy services</b>	
13.2.2	Bulk dyeing / bleaching	500 ( <i>per day plus transportation and accommodation</i> )
13.2.3	Supervision for Geo-textiles laying	10000

14	Field demonstration registration fee	500
14.1	<b>Designs of machinery</b>	
14.2	Anugraha Metalic handloom	5000
14.3	Anugraha Tejas power loom	20000
15	Setting up of pneumatic system on wooden hand loom(UDAY)	5000
15.1	Vajra-spinning machine	5000
15.2	Anupam Versatile Metallic pneumatic loom	5000
15.3	Mobile Fibre Extraction Machine	5000
15.4	Naveena- spinning machine	5000
15.5	Corrdor mat frame & press	2500
15.6	Mesh mat frame	1000
15.7	Tiny willowing machine	1000
15.8	Field level mobile tool room service facility	3000
15.9	Fees for the in house academic projects(team)	10,000
15.10	<b>Coir pith testing</b>	
15.11	pH	400
15.12	Salinity	400
16	Electrical conductivity	600
16.1	Nitrogen	<b>600</b>
16.2	Potassium	600
16.3	Phosphorous	600
<b>16.4</b>	Lignin	2000
16.5	Cellulose	2000
16.6	Hemicellulose	2000
16.7	Pectin	2000
16.8	Sulphur	1000
16.9	Organic Carbon	1000
16.10	Cation exchange capacity	600
16.11	Phytosanitary test	5000
16.12	Moisture	400
16.13	Sand content	400
16.14	Fibre content	400
16.15	Expansion Volume	400
16.16	Bulk density	400
16.17	Particle density	400
16.18	Pore space volume	400
16.19	Ash content	600
16.20	Water holding capacity	600
16.21	Organic matter	600
16.22	Sodium	600
16.23	Calcium	1000



16.24	Magnesium	1000
16.25	Tannin	2000
16.26	Chloride	600
16.27	Zinc	1000
16.28	SEM Analysis	1000
16.29	HPLC Analysis	1000
16.30	GC-MS Analysis	1000
16.31	TGA/DSC Analysis	1000
16.32	Students dissertation works	10000
16.33	<b>Dyeing and Bleaching</b>	
16.34	Drying of coir yarn and coir products (kg)	2.50 *
16.35	Drying of Jute / Cotton products (kg)	4.00 *
17	Dyeing of coir (Kg)	12.00 *
17.1	Bleaching & Dyeing of coir (Kg)	19.00 *
17.2	Bleaching & Dyeing of Jute (Kg)	28.00 *
17.3	Bleaching of Jute (Kg)	14.00 *
17.4	Dyeing of Jute (Kg)	14.00 *
17.5	Dyeing charges or coir for Hindustan Coir (Kg)	5.00 *
17.6	Bleaching of Coir (Kg)	12.00 *
17.7		*(Exclusive of Dyes & chemicals, handling charges and other incidentals)
17.8	<b>Sales (products) #</b>	
17.9	Coirret ( 1 litre)	50
17.10	Biochem(1 Litre)	50
17.11	Pithplus (1 pkt-400g)	50
18	Cocolawn ( per sq.ft)	300
19	<b>Sale of books</b>	
19.1	Indian Coir-A Reference book	250
19.2	Coir Directory	1000
19.3	Research on Coir	100
19.4	Coir Bhoovastra(small book)	50
19.5	Manual of Technologies on coir	500
19.6	Book on Coir Pith	500
19.7	Book on Coir Wood	500
19.8	Book on Coir Floor furnishing	750
19.9	Books on coir bhoovastra	750
	@ GST @ 18% applicable	
	# sales tax /VAT as applicable for items under 18	
	<i>For further details, contact:</i> <b>Central Coir Research Institute</b>	

<i>Kalavoor P.O, Alappuzha 688 522</i> <i>Ph : 0477 2258094</i> <i>Fax : 0477 2258415</i> <i>Email : ccri.coirboard@gmail.com &amp;</i> <i>ccrikalavoor@gmail.com</i>	
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### 2.5.1.1. Regional Testing Laboratories attached to Service Extension Centres

Testing laboratories attached to the Service Extension Centres(SEC) (Renamed the Pilot Scale Laboratories) set up at Regional offices at Pollachi, Rajamundhry and Bhubaneswar are also having facilities for coir pith testing. The rates noted above applies to the tests conducted at these labs also.

### 2.5.1.2. Central Institute of Coir Technology, Bangalore (CICT)

The institute is conducting various tests related to coir and coir industry. A Service Extension Centre (SEC-Renamed the Pilot Scale Laboratory) has also been set up CICT, Bengaluru. The services rendered by Central Institute of Coir Technology and the relative charges are given below.

### Testing Charges of Coir and Coir Products, fee for training and technology transfer and sale of products at CICT, Bangalore

Sl. No.	Characteristics Tested	Basic Testing Charges* (in ₹)
<b>1</b>	<b>Rubberised Coir (all tests)</b>	<b>1600.00</b>
1.1	Density	100.00
1.2	Intendation hardness	100.00
1.3	Variation in intendation hardness on ageing	300.00
1.4	Variation in intendation hardness on flexing	400.00
1.5	Compression set (aged)	100.00
1.6	Compression set (unaged)	100.00
1.7	Chloride content	200.00
1.8	Sulphate content	200.00
1.9	pH	100.00
<b>2</b>	<b>Curled Coir Rope (all tests)</b>	<b>1000.00</b>
2.1	Designation of fibre	200.00
2.2	Diametre	050.00
2.3	Curls per metre	050.00
2.4	Moisture content	300.00
2.5	Chloride content	200.00
2.6	Sulphate content	200.00

<b>3</b>	<b>Retted / Brown Coir Fibre (all tests)</b>	<b>3700.00</b>
3.1	Designation of coir fibre	200.00
3.2	Salt content	300.00
3.3	Moisture content	300.00
3.4	Impurity content	300.00
3.5	Break load	2000.00
<b>4</b>	<b>Coir Pith Testing</b>	<b>24200.00</b>
4.1	pH	400.00
4.2	Salinity	400.00
4.3	Electrical conductivity	600.00
4.4	Nitrogen	600.00
4.5	Potassium	600.00
4.6	Phosphorous	600.00
4.7	Fibre content	400.00
4.8	Sand content	400.00
4.9	Ash content	600.00
4.10	Lignin	2000.00
4.11	Cellulose	2000.00
4.12	Hemicelluloses	2000.00
4.13	Pectin	600.00
4.14	Sulphur	1000.00
4.15	Organic Carbon	1000.00
4.16	Water Holding Capacity	600.00
4.17	Cation Exchange Capacity	600.00
4.18	Expansion Volume	400.00
4.19	Particle Density	400.00
4.20	Bulk Density	400.00
4.21	Pore Space Volume	400.00
4.22	Moisture	400.00
4.23	Organic Matter	600.00
4.24	Sodium	600.00
4.25	Chloride	600.00
4.26	Calcium	1000.00
4.27	Magnesium	1000.00
4.28	Copper	1000.00
4.29	Zinc	1000.00
4.30	Tannin	2000.00
		24200.00
<b>5</b>	<b>Training</b>	
5.1	Pith	2000.00
<b>6</b>	<b>Technology transfer</b>	
6.1	Coir ply boards	10000.00
6.2	Coir moulded tray	10000.00
6.3	Coir Structural composite	10000.00

6.4	Coir false ceiling Boards	10000.00
6.5	Coir Shadow Lamp Holder	10000.00
6.6	Coir Container	10000.00
7.	<b>Project work</b>	10,000.00

\*Goods and Service Tax are extra for items up to 6.6 (current rate is at 18%)

\*Service tax and Education cess are extra for items up to 6.6 (current rate is service tax 10 % and Education cess 3 % of service tax)

## **2.5.2 Services Offered by Marketing Department**

### **2.5.2.1 Registration of Coir Establishments**

Application for registration of coir establishments are received in the Regional offices and the registration certificates are issued by the respective officers after realization of the following fees.

Fees Rs. 10/-

Fees for renewal Rs. 10/-

Fees for duplicate certificate Rs. 25/-

### **2.5.2.2 Registration of Consignors**

The coir goods being sold through the Board's Showrooms and Sales Depots are consigned by various Small Scale Manufacturers, Co-operative Societies, Government Units, etc. and registered as consignors with the Coir Board located in different parts of the country on consignment basis. Through the consignment system, the consignors will get ample opportunity to market their products all over India and also to improve their productivity and profits. The Board commission is fixed at 25 % and the transportation cost to be borne by the supplier and implementing as discount strategy for bulk sales.

### **2.5.2.3 Registration of exporters**

Any person who intends to export coir fibre, coir yarn or coir products from India should have registration as exporter and Registration Cum Membership Certificate (RCMC) obtained from the Coir Board. Applications shall be filed to the Chairman. Fees for registration are as follows.

- Fee of Rs. 10/- plus service charge of Rs.10,000/- + 18% GST
- Fees for renewal Rs. 10/- plus Service Charge of Rs.5,000/- + 18% GST
- Endorsement charge for Registration Certificate – Rs.2,000/- + 18% GST

#### **2.5.2.4 Registration Cum Membership Certificate (RCMC)**

The Commodity Boards function as Export Promotion Council (EPC) for products allotted to them. EPC is issuing RCMC, for which an exporter may have to give an application in Appendix 19 A, register and become a member of EPC. On being admitted to membership, applicant shall be granted forthwith Registration Cum Membership Certificate (RCMC) of EPC concerned.

Service charge of Rs.8,000/- + 18% GST is payable for RCMC.

#### **2.5.2.5 Export Inspection Certificate**

Export inspection and certification is not mandatory as at present. The Board has been authorized to issue Export Inspection Certificate in cases where the exporters make a request to this effect. The fee prescribed as at present for the purpose is 0.15 per cent of f.o.b. value.

#### **2.5.2.6 Generalized System of Preferences (GSP) Certification**

Office of the Coir Mark Scheme issues GSP Certificates (certificate of origin) on request from exporters based on invoices/bills of lading submitted by the exporters along with the application in the prescribed form. The cost of application form is Rs.30 per set. The fees levied for the issue of the GSP Certificate is Rs.413/- per GSP form. The fee for the purpose is to be remitted with the office by way of Demand Drafts or multi-city cheques drawn in favour of the Secretary, Coir Board.

### **2.5.3 Services provided by Development Department**

#### **2.5.3.1 Skill Upgradation and Mahila Coir Yojaya**

- a. Skill Upgradation and Mahila Coir Yojaya is one of the main activities undertaken by Coir Board under the Scheme Coir Vikas Yojana for creating a skilled Manpower in the Coir Industry. Since Coir Industry is a traditional rural industry, Board initiate action for upgrading the skills of the artisans engaged in the industry.
- b. The Scheme involves providing various skill training programmes viz. Training in manufacture of Value Added Coir Products (VAP), Training in spinning – Mahila Coir Yojana (MCY), Certificate Course of Coir Artisan in Coir Technology (NSQF Level-3), Diploma Course in Coir Technology (NSQF Level-4) etc. and promotional Programmes viz. Entrepreneur Development Programmes (EDPs), Awareness Programmes , Workshop, Seminar, Exposure Tour.

- c. Regular Training programmes viz. Certificate Course of Coir Artisan in Coir Technology (NSQF Level-3), Diploma Course in Coir Technology (NSQF Level-4) are aligned as per NSQF norms. These training programmes are implemented through Board's training institutions at NCT&DC, REC Thanjavur and Regional Office Rajahmundry & Bhubaneswar.
- d. The Skill Training and other Promotional Programmes are implemented through Board's Regional Offices at Pollachi in Tamil Nadu, Bangalore in Karnataka, Rajamundry in Andhra Pradesh, Kalavoor in Kerala, Kankavli in Maharashtra, Bhubaneswar in Odisha and Sub Regional Offices in Kolkata, Kannur, Port Blair, Kavarathi, Hyderabad, Guwahati, Coir Board Extension Centers at Balasore and Sindhudurg

Besides the Incubation Training Courses, Trainers' Training Courses and other training courses are being conducted by the Board as per the following list, indicating the duration.

### Training Courses of Coir Board

Sl. No	Name of Training Course	Regular or Short term	Duration	Provision of Stipend.*
<b>A. Regular Training Courses</b>				
1	Diploma Course in Coir Technology (NSQF Level-4)	Regular	12 Month	yes
2	Certificate Course of Coir Artisan in Coir Technology (NSQF Level-3)	Regular	6 Month	yes
<b>B. Incubation Training Course</b>				
3	Manufacture of Coir Carpets	Short term	1 Month	No
4	Manufacture of Loom Mats	Short term	2 Month	No
5	Bleaching, Dyeing & Shade Matching	Short term	1 Month	No
6	Manufacture of Coir Matting	Short term	1 Month	No
7	Manufacture of Coir Composites	Short term	2 Month	No
8	Export Procedures and Documentation	Short term	15 Days	No
9	Spinning on Automatic Spinning Machine	Short term	1 Month	No
10	Manufacture of Rubber Backed Coir Products	Short term	2 Month	No
11	Marketing of Coir and Coir Products.	Short term	15 days	No.
12	Manufacture and Application of	Short term	15 days	No.

	Coir Geo textiles			
<b>C. Incubation Training Course with stipend</b>				
<b>13</b>	Fibre Treatment Processes	Short term	2 Month	yes
<b>14</b>	Testing of Coir & Coir Products	Short term	1 Month	yes
<b>15</b>	Maintenance of Coir Machineries	Short term	2 Month	yes
<b>16</b>	Spinning on Motorised Ratt/ Motorised Traditional Ratt under Mahila Coir Yojana	Short term	2 Month	yes
<b>17</b>	Manufacture of Frame Mats	Short term	2 Month	yes
<b>18</b>	Manufacture of Coir Handicrafts	Short term	3 Month	yes
<b>19</b>	Pith Composting & Block Making	Short term	2 Month	yes
<b>20</b>	Manufacture of Coir Brushes & Garden Articles	Short term	1 Month	yes
<b>21</b>	Manufacture of Non-traditional products and its applications	Short term	3 Month	yes
<b>22</b>	Effluent Treatments in Coir Processing	Short term	2 Month	yes
<b>D. Trainers Training Courses</b>				
<b>23</b>	Trainers Training Course in Coir Handicrafts	Short term	2 Month	yes
<b>24</b>	Trainers Training Course in Maintenance of Coir Machineries	Short term	2 Month	yes
<b>25</b>	Trainers Refresher Training Course	Short term	3 Month	yes
<b>E. Other Training Courses</b>				
<b>26</b>	<b>Orientation Training Course</b>	Short term	15 Days	No
<b>27</b>	<b>Validation Training Course</b>	Short term	15 Days	No

\* The trainees are eligible for a stipend @ Rs.3000/- per month.

Hostel facilities are available to ladies for which a rent @Rs.10/- per mensum is charged from the occupants.

For male trainees no hostel facilities are available but the trainees are paid @Rs.500/- per mensem towards rent.

### 2.5.3.2 Additional Training programmes

1. In addition to the regular programmes, following skill development programmes are also conducted:
  - i. Training in spinning/weaving of coir mats, mattings etc. in the Field Training Units in the potential regions in coir producing States in association with PSUs/Co-operative Societies/NGOs/ SHGs.
  - ii. Special training to State Govt. officials/craft teachers/functionaries of coir co-operative Societies.
  - iii. Tailor made training programmes in coir making for prisoners in jails and tribals in tribal areas.
  - iv. Training programmes in the preparation of new designs, pattern and diversified uses of coir in association with National Institute of Design.
    - a. Besides NCTDC, training is also imparted through the field training units of the Regional Offices at Pollachi in Tamil Nadu, Bangalore in Karnataka, Rajamundry in Andhra Pradesh, Kalavoor in Kerala, Kankavli in Maharashtra Bhubaneswar in Orissa and Sub Regional Offices in Kolkota, Kannur, Port Blair, Kavarathi, Hyderabad, Guwahati, Coir Board Extension Centers at Balasore and Sindhudurg.
2. These training centres organize Trainers Training Programmes, Orientation Training Courses, Incubation Training Courses, etc. on need basis for the development of coir industry at regional levels. Details of training imparted are as follows.

Sl.No.	Name of Training Course	Regular or Short Term	Duration	Stipend to be given or not
1	Manufacture of Coir Mattings	Short Term	1 month	No
2	Spinning on automatic spinning machine	Short Term	1 month	No
3	Fibre Treatment Processes	Short Term	2 months	Yes
4	Maintenance of Coir Machineries	Short Term	2 months	Yes
5	Spinning on Motorized Ratt/ Motorized Traditional Ratt under Mahila Coir Yojana Scheme	Short Term	2 months	Yes
6	Manufacture of Frame Mats	Short Term	2 months	Yes
7	Manufacture of Coir Handicrafts	Short Term	3 months	Yes
8	Trainers Training Course in Coir Handicrafts	Short Term	2 months	Yes
9	Trainers Training Course in Maintenance of Coir Machineries	Short Term	2 months	Yes
10	Orientation Training Course	Short Term	15 days	No



3. Field Training Programmes are also organized by the respective Regional Offices/Sub Regional Offices through State Govt. Agencies, Coir Co-operative Societies, NGOs, Self Help Groups, etc. Details of such courses are given below:

Sl. No.	Name of Training Course	Type of training	Duration	Stipend to be given or not
1	Spinning on Motorised Traditional Ratt and Motorised Ratt for the Production of 2 ply x 3 ply coir yarn	Field level	2 months	yes
2	Production of coir geotextiles, Frame mats, matting, carpets etc.	Field level	2 months	yes
3	Coir pith composting	Field level	1 month	yes
4	Coir Handicrafts	Field Level	2 months	Yes

### 2.5.3.3 Mahila Coir Yojana

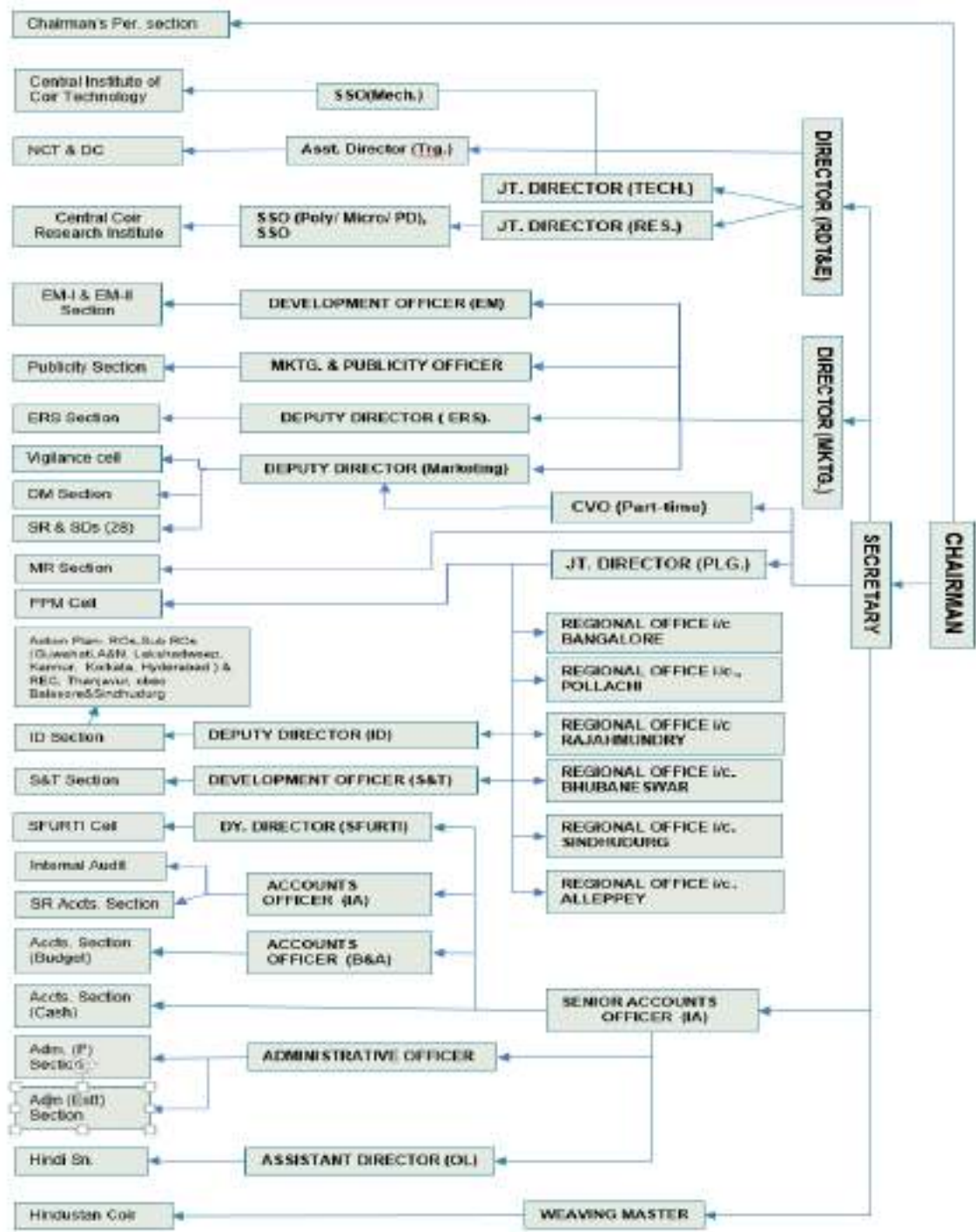
Mahila Coir Yojana (MCY) is the first woman oriented self employment scheme implemented by the Coir Board since 1994. During the training programme, (normally of two months duration) a monthly stipend of Rs.3,000/- is provided to the women artisans. In the case of traditional areas where workers are already in spinning sector, a tailor made programme of short duration is on implementation. The training is imparted through Board's Training Institutions of the Board and Field Training Units established by the Regional/Sub Regional Offices in various coir producing states. In most cases, training in spinning coir yarn is organised with the active involvement of the concerned State Govts. through their sponsored field training units with the active co-operation of NGOs, SHGs, Cooperatives and other Voluntary Organisations.

This programme is intended to provide self employment opportunities to rural women artisans in regions processing coconut husk. Over the last two decades, production of coir fibre has substantially increased in India. Conversion of coir fibre into yarn on motorized ratts in rural households provides scope for large scale employment, improvement in productivity and quality of coir fibre, better working conditions and higher income, which ultimately leads to the improvement of standard of living of rural woman artisans. The programme envisages providing of training only to women artisans.

- I. To provide training on sophisticated machinery/advanced technology in order to scale up the skill of the Mahila Coir Workers.
- II. To integrate MCY training along with LBI in order to make the MCY trainees more entrepreneurial.
- III. To encourage the trained women to avail of assistance under PMEGP

- IV. To set up unit/start self employment. Year-wise target for coir sector will be provided under the PMEGP.
- V. Necessary handholding support will be provided by the Coir Board through its field officer to the women artisans to avail of assistance under PMEGP.

## 2.6 Organizational Structure

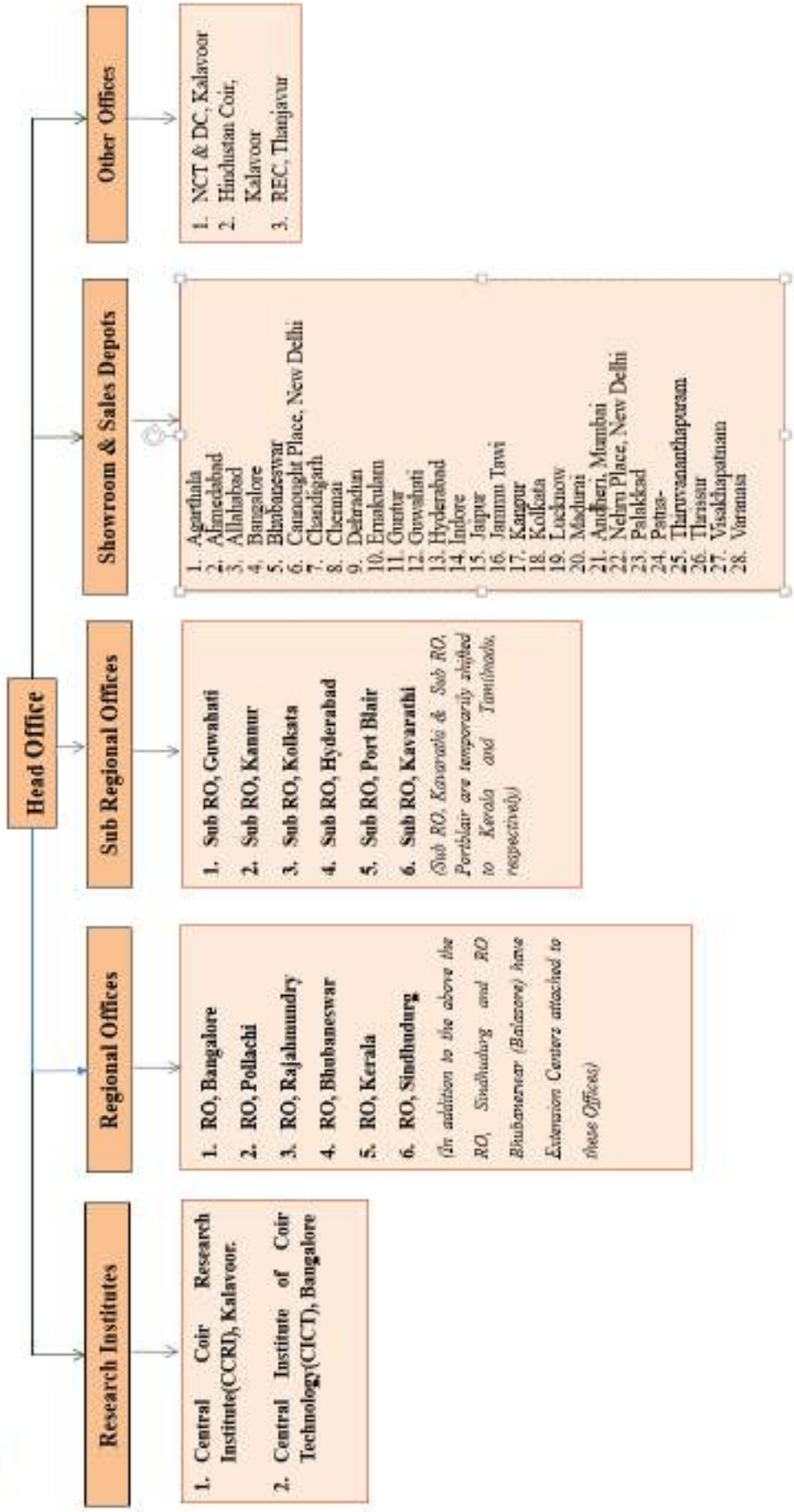


Organizational Chart

COIR BOARD



## COIR BOARD Establishments at a Glance (as on 30.06.2023)



The Board has the following 11 Departments/wings:

1. Administration
2. Accounts
3. Planning
4. Domestic Marketing
5. Publicity
6. Export Marketing
7. Industrial Development
8. Science & Technology
9. Economic Research and Statistics
10. SFURTI
11. Vigilance Wing

In addition to the above, there are two sections/offices functioning independently. They are –

1. Chairman's Office
2. Secretary's Office

The Head Office of the Board is located at Coir House, M.G.Road, Kochi - 682016. The Central Coir Research Institute, Hindustan Coir, Regional Office and the National Coir Training & Design Centre are located at Kalavoor, Alappuzha and the Central Institute of Coir Technology is at Bangalore.

In addition, there are six Regional Offices, six Sub Regional Offices, two Coir Research and Extension Centres, one Coir Training Centre, and 28 Show Rooms & Sales Depots.

The departments are responsible for formulation of policies of the Board in relation to the activities allocated to it and also for the execution and review of those policies.

- The departments are headed by Secretary/Director/Joint Director/Senior Accounts Officer who acts as the Administrative Head and the principal advisor to the Chairman on all matters of policy and administration within the department.
- For the efficient disposal of the activities allotted to it, the departments are divided into divisions and sections.
- The division may be a unit having independent existence, but coming under a Department or have several sections under it.
- A Section is the lowest organizational unit in a department with a defined area of work. It normally consists of Assistants and Clerks supervised by Section Officer.

## **2.7 Expectation of the public authority from the public for enhancing its effectiveness and efficiency**

The Coir Board has publicized all its schemes and rules governing grant of financial assistance etc. through its website, print media etc. Radio, Television, Farmers' clubs, NGOs, SHGs, Co-operative societies, Coir clusters etc are also used by the Board as media for communicating with the coir workers and the coir industry on these matters. The Coir Board expects the coir workers, the coir industry and new entrepreneurs to understand the objectives and the conditions for grant of financial assistance properly and participate in the schemes as informed participants so that their involvement will be more. This will help the Board to implement the scheme more effectively and efficiently.

Feed back from the coir industry regarding difficulties faced by them in obtaining coir fibre and success stories regarding new methods and technologies adopted resulting in enhancement and diversification of coir products, and availability of coir fibre, requirement of infrastructural facilities etc. are reckoned by the Board and passed on to others for guidance and also taken into account while framing the schemes. The Research and Development programmes are also taken up to meet the requirements in the field, based on the feed back received.

## **2.8 Arrangements and methods made for seeking public participation/ contribution.**

### **2.8.1. Extension Activities**

The Coir Board's extension machinery is in constant contact with the public. The Extension Section under Research Dept is carrying out extension work in the area of popularization of COIRRET, PITHPLUS and new coir products, providing technical guidance to the entrepreneurs in setting up of coir based industrial units and demonstration of coir geo-textiles in Kerala and other states including North Eastern States of India.

### **2.8.2 Seminars cum workshops**

Seminars cum workshops are arranged at Central Coir Research Institute to disseminate the fruits of research to the industry and demonstrations of applications on coir geotextiles and other different coir products. The Board also conducts domestic exhibitions as well as exhibitions abroad.

The feedback received from public during seminars, workshops, exhibitions, and through publications like Coir News, etc., are taken into account while planning future programmes.

## **2.9 Mechanism available for monitoring the service delivery and public grievance resolution**

### **2.9.1 Service delivery**

Officers in charge of Regional Offices and Inspectors of the Development Department are the base level service providers of the Board. On receipt of applications for subsidy in respect of various schemes they will inspect the premises to ascertain the eligibility for financial and other assistance. Based on their reports assistance will be sanctioned by Chairman.

Extension Service Officer and inspectors attached to Regional Office, Alappuzha and other sub offices visit the premises of the factory of the applicants/consignors to ascertain the quality of coir products send to the Coir Board showrooms and also exported to foreign countries.

Review meeting for monitoring the implementation of various components of the scheme are taken by senior officers at Regional and Head Office level.

### **2.9.2 Public grievance resolution.**

#### **Handling of Staff/ Public Grievances**

Staff /Public can address their issues through CPGRAMS. Centralised Public Grievance Redress and Monitoring System (CPGRAMS) is an online platform available to the citizens 24x7 to lodge their grievances to the public authorities on any subject related to service delivery. It is a single portal connected to all the Ministries/Departments of Government of India and States. Every Ministry and States have role-based access to this system. CPGRAMS is also accessible to the citizens through standalone mobile application downloadable through Google Play store and mobile application integrated with UMANG.

The status of the grievance filed in CPGRAMS can be tracked with the unique registration ID provided at the time of registration of the complainant. CPGRAMS also provides appeal facility to the citizens if they are not satisfied with the resolution by the Grievance Officer. After closure of grievance if the complainant is not satisfied with the resolution, he/she can provide feedback. If the rating is 'Poor' the option to file an appeal is enabled. The status of the Appeal can also be tracked by the petitioner with the grievance registration number.

## 2.10 Addresses of the main office and other offices at different levels. (Location wise)

<p><b>Coir Board,</b> P.B.No.1752, M.G.Road, Kochi-682 016, Ph:0484-2351807, 2351788,2351954, 2354397, Fax.0484-2370034 Email : coirboard@nic.in info@coirboard.org website;www.coirboard.gov.in</p>	<p><b>CENTRAL COIR RESEARCH INSTITUTE (CCRI)</b> Kalavoor-P.O, Alleppey District, Alleppey- 688 522 Ph: 0477 2258094, 0477 2258480, 0477 2258933 Email: ccri.coirboard@gmail.com coirboard.ccri@gmail.com</p>
<p><b>HINDUSTAN COIR</b> Kalavoor-P.O, Alleppey- 688 522 Ph: 0477 – 2258339 Email: hindcoir@gmail.com</p>	<p><b>NATIONAL COIR TRAINING &amp; DESIGN CENTRE</b> Coir Board, Kalavoor-P.O, Alleppey-688 522 Ph: 0477 2258067 Email: adnctdc@gmail.com</p>
<p><b>REGIONAL OFFICE,</b> Kalavoor P.O., Alleppey Dist., Alleppey – 688 522, Kerala, India. Tel : +91-477- 2258801/2258480/2258415 e-mail : coirmarkscheme@yahoo.com</p>	<p><b>CENTRAL INSTITUTE OF COIR TECHNOLOGY</b> No.3 A, Peenya Industrial Area, Near TVS Cross, Peenya, Bangalore- 560 058 Telephone : 0674 – 2350078 Email: coirtechnology@gmail.com</p>
<p><b>REGIONAL EXTENSION CENTRE</b> Coir Board, Pillaiyarpatti Vallam (Via), Thanjavur- 613 403 Ph:0436 2265255 E-mail – cbrectnjcoirboard@gmail.com</p>	<p><b>REGIONAL OFFICE,</b> Coir Board Peenya Industrial Area, Peenya, Bangalore - 560 058. Telephone: 080 28375023. Fax: 080- 28375024 Email: robcoir@yahoo.co.in</p>
<p><b>REGIONAL OFFICE,</b> Coir Board, Swaraj Nagar, A.C.Gardens, Doulesaram Road, Rajahmundry - 533 101. Telephone:0883-2420196 Fax: 0883-2420196 Email: coirboardrojy@yahoo.co.in</p>	<p><b>REGIONAL OFFICE,</b> Regional Office, Coir Board, No-41,Nehru Street,Mahalinga Puram, Near Roundana,Beside Water Tank, Pollachi-642 002 Coimbatore, Tamil Nadu Phone :04259-222450 Tel Fax :04259-227665 e-mail: coirpollachi@gmail.com</p>

<p><b>REGIONAL OFFICE,</b> Coir Board, Jagamara (Udyogpuri), P.O. Khandagiri, Bhubaneswar-751030, ORISSA Telephone : 0674 – 2350078 Email: robbsrcoirboard@gmail.com</p> <p><b>COIR BOARD EXTENSION CENTRE</b> Gorund floor, NOCCi Business Park, Trade Tower, Bampada, Odisha-756 056 Telephone:06782 255255 Email: cbecbl@gmail.com</p>	<p><b>REGIONAL OFFICE,</b> Coir Board Sindhudurg Prahar Building(GF) Kankavali – 416 602 Sindhudurg, Maharashtra e-mail:cbro.sindhudurg@gmail.com</p> <p><b>COIR BOARD EXTENSION CENTRE</b> Room No.207, District Collectorate Building, Oros, Sindhudurg, Maharashtra- 416 812 Telephone: 02362 228092 Email: cbec.sindhudurg@gmail.com</p>
<p><b>SUB REGIONAL OFFICE,</b> Coir Board, Ground Floor, House No. 01 Retnagiripath, Bhamuni Maidan, Guwahati – 781 022 Ph: 0361 – 2556828 Email: cbsroght@gmail.com</p>	<p><b>SUB REGIONAL OFFICE,</b> Coir Board, Madhava Apartment, Thezhukkilepeedika, Mele Chovva, Kannur – 670 002 Ph: 0497 – 2726360 Email: coirkannur@yahoo.co.in</p>
<p><b>SUB REGIONAL OFFICE,</b> Coir Board, New Secretariat Building, C-Block, Ground Floor ,1, Kiran Sankar Roy Raod, Kolkata – 700 001 Tel: 033-64586422 Email: coirtechnology@gmail.com</p>	<p><b>SUB REGIONAL OFFICE,</b> Coir Board, Annex Building, Udyog Parisar, Opp. Departmental Workshop, Middle Point, Near DIC, Port Blair – 744 101, A&amp;N Islands Tel: 03192 - 230265 E-mail: coirportblair@gmail.com</p>
<p><b>SUB REGIONAL OFFICE,</b> Coir Board, Office of the Directorate of Industries, U.T. of Lakshadweep, Kavaratti – 682555. Ph: 04896-262026 E-mail : srokavaratti@gmail.com</p>	<p><b>SUB REGIONAL OFFICE,</b> Coir Board, 5-8-328/1, Chapel Road, Nampally, Hyderabad - 500 001 Phone: 040-23552309 E-mail: coirboardsrohyd@gmail.com</p>



**Address of Showrooms & Sales Depots is given below:**

<p>The Manager, Coir Board Showroom &amp; Sales Depot, House No. 153, Shib Nagar, College Road, Ward No.19 Agarthala College P.O., Agarthala – 799 004. Ph: 0381- 2518017 E-Mail - cbsr_agartala@rediffmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, "Pran Vijay" Near Times of India, Opp.Bata Showroom, Navarangapuarm, Ashram Road, Ahmedabad – 380 009 Ph: 079 -26580226 E.Mail - cbsr_ahmd@yahoo.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot 35, Sheo Charan Lal Road, Allahabad- 211 001, Uttar Pradesh. Ph: 0532 -2564810 E-Mail- cbsrald@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, Central Institute of Coir Technology Campus, No.3 A, Peeniya Industrial Area, Bangalore - 560 058, Karnataka. Tele-Fax: 080 – 28397216 E-mail - coirboardbangalore@gmail.com,</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot , Jagamara (Udyogpuri), P O, Khandagiri, Bhubaneswar , Odisha- 751 003. Ph: 0674 – 2353114 E-mail - cbsrbbsr@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, SCO-84, Sector-38-C, Chandigarh - 160 036 Ph: 0172 -2699736 E-mail - coirbhavan@gmail.com,</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot, 530, Mount Road, Opp.Vanavil Co-optex, Teynampet, 530 Mount Road, Anna Salai, Chennai - 600 018. Tele-Fax: 044 – 24349123 E-mail: coirbhavanchennai@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, No. 61 Gandhi Road, Near Jain Dharmasala, P O Mazra, Dehradun - 248 001. Uttarakand, Ph: 0135 – 2521245 E-mail - coirboarddoon1961@gmail.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot, Coir House, M G Road, Ernakulam, Kochi-682 016. Ph: 0484 – 2354277 E-mail – cbekmsr@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, 4th Line, 6-4-86, 1st Cross, Arundelpet, Guntur - 522 002, Andhra Pradesh. Ph: 0863 – 2234586 E-mail - coirbhavangtr@gmail.com,</p>

<p>The Manager, Coir Board Showroom &amp; Sales Depot, 2G, Dihang Arcade, Bhangaghar, Opp.Pallavi Motors, G.S.Road, Guwahati - 781 005, Assam Ph: 0361 – 2464142 E-mail - coirboardsrsd@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot 5-8-328/1, Chapel Road, Hyderabad - 500 001. Tele-Fax: 040 – 23202276 E-mail - coirbhawanhyd@gmail.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot, 7 SD, Plot No.610, Scheme No.44, Khatiwala Tank, Vikash Rekha Complex, Indore, Madhya Pradesh, Pin – 52 014. Phone: 0731-2462106 Email: coir.board@rediffmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, Raveendra Bhavan, Opp.AIR, M I Road, Jaipur – 302 001, Rajasthan. Ph: 0141 – 2365427 E-mail – cbsrjp@gmail.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot, Opp.Kalgidhar Gurudwara, Rehari Chungi, Jammu Tawi-180 001, Tele-Fax: 0191 – 2583827 E-mail - coirbhavan_jmu@rediffmail.com,</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot No;111A/403, 80 Feet Road, Ashok Nagar, Kanpur ,Uttar Pradesh- 208 012 . Ph: 0512 – 2540173 E-mail: coirboardsrk@gmail.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot, 22, Dr.U N Brahmachari Street, Park Street P O, Kolkata, West Bengal - 700 016. Ph: 033 24605287 E-mail - coirboardkol@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot Pandit Bhavan, 4-A, Balmiki Marg, Behind Novelty Cinema, Lalbagh, Lucknow - 226 001. Ph: 0522 – 2282448 E-mail -cbsrlucknow@gmail.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot, 182, West Masi Street, Near T M Court, Madurai - 625 001. Ph: 0452 – 2340505 E-mail - cbsr_madurai@yahoo.co.in</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, Ground Floor, Marol Telephone Exchange, MIDC, Central Road, Andheri (E), Mumbai- 400093 Telephone: 022 27814666 E-mail cbsrandheri@gmail.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot Rajiv Gandhi Handicrafts Bhavan, Ist Floor, Baba Khadag Singh Marg, Cannought Place, New Delhi - 110 001 Tele-Fax: 011 – 23341388 Email: pro_newdelhi@coirboard.org</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot GF-3/90, Mansarovar Building, Nehru Place, New Delhi - 110 019 Tele-Fax : 011 – 26431544 E-mail -cbsrnpdel175@rediffmail.com</p>

The Manager, Coir Board Showroom & Sales Depot, N.S.Tower,14/280-1&2, Near Stadium Stand, Palakkad – 678 013 Ph: 0491 – 2544377 E-mail - coirboardpkd@yahoo.com	The Manager, Coir Board Showroom & Sales Depot Biscomaun Bhavan, West Lawn, Patna - 800 001. Ph: 0612 – 2219550 E-mail coirboardsrpat@yahoo.com
The Manager, Coir Board Showroom & Sales Depot, West Pallithamam Building, 28/876/14 Karunakaran Nambiar Road, Thrissur - 686 020. Ph: 0487 – 2331463 E-mail - coirboardtcr@gmail.com	The Manager, Coir Board Showroom & Sales Depot, T. C. 81/2368, Ramakrishna Building, Near Malayala Manorama, East Thampanur, Thiruvananthapuram - 695 001. Ph: 0471 – 2325315 E mail - coirbhavantvm123@gmail.com
The Manager, Coir Board Showroom & Sales Depot B-25/4A, Hanumanpura Ward Bhelpura P.O – Bhelpura Varanasi – 221010 Uttar Pradesh Phone: 0542-2276755 Email: cbsrvaranasi@gmail.com	The Manager, Coir Board Showroom & Sales Depot, Shop no.4,5,8, & 9 , Udyog Bhavan Siripuram Beside APCO, Visakhapatnam 530 003. Phone : 0891-2525186 Email: coirshowvsp@yahoo.com

## 2.11 Email ids and phone numbers

Email ids and phone numbers of officers and offices at Head office and field are given below:

### Head Office

1.	Chairman, Coir Board	chairmancoirboard@gmail.com	0484 2351900- extn 901
2.	Chairman's Office	chairman@coir.org	0484 2351900- extn 902
3.	Secretary, Coir Board	secretary@coirboard.org	0484 2351900- extn 903
4.	Secretary's Section	secretary@coirboard.org	0484 2351900- extn 916
5.	Director Marketing i/c	vcnandan@gmail.com	0484 2351900-extn-904 8848768439
6.	Senior Accounts Officer	vcnandan@gmail.com	0484 2351900- extn-904 8848768439
7.	Joint Director (Plg.)	Planning@coirboard.org	
8.	Assitant Director (OL) & Administration Department i/c.	admofficer@coirboard.org gaya3shenoy@yahoo.com	0484 2351900- extn 907 9495872188
9.	Deputy Director (Domestic Marketing & Vigilance)	mktg@coirboard.org vigilance@coirboard.org premababu1963@gmail.com	0484 2351900- Extn 905 9916199661

10.	Deputy Director (ERS)	ers@coirboard.org vasanthi4prakash@gmail.com	0484 2351900- extn-906 9447956732
11.	Development Officer (S&T)	sntsection@gmail.com valsalaarch@gmail.com	0484 2351900- extn-931 8137079829
12.	Deputy Director(EM)	expo@coirboard.org	0484 2351900- extn-915 9895982237
13.	Development Officer (ID)	id@coirboard.org	0484 2351900-extn-913 9597045588
14.	Development Officer (SFURTI)	sfurti@coirboard.org cssyama@gmail.com	0484 2351900-extn-916 9446717427
15.	Marketing & Publicity Officer	publicity@coirboard.org pv_thankachan@yahoo.co.in	04842351900- extn-906 9400653919
16.	Designer	coir.designs@gmail.com	0484 2351900- extn 920 9447459055
17.	Accounts Officer(B&A)	accounts@coirboard.org abraham@coirboard.org	0484 2351900- extn-909 8075196397
18.	Accounts Officer(IA)	ia@coirboard.org jyothy1977@gmail.com	0484 2351900- extn-910 9495260905
19.	Internal Audit Section	ia@coirboard.org	0484 2351900- extn 951
20.	Accounts Manager	rejicoir@gmail.com accounts@coirboard.org.	0484 2351900- extn-924 9496428646
21.	Section Officer (Showroom Accounts)	sraccount@coirboard.org leenacoirboard@gmail.com	0484 2351900- extn 923 9497366286
22.	Section Officer (Planning Section)	coirboardplanning@yahoo.co.in	0484 2351900- extn 930
23.	Planning & Parliament Matters Cell	planning@coirboard.org	0484 2351900- extn 930
24.	Section Officer, Vigilance Cell	vdinesan@gmail.com	+91 9495715606
25.	Research Officer(Publicity)	publicity@coirboard.org	0484 2351900- extn 920 9400653919
26.	Section Officer (ERS)	ers@coirboard.org	0484 2351900- extn-937 8075841821
27.	Library	library@coirboard.org	0484 2351900- extn 934
28.	Coir Trade Information Centre	info@coirboard.org	0484-2351900- extn 940 9846460414
29.	Section Officer (Domestic Marketing)	marketing@coirboard.org	0484-2351900- extn 923
30.	Section Officer, EM-1 Section	expo@coirboard.org prakasinys@gmail.com	0484 2351900- extn-935 9446013596
31.	Section Officer, EM-II Section	Em2@coirboard.org kernalinakshy@gmail.com	0484 2351900- extn 938 9446086807
32.	Section Officer (Sfurti)	sfurti@coirboard.org	0484 2351900- extn 926
33.	Section Officer, Administration(Personal)	adm@coirboard.org.	0484 2351900- extn 922
34.	Section Officer, Administration (Establishment)	admestabishment@gmail.com	0484 2351900- extn 921
35.	Hindi Section	hindi@coirboard.org	0484 2351900- extn 936

36.	Champions	champions@coirboard.org	0484 2351900- extn 952
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### Sub Offices

Sl. No.	Name of the Office	e-mail id
1.	Central Coir Research Institute, Kalavoor	Ccri.coirboard@gmail.com
2.	Central Institute of Coir Technology, Bangalore	cictcoirboard@gmail.com
3.	National Coir Training & Design Centre, Kalavoor	adnctdc@gmail.com
4.	Hindustan Coir	hindcoir@gmail.com
5.	P.R.O New Delhi	pro-newdelhi@coirboard.org
6.	Regional Office, Bangalore	coirboardbangalore@gmail.com
7.	Regional Office. Alappuzha	coirmarkscheme@yahoo.com
8.	Regional Office. Bhubaneswar	robbsrcoirboard@gmail.com
9.	Regional Office Sindhudurg	cbro.sindhudurg@yahoo.co.in
10.	Regional Office. Pollachi	coirpollachi2@gmail.com
11.	Regional Office. Rajamundry	coirboardrorjy@yahoo.co.in
12.	Sub Regional Office. Kannur	cbsroknr@gmail.com
13.	Sub Regional Office, Hyderabad	coirboardsrohyd@gmail.com
14.	Sub Regional Office, Guwahati	cbsroghty@gmail.com
15.	Sub Regional Office, Kolkata	cbsrokol@gmail.com
16.	Sub Regional Office, Kavaratti	srokavaratti@gmail.com
17.	Sub Regional Office, Port Blair	coirportblair@gmail.com

### Showrooms & Sales Depots

Sl. No.	Name of the Showroom	Phone No.	Mobile No.	E-mail
1	AGARTALA	0381-2518017	9366089302	cbsr_agartala@rediffmail.com,
2	AHMEDABAD	079-26580226	9427711971	cbsr_ahmd@yahoo.com,
3	ALLAHABAD	0532-2564810	7006025189	cbsrald@gmail.com,
4	BANGALORE	080-25587216	9995680835	coirboardbangalore@gmail.com,
5	BHUBANESWAR	0674- 2353114	9437514682	cbsrbbsr@gmail.com
6	CHANDIGARH	0172-2699736	9855993349	coirbhavan@gmail.com,
7	CHENNAI	044-24349123	8089594737	coirbhavan Chennai@gmail.com
8	DEHRADUN	0135-2521245	9198231424	coirboarddoon1961@gmail.com,
9	ERNAKULAM	0484-2354277	9946052672	cbekmsr@gmail.com,
10	GUNTUR	0863-2234586	9440241007	coirbhavangtr@gmail.com,
11	GUWAHATI	0361-2464142	9831895093	coirboardsrsd@gmail.com,
12	HYDERABAD	040-23202276	9496334240	coirbhawanhyd@gmail.com,
13	INDORE	0731-2462106	9833481482	coir.board@rediffmail.com,

14	JAIPUR	0141-2365427	7062280725	cbsrjp@gmail.com
15	JAMMU	0191-2583827	9419109147	coirbhavan_jmu@rediffmail.com,
16	KANPUR	0512-2540173	9479402540	coirboardsrk@gmail.com,
17	KOLKATA	033-2460 5287	9007967275	coirboardkol@gmail.com
18	LUCKNOW	0522-2282448	9816167572	cbsrlucknow@gmail.com
19	MADURAI	0452-2340505	9791384538	cbsr_madurai@yahoo.co.in,
20	MUMBAI	022-27814666	7738548892	cbsrandheri@gmail.com,
21	CANNOUGHT PLACE	011-23341388	9899804408	pro-newdelhi@coirboard.org
22	NEW DELHI (NP)	011-26431544	7007836807	cbsrnpdel15@rediffmail.com
23	PALAKKAD	0491-2544377	9995550571	cbsrpkd@bsnl.in,
24	PATNA	0612-2219550	9431295471	coirboardsrpat@gmail.com
25	TRICHUR	0487-2331463	9562547746	coirboardtcr@gmail.com,
26	TRIVANDRUM	0471-2325315	9496560730	coirbhavantvm123@gmail.com
27	VARANASI	0190-5224055	9839339686	cbsrvaranasi@gmail.com
28	VISAKHAPATAN AM	0891-2525186	8008066003	coirshowvsp@yahoo.com,

## **2.12 Morning hours of the office: Closing hours of the office:**

### **Office hours**

#### **2.12.1 Five Day Week**

All offices of the Board except the Show Rooms & Sales Depots (Coir Bhavans) observe 5 Day Week. The working hours of the offices observing 5 Day Week are from 9.00 AM to 5.30 PM with half an hour lunch break from 1.00 PM to 1.30 PM. The Showrom & Sales Depots (Coir Bhavans) work from 10 AM to 6.30 PM. But the second and fourth Saturdays are holidays for them.

**2.12.2** The working hours of the staff car drivers attached to the Head Office are from 08.30 AM to 6.00 PM with lunch break of half an hour.

**Manual . 2**  
(under Section 4 (1) (b) (ii) of RTI Act)  
**Chapter . 3**

**3. Powers and Duties of Officers and Employees**

The Chairman is the controlling officer and Secretary is the administrative head of the Board. The Board has the following ten departments viz.

1. Administration
2. Accounts
3. Planning
4. Domestic Marketing
5. Publicity
6. Export Marketing
7. Industrial Development
8. Science & Technology
9. Economic Research and Statistics
10. SFURTI
11. Vigilance Wing

In addition the following two sections/offices are also functioning.

They are -

- i. Chairman's Office
- ii. Secretary's Section

**3.1 Powers and duties of the Chairman**

As per bye-law 13 of the Coir Board (Transactions of Business, Conditions of Service of Employees and Maintenance of Accounts) Bye-laws, 1955 as amended from time to time the Chairman shall exercise the powers and perform the duties as specified in the schedule annexed thereto. The Secretary shall discharge the functions delegated to him under clause (1) of the said bye-law under the general control and superintendence of the Board and of the Chairman.

The date, time and place of a meeting of the Board shall be determined by the Chairman (Bye law 3 of Coir Board (Transactions of Business, Conditions of Service of Employees and Maintenance of Accounts) Bye-laws, 1955 as amended up to 4th May 2007).

The Chairman, if present, shall preside over the meetings of the Board, Executive Committee and other standing or ad hoc committees (Bye law 6 of Coir Board (Transactions of Business, Conditions of Service of Employees and Maintenance of Accounts) Bye-laws, 1955 as amended up to 4th May 2007).

The Chairman may, with the consent of the members present at a meeting, adjourn that meeting from time to time or from place to place, but no business shall be transacted at any such adjourned meeting other than the business left un-disposed of at the meeting from which the adjournment took place (Bye law 9 of Coir Board (Transactions of Business, Conditions of Service of Employees and Maintenance of Accounts) Bye-laws, 1955 as amended up to 4th May 2007).

The minutes of a meeting of the Board or the Executive Committee as the case may be, shall be kept each in a separate book and shall be signed by Chairman or the person presiding at such meeting.

The Chairman shall be the controlling officer in respect of bills on account of-

- (a) his own traveling and daily allowances, and-
- (b) the traveling and daily allowances of-

- (i) Other members of the Board.
- (ii) Members of any Committee constituted under the Act.
- (iii) The Secretary and
- (iv) Any other officers and employees of the Board. (Bye law 14 (2) of Coir Board (Transactions of Business, Conditions of Service of Employees and Maintenance of Accounts) Bye-laws, 1955 as amended up to 4th May 2007).

## **3.2 Powers and duties of Heads of Departments**

### **3.2.1 Administration**

#### **Powers and duties of Secretary**

He is the functional head of the Board next to Chairman. All administrative matters relating to the conditions of service of the employees, regulation of pay and allowances, retirement benefits to employees, maintenance of accounts and presentation to the Board, submission of the audited accounts to the Central Government, submission of annual report to the Central Government, etc. come under his functions and responsibilities.

The Secretary is the Convener of the meetings of the Board and Committees and has to convene the meetings under the direction of the Chairman and he is not an official member of the Board or the Committees (Transaction Bye Law, Section 13(2)(a)). He shall prepare the Agenda and Notes for the meetings and as per directions of the Chairman, he may arrange to convene the meetings on the dates and places indicated by him. A notice of not less than 21 days from the date of posting shall, ordinarily, be given to every member for an ordinary meeting of the Board and a notice of not less than 10 days to every member for an ordinary meeting of the Executive Committee. If it is necessary to convene a special meeting of the Board or of the Executive Committee, at least one week's notice shall be given to every member. (Transaction Bye Law, Section 4). A record of the proceedings of the Board or committee shall be maintained of all items of business transacted and copies of such record



shall be forwarded to the Central Government/Members of the Board by the Secretary. In view of the above, the Secretary is attending to all the meetings of the Board and the Committees, keep records of the proceedings and assist the Chairman in all administrative and financial matters and for implementation of the decisions taken. He will coordinate responsibilities and functions of various branches in Head Office and Sub Offices of the Board. The Secretary is also preparing the draft Annual Report on the working of the Board and on approval by the Board forward the same to the Central Government for being laid on the table of both the Houses of Parliament. He performs other functions as assigned to him by the Chairman/Board from time to time.

### **Powers and duties of Administrative Officer**

- Proper implementation of the policies laid down in matters related to recruitment, promotion, transfers, resignations, termination of Coir Board employees, and other administrative matters.
- Fixation pay for employees, granting allowance, handling increments, stagnation of increments, grant of pay under ACP/MACP, implementation of pay commission reports.
- Maintenance of service records, computerization of personal data, data entry of salary, updating personal data on changes of location, increments, allowances etc.
- Issuing appointment orders, forwarding applications of employees for outside jobs.
- Issuing various certificates including NOC
- Promotion, posting, Transfer in respect of all Administrative, Showroom, Technical posts, maintenance of communal roster.
- Providing information under RTI Act, Parliament questions, connected court cases, reply to submissions from employees/ service associations,
- Compliance to SC/ ST Commission instructions.
- Creation of posts at Head Office and Sub Offices,
- Work measurement study of the Board, monitoring the implementation of reservation rules, Audit Enquiry.
- Functioning of Grievance redressal cell.
- Furnishing of various details/data to Ministry. Engagement of Apprentices, maintaining the leave in respect of Apprentices etc. Maintaining Leave Registers of the staff in HO and sub offices
- Maintenance and up keeping of Coir Board Head Office/Residential Building Panampilly Nagar by deputing contingent labours, maintenance/renovation and repair works of Coir Board Head Office, Residential building Panampilly Nagar. Releasing payment for water supply, electricity bill, telephone etc.
- Swachh Bharath Activities
- Procurement of vehicles and all related works
- Insurance coverage of employees of Coir Board.
- Disposal of waste / un-used / damaged items at Head Office, File works to the postal department, Providing arrangements (Board room, mike settings etc.) during meeting etc.,
- Arrangement of Security & Cleaning staff at H.O. and Sub Offices

- Issuing of administrative Sanction for procurement of various items in Sub-offices/Showrooms.
- Maintenance of garden in the premises of Head Office.
- All works related with existing Coir Board Pensioners/Family Pensioners
- Bringing out from time-to-time seniority list, eligibility list and for other personnel matters like increment, ratification of leave
- Manpower planning of the Board and to ensure proper deployment on man power.
- Preparation of annual report of the Board.
- Assist Secretary in administrative matters.
- Providing man power to the requirement of Quality Management System.

### **Section Officer, ADM (P)**

Monitoring and Supervision of Admin works by the Dealing hands– Personnel matters such as Direct Recruitment, appointment, regularisation, probation lifting, Annual increments, MACP, Promotion, Transfer and posting, RTI replies of admin related questions, Replies to various queries related to Admin, Engagement of contingent staff in various offices, monitoring of admin connected court matters, Furnishing of various details/data to Ministry and other organizations in Admin related matters.

### **Assistant**

Promotion, Transfer and posting, Transfer Policy, Preparation and maintenance of various Registers of Appointment/Promotion/ vacancy matching savings/ creation of post etc., maintenance of communal roster, providing information under RTI Act, Parliament questions, court cases, submissions from employees/service associations, Engagement of contingents and its monitoring, Compliance to SC/ST Commission instructions and connected matters, Creation of posts at Head Office and Sub Offices, Work measurement study of the Board, monitoring the implementation of reservation rules, Audit Enquiry, charge arrangements to the posts.

### **UDC- I**

Fixation of pay in respect of the employees of the Board, Granting of all allowances, lifting of probation, all incentives, issue of Appointment Orders, forwarding applications to outside jobs by employees, entry in service books, issue of various certificates/NOC, grant of Annual increment, Financial up-gradation under ACP/ MACP, implementation of Pay Commission reports, maintenance of service records/ computerization of personal data, Data entry of Salary (earning side) every month including updation in the Personal data in respect of employees such as change of designation, office, residential address, increments, allowances, Updation of Seniority List of Coir Board employees etc.

## **UDC -II**

Engagement of Apprentices, their wages as per minimum wages Act, work allotment, leave etc., Constitution of Grievance Redressal Cell, PwD Committee, Communal Committee, providing information under RTI Act connected with the works allotted, Parliament questions, connected court cases, Engagement of contingent hands/retired hands and their payment, reply to submissions from employees/ service associations, Audit Enquiry etc. on staff matters. All other works assigned by superior Officers.

## **UDC - III**

All the works related to the Direct Recruitment to all posts, Work relating to the Preparation of Employees/Pensioners Identity Cards, Updation of the Post Based Roster Register for D/R. Preparation of Roster for Ex-Servicemen/ PwD and its updation.. Furnishing MPR to Hindi Cell, Miscellaneous correspondences from the Ministry connected with the allotted works, Promotion in Technical stream and all other works assigned by the superior Officers.

### **Section Officer, Administration (Estt.)**

Supervising works for the Implementation of special programmes declared by Ministry, Works connected with Insurance coverage of all Coir Board establishments, settlement of temporary vouchers in respect of Administration (Estt), Reporting of important events for publishing in Significant Events /Ministry's E-News Letter, Issuance of PPO to Pensioners, Supervision of work connected with the release of pension and pensioner benefits due to retiring employees of the Board. Pension restoration of commuted value, Additional Pension (80/85 years)etc., Distribution of Dak, Report on SAP to Ministry, Work related to printing and publishing of Board's Annual Report, Supervision of works related to collecting materials for the inclusion for Ministry's Annual Report, Arrangement for preparation of Mementos/issuance of gold coins to retiring employees, Submission of Group Insurance claims forms from LIC and its settlement, Supervision of work related to sanctioning of leave and maintenance of leave account in respect of Board employees. Supervision of work for sanction of LTC, Uniform allowance etc. Works connected with the procurement of vehicles of the Board and its maintenance, insurance etc. Supervision of works for the preparation of draft Amended Comprehensive Recruitment Rules (ACRP), Supervision of works related to procurement of stationery items through Gem/ CPP Portal and its supply to Head Office and Sub Offices, Supervision for maintenance of Assets Register etc. Supervising the works related to replies of RTI application, Parliament questions/counter/parawise comments to court cases subject, submissions from the staff etc. pertains to the section concerned. Supervising the work connected with civil / electrical maintenance carried out through CPWD / other parties in Head Office and work connected with maintenance of Fire fighting systems. All other works assigned by superior Officers.

### **UDC/Assistant (i/c.) - I**

All works related to existing Coir Board Pensioners/Family Pensioners/NPS, Re-fixation of Pension as per CPC, grant of family pension, Calculation of Pension & Pensionary benefits, Updating the Pension records, preparation of Coir Board- Annual Report, Annual Report – MINISTRY, preparation of Amended Recruitment Rules(ACRP), Visit of different Parliamentary Committees, Reply to Parliament Questions etc., RTI applications , Renewal of Group Insurance Policy, Submission of data for actuarial valuation etc. , All other works assigned by superior Officers.

### **UDC/Assistant (i/c.) – II (Caretaker)**

Maintenance and up keeping of Coir Board Head Office / Residential Building Panampilly Nagar, works connected with engagement of security personnels, cleaning staff, annual maintenance contract of Head Office, and Sub offices, procurement of goods through GeM Portal connected with Caretaking duties, works connected with the procurement of vehicles of the Board, recoupment of fund provided to IOC on account of issuance of fuel card to Board's three vehicles, works connected with the release of OTA to Drivers, works connected with the issuance of Uniform Allowance to the eligible employees, works connected with Swachh Bharath Activities, settlement of all advances drawn connected with above works including the advances released to CPWD for various works at Head Office, Residential Building, Panampilly Nagar, Quarters at Visakapatanam, works connected with the periodic service and maintenance works of Photocopier / fax machines installed in Head Office, maintenance of Physical stock of Furniture and fixtures at Head Office / Residential Building, Panampilly Nagar, disposal of waste / un-used / damaged items at Head Office, all other works connected with Caretaker, all other works assigned by superior Officers.

### **UDC**

Inward, Distribution of dak papers to the Officers/Sections concerned with a detailed statement, scanning of all files/ Daks including medical bills, Forwarding scanned copies of the file/dak papers to the Officers through e-office., dispatch. Preparation of statement for important scanned Inward Dak distribution details and filing balance scanned Dak. Registered Post, correspondence with Postal Department, maintenance of Franking Machine and maintenance of concerned registers.

### **Assistant Showroom Manager**

Leave/LTC of all staffs members in HO and sub offices, in Coir Board Personnel Information System., Maintaining of Service Records of all staff members in e-file/ Preparation of Actuarial Valuation statement- All kinds of Leave other than Casual Leave , service book updation, Updation in BAS System

## **LDC Store**

Procurement of stationery, Maintenance and issue of stores items (Stationery, Computer stationery, and Printing, Computer inventory) at Head Office, Sub Offices, SR&SDs, and keeping of relevant Registers, Supply of Stationery to various Sections in Head Office, Sub Offices and SR&SDs, GeM/CPP Portal related matters. Keeping and maintenance of Assets Register, Inward Cell (E-Office). All other works assigned by superior Officers.

## **EPABX operator**

Maintenance of EPABX and attending incoming calls etc.

**Additional works in Administration (Establishment)** - Works connected with releasing of monthly payments of Electricity, water supply and telephone etc., Franking Machine, Residential Building of Secretary, Panampilly Nagar, etc., Arrangement for preparation of Mementos/issuance of gold coins

1. Updation of Leave (Earned Leave/Commutated Leave/HPL) and updation of service books in respect of the employees in HO.
2. Accounting of Casual Leave and maintenance of Casual Leave Register of staff – ADM Department and All other works assigned by superior Officers.
3. Operation and Maintenance of Photocopier machine, collection/dispatch of posts/dak from/to Post office duties and all other works assigned by superior Officers
4. Up keeping /Maintenance of Garden (Vacant)

**Jamedar (MTS)**- Collection/ despatch of posts/dak from/to Post office duties and all other works assigned by superior Officers.

## **Secretary's 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.

## **Jr. Auditor**

Preparing statements and documents as per requirement of C & AG auditing, Maintaining and updating APAR records of all employees of the Board, Made available APAR dossiers of the candidates in the MACP/ Promotion panel to DPC Committee, Preparing and Despatching APAR blank forms to all employees of the Board all over India, Put up representations from Staff regarding entries/ grading given in the APAR, Attending other miscellaneous official works connected with the Secretary's Section as and when required, Stenography work in respect of Secretary's Section, Preparation of Secretary's tour programme and TA bills, Preparing RTI reply w.r.t. Questions received at Secretary's Section as per RTI Act within the time limit, Compilation of Agenda Notes for the Board/Sub Committee Meetings and its Circulation to the Members, Compilation of Action Taken Reports of previous Board Meetings for the Board/Sub Committee Meetings and its circulation to the Members, Typing & preparation of Minutes of the Board and Sub Committee Meetings and its circulation to the Members, Settlement of bills in connection with Board/ Sub Committee Meetings, Settlement of travel bills and other bills of Secretary, Coir Board, Maintaining Imprest A/c. and settlement of bills.

## **Hindi Section**

### **Assistant Director (Official Language)**

- Responsible for the implementation of Official Language Policy in all the establishments of Coir Board.
- Vetting of translation done by the Hindi Translators, translation from English to Hindi and vice versa, Hindi File works.
- To ensure proper compliance of the Official Language Policy Act and orders pertaining to the Hindi Teaching Scheme and Official Language Policy in Board's Head Quarters as well as all suboffices.
- To make suggestions from time to time for the progressive use of Hindi.

### **Hindi Translators**

- Translation of various documents from English to Hindi and vice –versa
- To assist Assistant Director (Official Language) in the implementation of work of official language policy and in various official matters.
- Maintaining files and records relating to Hindi.

### **Hindi Typist**

- Typing work both in Hindi and English.
- Assisting the Assistant Director (Official Language) and Hindi Translators in their work.

### **3.2.2 Accounts Department**

Senior Accounts Officer will be the Head of the Accounts Department of the Board.

#### **Powers and duties of Senior Accounts Officer**

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

#### **Account Officer (IA)**

Internal Audit of all the Offices of the Board, including Showrooms & Sales Depots and Head Office, and preparation of Internal Audit reports and other related works,

1. Formulating the Financial Year wise Internal Audit Programme with the approval of the Competent Authority.
2. Conducting & Supervising of Internal Audit of all establishments of Coir Board spread all over India as per the approved schedule including the Head Office.
3. Providing proper guidance to the Sub-offices in maintaining books and records in the office.
4. Physical verification of Fixed Assets, Stock of Coir Products etc. during the Internal Audit.
5. Supervising for preparing the draft of the Internal Audit Reports and Further Remarks on completion of the Internal Audit of the Sub Offices including Showrooms & Sales Depots.
6. Verification of Service Records, Pay & Pension Fixations of Officials.
7. Concurrent audit of Plan Schemes expenditure and Settlement of Advances which are allocated to Internal Audit.
8. Conduct of various enquiries entrusted by the Higher Authority.
9. Supervision of activities of Showroom Account Section, where receipts and payments with respect of Sales proceeds of showrooms are made. Keeping the Board commission in the Central Account received from Show rooms.
10. Vetting of the replies prepared by the Show rooms with respect to the AG Audit conducted in the Showrooms & Sales Depots.
11. Any other works entrusted by the Competent Authority from time to time.

#### **Section Officer**

1. Assisting the AO (IA) for framing the financial year wise Internal Audit Programme.
2. Conducting of Internal Audit of all the Coir Board Showrooms and Sub Offices spread all over India as per the approved schedule including Head Office.
3. Providing proper guidance to the Sub-offices in maintaining books and records in the office.
4. Physical verification of Fixed Assets, Stock of Coir Products etc. during the Internal Audit.
5. Preparing the draft of the Internal Audit Reports and Further Remarks on completion of the Internal Audit of the Sub Offices and Showrooms & Sales Depots.
6. Follow up of the pending Internal Audit Observations of the previous Internal Audit.
7. Verification of Service Records, Pay & Pension Fixations of Officials.
8. Concurrent audit of Plan Schemes expenditure and Settlement of Advances marked to Internal Audit.
9. Conduct of various enquiries entrusted by the Higher Authority.
10. Any other works entrusted by the Competent Authority from time to time.

### **Junior Auditor**

1. Assisting the AO and SO for framing the Internal Audit Programme for the year as per the pendency.
2. Assisting and conducting of Internal Audit of all the Coir Board Showrooms and Sub Offices spread all over India as per the approved schedule including Head Office.
3. Providing proper guidance to the Sub-offices in maintaining books and records in the office.
4. Assisting and conducting the physical verification of Fixed Assets, Stock of Coir Products etc. during the Internal Audit.
5. Preparing the draft of the Internal Audit Reports and Further Remarks on completion of the Internal Audit of the Sub Offices and Showrooms & Sales Depots.
6. Verification of Service Records, Pay & Pension Fixations of Officials.
7. Assisting and conducting the concurrent audit of Plan Schemes expenditure and Settlement of Advances marked to Internal Audit.
8. Conduct of various enquiries entrusted by the Higher Authority.
9. Preparing and updating the Registers, Files and other documents and submitting to the SO (IA) and AO (IA).
10. Any other works entrusted by the Competent Authority from time to time.

### **Account Officer (B & A)**

- Preparation of Budget Estimates, Revised Estimates and submitting the same to the Ministry.
- Correspondence with the Ministry for releases of funds
- Preparation of Funds utilization statements and periodical reports to the Ministry and attending various review meeting held at Head Office as well as Ministry.
- Sending Utilization Certificates, pre stamped receipts etc. to the Ministry.



- Finalization of Annual Accounts of Board and works related with Audit of Annual Accounts of the Board
- Works related with operation of various bank accounts.
- Monitoring the settlement advances and making periodical reports thereof.
- Coordinating works related to Transaction Audit from CAG office and Ministry Audit.
- Furnishing of Audit Replies to the various audit like C&AG, Ministry Audit, etc.
- Repayment of Loan to Government of India due on each month
- E-filing of TDS return and E-filing of GST Return
- Other works assigned by Senior Accounts Officer

### **Accounts Manager**

- Scrutiny of monthly changes made by Administration Section in the earning side of salary software package.
- Scrutiny of monthly deduction entries such as change in GPF Subn/Recovery, Society deduction, NPS Subscription, Income Tax, PLI etc..
- Verification of pay due/drawn statement/leave encashment based on the pay fixation/LTC sanction orders issued by the Adm.Sn.
- Scrutiny of Arrear calculation with regard to enhancement of DA to emp/pensioners
- Scrutiny of expenditure sanction/contingent bills which received from other section and ensure its payment.
- Scrutiny of tour advance which executed by dealing hand and monitoring its advance settlement.
- Verification of TA bills which received from Head Office/SoS of the board and monitoring its settlement.
- Verification of LTC bills which received from Head Office/SoS of the board and monitoring its settlement
- Preparation & scrutiny of TA bills for Board Members & ensure its payment.
- Scrutiny of OTA bills from Head/Sos
- Taxi payment concerned with PRO, New Delhi and ensures its payment.
- Verification of all Registers maintained by the Accounts Section
- Scrutiny of GPF withdrawal/advance application received from HO/Sos and ensures its payment as per eligibility.
- Scrutiny of File with Ledger verification in respect of Final settlement of GPF A/c.
- Scrutiny of pension payment bill and ensure its payment.
- Scrutiny of application for CEA and ensure its reimbursement as per Govt. norms
- Ensure IT remittance and its online filing
- Consideration & approval of HBA/VA/Computer Advance – scrutiny of its application which received from HO&Sos. Ensure its payments and monitoring its repayment/settlement.
- Scrutiny of file related to re-conveyance of property after completion of Principal/interest of loan amount.

- Scrutiny of medical bills related to all staff members of HO/Sos and ensures its payment.
- Scrutiny of Cash Book/all payment & receipts and its reconciliation with concerned bank A/c.
- Work connected with Finalisation of Annual Accounts
- Attending other official works assigned by Senior Officers

### **Assistant/ Cashier**

Receives the duly signed/approved vouchers pertaining to all the accounts of Coir Board like Plan, CVY Salaries and Est Exp A/c, CUY, S&T, GPF, Pension, SFURTI etc for effecting the payments, receives Bills like TA Bills, Salary and connected .Bills, NPS and Tuition Bills, etc from accounts section for payments, data Entry in PFMS as Data Entry Operator for effecting the payments and other payment based work on the Vouchers/Bills received from sections and related correspondences, maintains proper records of vouchers with serial numbers for all the accounts of the Board separately, maintaining proper records/Register for all the transactions, remittance of IT/TDS in respect of all accounts, maintenance of records related to IT/TDS remittance, maintaining Register for fixed deposits, implementation and Maintenance of PFMS Portal at Coir Board HO, imparting training to all field Office Staff for Implementation of PFMS and CAN, provided necessary support and resolved issues pertaining to PFMS portal, provided Technical assistance to officials for successful implementation of PFMS Portal, implementation of Central Nodal Account pertaining to Coir Vikas Yojana, monitoring and facilitating the centralized process for opening of sub agency bank account in connection with Implementation of CAN, signatory management in PFMS, all correspondence regarding CAN, development of Software for Monitoring CNA Software in coordination with ERS, work related to Finalization of Accounts, monitoring the Data Entry in Tally, generation of various reports as and when directed, handling the Official Whatsapp Group “CVY CNA” and all the official communications therein, member in PFMS Cell to handle all the work related to PFMS Portal and its implementation, air Ticketing and related work, other works allotted by the Secretary, Coir Board, all other work allotted time to time by SAO/AO/AM.

### **Investigator/ Assistant**

Settlement of TA/DA , LTC TA, Retirement/Transfer TA bills etc.. of HO and all Sub Offices, settlement of advances in r/o TA, LTC TA etc. of HO and all Sub Offices, maintaining Tour Sanction and Tour advance register, maintaining LTC advance register, all works related to Advance, Withdrawal, and Final Settlements of GPF of all staffs, all works related to monthly NPS subscription, Partial Withdrawal and Final settlement of NPS, conduct Internal Audit at HO and Sub Offices, works in connection with Finalization of Accounts of the Board, processed payments as instructed by AM during the m/o December 2022, all other duties as, when instructed by superior officers.

## **UDC/ASM**

Settlement of Medical claims (IP, OP, and Credit Bills etc.) in respect of all employees at HO, Sub Offices and Showrooms, work related to Medical Advance and settlement, work related to Computer Advance and settlement, monitoring and settlement of HBA advance, work related to House Building Advance Reconveyance, monitoring and Settlement of Pending Vehicle advance, maintenance of files, Registers and related records regarding HBA, Computer Advance, Vehicle Advance etc., all Correspondence with all the approved Hospital regarding claim settlement, duties at Champions, updating of QP Report as per OLIC, maintenance of Leave Register (CL/EL), conducted Internal Audit at HO & Sub Office, work related to RTI and maintenance of register, work related to payment of Telephone bills and Maintenance of Telephone Bill Register, work related to Children Education Allowance and maintenance of CEA register, work related to News paper subscription reimbursement and All the other works allotted time to time by SAO, AO, AM.

## **UDC**

Preparation of salary in respect of Chairman, Officers and staff at Head Office, Sub Offices and Showrooms, works related to the disbursement of monthly pension to the all pensioners of Board, preparation of DA arrears in respect of Officers and staff at Head Office and Sub Offices and Showrooms, preparation of salary arrears (Promotion, Spl. Pay, MACP, Cash handling allowance etc.) in respect of Officers and staff at Head Office and Sub Offices and Showrooms, preparation of salary Certificates, preparation of contingent bills in respect of Contingent/Contract employees at Head office and Sub offices and Showrooms, preparation of professional Tax (Head office and Ernakulam Showroom), maintenance of Register, Files to the above work, work related to Income Tax, preparation of DR arrears in respect of pensioners And family Pensioners, preparation of Pension Certificates, collection, consolidation and processing of life certificate of pensioners. All other works entrusted by SAO, Accounts Officer (B&A), Accounts Manager and all other superior officers from time to time.

## **Section Officer, Showroom Accounts**

Verification of monthly Sales Proceeds statement of 28 Showrooms & one Ekta Mall Outlet with respect to Board's Commission, discount & special festival discount allowed, TDS on GST etc., release of Temporary Advance for the 28 Showrooms & One Outlet and the quarterly settlement of the same, release of rent to 24 Showrooms, one Outlet, Display Room and one Godown after checking the validity of rent agreement/ extension period, other miscellaneous files with respect to Conveyance Charges, Professional Fee, Audit Fee, Para wise replies to Inspection Report of Showroom, Board's Commission etc., overall supervision of the Showroom Accounts Section work, furnishing of Information under RTI Act 2005.

### **Assistant**

Verification and Preparation of the consolidated statement and Cash Memo wise Statement of the sales proceeds for Total 29 Nos. (28 Showroom + 1 Outlet Shop (Ekta Mall, Ahmedabad), receipt and Journals Entry etc., in Tally System, preparation of statement for Bank Receipts and Debits of Central Account, preparation of Contingent Bills of Board Commission, preparation of contingent bills for release of Showroom Rent for 26 nos. (24 Showroom, one outlet & 1 Display Room) and one Godown, preparation of Statement for the Month wise total Board Commission for All showroom (Total collection/ deduction regarding - Discount, GST, TDS, Incidental Consignors/Customers etc.), furnishing of information to Internal Audit team.

### **Assistant Showroom Manager**

Release of Temporary Advance to 28 Showrooms and Ekta Mall Outlet and its quarterly settlement, assisting in the RTI related work, processing of other miscellaneous files from Showrooms regarding conveyance charges, audit fee, minimum bank balance, incidental charges etc. and release of expenditure sanction for the same, collection of rent receipts and credit bill details from the Showrooms, furnishing of information to Internal Audit team.

### **Junior Stenographer**

Preparation of Revised Estimates – Budget Estimates and submitting the same in the prescribed format to the Ministry, works in connection with the Finalization & preparation of Annual Accounts and audit of Annual Accounts of the Board by C&AG, works related to Transaction Audits, Accounts Audits and Ministry Audits etc., repayment of Loan to Government of India due on each month, preparation of accounts regarding fund utilization and periodical reporting to the Ministry and various review meeting held at Ministry and Head Office, correspondence with the Ministry including the releases of funds from Ministry, sending utilization certificates, pre stamped receipts, certificates, undertakings, reply to parliament questions pertaining to the section, etc., operation of various Bank Accounts, consolidation of materials for E-filing of GST, consolidation of materials for E-filing TDS return for person other than salary, correspondences with IT and GST departments, preparation of monthly and quarterly reports on Utilization of funds for Ministry and various review meetings, all other duties entrusted by Senior Accounts Officer, Accounts officer (B&A), Accounts Officer (IA) and Accounts Manager.

### **3.2.3. Joint Director (Planning)**

#### **Duties and responsibilities of Joint Director (Planning)**

- i. Act as the Head of the Planning Division
- ii. Responsible for all works relating to the Planning Section of the Board, viz. preparation of the SFC/EFC proposals; formulation of Development schemes, yearly Action Plan Proposals, reporting of targets & achievements, Output-Outcome Monitoring Framework reporting etc.
- iii. Responsible for providing inputs to the Ministry for Parliament questions, L.A questions, etc.
- iv. Responsible for taking decisions on policy matters regarding implementation of developmental schemes and projects in consultation with and approval of Secretary/Chairman
- v. Work relating to Parliamentary Committees.
- vi. He will function as the Public Grievance Redressal Officer of the Board and the Director of Grievances in addition to his normal duties. The Director of Grievances may also function as the nodal officer of Citizen's Charter.
- vii. Responsible for implementation of plan based development schemes/ projects.
- viii. Sanction of payments and other bills up to the powers delegated to him.
- ix. Attending the Board Meetings as Head of the Planning Division of Board when invited.
- x. Exercise the powers delegated to him as per the Delegation of Powers.
- xi. Any other work assigned to him by the Secretary / Chairman.

#### **Section Officer, Planning Section**

Reporting to the Joint Director (Planning) and assisting him in connection with the various works viz. Preparation of SFC/EFC proposals for the plan schemes of the Board, preparation of materials for Action Plan/Annual Plan/Budget proposals, internal allocations, etc. in r/o the Scheme CVY, its targets / achievements, in coordination with the Accounts Dept. & other Sections Organizing review meetings in connection with plan review of the schemes of Coir Board, collection and compilation of material from Sections for preparation of the Operational Guidelines (OGL) in r/o the Umbrella Scheme CVY, preparation of agenda notes for the Board Meetings on different subjects pertaining to Planning Section, supervision of works related to the visit and meeting of Parliament Committee, providing the meeting materials and inputs to the Ministry and Parliamentary Committees, collection and compilation of inputs for reply to Parliament Questions, monitoring of advance settlements in connection with various expenditures of Planning Section, handling correspondence with the Ministry on different subjects, close monitoring of VIP Reference/PMO Reference and collection and providing of necessary inputs to the Ministry in coordination with other Sections, preparation of inputs for reply to the RTI applications pertaining to Planning Section, supervision of works related to Output Outcome Monitoring Framework (OOMF), co-coordinating all the works related to the Champions Control Room and CPGRAM Portal,

coordination works in connection with SoM meetings of Ministry, co-ordination and liaisoning with other Sections for providing various information to Ministry on different subjects from time to time.

#### **UDC/Assistant i/c**

Assist the Section Officer and Joint Director (Planning) in connection with the various works viz. all works related to the visit and meeting of Parliament Committee, settlement of various advances in connection with the Parliament Committee – issuance of Expenditure Sanction/Tour Sanction/ Adjustment Expenditure Sanction etc, collection & compilation of data received from different Sections, preparing reply to the queries raised by the Ministry/ other Departments time to time, preparation of Action Plan in r/o the Scheme CVY, its targets / achievements in co-ordination with different Scheme implementing divisions, maintenance of Registers like Expenditure Sanction Register, Advance Register, Valuable Register, Tour Register, PMO & VIP Reference Register etc., constant monitoring of the E-mail received from the Ministry/other Departments, forwarding the E-Mails received from the Ministry to different Sections concerned and follow-up the action taken, consolidation of the reports and onward transmission of the same to the Ministry, close monitoring of e-mails in r/o VIP Reference/PMO Reference, work related to Output Outcome Monitoring Framework (OOMF), reply to the questions raised in the different Parliament Sessions both Rajya Sabha & Lok Sabha, consolidating the target fixed and achievement made in r/o the Umbrella Scheme CVY and reporting the same to the Ministry as and when asked for, preparation of materials in connection with the Senior Officers Meeting (SoM), works related to the Champions Control Room i.e. preparation of monthly duty Roster, meeting/reporting, success stories, monitoring of Champions Portal & Grievance Redressal etc, close monitoring of the CPGRAM Portal, collection and compilation of materials for preparation of the Operational Guidelines (OGL) in r/o the Umbrella Scheme CVY in co-ordination with different Sections in the Board.

#### **3.2.4. Marketing Department**

##### **Director (Marketing)**

##### **Duties and responsibilities of Director (Marketing)**

He will be the overall charge of Domestic Marketing, Export Marketing and Economic Research & Statistics Department of the Board.

The following duties and responsibilities have been fixed for Director (Marketing).

- i. To develop strategy for the development of domestic as well as international markets or coir and coir products.
- ii. To prepare and implement methodology for assessment of the actual domestic market potential.

- iii. To Advise and assist the Secretary and Chairman in the development of Export and Domestic market of coir and coir products.
- iv. To Prepare Action Plan for augmenting sales through the Board's Showrooms & Sales Depots.
- v. Proper follow up of all domestic market promotion programmes of the Board.
- vi. To Monitor and review activities of the Marketing Division and evolve corrective actions wherever required
- vii. To review the infrastructure facilities available at present in the Board's Showrooms.
- viii. Fixation and review of target for the Showrooms.
- ix. To Prepare Action Plan for achieving the target fixed for the Showrooms and thereby making the Showrooms viable.
- x. To develop separate marketing strategy for institutional sales.
- xi. To Suggest proposals for effective publicity measures for the promotion of coir and coir products in the domestic as well as international markets,
- xii. To recommend effective measures for the proper functioning of Hindustan Coir including marketing of Hindustan Coir products.
- xiii. Any other work/assignments ordered by Chairman/Secretary.

#### **Deputy Director (Domestic Marketing)**

The following duties and responsibilities have been fixed for Deputy Director (Marketing).

- i. The overall responsibility for the Section's operations and performances.
- ii. Responsible for day-to-day operations of the section, ensuring smooth functioning of processes and optimizing operational efficiency.
- iii. Duties include supervising staff, setting goals, preparation of Annual Action Plan of the section, preparation of annual budget allocation under the scheme, preparation of relevant reports pertaining to the Marketing Section.
- iv. To ensure branch compliance with organisational policies.
- v. To co-ordinate with suppliers, manufacturers and Managers of Board's showrooms to ensure smooth product availability.
- vi. To develop and implement Marketing strategies to promote sales of coir products through the Board's Showrooms, including setting sales targets, monitoring progress and adjusting strategies as needed.
- vii. To ensure the branch's adherence to relevant rules, regulations, branch's legal matters.
- viii. To fulfill the branch's technology infrastructure including computer systems, softwares etc.
- ix. To provide training and support to the Board's Sales team. To collectively contribute to the successful functioning and growth of the branch.
- x. To organize events to raise awareness of coir products and attract customers.
- xi. To Co-ordinate participation of Coir Board in trade shows, exhibitions and industry events to showcase coir products in order to interact with potential customers.

### **Section Officer**

Monitoring and supervision of the works assigned to Marketing Section.

### **Co-operative Inspector**

Release of MDA to Karnataka and Tamil Nadu, various activities conerned 15 showrooms, proposals from different showrooms for exhibitions, collection of data to report to Ministry, preparation of reply to Parliament questions, settlement of advances concerned with showrooms,TA/ DA and issue of tour sanction to showroom staff and miscellaneous works as and when required.

### **UDC**

Proposal from different showrooms for Exhibition, settlement of advances released to showrooms/ field offices, collection of data from showrooms regarding sales, monitoring monthly sales, TA/ DA and issue of tour sanction to showroom staff.

### **Assistant Showroom Manager**

Proposal of MDA from Kerala Government, various activities connected with 13 showrooms, settlement of advances

### **3.2.5. Marketing & Publicity Officer**

Overall supervision of all the publicity activities of Coir Board, which include the following activities also,

1. Editorial of Coir News
2. Organizing Press Meets
3. Finalisation of the Action Plan for Publicity every year.
4. Nodal Officer for Medial Cell of Ministry of MSME

### **Section Officer**

1. Printing of publicity Materials, Diary, Calendar
2. Editing and Printing of in house magazine – Coir News.
3. Local Publicity through all sub offices of Coir Board.
4. Organizing Press Meets and Press Releases
5. Press/Casual publicity
6. Advertisement through TV/Radio/ Social Media
7. Advertisement through theatres
8. Erection of Hoarding and Banners
9. Production of film/photo shoot.
10. Requesting budget according to the Action Plan.



## **Assistant**

1. Press/Casual publicity
  - a. Press notifications and ads in news paper
  - b. Casual advertisements, bus/train branding, etc.
  - c. Sponsoring Programmes etc.
2. TV/Radio publicity
  - a. Advertisement in Dooradharsan
  - b. Advertisement in Akashavani and other FMs
  - c. Advertising through Social Media
  - d. Publicity through theatres
3. Production of film/photo shoot
4. Press Meet
5. Preparation of Action plan
6. Preparation of RE & BE
7. Coir news
8. Hoarding
9. Report of Ministry and other organizations
10. Report to Hindi section ,Accounts, adms.and other sections in coir board
11. RTI Questions/ Parliamentary Questions
12. NE Reports
13. General Expenses

## **LDC**

Spot Publicity, printing of publicity Materials, subscription of Periodicals, membership of other organizations, typing, scanning, photocopying, and sending of Fax etc., despatching of publicity materials, coir news etc.

### **3.2.6. Development Officer (Export Marketing)**

The following duties and responsibilities have been fixed for Deputy Director (Export Marketing):

- Preparation of export market strategy, export promotion programmes and policies and its implementation.
- Formulating various proposals, projects, agenda notes, etc. to be submitted to Secretary/ Chairman/ Ministry, etc.
- Implementation of International Co-operation Scheme.
- Identification of trade fairs and other events for participation under IC Scheme.
- Organising participation of coir entrepreneurs/exporters in international trade fairs and exhibitions in India and abroad, buyer-seller meet, trade delegation, etc.
- Tender process for selection of agencies for the work of pavilion construction, etc
- Clearing payments of bills.
- Disbursement of Assistance under I.C Scheme to the beneficiaries.

- Registration of new exporters and renewal of registration of existing exporters.
- Issue of GSP certificate
- Handling matters on REX system.
- Distribution of Coir Industry Award
- Preparation of annual plan proposals and budget formulation.
- Handling audit queries, parliament questions, RTI matters, etc.
- Dealing with Foreign Trade Policy matters.
- Meetings with exporters and trade associations.
- Correspondence and conferences with officials of Ministry, foreign missions, DGFT, FIEO, IIFT, ECGC, Customs, Port Trust, FICEA & trade associations. Organising MDPs, workshops, seminars, etc.

### **Section Officer (EM-I)**

Assisting the Development Officer (EM) in discharging his duties and responsibilities and overall supervision of the activities in the Section as well as attending to the various other works viz. providing inputs and preparation of export market strategy, export promotion programmes and policies, formulating various proposals, projects, agenda notes, implementation of International Co-operation Scheme, organising participation of coir entrepreneurs/exporters in international trade fairs and exhibitions in India and abroad, buyer-seller meet, trade delegation, etc., scrutiny and verification of consolidated proposals for organising exhibitions abroad and uploading the relevant data in the Ministry's portal for getting in-principle approval for organising fairs under I.C Scheme, sourcing of applications and participants for exhibitions abroad, scrutiny and verification of applications received from MSME units for participation in exhibitions, scrutiny and verification of tender notices for selection of agencies and award of work for pavilion construction, etc., monitoring, supervision and coordinating the works with the fair organisers abroad and pavilion construction agencies, coordinating with Foreign Exchange providers regarding FE advance to officers deputed to abroad, organising pre-fair and post fair meetings with participants in foreign exhibitions, collection of space rent dues from co-exhibitors, preparation of annual plan proposals and budget formulation, attending to audit queries, parliament questions, RTI matters, etc., dealing with Foreign Trade Policy matters, drafting and processing of correspondence with officials of Ministry, foreign missions, DGFT, FIEO, IIFT, ECGC, Customs, Port Trust, etc., organising exporters meetings and meetings with trade associations, organising Coir Industry Award functions, works connected with organising MDPs, workshops, seminars, etc., co-ordinate with other Sections/ Branches/ Field Offices of Coir Board, other commodity Boards, etc.

### **Co-operative Inspector**

Identification of suitable trade fair for organising participation under IC Scheme, preparation of consolidated proposals and individual proposals for organising participation in exhibitions under IC Scheme, file processing works for matters relating to, preparation of

proposals to the Ministry, selection of MSME units for participation in fairs, managing space rent, making correspondence with Embassies and fair organisers of events, wire transfer remittance of foreign exchange to organisers abroad, visa matters of fair participants, tender processing through CPP Portal for selection of pavilion construction agencies, organising meetings of fair participants, arranging foreign exchange for officers deputed to abroad, payment to Forex providers, collection and analysing of feedback reports on fairs, processing of bills, settlement of dues, etc., Formulation of schemes and proposals, budget and fund allocation, expenditure management, correspondence with ministry, preparation of agenda notes, attending audit related matters, parliament questions, RTI applications, organising awareness programmes/ trainings/ seminars/ workshop, etc. for exporters and entrepreneurs, Correspondence with FICEA, DGFT, FIEO, IIFT, ECGC, Exim Bank, other commercial banks, etc. and furnishing monthly report/significant events to Plg. Sn.

## **UDC**

File processing of bills for miscellaneous payments, GST entry of bills, providing general assistance for organising various meetings with officials, exporters, exhibition participant, trade associations, etc. and assisting EM-II Sn. for file processing works for registration of exporters., IC scheme assistance, Coir Industry Award matters and uploading of exporter registration and RCMC details on the DGFT portal, maintenance of registers for expenditure sanctions, space rent collection, EMD collection, tenders, etc., preparation of Expenditure Sanctions, follow up with Accounts Section for payment of bills, coordinate with ERS for floating tenders through CPP Portal and retrieval of data from CPP Portal, coordinate with Bank and Chartered Accountant for making foreign remittances, despatch of letters, etc. through courier and speed post, keeping and maintenance of exporter registration data and list of registered exporters, maintenance of valuable register, TT Register, Exp. Sn register, space rent register, etc., furnishing monthly report/significant events, providing material for annual report, handling with membership in FIEO, Chambers of commerce, etc. Purchase of GSP Book from EIA, processing of applications from exporters for GSP and issue of GSP certificates on approval of the applications

## **Duties and Responsibilities of Export Marketing –II**

### **Section Officer (EM-II)**

Assisting the Development Officer (EM) in discharging his duties and responsibilities and overall supervision of the activities in the Section as well as attending to the various other works viz. scrutiny and verification of applications processed on file for Assistance under I.C Scheme to the beneficiaries, scrutiny, verification and recommendation for registration of new exporters, RCMC and renewal of registration of existing exporters, verification of applications for issue of GSP certification, calling for applications for Coir Industry Award, coordination with awardees, distribution of awards, etc., attending to audit queries, parliament questions, RTI matters, etc., uploading the relevant data in DGPT Web

Portal for e-RCMC, Exporter Registration, co-ordinate with other Sections/ Branches/ Field Offices of Coir Board, etc., guiding New Exporters for getting Export Registration, RCMC, GSP certificate etc.

### **Assistant**

Processing of applications for registration of new exporters, processing of applications for renewal of existing registrations and endorsement/ amendment to registration records, preparation of Registration certificates and RCMC and its dispatch endorsement and amendment to the registration certificate and RCMC and its dispatch, collection of registration fee and its remittance to accounts Section, submission of GST details to the accounts Section every month, providing statistical data regarding registration of exporters, maintaining Exporters Directory and keeping Despatch Register and Valuable Register.

### **Deputy Director (Industrial Development)**

The following are the duties and responsibilities of Deputy Director (ID)

- i. Implementation of the Scheme CVY - Skill Upgradation & MCY and PMEGP through 16 field offices of Coir Board located in various parts of the Country
- ii. Preparation of Action Plan year wise. Allocate Targets to all Field Offices yearly.
- iii. Release of funds to all field offices quarter wise.
- iv. Monitor implementation of plan programs and ensure all administrative and financial support to all field offices for smooth implementation of the Plan programs.
- v. Ensure timely reply to VIP references, Parliament Questions, RTIs, Audit Queries, Other details and information sought by the Ministry etc.
- vi. Conduct of Regional Officers' Review meeting, Preparation of Agenda, Minutes etc..
- vii. Periodic review of implementation of plan programs.
- viii. Ensure timely settlement of Advances
- ix. Preparation of RE-BE, Annual Action Plan
- x. Deal with all files in the ID Section and 16 sub Offices.
- xi. Overall Supervision of Industrial Development Section.

### **Section Officer**

Assist the Deputy Director (ID) in discharging all his/her duties viz. liaise with all the 16 field offices for proper and timely implementation of the plan programs, works in connection with the conduct of Regional Officers' Review meeting, Preparation of Agenda, Minutes etc., preparation of Action Plan year wise, release of funds to all field offices quarter wise, ensure timely reply to VIP references, Parliament Questions, RTIs, Audit Queries, Monthly reports, Other details and information sought by the Ministry etc., periodic review of implementation of plan programs, ensure timely settlement of Advances, preparation of RE-BE, Annual Action Plan, preparation of material for DRPSC meeting etc., deal with all files

in the ID Section and the proposals/settlements submitted by 16 sub Offices, supervision of all works of the DHs in ID Section.

### **Assistant/UDC/ Salesman**

All works in connection with the implementation of the Scheme CVY-Skill Upgradation & Mahila Coir Yojana, preparation of Action Plan and disbursements of Action Plan Fund for every Quarter as per the Approved Action Plan to all the Field Offices of the Board, disbursement and Settlement of Temporary Advance & TA-DA Advance connected to all 16 Field Offices, works in connection with the conduct of Regional Officers' Review meeting, Preparation of Agenda, Minutes etc., settlement of Advance released for Action Plan pertaining to all 16 Field Offices, deal with all files of proposals/ settlements received from 16 sub Offices, deal with Accounts related matters like furnishing of Quarterly Fund Requirement, Additional Fund requirement , etc. to Accounts Section, replies to Parliament Questions, replies to VIP/VVIP References, reply to RTIs, Audit Queries, Other details and information sought by the Ministry etc., DBT, Digital Transactions, Monthly Reports, Significant Events, Quarterly Hindi Reports, etc. and connected works, preparation of material for inclusion in the Annual Report of the Board and Ministry, data Collection from all the 16 Field Offices for updating the skilled trainee's data base, coordination with RO/SRO Officials for collecting various details/data as and when required, work related to preparation of OGL, work related to DRPSC meeting etc., assist the Section Officer in all assignments for which he/she is responsible to, other work assigned by SO/DD from time to time.

### **Development Officer (Science & Technology)**

Supervision and monitoring of the works of Science & Technology section which includes the following:

1. Ensuring the administrative and financial support to the Research institutes viz. Central Coir Research Institute, Kalavoor and Central Institute of Coir Technology, Bangalore
2. Collaborative & In-house projects with reputed research institutes of the Board
3. Release of funds to CCRI & CICT for research activities
4. Settlement of advances released to the research institutes for various activities
5. Preparation of budget estimates, annual report and other details as and when required by the higher authorities and Ministry
6. Preparation of reply to Audit/Parliament/Assembly questions
7. All other works assigned by superior Officers.

### **Section Officer**

Dealing with all the files including CCRI & CICT w.r.t. in house and collaborative project and other various activities under S&T including processing and follow up action, preparation of Operational guidelines, Action Plan, Budget estimate, Revised Estimate for S&T and follow up action, follow up action for settlement of advances released to Research Institutes under Coir Board, reply to audit queries in connection with the dealing files, settlement of advances released to the research institutes for various activities on receipt of the documents received, preparation of reply/clarifications to the Ministry in connection with

the dealing files, supervision of all the work being attended by the dealing hands and assisting them for timely disposal of the works in the Section, ensuring the administrative and financial support to the Research institutes viz. Central Coir Research Institute, Kalavoor & Central Institute of Coir Technology, Bengaluru, all other works assigned by superior Officers.

### **Assistant Showroom Manager**

Files relating to In-house & Collaborative projects undertaken by CCRI/CICT, preparation of monthly statement on the activities at LBIs under the scheme ASPIRE, settlement of advances w.r.t the dealing files, monitoring and timely follow up of the files w.r.t. ATI Scheme, processing & follow up of the correspondences related with court cases, preparation of the materials/ data for Annual Report of Coir Board in time, other miscellaneous files and works allotted by SO/DD.

### **Deputy Director (Economic Research and Statistics)**

Over all responsibility of ERS Section's operations and performance of the following activities:

- i. Responsible for day-to-day operations of the section, ensuring smooth functioning of processes and optimizing operational efficiency.
- ii. Preparation of Annual Action Plan of the section, preparation of annual budget allocation under the scheme, preparation of relevant reports pertaining to the ERS Section.
- iii. To ensure branch compliance with organisational policies.
- iv. Collection and compilation of export data of coir and coir products
- v. To co-ordinate with sub offices, industry and trade in collection of data of unit registration, employment generation, coir production, prices, HRD training programme to coir workers, etc.
- vi. Deputation of staff for training to reputed organizations/conduct of inhouse training programme for official of the Board
- vii. Conduct of surveys and studies
- viii. ISO Certification and its yearly surveillance audit
- ix. GST
- x. DBT and digital transaction data
- xi. Procurement and maintenance / AMC of IT equipments
- xii. Renewal and maintenance of leased lines for e-office and internet, engagement of EDP Assistants in HO and sub offices, welfare measures to coir workers

### **Section Officer**

Monitoring and Supervision of the work assigned to the ERS Section viz. Preparation of Action Plan, Fund requirement, RE/BE, Export Statistics, Unit registration, Employment Generation, Conduct of study/survey's, GST, ISO Certification, Reply to the Parliament Question, HRD training, DBT and Digital Transaction data, Software development, Procurement and maintenance/AMC of IT equipment, Renewal and maintenance of leased lines for e-office and internet, engagement of EDP Assistant, Welfare measures of coir workers, etc.

## **System Administrator**

Technical Support: Provides IT technical assistance and support to all Board's employees, ensuring smooth operations of computer systems, networks, software applications, and other IT infrastructure, troubleshooting and Issue Resolution: Troubleshoot hardware and software problems faced, identify the root cause of issues, and implement effective solutions to minimize downtime and ensure productivity, system Maintenance: Perform routine maintenance tasks, such as software updates, system backups, and security patches to maintain the integrity and security of Board's IT infrastructure, network Administration: Manage and maintain government networks, including local area networks (LANs), wide area networks (WANs), and internet connectivity. This involves configuring network devices, monitoring network performance, and ensuring data security, security Management: Implement security measures and protocols to protect sensitive Board's data and systems from unauthorized access, viruses, malware, and other cyber threats. They may also conduct security audits and vulnerability assessments to identify and address potential risks, user Training and Support: provides training and support to Board's employees on the effective use of IT systems, software applications, and best practices for data security and privacy, which helps to enhance productivity and ensure proper utilization of IT resources, procurement and Deployment: Often involved in the procurement and deployment of IT equipment, software licenses, and other technology resources required by the Board, also ensures compatibility, proper installation, and configuration of new systems, policy and Procedure Development: Development of IT policies, procedures, and standards which also includes ensuring compliance with relevant regulations and guidelines, disaster Recovery and Business Continuity: Deployment of recovery plans and backup strategies to ensure that government IT systems can recover quickly in the event of an emergency or data loss, collaboration and Coordination: Collaborate with other IT professionals, government departments, vendors, and external service providers to coordinate activities, resolve issues, and implement IT initiatives effectively, files related to Procurement and AMC of IT equipments at HO and sub offices, engagement of EDP Assistants, upkeeping and trouble shooting of e-office, renewal of NIC email service, Video Conferencing services, NICNET port management, Renewal of leased lines and Internet leased lines, renewal of antivirus softwares, renewal of NIC cloud service and virtual machines, Upkeeping and renewal/replacement of centralized UPS, UPS and LAN cabling works .

## **Assistant I**

HRD orientation Training programmes for Coir workers and its settlements, HRD training program for Board's officials. Work related with Welfare measures, real Time Data Collection – Survey on Coir Industries in India and settlements .Internship/Project works of students and issue of certificates, collection and Compilation of Digital Transactions and furnishing of its reports to Ministry, all works related with ISO. Comparing of Export data as and when required, furnishing reply to RTI questions, consolidation of Postal Orders received from ROs/SROs in connection with the Registration/ Renewal of Coir units, despatch works of ERS section, Maintenance of registers such as expenditure sanction, leave register, attendance register and furnishing reports to other Sections etc., other urgent works as and when required.

## **Assistant II**

Collection and Compilation of Export data, Data Entry and Preparation of export statistics, Analysis of the data and preparation of Export Reviews, Collection and compilation of monthly Unit Registration, Employment Generation etc. from various Regional Offices/Sub Regional Offices, Put up bills for filing of GST returns in respect of Coir Board, Files related to Exemption of GST, preparation of ToR for conduct of evaluation study of Schemes/programmes, conduct of Evaluation Study of Schemes/programmes, conduct of Survey/Studies as required, files related to FAO-IGG meetings/APCC meetings, dissemination of Statistical Data to Ministry, APCC, FAO, Trade and other agencies, preparation of material for Annual report of the Board and for the Annual report of the Ministry, providing Export Statistical Bulletin to Coir News, assistance in preparing the paper on Mandatory Applications of Coir Products in Govt. Departments, assistance in preparation of the National Coir Policy/Mission, assistance in preparation of Coir Vision 2026, correspondence with Ministry regarding various activities, reply to Parliament / Assembly questions, furnishing reply to RTI Questions in connection with the TIRFSS, preparation of Action Plan.

## **Salesman**

File works in eOffice (EDP Assistant's HO and Sub Offices, Procurement of IT equipments (All in Desktop,Printer,Digital Signature,Tablet Biometric Attendance Device,UPS,Keyboard,Modem etc.), works related to eOffice(Post adding creation and mapping in eOffice, Employee Master updation-Organization creation and modification and mapping, Post adding creation and mapping, Digital Signature installation and Troubleshooting, Digital Signature activation and Deactivation in e Office, Complaint registration in NIC Support Portal. (<https://servicedesk.nic.in>), File migration and support in HO and sub offices, Notice publishing in eOffice, Files and receipts bulk transferring, New User Creation and Modification in eOffice, etc.), works related to Computers ( Desktop Computer Laptop Printer and Scanner installation and Troubleshooting in HO, Biometric software installation in HO and Sub offices, Tally Software support in Head Office, Storage Server monitoring, New user Account creation and modification in Storage Server, Antivirus Support, Video Conferencing System Support, Network support, Bespoke Application Support, complaint registration of Computer, Laptop, Bio Metic Tablet& Printer equipments Technical support provided to install PFMS Portal in Desktop Computer's, Attending duties in Champions Control Room, Daily monitoring of email account's, Biometric admin account creation and deactivation in attendance portal, Biometric device activation code generation, data entry work related to export Statistics.

## **LDC**

Software development Related works: Software development, modification and error correction works related for monitoring the flow of advance expenditure & deposits, CNA payment details, handling GST records and also developing new softwares for different sections in head office. Testing of software developed by NIC .



Technical support: Take database backup of various software using in head office. Support for E-office related issue, digital signature issue, Support for Biometric Device issue, Uploading videos in Coir Board Youtube channel, Support for video confessing, Attending Champions Duty ,Fixing Operating system related issue, Fixing Computer hardware issues, Support for Network Related issues, Software installation, Fix Operating system related issue, LAN Cable crimping, Computer, scanner & Printer installation and troubleshooting, Attending the complaints from the sections and sub offices in connection with IT.

Website updation: Website Updation on board's website "coirboard.gov.in" based on the requirements from head office and sub offices.

E-office: File works related to Procurement of IT equipments like desktop, printer, ups at HO and Sub offices, Procurement of Digital Signature at HO and Sub offices ,Procurement of Bio Metric Attendance system at HO and Sub offices, files related to Renewal of leased line connectivity. Files related to security auditing of Board's website and IT infrastructure.

### **Development Officer (SFURTI)**

Overall monitoring and supervision of the various activities of the SFURTI Section as well as attending to the various other works as described below:

- i. Monitoring of progress of implementation activities of 40 SFURTI coir clusters set up all over India through the NAFOs, TAs, IAs, SPVs etc.
- ii. Clearing proposals for fund release, tender process etc. under SFURTI and furnishing the same for approval of CA
- iii. Implementation of CNA System
- iv. Formulating various proposals, agenda notes etc. to be submitted to Secretary/ Chairman/ Ministry for meetings etc.
- v. Organizing review meetings of Clusters for the smooth implementation of the project by Chairman, Coir Board
- vi. Providing necessary data to Ministry as and when required
- vii. Furnishing of Annual UCs to Ministry
- viii. Attending various meetings with Ministry, Chairman, clusters etc. in connection with the implementation of the Scheme
- ix. Attending various other meetings as instructed by CA
- x. Clearing of Proposals for new clusters received through the SFURTI portal and conducting Evaluation Committee Meetings for find out eligible applicants, to get ready DPR for the Clusters through approved Technical Agencies, holding PMC and send the proposal for SSC of Ministry for approval of the Project with the approval of CA
- xi. Clearing Parliament Questions, RTI reply, Audit , Court cases, Complaints from various field etc. with the approval of CA
- xii. Formulation of MIS and data bank for SFURTI implementation
- xiii. Correspondence with officials of Ministry, Clusters, NAFOs etc.
- xiv. Any other official work assigned by CA
- xv. Correspondence with officials of Ministry, Clusters, NAFOs etc.
- xvi. Any other official work assigned by CA

## **Research Officer**

Monitoring of progress in scheme implementation activities w.r.t 40 SFURTI coir clusters set up all over India, regular and frequent follow up with RO/SROs, providing data as and when required by the Ministry and Chairman-Coir Board, co-ordinating with field offices and staff in the SFURTI Section in preparation and finalization of cluster related data, various works related to Central Nodal Account (CNA), maintenance of fund related statements and accounts summary, preparation and evaluation of annual UCs, furnishing replies to Parliament Questions/RTI, providing data to the Central Vigilance and Planning Section at HO as and when sought for, formulation of MIS for maintaining data regarding machineries installed at various coir clusters, e-file processing of various vendor payment requests from field offices/IAs, ascertaining the present progress of all under implementing clusters and follow up with NAFOS/TAs to expedite the pending activities, attending all existing and new court cases of Odisha clusters, conducting field inspections and CFC visits, providing necessary support and handholding to the cluster entities such as Implementing Agencies, Technical Agencies & SPV etc., In addition to the above, I have discharged the duties as assigned to me by my superior officials from time to time.

## **Investigator**

Implementation of CNA System, the refund of the balance unutilized funds lying at the Boards account to the CNA account of KVIC, opening of account with Union Bank of India for the Board for implementing the CNA system, opening of cluster accounts for incorporating in the CNA system, Preparation and furnishing of datas for Monthly review meetings by Ministry, collection of finding UCs from clusters, follow up with NAFOS, Technical Agencies and when required processing of e-office files related to the payment of TA cost processing of files related to the release of payments to the machinery suppliers, building contractors etc, settlement and release of SFURTI Admin fund released field offices, furnishing of Annual UCs to Ministry, processing of files related to Court cases, preparation of Minutes of meetings, settlement of 46.00 Cr advance already released to the clusters, preparation of exit strategy for the IA, furnishing data related to parliamentary questions, audit enquiries, vigilance enquiries, RTI, planning section etc. constitution of evaluation committee for the consideration of new applications, follow up with NAFO and MSME-DI offices for verification of the artisans, assigning the TAs for the preparation of DPRs ,formulation of MIS related to clusters, ascertaining the progress of the implementation of the clusters, addressing other issues related to the Clusters preparation of PPTs in the prescribed format given by Ministry, organization of weekly meetings with NAFOS/ IAs/TAs and SPVs and preparation of the Minutes etc are the major works being dealt by the Section.

## **Assistant Showroom Manager**

E-file processing of various vendor payment requests from field offices/IAs, ascertaining the present progress of all under implementing clusters and follow up with NAFOS/TAs to expedite the pending activities, attending the matters relating to Court Case of SFURTI, reply to Audit queries, providing data as and when required by the Ministry, preparation and finalisation of Annual Utilization Certificate, furnishing replies to Parliament

Questions/RTI, regularly checking and monitoring of SFURTI Web Portal of Ministry for checking new application and monitoring the status of received applications at different stages, updating the Registers in the section relates of fund release, attendance, leave etc., preparation and finalisation of SFURTI related data, email to NAFO,IA,SPV, TA and Ministry in connection with implementation activities under SFURTI, providing data to the CentralVigilance /planning Section/AG Audit as and when sought for. In addition to my normal duties, I have attended all the work which are marked my Superiors.

### **Technical Assistant (Spinning)**

E-file processing of various vendor payment requests from field offices/IAs, ascertaining the present progress of all under implementing clusters and follow up with NAFOs/TAs to expedite the pending activities, regularly checking and monitoring of SFURTI Web Portal of Ministry for checking new application and monitoring the status of received applications at different stages, updating the Registers in the section relates to fund release, attendance, leave etc., preparation and finalisation of SFURTI related data, furnishing replies to RTI, providing data as and when required by the Ministry, email to NAFO,IA,SPV, TA and Ministry in connection with implementation activities under SFURTI, issuing circular under SFURTI and sending of emails and letters to the clusters related to cluster implementation, updating the registers in the section related to fund release, meeting, attendance, leave and dispatch. In addition to my normal duties I have attended all the work which are marked my superiors

### **Duties and responsibilities of staff in Vigilance Wing**

#### **Section Officer**

Reporting to the DD (Vigilance) and CVO regarding vigilance matters of Coir Board by attending to the following works, handling of Vigilance Complaints including PIDPI Complaints as per the CVC guidelines, works related to implementation of Preventive Vigilance Measures in Coir Board, works related to vigilance verification/fact finding inquiries on complaints, etc. as per instructions of CVO, processing of Vigilance Clearances of Board's officials for various purposes, monitoring of Court Cases related to Vigilance Section in coordination with Adm. Section, handling works on Disciplinary Proceedings involving vigilance issues, works related to preparation of Agreed List & List of Doubtful Integrity and its correspondence with Ministry/CBI, works related to identification of Sensitive Posts and rotation of officers holding sensitive posts, in coordination with Adm. Section, organising Vigilance Awareness week and related activities every year, arranging workshops, training programmes etc. for the employees on vigilance related matters, collection of Annual Immovable Property Returns of official, scrutiny of Internal Audit/ Inspection Reports and files received from other Sections, co-coordinating the visit of CVO/Vigilance officials from Ministry/CVC, etc. and arranging meetings and providing necessary inputs to them as per instructions of superior officers, providing Assistance to CBI/Liaison with CBI whenever required, monitoring of Coir Board's dashboard in CVC portal and preparation and uploading of Quarterly Performance Reports in CVC Portal,

works related to Right To Information Act (2005) pertaining to Vigilance Section. other miscellaneous works as and when required as per instructions of CVO and other superior officers.

## **UDC**

Files related to Various Complaints, files in Connection with Court Cases related to Vigilance Section, files in Connection with Disciplinary Proceedings, preparation of Agreed List & List of Doubtful Integrity and its correspondence to Ministry/CBI, files related to Sensitive Posts, conduct of Vigilance Awareness week and its settlements, processing of Vigilance Clearances of officials for various purposes, collection and Scrutiny of Annual Immovable Property Returns of officials, scrutiny of Internal Audit/ Inspection Reports and files, files on Preventive Vigilance Measures to Coir Board, files related with providing assistance to CBI whenever required, preparing and uploading of Quarterly Performance Reports to CVC Portal, files related to Right To Information Act (2005) pertaining to Vigilance Section, monitoring of CVC Portal, preparation of Significant Events related to Vigilance Section, dispatch Works of the Section, maintenance of Complaint Register, Exp. Sanction, Dispatch Register etc., other miscellaneous works as and when required.

### **3.2.5 Research Department**

#### **The Board has two Research Institutes**

##### **1. Central Coir Research Institute (CCRI) at Kalavoor in Alappuzha District of Kerala.**

The CCRI, Kalavoor concentrates on research concerning the development of eco-friendly technologies for quality improvement of coir fibre, utilization of coir pith, effluent treatment, development of new machinery and product diversification, etc. Identification of new user areas for utilization of coir and coir waste(coir pith), modernization of production infrastructure for elimination of drudgery in manual operation thereby attaining higher productivity and improvement in quality are integral parts of the research efforts.

The areas of research of CCRI are in the field of Microbiology, Chemistry, Engineering, Design, Spinning & Weaving and Extension, each having separate laboratories of its own.

Extension of quality parameters of coir fibre & coir products and service facility are other two main thrust areas of activities undertaken by the CCRI. Extension of the technologies developed in the laboratory level are scaled up for application at the field level together with extension of testing and service facilities to the coir entrepreneurs & exporters.

Commercialization of new products / technologies and machine developed by the R&D institutes and registering for Patent Right of these research outcomes and proper documentation etc. are also to be done.

## 2. **Central Institute of Coir Technology (CICT)** at Peenya in Bangalore.

CICT, Bangalore concentrates mainly on technology / product development for coir composites /coir wood. The institutes confines the research to the brown fibre sector and the development of non-traditional coir industry in the field of areas which covers mechanical extraction of coir fibre, automatic spinning, non woven rubberized coir, curled coir, coir composites boards, coir pith block manufacturing, coir pith briquette manufacturing etc.

### **Director (RDTE)**

The Director, RDTE is the overall charge of the Research Department and is responsible for Development, Training and Extension activities of the Board.

- Director (Research, Development, Training and Extension) is the Officer in overall charge of the Research and Development activities of the Board. Therefore, he/she is responsible for prompt execution of all Research and Development activities being conducted in the Central Coir Research Institute, Kalavoor and Central Institute of Coir Technology at Bangalore.

### **Joint Director (Tech)**

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

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

### **Duties and responsibilities of Director, RDTE**

- ❖ Act as Head of CCRI and CICT and Projects under their jurisdiction.
- ❖ He should examine and recommend scientific and technological research projects, schemes and programmes and undertake periodical evaluation of the progress in implementation of projects, schemes and programmes.
- ❖ He should examine and recommend development and extension projects, schemes and programmes in relation to coir industry and undertake periodic evaluation and review thereof.
- ❖ He shall advise the Chairman regarding the thrust areas of research to be carried out, its advantages and disadvantages, etc.
- ❖ He shall define the thrust areas of research as per the mandate and assign leadership to scientists in the respective disciplines.
- ❖ He shall co-ordinate research/consultancy projects involving collaboration with other government/public sector organisations. This includes formation of scientist teams for different projects.

- ❖ He shall provide facilities for scientists to formulate externally funded research projects in their respective areas of specialization and getting the groups recognized as centres of excellence in the respective areas.
- ❖ He shall periodically review the testing charges for various tests conducted by CCRI and CICT and suggest increase in rates with reference to the cost of raw materials and machinery used, manpower involved, etc. The review should be conducted at least once in three years.
- ❖ He shall fix the technology transfer fee for various technologies developed through research activities and apply and obtain patents from appropriate authorities for the technologies so developed.
- ❖ He may with the approval of Government of India, participate in national and international seminars, symposia, visit the national/international institutions for updating technical knowledge and improving professional competence.
- ❖ Act as the technical head of Coir Board and co-ordinate with Development and Marketing departments.
- ❖ Provide administrative leadership which includes strategic planning and overseeing the proper discharge of administration of the Department.
- ❖ Managing the research plan effectively and efficiently ensuring that accepted standards of research and ethical behaviour are met.
- ❖ Identify prospective research areas of collaboration with national, international R&D institutions and work on the modality on execution and implementation of collaborative programmes.
- ❖ Co-ordinate, HRD and Transfer of Technology [ToT] programmes of the institute.
- ❖ Monitoring of all institutional and collaborative R&D projects including physical and financial targets and achievements.
- ❖ Responsible for the publications of Research technical bulletins and act as member of Advisory Committee of “Coir News”.
- ❖ Lead the Scientist group in workshops/symposia/seminars and also to represent the country at the national and international level when called upon to do so.
- ❖ Preparation of budget, fixing of targets and laying out short, medium and long term R&D objectives, annual action plan, planning and implementation etc.
- ❖ Promoting and facilitating collaborative research with research organizations, institutes, universities having proven records on varied applications of coir, development of new products, new machinery, product diversification, development of environment friendly technology, technology transfer, incubation, testing and service facilities.
- ❖ Transferring the knowledge to the industry/society through outreach and through technology transfer. For the purpose arrange for Entrepreneur Development Programmes for the benefit of intending entrepreneurs.
- ❖ Building and providing sufficient support to enhance research capability at the institution.
- ❖ Wherever applicable develop mutually beneficial linkages with coir industry in order to develop partnership and collaborative research.
- ❖ Extension of the result of the research at the laboratory level for application at field level and extension of testing and service facility.

- ❖ Enhancing the reputation of the research centre by undertaking quality research and transferring the outcome to the benefit of the industry/community.
- ❖ Encouraging and supporting the raising of funds for research through external funding programmes.
- ❖ The above activities will be taken up in close co-ordination with the Joint Director (CICT)/ Scientists in charge in the respective disciplines.
- ❖ To carry out any duty assigned by the Secretary/Chairman/Board.

## **Regional Offices**

### **Regional Officers**

Each Regional Office of 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 a 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 cor 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 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 works relating to the functioning of the training institute.
- iii. Preparation of training syllabus modules and providing necessary assistance to the insutry in Skill development.

## **Showroom staff**

In the showroom and sales depots of the Board, generally there is a complement of staff as given below.

- i. Showroom Manager Grade I
- ii. Showroom Manager Grade II
- iii. Showroom Manager Grade III
- iv. Assistant Showroom Manager
- v. Salesman
- vi. Hamal Cum Stitcher

## **3.3 Delegation of Powers**

Under the Coir Industry Act, all powers are vested with the Government / Board/ Executive committee and the Chairman. The Board is authorized to delegate its powers to the subordinate officers. The delegation of statutory, Financial and Administrative Powers given to the various officers of the Board are available in the Compilation of Delegation of powers. Delegation of very important powers given to Heads of Departments and other senior officers of the Board are given below.



### 3.3.1 General delegation of powers (relevant to the public)

#### Delegation of special powers of officers in specific Departments

##### Development Department

<b>Regional Officers/Officer in Charge of the respective Field Offices of the Board or official assigned by the Competent Authority under the supervision of Joint Director (Plg).</b>	
Inspection of industrial establishment or beneficiary's premises to verify the accuracy of the documents/ information furnished.	May inspect industrial establishments or beneficiary's premises for the purpose of ascertaining the accuracy of the documents/information furnished
Physical verification at site	Physical verification of units to ascertain the infrastructure available and needed, technological up gradation needed and to be provided to assess the quantum of assistance to be provided
Selection of beneficiaries under Mahila Coir Yojana	May select beneficiaries under Mahila Coir Yojana through beneficiary committee constituted by the Secretary and Director (RDTE)/Regional Officers in the regions coming under his jurisdiction.
Imparting training:	May select field training centres, trainers and candidates for training, conduct examination, declare results and issue certificates

##### Marketing Department

Nature of power	Chairman	Secretary/ Director (Marketing)	Regional Officer/ Extension Service Officer/ Branch officer
Registration of Industrial establishment under Coir Industry rules			Regional officer and officer in charge of CMS may issue the registration
Renewal of Registration of coir establishments within 30 days after expiry of registration			Regional officer and officer in charge of CMS may issue the registration
Renewal of	Chairman		

Registration of coir establishments for delay in renewal exceeding 30 days after expiry of registration but within 60 days from the expiry of such period.			
Registration of Exporters	Chairman (Delgated to Development Officer (Export Marketing))		
Renewal of registration of exporters before expiry of sixty days of the expiry of the existing certificate	Chairman (Delgated to Development Officer (Export Marketing))		
Issue of RCMC	Chairman (Delgated to Development Officer (Export Marketing))		
Adjudication of Appeal on cancellation of registration of industrial establishments.	Chairman		
Exemption from Registration of industrial establishment	Chairman		
Renewal of Registration certificate for export in case of failure to carry on any export business within the validity period	Chairman (Delgated to Development Officer (Export Marketing))		

Cancellation of Registration for export	Chairman (Delgated to Development Officer (Export Marketing))		
Prosecution of offences Sanctioning prosecution of offences punishable under the Coir Industry Act	Chairman		
Power to inspect any books and accounts relating to business	Chairman	The Secretary may also inspect any books of accounts relating to business	
Transfer of industrial establishment		Secretary may register transfer of Industrial Establishment	
Change of place in the certificate of registration		Secretary may register change of place in the certificate of registration	
Cancellation of Registration		Secretary may order cancellation of registration for furnishing incorrect information or contravention of the provisions of the Rules, etc.	
Issue of certificate of origin under Generalized system of			Regional officers and officer in charge of CMS are authorized to issue the certificate subject to the condition that their

preferences (GSP)			signatures are authenticated and circulated by the Ministry to the concerned agencies in the importing countries.
Issue of Coir Mark Scheme (CMS) certificate			Officer in charge of CMS may issue the quality certificate for consignment transfer of goods to Showroom and Sales depots.
Issue of certificate for claiming VKGUY benefits on export of hand made products			Branch Officer (Development officer [Export Marketing]) may issue the certificate on approval by authorized officer.

The remaining delegation of powers of various officers are given in the Compilation of Delegation of Powers available with the Board`s offices.

**Manual . 3**  
(under Section 4 (1) (b) (iii) of RTI Act)

**Chapter – 4**

**Procedure followed in Decision Making Process including channels of supervision and accountability**

**4.1 What is the procedure followed to take a decision for various matters**

The Board is governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, General Financial Rules, Revised Leave Rules 1972, Staff Car Rules etc.

The Board has also framed its own Rules and guidelines for the proper administration of the affairs of the Board. The decisions are taken based on the Rules and procedures in force.

**4.2 What are the documented procedures / laid down procedures/ Defined Criteria / Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves?**

The procedure / criteria followed and the levels through which a decision process moves are given in detail in para 4.6.

**4.3 What are the arrangements to communicate the decision to the public?**

Decisions relating to implementation of various schemes operated through Development Department & Marketing department as well as other important matters requiring public attention are being communicated to the public through press release, TV/Radio, e mail, Board's website etc. Board's publication named the `Coir News` is a major medium of communication with the public.

**4.4 Who are the officers at various levels whose opinions are sought for the process of decision making?**

In respect of subsidy schemes, the opinion of the Regional Officers and Senior Accounts Officer at Head Office are sought for arriving at a decision. Regarding matters relating to marketing, the opinion of the Director (Marketing) is obtained. In respect of matters relating to Research, the opinion of Director (RDTE) and Joint Director (CICT) is obtained.

Similarly the opinion of various officers and the Heads of Departments are sought for taking decisions relating to matters concerning the respective Departments. Regarding

matters involving financial commitments of various Departments, the opinion of the Senior Accounts Officer will be obtained to arrive at a decision.

#### **4.5 Who is the final authority that vets the decision?**

The Chairman/ Board /Government as the case may be.

#### **4.6 Procedure followed in decision making for important matters.**

The procedures followed in decision making process in respect of important subjects are as follows.

##### **4.6.1. Procedure for approval of schemes or for major non- recurring expenditure, where the Board/ Government is the sanctioning authority.**

The policy decisions relating to the activities and schemes of the organisation are taken in the “Board”, constituted under the Coir Industry Act. The Board has 40 members representing various interests such as:-

- a. growers of coconut and producers of husks and coir yarn,
- b. persons engaged in the production of husk, coir and coir yarn and in the manufacture of coir products
- c. Manufacturers of coir products
- d. dealers in coir, coir yarn and coir products including both exporters and internal traders
- e. Parliament
- f. The Governments of the principal coconut growing states.
- g. Such other persons or class of persons who in the opinion of the Central Govt, ought to be represented on the Board.

The Senior Accounts Officer will be consulted before the schemes/ proposals are placed before the Chairman/ Committee/Board. While making recommendations, the finance wing is guided by the principles contained in the Fundamental Rules and Supplementary Rules, General Financial Rules and other orders of the Government of India from time to time.

Proposals for schemes and other important matters are then referred to the concerned committees of the Board, which in turn studies the proposals and make recommendations. The full Board takes into account the recommendations of the committees also for arriving at a decision. Generally the schemes are proposed for a five year plan period. Such schemes which require approval by the Ministry/ other relevant committees like SFC, EFC etc. on the basis of the financial powers and other related matters, are sent to the Ministry for approval.

As regards schemes or proposals for major non recurring expenditure, they will be submitted in the format in which such schemes/ proposals are to be submitted to the Government for sanction. This format inter-alia contains the following details:-

1. Title of the Scheme
2. Brief description and objects
3. Justification
4. Description of the manner and period in which expenditure is to be incurred.
5. Staff requirement, if any.
6. Financial implications
7. Foreign exchange involved, if any.
8. Benefits expected, and
9. Specific sanction required.

On receipt of sanction from the relevant authority for the various schemes, the concerned Departments frame the scheme rules and submit it to the Chairman for approval. After receiving approval, the schemes are implemented based on the budget approval for the respective Five Year Plan period.

Implementation of the schemes is taken up by the Department concerned, for which the following procedure is adopted.

Proposals for implementation will be initiated from the Department concerned and processed through the accounts Unit of the Department concerned.

The accounts Unit of the Department concerned will examine the proposals and in doing so, will inter-alia verify the following viz:-

- that the proposal is complete in all respects/details and arithmetical accuracy is checked;
- that necessary budget provision as approved by the Government exists; and that the rules and procedures laid down by the Government/Board and in the Office Manual are followed in respect of purchases/civil works/other expenditure as the case may be.

After verification by the accounts Unit, the proposals are seen by the Head of the Department concerned and submitted to Chairman through Senior Accounts Officer for necessary sanction.

The procedure outlined above is also applicable in the case of agenda items placed before the Committees/Board, seeking sanction/ approval for incurring expenditure both recurring and non-recurring.

#### **4.6.2. Sanction and regulation of Expenditure**

All proposals from the Departments having financial implications (vide list given

below) and requiring sanction of the Chairman/Board/Govt. shall be initiated from the Departments concerned, processed through the Accounts unit of the Department concerned, seen by the concerned Head of the Department and submitted to the Chairman through the Senior Accounts Officer for sanction.

- (i) All new schemes
- (ii) Procurement of assets exceeding Rs.1 lakh in each case where no specific provision exists, except for furniture and equipments.
- (iii) Procurement of furniture exceeding Rs.2.00 lakh and equipments except lab equipments exceeding Rs.5.00 lakh, and lab equipments above Rs.20 lakh in each case
- (iv) Hiring of new services (consultancy, training etc) costing more than Rs.3 lakh in respect of any single item
- (v) Creation of Posts
- (vi) Delegation of financial powers
- (vii) Opening/closing of bank accounts
- (viii) Civil works exceeding Rs.10.00 lakh in respect of any single item
- (ix) Advance/loans to outside parties exceeding Rs.3.00 lakh in each case
- (x) Disposal of assets of book value exceeding Rs.1.00 lakh in respect of any single item
- (xi) Telephone/e-mail/Internet connections
- (xii) All proposals for reappropriation of sanctioned budget
- (xiii) Proposals to write off losses exceeding Rs. 1,000 in each case.

Instructions contained in the Office orders /Circulars shall be strictly adhered to while processing proposals for financial sanction.

#### **4.6.3. Procedure for incurring expenditure where Heads of Departments or subordinate officers are empowered to sanction and incur expenditure.**

All Heads of Departments, Heads of Divisions and subordinate officers who have been granted delegation of financial powers strictly adhere to financial Rules, orders issued by the Government of India from time to time and instructions given in the Office Orders, Office Manual, etc regarding the procedure to be followed in the matter of sanction and incurring of expenditure. The Officer concerned makes it a point that all proposals are within his financial powers for incurring expenditure and are according to the Rules, Orders and procedures to be followed. In cases of doubts, the matter is referred to the Senior Accounts Officer for advice/comments and wherever necessary, orders of the Chairman are obtained.

#### **4.6.4. Procurement of goods**

The Board has been delegated with powers to make their own arrangements for procurement of goods with the approval of competent authority. The Board is following the General Financial Rules (GFR) for effecting purchases. Accordingly purchase of goods up to the value of Rs. 25,000/ (Rupees Twenty five Thousand only) on each occasion can be made



without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority. Purchase of goods costing above Rs. 25,000/- (Rupees Twenty five Thousand only) and up to Rs.2,50,000/- (Rupees Two lakh Fifty Thousand only) on each occasion can be made on the recommendations of a Local Purchase Committee duly constituted by the Chairman.

The method of Limited Tender Enquiry is adopted when estimated value of the goods to be procured is up to Rs.25 lakhs (Rupees twenty five lakhs only). Invitation to tenders by advertisement is used for procurement of goods of estimated value of Rs. 25 lakh (Rupees Twenty Five Lakh) and above.

On implementation of GeM (Government E-Marketing facility) by the Government of India, all the procurements should be through GeM only. Whatever the items for the procurement of Goods / Service, not available in GeM, the Board may go for tender through Central Public Procurement Portal, which is platform of e-tender / e-publishing system provided by the Government of India.

#### **4.6.5. Appointments, promotions and deputations**

1. Appointment to the post of Secretary is done by the Central Government after consultation with the Coir Board as per Coir Board (Secretary) Recruitment Rules.
2. All appointments to other Group A posts (carrying a grade pay of Rs. 7,600/- and above) are made by the Chairman after getting the approval of the Central Government
3. All appointments to other sanctioned posts (carrying a grade pay less than Rs.7,600/-) are made by the Chairman after observing the recruitment procedure.
4. All appointments, promotions and deputations are made subject to relevant rules framed by the Central Government and within the frame work of FR & SR.
5. All promotions up to the grade pay of Rs. 7,600/- 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.
6. Promotions to higher grade are recommended to the Ministry for consideration.
7. Criteria for appointment / promotion is based on the positional qualifications laid down in the Coir Board (Secretary) Recruitment Rules and Coir Board (Services) Byelaws 1983
8. All promotions up to the level of Directors are made by the Chairman after observing usual formalities of constitution of Departmental Promotion Committee subject to observation of regulations in the concerned Bye-laws.
9. For the posts of Heads of Departments at the level of Secretary /Directors direct recruitment/ promotion to higher grade are done on the basis of interview conducted by a committee in which representative of the Ministry also takes part.
10. For Group A posts, other than those carrying a Grade Pay of Rs. 7600 & above, direct recruitment /promotions to higher grade are done based on interview conducted by a committee in which Chairman, Head of the concerned Department, subject expert from outside takes part and SC/ST representative in the case of reservation posts.

#### **4.6.6 Routine matters**

##### **Channel of Submission of files/cases and other disposals**

1. The channel of submission of disposals is determined with reference to the organizational structure and the distribution of work in the organization, the departmental instructions and orders of delegation of powers. The normal channel of submission with reference to a Section is the dealing hand, the Section Head, the Officer in immediate charge of the Section, the Supervisory Officer, the Group Officer, the Head of the Department Secretary and the Chairman. In the forward chain the files and cases are submitted in this channel and in the back chain the reverse order is followed.
2. Functional expertise is provided in the Board's organization by constituting functional divisions, sections & units. Such functional expertise under the Board are grouped below:-
  - i. Accounts Department - Accounts Section / Units and Cells within it - For all financial matters, application of service rules and allied matters.
  - ii. Administration Department – For all matters connected with Conduct Rules, Classification, Control and Appeal Regulations, Security and allied matters.

Files and cases relating to matters assigned to the above Departments/Sections should be referred to them and their advice/ recommendations should be recorded in the files before putting up to the Chairman for final orders. The Heads of Departments and Supervisory Officers may refer files/cases to these Divisions/Sections for obtaining their advice.

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 system may vary in certain Departments, depending up on the system of hierarchy in existence. However, there will be level jumping in some cases. Decisions can also be taken at lower level based on the delegation of administrative and financial powers.

#### **4.6.7 Sanctioning financial assistance to beneficiaries under Development Schemes.**

##### **Manner of processing and payment of subsidy**

The application forms for subsidy under various schemes available with the Board's Field Level Offices across the Country and also available in the official website [www.coirboard.gov.in](http://www.coirboard.gov.in) are issued to the applicants in duplicate. The applications duly filled in and supported by the necessary documents and certificates are initially received in the Field Level Offices concerned.

The Field Office maintains separate scheme-wise registers to record the applications received. The Regional Officer/Officer in Charge of the respective Office scrutinizes the application, arranges local verification wherever necessary and makes suitable recommendations. The recommended applications are then forwarded from the Field Office to the Head Office for further processing. Subsidy under various schemes is then sanctioned by Chairman. After issue of sanction by the Chairman payments are effected by the Finance Department either to the respective applicants by PFMS or to the respective Field Offices or banks for further payment to the applicants as per the relevant scheme rules.

In respect of other schemes the above procedure with suitable modifications is followed.

In respect of Scheme of Fund for Regeneration of Traditional Industries (SFURTI) procedure to avail the benefits of the programme is as follows:

Ministry has decided for an early-stage evaluation of the concept application and to take up the most feasible proposals for further DPR (Detailed Project Report) development. The early-stage evaluation of the application will be done through an automated score card system after filling the concept application form on the SFURTI portal. All the concept proposals already submitted will be directed to applicant/IA back on the portal and following steps are required to be followed by applicants/IAs.

- For Applicant/Organization which is already registered as Implementing Agency on Sfurti portal - Applicant needs to login through their ID on Sfurti portal and select the type of organization from the three given options below:
  - If IA is a Pvt Org or Non-Governmental Organization –select NGO
  - If IA is a Farmers Producers Organization/Producer Company/Artisans Federation & SPV is the proposed IA –select SPV
  - If IA is a body of State or Central Government/PRI –select, GO

Note: In case Applicant/Organization is registering on the SFURTI Portal as Implementing Agency for the first time, then the type of Organization (NGO/Government Organization/Special Purpose Vehicle) to be selected during the registration process. Hence the type of organization, need not be selected again after logging in and while filling the scorecard.

- The instructions to fill score card and user manual will be available as a pop up on the portal also, to guide the IA in form filling procedure.
- The Implementing Agency is required to upload duly filled Concept Application Form, before filling the online score card
- The system of Scorecard of the proposal is based on self-assessment and automated scoring, developed on certain indicators/parameters.
- Every indicator/parameter has options, and the same will be chosen by Implementing Agency, unless specified otherwise. Each option has an assigned score and once all the indicators/parameter are filled a final score card will be generated automatically.
- For every indicator/parameter, supporting evidence needs to be furnished and uploaded.

- Based on the information and documents uploaded in the scorecard, a final consolidated scorecard will be generated, which will determine whether the concept will go forward to the next stage of the application process or not.
- The applicant will select the Preferred Nodal Agency before submission of application and will forward the application to the same Nodal Agency.
- The concerned NA will verify the information of the application form with the supporting evidence or uploaded documents and will validate the scores against each indicator or parameter.
- All validated concept applications will be taken forward for DPR development and others will be returned to the applicant or Implementing Agency. A detailed process flow is given as below for clarity, in the next page.

### **Formulation of Cluster Development Proposals**

The Ministry will identify potential crafts & districts which are uncovered under SFURTI in consultation with NAs. NAs may conduct outreach programmes to identify prospective IAs who can apply under the scheme.

- i. 40% of the newly approved clusters from new and aspirational districts.
- ii. 40% clusters from areas with existing clusters, purely on merit.
- iii. 20% from special projects focussing on endangered arts & crafts, innovative production practices, products with GI & other products having State/National recognition.
- iv. All the above contingent upon receipt of adequate quality proposals per (i) & (ii).

### **Proposal Process for Approval**

The cluster development proposals received from the Nodal Agencies (NA) will be considered by the **Scheme Steering Committee (SSC)**. The SSC shall be responsible for approval of the projects and monitoring of their implementation. There would be only one stage approval at Ministry/SSC level. The project will be accorded approval by the SSC subject to fulfilment of the following conditions:

- i. Preparation of DPR as per the standard template as provided under the scheme with specific details of interventions with cost estimates, timelines and sustainability plan.
- ii. Identification of IA and formation of project specific SPV as per provision of the guidelines.
- iii. Execution of MOU/MoA and other related agreements between the IA and the SPV and IA and the NA.
- iv. Identification and arrangement of land of requisite nature (free from all encumbrances) for construction, erection and commissioning of CFC along with clearances from statutory authorities for such purposes. The standard terms of registered sale or lease deed (long term of 15 years and more) shall be executed in the name of the IA/ SPV
- v. Confirmation on availability of 10% / 5% (NER and Hilly areas) IA's share as per the guidelines.

#### **4.6.8 Granting financial assistance to workers under Extension schemes and Labour Welfare schemes as well as Market/export promotion schemes.**

The eligibility for subsidy is based on scheme rules framed for each scheme. The procedure followed is also similar to those given in the preceding para with minor variations according to the nature of the respective scheme. The scheme rules are given in Manual 12 (Chapter 13 ) of this hand book.

#### **4.6.9 Research Activities**

Decisions regarding research activities are taken on the basis of recommendations made by the **Chairman/Board** related to the research department.

**Manual -4**  
(under Section 4 (1) (b) (iv) of RTI Act)

**Chapter . 5**

**Norms set by it for the discharge of its functions**

**5.1 Details of the Norms/ Standards set by the Board for execution of various activities/ programmes.**

The Board functions according to the Coir Industry Act 1953 enacted by the Parliament and the Coir Industry Rules, 1954 (as amended). The Board is generally governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, various Bylaws notified under the Rules, CCS Conduct Rules, CCS (Classification, Control and Appeal) Rules. General Financial Rules, Revised Leave Rules 1972, Defined Contribution Pension Scheme Rules 2004 etc.

The other Rules and Bylaws framed and notified by the Board are also mentioned below.

- ❖ Coir Industry Act, 1953
- ❖ Coir Industry Rule, 1954
- ❖ Coir Industry (Registration) Rules, 2008
- ❖ Coir Board (Secretary) Recruitment Rules, 1990
- ❖ Coir Board (Transactions of Business, Conditions of Services of employees and Maintenance of Accounts) Byelaws, 1955
- ❖ Coir Board Employees (Conduct) Byelaws 1968
- ❖ Coir Board Services (Classification, Control & Appeal) Byelaws, 1969
- ❖ Coir Board Employees (Pension Fund) Byelaws, 1977
- ❖ Coir Board (General Provident Fund) Byelaws, 1977
- ❖ Coir Board (Recruitment) Byelaws, 1983
- ❖ 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.
- ❖ Guidelines, norms and rules for operating various schemes implemented by the Board
- ❖ Guidelines for Licensing of persons to carry on business of Coir
- ❖ Office orders, Circulars, Notes etc.

On other aspects of official procedures the Board follows the norms set by the Government of India by way of rules/regulations/guidelines formulated by the Government of India on administrative matters and in the matters relating to disciplinary proceedings and Vigilance activities, RTI Act, Implementation of Official Language Hindi, etc. The Board also follows the financial rules/norms as applicable to the Central Government departments/organizations. Also norms by way of targets are set in the plan and budget documents.

## **5.2 Specific norms for certain functions**

### **5.2.1 General**

As a general rule, no official shall keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases through departmental instructions. If a case is remaining with an official for more than the stipulated time limit, an explanation for keeping it shall be recorded in the note portion by him/her.

### **5.2.2 Eligibility norms for availing subsidy etc.**

The Board is implementing various subsidy schemes, grants, loans etc applicable to coir industry, coir workers, exporters of coir and its products etc. The Board has framed a set of rules prescribing the eligibility norms of each scheme. These rules are given in detail in Manual 12 (Chapter 13) of RTI Manuals.

### **5.2.3 Payment of subsidy**

Application for subsidy in respect of schemes of the Board are called for periodically, with a specific last date for submission. On receipt of the application, the applications are scrutinized with reference to the scheme rules and inspection of the premises, worksites, etc are conducted wherever necessary. Deficiencies and defects are pointed out to the applicants. On rectification of the defects by the applicants, the applications are finally processed and payments are generally made subject to availability of funds within the same financial year. Depending on the number of applications, the number of field staff available for conducting inspection and the time taken by the applicants for rectifying the defects etc, there may be delay in final processing of the applications and making payments.

### **5.2.4 Citizens'/ Clients' Charter**

We rededicate ourselves to the development and modernization of coir industry throughout the country wherever potential exists and towards the welfare of all engaged in it, particularly the workers.

**Manual. 5**  
(under Section 4 (1) (b) (v) of RTI Act)  
**Chapter - 6**

**Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

**6.1. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions are given below.**

The Rules and Byelaws framed under Section 26 & 27 of the Coir Industry Act, and other Rules and Regulations reckoned for discharging the functions are given below:

Sl No	Name of the Document
1	Coir Industry Act, 1953 (45 of 1953) as amended
2	Coir Industry Rule, 1954 as amended
3	Coir Industry (Registration ) Rules, 2008
4	Coir Industry (Registration) Amendment Rules, 2009
5	Coir Board (Secretary) Recruitment Byelaws, 1990
6	Coir Board (Transactions of Business, Conditions of Services of employees and Maintenance of Accounts) Byelaws, 2007
7	Coir Board Employees (Conduct) Byelaws 1968
8	Coir Board Services (Classification, Control & Appeal) Byelaws, 1969 as amended.
9	Coir Board Employees (Pension Fund) Byelaws, 1977
10	Coir Board (General Provident Fund) Byelaws, 1977
11.	Coir Board (Services) Byelaws, 1983
12.	Guidelines governing different schemes of the Board, Guidelines for Registration as an Exporter, Registration for Coir Units etc.
13	Fundamental Rules
14	Supplementary Rules
15	General Financial Rules 2017
16	Central Civil Service ( Leave) Rules 1972
17	Defined Contribution Pension Scheme Rules 2004
18	Staff Car Rules
19	Swamy's Hand Books relating to FR, SR, GFR, Pension, etc.
20	CCS Conduct Rules
21	CCS (Classification, Control and Appeal) Rules
22	RTI Act 2005
23	Manual regarding use of Official Language in Hindi.
24	The Coir Board Manual of Office Administration.
25	The Coir Board Manual of General Procedure.
26	Compilation of Delegation of powers.



27	Coir Board Internal Audit Manual
28	Coir Board Accounts Manuel
29	Guidelines, norms and rules for operating various schemes implemented by the Board
30	Office orders, Circulars, Notes etc.

Basically, the functioning of the Board is as per the Rules and Regulations of the Central Government.

## 6.2. From where one can get a copy of rules, regulations, instructions, manual and records

Government Rules and orders, Swamy's handbooks etc are available in the book shops selling Government publications. The Coir Industry Act and Rules are available on the website of the Coir Board. The Byelaws are also available on the website. The Rules specifically framed for Coir Board are for internal use only and are not available for sale.

## 6.3 Transfer Policy and Transfer Orders

(IN PURSUANCE TO THE JUDGEMENT OF THE HON'BLE SUPREME COURT OF INDIA, IN THE WRIT PETITION(CIVIL) NO.82/2011 FILED BY SHRI T.S.R.SUBRAMANIUM & OTHERS Vs. UOI & OTHERS)

- Minimum tenure after transferring of an employee to a particular Office/ seat, in normal course, will be three years. In the case of administrative exigencies, public interest, or on account of any punishments, etc. the above stipulations may be waived for suitable action regarding transfer of the employee.
- In the establishment of Coir Board there are different categories of staff including those with designated posts like Branch Officers and above. In Head Office, certain technical posts in CCRI, CICT, etc., which are positioned with specific function of duties and responsibilities. At the same time, there are certain technical posts with a general mode of duties like Training Assistant, Extension Service Officers, etc. In such cases, the above stipulation of „three years tenure“ may not be desirable, considering the job requirements. Therefore, in the areas wherever possible, such stipulation of „three years time“ as minimum tenure, after a transfer will be considered. However, in the event of any deviation from the declared policy as above, the Competent Authority will record the reasons in writing in the file or it may be on the specific request of the employee concerned.
- In the case of the Board's Showroom staff also, the minimum tenure as above will be subject to his/her sales performance also. In the interest of sales promotion of the SR&SDs, the Board may have to take a lenient view in the matter of fixed tenure. In such

cases, the definite reasons for such leniency will be reordered by the Competent Authority in the file.

- Prior to implementation of the above stipulations, a policy decision would be taken by the Office to ensure that the posts sanctioned for a particular Office are operated in such of the Offices only. This is with a view that the functioning of such posts will be justified only in the Offices concerned and sticking on to such stipulations of three years would create complications in such cases.
- A High Level Committee with the following officers has been constituted as a mechanism akin to CSB for considering transfer proposals of the Coir Board employees on an annual basis.

1. Secretary – Chairman
2. Director (Mktg.) – Member
3. Director, RDTE – Member
4. Joint Director(Plg.) – Member
5. Senior Accounts Officer – Member
6. Administrative Officer – Convener

- The meeting of the above High Level Committee (akin to CSB), may be held in the month of January every year so that after one or two sittings the High Level Committee will be able to finalize the transfer proposals and issue orders in February with specific date for effecting the transfer well in advance, so as to enable the transferees to plan and work out their future course of action, on transfer.
- Regarding placing the transfer policy in public domain, the guidelines prepared as a policy for effecting transfer will be put on the Website of the Board for information of the public.
- It is mandatory to record all the instructions in a formal manner. The Office will ensure the mandatory recording of the instructions from the administrative superiors, political executives etc. for fixing responsibility and ensure accountability in the functioning of Civil Servants and to uphold institutional integrity. In line with this, the spirit of the judgement of the Hon'ble Supreme Court of India, the Senior Officers while being on outstation assignments or even in their respective Offices, will give necessary oral orders/verbal instructions to their subordinate staff in the Office concerned for speedy execution of exigent works on emergency. But, this may be, as far as possible, through e-mail, fax, or even sms; however, immediately on arrival of the senior Officers, in their Head Quarters, the same may be confirmed in the file concerned in line with the above judgment, for which the subordinate staff would initiate immediate action.

### **Showroom Stream**

The showrooms in metropolitan cities viz. Mumbai, Kolkatta, Delhi and Chennai will be headed by a Senior Showroom Manager (Showroom Manager Grade-I) assisted by one

Assistant Showroom Manager, Salesman, Hamal-cum-Stitcher (HCS). The number of HCS will be one or two, depending upon the sales target fixed/sales turnover.

1. Showrooms in State capitals, the staff pattern will be Showroom Manager Gr.II or Showroom Manager Gr.III, assisted by one Assistant Showroom Manager, one Salesman and one or two Hamal-cum-Stitchers (as far as possible, subject to availability of the full complement and actual requirements).
2. In all other Showrooms, Showroom Manager Gr.III supported by Assistant Showroom Manager or Salesman and one Hamal-Cum-Stitcher (as far as possible, subject to availability of the full complement and actual requirements).
3. As far as possible, Hamal-cum-Stitchers will be given posting at their home town/ nearby town where there are SR&SDs of the Board.
4. Transfers of Showroom staff will be primarily subject to their sales performance. If the Showroom Managers are not achieving the sales targets continuously for three years they will be transferred to other States, invariably. In other cases, they will be considered for transfer only after minimum three years or maximum five years.
5. The Showrooms of Coir Board will be divided into six zones geographically. It will be compulsory for all the Showroom staff to work in the NE region for a minimum term of two or three years (excluding long spells of leave like EL/Commutated leave beyond five days) depending upon their length of service and service in the Showrooms outside their native states. For this purpose, a list of Showroom staff will be prepared and posted in the NE region on the basis of seniority in each cadre. The senior will be posted first and so on. Subsequently, their posting in their place of preference will be considered subject to their sales performance and the period of service left.
6. While closing of a particular Showroom, the HCSs will be transferred to the nearby showrooms depending upon the availability of vacancies.

### **Regional Offices/Sub Regional Offices**

1. The Regional Offices will be headed by Regional Officers/ Extension Service Officers failing which by Officers in the level of Section Officer. Besides this, these Offices will be supported by technical hands like ESO, Inspector, CT&EI, Training Assistant, etc. In order to attend to the administrative works, a minimum complement of administrative staff with Assistant, Jr.Stenographer and Group C, one each will be provided.
2. The Sub Regional Offices of the Board will be headed by Extension Service Officers/ Inspectors failing which Officers in the level of Section Officer/ Assistant. In order to attend to the administrative works, a minimum complement of administrative staff with Assistant or UDC and Group C, one each, besides, the technical hands like CT&EI, Inspector, Training Assistant, etc. will be positioned.
3. Each employee will work for one tenure each in the Offices at NE region and remote areas viz. Jammu Kashmir, Andaman, Lakshadweep, etc. in their service depending upon the staff pattern of the Board in such Offices.
4. While considering the service in the North Eastern Region, the service excluding spells of leave availed of more than five days duration will only be considered.

5. In the case of employees from North East region, they should work at other States also during their service.
6. Transfer of Technical staff in specific posts like Boiler Attender, Dyeing Supervisor, Technical Assistant (Testing/Spinning/Dyeing) etc., to North East region will be as per exigencies from time to time.

### **Administrative Stream**

1. In the case of Administrative staff also, they will also be posted to work one tenure at NE region and one tenure at other states depending upon the staff pattern approved in such Offices.
2. Minimum tenure in a seat will be three years and maximum tenure will be five years so as to ensure adequate opportunity to every employee to get familiarized with the works in all the Sections and Branches.
3. If the performance of an administrative staff is not satisfactory (with an „average“ grading only in his/her APAR) consecutively for two years, he/she will be transferred to other States invariably. For implementation of this provision, the Section monitoring the ACRs/APARs, will furnish a report of such employees to the Administration Section in the first week of April every year.

### **General**

1. In case, any employee (not hailing from NE States) voluntarily opts for transfer to NE region, all the facilities applicable, including transfer grant will be extended to them, without treating the transfer as “on request”.
2. In the case of pregnant women employees or having child upto 3 years, they will be exempted from transfer to other States /north eastern region for 3 years after their delivery.
3. The Chairman, Coir Board will be competent to consider leniency in deserving Cases on compassionate grounds, etc. with the reasons for such deviations clearly indicating in the file by himself.
4. The Employees due to retire within a period of two years will not be transferred, if suitable persons of lesser age are available for such transfer.
5. Mutual transfers will be considered if found feasible on merits.
6. Those employees who are suffering from serious diseases like cancer, heart attack etc. are also exempted from transfer to other States and will be posted in their respective stations, as far as possible.

### **Amendments made by the Competent Authority in File No.A-59/28/2016-ADM(P) vide Orders dated 28.02.2018**

1. (a) While considering transfers, the administrative requirements and operational Suitability in a particular division/office/region shall also be kept in view.

- (b) Transfer may also be affected at any time under administrative exigency and on public interest.
2. In order to enable the Office to give due weightage if possible, for the interest of the employees regarding the place of choice, an unconditional option shall also be received from all the interested employees every year in the month of January. This option does not constitute either a commitment on the part of the Board to give a transfer to that place or on the part of the employee as a transfer request.



SLNO : 8  
कयर बोर्ड  
Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India)

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**OFFICE ORDER No...62.....DATED...03.02.2023**

**Sub: Estt.-Promotion, Transfer & Posting – reg.**

Shri. Prasad Rao M.S.S, Research Officer, presently working in the Regional Office, Rajahmundry is promoted to the post of Deputy Director in the Level 10 (56100-177500) in Pay Matrix [(Pay Band of Rs.15,600-39,100+ 5,400(Grade Pay)(PR)] with immediate effect.

On promotion, Shri. Prasad Rao M.S.S is transferred and posted to Head Office as Deputy Director in the Industrial Development Department.

The Officer under whom the promotee/transferee is working will relieve him immediately, with instructions to report for duty at the new place of posting, after handing over of all official belongings etc., if any, held by him under proper authentication, immediately.

The promotee may exercise his option for fixation of pay on promotion either from the date of joining duty in the promoted post or on the date of accrual of his annual increment. The option for pay, if any, has to be received in the Head Office within one month from the date of receipt of this Order. If no option is received within the time stipulated, the pay will be fixed with effect from the date of reporting for duty in the promoted post.

This issues with the approval of Chairman, Coir Board.

Sd/-

SECRETARY

*[Handwritten Signature]*

ASSISTANT DIRECTOR(OL)  
ADMINISTRATION (I/C)

*Approved for issue*

Shri. Prasad Rao M.S.S  
Research Officer, Regional Office, Rajahmundry

Copy to:

1. P.S. to the Chairman, Coir Board,
2. P.S. to the Secretary, Coir Board.
3. The Director(RDTE), CCRI
4. The Director (Marketing)
5. Joint Director(Plg.)
6. Senior Accounts Officer
7. Joint Director (CICT)
8. All Sections/Branch Officers in the Head Office.
9. All Sub Offices & Coir Board Showrooms.
10. Accounts Section
11. Personal File
12. Stock File
13. E-Office Notice Board & Coir Board Website

[Issued from file No.A-59/45/2017-ADM(P)-Comp. No.4750]



## कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India)

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Coir House, M.G. Road, Kochi - 682016  
तह/ Gram : COIR BOARD  
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788  
फैक्स / Fax : 0484-2370034, 2354397  
ई-मेल / E-mail : coir@md2.vsnl.net.in  
वेब / Web : www.coirboard.nic.in, www.coirboard.gov.in

**OFFICE ORDER No. 65 DATED 07.02.23**

**Sub: Estt.- Promotion, Transfer, Posting and Re-assignment of seniority – reg.**

Smt. Syamala C.S., Section Officer, presently working in the Secretary's Section, Head Office, Kochi is promoted to the post of Development Officer in the Level 10 (56100-177500) in Pay Matrix [(Pay Band of Rs.15,600-39,100+ 5,400(Grade Pay)(PR)] with immediate effect.

On promotion, Smt. Syamala C.S. is posted to SFURTI in the Head Office, Kochi as Branch Head. She will continue to look after the existing duties assigned to her at present in respect of Board Meeting works.

The notional seniority of Shri. George Abraham, Development Officer, Head Office is re-assigned w.e.f. 22.10.2021, i.e. w.e.f. the date of promotion of Smt. Ragini S. to the post of Development Officer vide Office Order No.22 dated 22.10.2021.

The Officer under whom the promotee/ transferee is working will relieve her immediately, with instructions to report for duty at the new Section/Office of posting, after handing over of all official belongings held by her, under proper authentication.

The Promotee may exercise her option for fixation of pay on promotion either from the date of joining duty in the promoted post or on the date of accrual of her annual increment. The option for pay, if any, has to be received in the Head Office within one month from the date of receipt of this Order. If no option is received within the time stipulated, the pay will be fixed with effect from the date of reporting for duty in the promoted post.

This issues with the approval of Chairman, Coir Board.

(Approved for issue)

Sd/-  
SECRETARY (i/c)

*[Signature]*  
ASSISTANT DIRECTOR(OL)  
ADMINISTRATION DEPARTMENT i/c

- To
1. Smt. Syamala C.S, Section Officer, Secretary's Section
  2. Shri. George Abraham, Development Officer, Export Marketing Section

Copy to:

1. P.S. to Chairman, Coir Board.
2. Secretary's section, Coir Board.
3. The Director(RDTE) i/c, CCRI & Joint Director (CICT)
4. The Director (Marketing) i/c & Senior Accounts Officer

-2-

5. Joint Director(Plg.)
6. All Sections/Branch Officers in the Head Office.
7. All Sub Offices & Coir Board Showrooms.
8. Accounts Section
9. Personal File
10. Stock File
11. E-Office Notice Board & Coir Board Website.

**[Issued from Computer No: 7700 / file No. A-32012/1/2020-ADM(P)]**





# कयर बोर्ड

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

## COIR BOARD

MINISTRY OF MSME, GOVERNMENT OF INDIA

कयर हाउस, एम. जी. रोड, कोच्चि-682016

Coir House, M.G. Road, Kochi-682016

दूर भाषण / Telephone: 0484-2351900

ई-मेल / Email: admin@coirboard.org

वेब / web: coirboard.gov.in

**OFFICE ORDER No. 1 Dated 09.02.2023**

### Sub: Estt.-Transfer & Posting-reg.

Shri. Ramesh Naik P. who was promoted to the post of Manager Grade-I vide Office Order No.51 dated 21.11.2022 is re-designated as Zonal Director Grade-II as directed by the Ministry of MSME vide letter No.6(13)/2020-Coir/360 dated 4<sup>th</sup> October,2021.

Shri. Ramesh Naik P, Zonal Director Grade-II, presently working in the Coir Board Showroom & Sales Depot, Guntur is transferred and posted to Regional Office, Kalavoor, Alappuzha for administrative convenience and public interest. He will be responsible for monitoring industrial development activities as well as sales promotion activities in the South West Zone.

The Office Order No. 57 dated 20.12.2022 stands cancelled. Shri. Yesudas O.S, Assistant Showroom Manager, Coir Board Showroom & Sales Depot, Gangtok is transferred and posted to Coir Board Showroom & Sales Depot, Guntur. Shri.Thanseeb P Y will be the in-charge of SRO, Hyderabad.

The Officer under whom the transferees are working, will relieve them immediately, with instructions to report for duty at the new place of posting against proper handing over/taking over reports.

This issues with the approval of Chairman, Coir Board.

*Approved for issue*

Sd/-  
SECRETARY (i/c)

*[Signature]*  
ASSISTANT DIRECTOR(OL)  
ADMINISTRATION I/C

To

1. Shri. Ramesh Naik P, Zonal Director Grade-II, SR&SD, Guntur
2. Shri. Yesudas O.S, Assistant Showroom Manager, SR&SD, Gangtok
3. Shri. Thanseeb P.Y, Assistant Showroom Manager, SR&SD, Hyderabad

Copy to:

1. P.S. to Chairman, Coir Board.
2. Secretary's section, Coir Board.

Contd....

3. The Director(RDTE) i/c, CCRI & Joint Director (CICT)
4. The Director (Marketing) i/c & Senior Accounts Officer
5. Joint Director(Plg.)
6. All Sections/Branch Officers in the Head Office.
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**[Issued from file No.A-59/13/2019-ADM(P)-Comp. No.5066]**



32A110:15  
**कयर बोर्ड**  
**Coir Board**

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India)

18  
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ग्रा: Gram : COIR BOARD  
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फैक्स / Fax : 0484-2370034, 2354397  
ई-मेल / E-mail : coir@ind2.vsnl.net.in  
वेब / Web : www.coirboard.nic.in, www.coirboard.gov.in

**OFFICE ORDER No. 02..... DATED. 10.02.2023**

**Sub: Estt.-Transfer & Posting-reg.**

Shri. Shriprabhav, Salesman, presently working in the Coir Board Showroom and Sales Depot., Madurai is transferred and posted to Industrial Development Section, Head Office, Kochi.

The Officer under whom the transferee is working will relieve him immediately, with instructions to report for duty at the new place of posting against proper handing over taking over reports.

This issues with the approval of Chairman, Coir Board.

*Approved for issue*

Sd/-  
SECRETARY(i/c)

*W5ms*  
For ASSISTANT DIRECTOR(OL)  
ADMINISTRATION DEPARTMENT i/c

Shri. Shriprabhav  
Salesman, SR&SD, Madurai

Copy to:

1. P.S. to Chairman, Coir Board.
2. Secretary's section, Coir Board.
3. The Director(RDTE) i/c, CCRI & Joint Director (CIC)
4. The Director (Marketing) i/c & Senior Accounts Officer
5. Joint Director(Plg.)
6. SR&SD, Madurai
7. All Sections/Branch Officers in the Head Office,
8. All Sub Offices & Coir Board Showrooms.
9. Accounts Section
10. Personal File
11. Stock File
12. E-Office Notice Board & Coir Board Website.

[Issued from Computer No: 6581 / file No. A-22011/1/2016-ADM(P)-Part(2)]



कयर बोर्ड  
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वेब / web: www.coirboard.nic.in  
www.coirboard.gov.in

**OFFICE ORDER No...05..... DATED...08.03.2023**

**Sub: Estt.-Transfer & Posting-reg.**

Shri. Ashish Kumar Swain, Lower Division Clerk, presently working in the Regional Office, Bhubaneswar is transferred and posted to Coir Board Extension Centre, Balasore.

The Officer under whom the transferee is working will relieve him immediately, with instructions to report for duty at the new place of posting against proper handing over/taking over reports.

This issues with the approval of Chairman, Coir Board.

Sd/-  
SECRETARY i/c

(जारी करने हेतु अनुमोदित / Approved for issue)

सहायक निदेशक (रा.भा.) / Assistant Director (OL)  
प्रशासन (प्र.) / Administration i/c

To,  
Shri. Ashish Kumar Swain  
Lower Division Clerk, Regional Office, Bhubaneswar

Copy to:

1. P.S. to Chairman, Coir Board.
2. Secretary's section, Coir Board.
3. The Director (RDTE) i/c, CCRI & Joint Director (CIC)
4. The Director (Marketing) i/c & Senior Accounts Officer
5. Joint Director(Plg.)
6. Regional Office, Bhubaneswar
7. All Sections/Branch Officers in the Head Office.
8. All Sub Offices & Coir Board Showrooms.
9. Accounts Section
10. Personal File
11. Stock File
12. E-Office Notice Board & Coir Board Website.

[Issued from Computer No: 6581 / file No. A-22011/1/2016-ADM(P)-Part(2)]



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ई-मेल / E-mail: coirboard@nic.in,  
info@coirboard.org  
वेब / Web: www.coirboard.gov.in

OFFICE ORDER NO...06.....DATED ...08.03.2023.....

Sub: Estt.- Transfer & Posting – reg.

In order to ensure smooth functioning of the Showrooms of Coir Board with more productive utilisation of the available manpower, the following transfers and postings are made with immediate effect:

S. No.	Name & Designation of the Official	Office/Section to which presently attached	Office/Section to which transferred and posted
1	Shri. Vibinkumar M. V. Assistant Showroom Manager	SR Accounts, Head Office	SR & SD, Thrissur
2	Smt. Rosamma George Showroom Manager Grade III	SR & SD, Trivandrum	SR & SD, Ernakulam
3	Smt. Jayasree S. Assistant Showroom Manager	SR & SD, Ernakulam	SR Accounts, Head Office

The Officers under whom the transferees are working will relieve them immediately, with instructions to report for duty at the new place of posting against proper handing over/taking over reports invariably.

The transferees may join at the new place of posting along with the relieving order from their earlier Reporting Officers.

This issues with the approval of Chairman, Coir Board.

Sd/-  
SECRETARY i/c

(जारी करने हेतु अनुमोदित / Approved for issue)

सहायक निदेशक (रा.भा.) / Assistant Director (O L)  
प्रशासन (प्र.) / Administration i/c

- To,
1. Shri. Vibinkumar M V,  
Assistant Showroom Manager,  
SR Accounts, Head Office.
  2. Smt. Rosamma George,  
Showroom Manager Grade III,  
SR & SD, Trivandrum
  3. Smt. Jayasree S,  
Assistant Showroom Manager,  
SR & SD, Ernakulam

Copy to:

1. P.S. to Chairman, Coir Board.
2. Secretary's section, Coir Board.
3. The Director (RDTE) i/c, CCRI & Joint Director (CICT)
4. The Director (Marketing) i/c & Senior Accounts Officer
5. Joint Director (Plg.)
6. All Sections/Branch Officers in the Head Office.
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8. Accounts Section
9. Personal File
10. Stock File
11. E-Office Notice Board & Coir Board Website.

**[Issued from Computer No: 8699 / file No. A-22020/2/2020-ADM (P)]**



Sl.No 33

**कोयर बोर्ड**  
**COIR BOARD**  
(सूक्ष्म, मायु और मध्यम उद्यम विभाग, भारत सरकार)  
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वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

63

**OFFICE ORDER No. 4 DATED. 17.05.2022**

**Sub: Estl.-Transfer & Posting-rg.**

Shri. Bijay Kumar, Assistant Showroom Manager, presently working in the Coir Board Showroom & Sales Depot., Kolkatta is transferred and posted to Coir Board Showroom & Sales Depot., Guwahati.

The additional charge of Coir Board Showroom & Sales Depot., Guwahati given to Shri. Barun Chandra Mandal, Junior Inspector vide Order No.A-59/4/2019-ADM(P) dated 18.03.2022 stands dispensed with.

The Officer under whom the transferee is working will relieve him immediately, with instructions to report for duty at the new place of posting against proper handing over/taking over reports.

This issues with the approval of Chairman, Coir Board.

Sd/-  
SECRETARY

*Approved for issue*

*अनिताकुमारी*

**MARKETING & PUBLICITY OFFICER  
ADMINISTRATION DEPARTMENT**

To

1. Shri. Bijay Kumar  
Assistant Showroom Manager, SR&SD, Kolkatta
2. Shri. Barun Chandra Mandal  
Junior Inspector, Sub-Regional Office, Guwahati

Copy to:

1. The Director, RDTE(i/e), CCRI & Zonal Director Grade-I, Kerala
2. The Director (M)i/c & Joint Director(Plg.)
3. Senior Accounts Officer
4. SR&SD, Kolkatta
5. Sub-Regional Office, Guwahati
6. All Sections/Branch Officers in the Head Office
7. All Sub Offices & SR&SDs
8. Accounts Section
9. Personal File
10. Stock file
11. E-Office Notice Board & Coir Board Website

[Issued from file No.A-22020/2/2020-ADM(P)]



कयर बोर्ड  
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Ministry of MSME, Govt. of India

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www.coirboard.gov.in

64

कार्यालय आदेश सं. 4 दिनांक 17.05.2022

विषय: स्था.-स्थानांतरण एवं तैनाती - सं

संप्रति कयर बोर्ड शोरूम व विक्री केन्द्र, कोलकता में कार्यरत श्री. विजय कुमार, सहायक शोरूम प्रबंधक को कयर बोर्ड शोरूम व विक्री केन्द्र, गुवाहटी में स्थानांतरित करके तैनात किया जाता है।

श्री. वरुण चन्द्र मंडल, कनिष्ठ निरीक्षक को दिनांक 18-03-2022 के कार्यालय आदेश सं.ए-59/4/2019-प्रशा(का) द्वारा दिया गया कयर बोर्ड शोरूम व विक्री केन्द्र, गुवाहटी का अतिरिक्त प्रभार रद्द किया जाता है।

वे अधिकारी जिनके अधीन स्थानांतरित कार्यरत हैं, सभी आधिकारिक सामान आदि, कार्यभार सौंपने/लेने की उचित रिपोर्ट के तहत, नए तैनात स्थान में जुड़ने के लिए रिपोर्ट करने हेतु अनुदेश के साथ उन्हें शल्काल कार्यमुक्त करेंगे।

यह अध्यक्ष, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

ह/-

सचिव

जारी करने हेतु अनुमोदित

अश्वि तालु मारी म.स  
विपणन और प्रचार अधिकारी  
प्रशासन विभाग

सेवा में:

1. श्री. विजय कुमार, सहायक शोरूम प्रबंधक, एसआर व एसडी, कोलकता
2. श्री. वरुण चन्द्र मंडल, कनिष्ठ निरीक्षक, उप प्रादेशिक कार्यालय, गुवाहटी

प्रतिलिपि :

1. निदेशक, आरडीडीई (प्र.) सीसीआरआई & आंचलिक निदेशक योड-1, केरल
2. निदेशक (वि) प्र. & संयुक्त निदेशक (यो)
3. वरिष्ठ लेखाधिकारी
4. एसआर व एसडी, कोलकता
5. उप प्रादेशिक कार्यालय, गुवाहटी
6. मुख्यालय के सभी अनुभाग व शाखाधिकारी
7. सभी उप कार्यालय व शोरूम व विक्री केन्द्र
8. लेखा अनुभाग
9. वैयक्तिक फाइल
10. स्टॉक फाइल
11. ई-ऑफिस नोटिस बोर्ड & बोर्ड की वेबसाइट

[फा.सं.ए-22020/2/2020-प्रशा(का) से जारी]





कयर बोर्ड  
COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
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वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

**OFFICE ORDER No...8..... DATED.25.05.2022**

**Sub: Estt.-Transfer & Posting-reg.**

Dr. Radhakrishnan. S, Scientific Assistant(Micro) & Senior Scientific Officer(i/c), presently working in the Central Institute of Coir Technology, Bangalore is transferred and posted to Central Coir Research Institute, Kalavoor, Alappuzha.

The Officer under whom the transferee is working will relieve him immediately, with instructions to report for duty at the new place of posting against proper handing over/taking over reports.

This issues with the approval of Chairman, Coir Board.

Sd/-  
SECRETARY

*Approved for issue*

*अजिताकृष्ण शर्मा*  
MARKETING & PUBLICITY OFFICER  
ADMINISTRATION DEPARTMENT

To

Dr. Radhakrishnan. S,  
Scientific Assistant(Micro) & Senior Scientific Officer(i/c)  
Central Institute Coir Technology, Bangalore

Copy to:

1. The Director (RDTE) i/c, CCRI
2. Joint Director(Plg.) & Director (M) i/c
3. Senior Accounts Officer
4. Joint Director(Tech), CICT
5. Central Coir Research Institute
6. Central Institute Coir Technology
7. All Sections/Branch Officers in the Head Office
8. All Sub Offices & SR&SDs
9. Accounts Section
10. Personal File
11. Stock file
12. E-Office Notice Board
13. Coir Board Website

[Issued from file No.A-59/11/2022-ADM(P)]



# कयर बोर्ड COIR BOARD

(नूतन, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

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www.coirboard.gov.in

कार्यालय आदेश सं.....४..... दिनांक. 25.05.2022

## विषय: स्था: स्थानांतरण तैनाती - सं.

संप्रति केन्द्रीय कयर प्रौद्योगिकी संस्थान, बेंगलूर में कार्यरत डॉ राधाकृष्णन एस, वैज्ञानिक सहायक (माइक्रो) & वरिष्ठ वैज्ञानिक अधिकारी (प्र.) को केन्द्रीय कयर अनुसंधान संस्थान, कलवूर, आलप्पुषा में स्थानांतरित करके तैनात किया जाता है।

वे अधिकारी जिनके अधीन स्थानांतरित कार्यरत हैं, तुरंत ही उन्हें उचित कार्यभार ग्रहण करने / सौंपने की रिपोर्ट के साथ नए स्थान पर इयूटी के लिए रिपोर्ट करने हेतु निदेश के साथ कार्यमुक्त करेंगे।

यह अध्यक्ष, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

ह/-  
सचिव

जारी करने हेतु अनुमोदित

अनितकुमारीएस  
विपणन और प्रचार अधिकारी  
प्रशासन विभाग

सेवा में

डॉ. राधाकृष्णन एस,  
वैज्ञानिक सहायक (माइक्रो) & वरिष्ठ वैज्ञानिक अधिकारी (प्र.)  
केन्द्रीय कयर प्रौद्योगिकी संस्थान, बेंगलूर

प्रतिलिपि :

1. निदेशक, आरडीटी & ई (प्र), सीसीआरआई
2. संयुक्त निदेशक (यो) & निदेशक (वि) (प्र.)
3. वरिष्ठ लेखा अधिकारी
4. संयुक्त निदेशक (टेक), सीआईसीटी
5. केन्द्रीय कयर अनुसंधान संस्थान
6. केन्द्रीय कयर प्रौद्योगिकी संस्थान
7. मुख्यालय के सभी अनुभाग व शाखा अधिकारी
8. सभी उप कार्यालय व शोरूम व विक्री केन्द्र
9. लेखा अनुभाग
10. वैयक्तिक फाइल
11. स्टॉक फाइल
12. ई-ऑफिस नोटिस बोर्ड
13. कयर बोर्ड वेबसाइट

[फाइल सं.ए. A-59/11/2022-प्रशा(कार्मिक) से जारी ]



क्रयर् बोर्ड *Sl.No 41*  
**COIR BOARD**

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MSME, Govt. of India

कयर् हउस / Coir House  
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कोची / Kochi-682 016  
गाम / Gram: Coir Board  
दूरभाष / Ph: 0484-2351954  
2351807, 2351788  
फैक्स / Fax: 0484-2370034, 2354397  
ई-मेल / E-mail: coirboard@nic.in,  
info@coirboard.org  
वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

84

**OFFICE ORDER No. 11..... DATED 13.06.2022**

**Sub: Estt.-Transfer & Posting-reg.**

Shri. T.V Sabu, Extension Service Officer, presently working in the Sub-Regional Office, Kannur is transferred and posted to Regional Office, Pollachi.

Shri. P.N Sabu, Extension Service Officer, Regional Office, Alappuzha is given the additional charge of Sub-Regional Office, Kannur until further orders.

The Officer under whom the transferee is working will relieve him immediately, with instructions to report for duty at the new place of posting against proper handing over/taking over reports.

These orders are issued with the approval of Chairman, Coir Board.

Sd/-  
SECRETARY

*Approved for issue*

*अनिलाकुमारी प्रसाद*  
MARKETING & PUBLICITY OFFICER  
ADMINISTRATION DEPARTMENT

To

1. Shri. T.V Sabu  
Extension Service Officer, Sub-Regional Office, Kannur
2. Shri. P.N Sabu  
Extension Service Officer, Regional Office, Alappuzha

Copy to:

1. The Director, RDTE (i/c), CCRI
2. Joint Director(Plg.) & Director (M) i/c
3. Senior Accounts Officer
4. Sub-Regional Office, Kannur
5. Regional Office, Alappuzha
6. All Sections/Branch Officers in the Head Office
7. All Sub Offices & SR&SDs
8. Accounts Section
9. Personal File
10. Stock file
11. E-Office Notice Board
12. Coir Board Website

[Issued from file No.A-22020/2/2020-ADM(P)]



कयर बोर्ड  
COIR BOARD

(शुभं, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
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www.coirboard.gov.in

कार्यालय आदेश सं.....11..... दिनांक.....13.06.2022

विषय: स्था: स्थानांतरण एवं तैनाती - सं.

संप्रति उप प्रादेशिक कार्यालय, कण्णूर में कार्यरत श्री. टी.वी. साबु, विस्तार सेवा अधिकारी को प्रादेशिक कार्यालय, पोल्लाचची में स्थानांतरित करके तैनात किया जाता है।

श्री.पी.एन. साबु, विस्तार सेवा अधिकारी, प्रादेशिक कार्यालय, आलप्पुषा को उप प्रादेशिक कार्यालय, कण्णूर का अतिरिक्त प्रभार आगे आदेश होने तक दिया जाता है।

वे अधिकारी जिनके अधीन स्थानांतरित कार्यरत हैं, कार्यभार सौंपने / लेने की उचित रिपोर्टों के तहत, नए तैनात स्थान में इयूटी के लिए रिपोर्ट करने हेतु अनुदेश के साथ उन्हें तत्काल कार्यमुक्त करेंगे।

ये आदेश अध्यक्ष, कयर बोर्ड के अनुमोदन से जारी किए जाते हैं।

ह/-

सचिव

जारी करने हेतु अनुमोदित

अभिलाषा मारीकस  
विपणन & प्रचार अधिकारी  
प्रशासन विभाग

सेवा में,

1. श्री. टी.वी. साबु  
विस्तार सेवा अधिकारी, उप प्रादेशिक कार्यालय, कण्णूर
2. श्री. पी.एन. साबु  
विस्तार सेवा अधिकारी, प्रादेशिक कार्यालय, आलप्पुषा

प्रतिलिपि :

1. निदेशक, आरडीटी&ई (प्र.) सीसीआरआई
2. संयुक्त निदेशक (सो) & निदेशक (वि) प्र.
3. वरिष्ठ लेखाधिकारी
4. उप प्रादेशिक कार्यालय, कण्णूर
5. प्रादेशिक कार्यालय, आलप्पुषा
6. मुख्यालय के सभी अनुभाग व शाखाधिकारी
7. सभी उप कार्यालय व शोरूम व बिक्री केन्द्र
8. लेखा अनुभाग
9. वैयक्तिक फाइल
10. स्टॉक फाइल
11. ई-ऑफिस नोटिस बोर्ड
12. कयर बोर्ड की वेबसाइट



Sl. No. 43  
**कयर बोर्ड**  
**Coir Board**

(मुख्य, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India

87.  
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फैक्स / Fax : 0484-2370034, 2354397  
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कार्यालय आदेश सं.....12..... दिनांक.....28.06.2022

**विषय: स्था. पदोन्नति, स्थानांतरण एवं तैनाती - सं**

संप्रति स्फूर्ति अनुभाग, मुख्यालय, कोच्ची में कार्यरत श्री. जॉर्ज अब्राहम, अनुसंधान अधिकारी को पे मैट्रिक्स में लेवल 10 (56100-177500) [ पे बैंड रु.15,600 + 39,100 + 5,400 (ग्रेड पे) ] (पू.सं.) में विकास अधिकारी के पद पर तत्काल लागू होने के रूप में पदोन्नत किया जाता है।

पदोन्नति पर श्री. जॉर्ज अब्राहम को निर्यात विपणन अनुभाग, मुख्यालय, कोच्ची में शाखा मुख्य के रूप में तैनात किया जाता है।

संप्रति प्रादेशिक कार्यालय, बेंगलूरु में कार्यरत श्रीमती प्रेमलता. के., उप निदेशक को मुख्यालय, कोच्ची में स्थानांतरित करके स्वदेशी विपणन अनुभाग के शाखाधिकारी के रूप में तैनात किया जाता है। वे सतर्कता विंग की भी प्रभारी रहेंगी।

संप्रति प्रादेशिक कार्यालय, बेंगलूरु में कार्यरत श्री. सुरेश कुमार एम., विस्तार सेवा अधिकारी को प्रादेशिक कार्यालय, बेंगलूरु का प्रभार आगे आदेश होने तक दिया जाता है।

वे अधिकारी जिनके अधीन पदोन्नत कर्मिक / स्थानांतरित कार्यरत हैं, सभी आधिकारिक सामान आदि, उनके पास यदि कोई हो, तो, उचित प्रमाणीकरण के तहत सौंपने के बाद, नए तैनात अनुभाग / कार्यालय में ड्यूटी के लिए रिपोर्ट करने हेतु अनुदेश के साथ उन्हें तत्काल कार्यमुक्त करेंगे।

पदोन्नत व्यक्ति अपना वेतन नियत करने के लिए पदोन्नत पद में कार्यभार ग्रहण करने की तारीख से या उनकी वार्षिक वेतन वृद्धि के प्रोद्भवन की तारीख को, दोनों में से किसी एक विकल्प का प्रयोग कर सकते हैं। वेतन के लिए विकल्प, यदि कोई हो, तो, यह आदेश प्राप्त होने के एक महीने के भीतर मुख्यालय में प्राप्त होना है। निर्धारित समय के भीतर कोई विकल्प प्राप्त नहीं होने पर, पदोन्नत किए गए पद में कार्यग्रहण करने की तारीख से प्रभावी वेतन नियत किया जाएगा।

उप निदेशक की रिक्ति पहले उत्पन्न होने के कारण श्री जॉर्ज अब्राहम की विकास अधिकारी के पद पर बरिष्ठता इस कार्यालय आदेश के तहत उप निदेशक के पद को भरने के बाद ही तय की जाएगी।

यह अध्यक्ष, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

ह/-

सचिव

जारी करने हेतु अनुमोदित

अंकिता कुमारी मश्रु  
विपणन और प्रचार अधिकारी  
प्रशासन विभाग

सेवा में

- (1) श्री. जार्ज अब्राहम, अनुसंधान अधिकारी, स्फूर्ति अनुभाग, मुख्यालय, कोच्ची
- (2) श्रीमती प्रेमलता के., उप निदेशक, प्रादेशिक कार्यालय, बेंगलूरु
- (3) श्री. सुरेश कुमार एम., विस्तार सेवा अधिकारी, प्रादेशिक कार्यालय, बेंगलूरु

(जारी...)



# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

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ऑफिस / Gram : COIR BOARD  
दूरभाष / Ph : 0484-2351954, 2351807, 2351788  
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ई-मेल / E-mail : coir@md2.vsnl.net.in  
वेब / Web : www.coirboard.nic.in, www.coirboard.gov.in

**OFFICE ORDER NO...12.....DATED...28.06.2022**

**Sub: Estt.-Promotion, Transfer & Posting – reg.**

Shri. George Abraham, Research Officer, presently working in the SFURTI Section, Head Office, Kochi is promoted to the post of Development Officer in the Level 10 (56100-177500) in Pay Matrix [(Pay Band of Rs.15,600-39,100+ 5,400(Grade Pay)(PR)] with immediate effect.

On promotion, Shri. George Abraham is posted to Export Marketing Section in the Head Office, Kochi as Branch Head.

Smt.Premalatha. K, Deputy Director, presently working in the Regional Office, Bangalore is transferred and posted to Head Office, Kochi as Branch Head of Domestic Marketing Section. She will also be in Charge of the Vigilance Wing.

Shri. Suresh Kumar. M, Extension Service Officer, presently working in the Regional Office, Bangalore is given the charge of the Regional Office, Bangalore until further orders.

The Officers under whom the promotee/transferee are working will relieve them immediately, with instructions to report for duty at the new Section/Office of posting, after handing over of all official belongings etc., if any, held by them, under proper authentication.

The Promotee may exercise his option for fixation of pay on promotion either from the date of joining duty in the promoted post or on the date of accrual of his annual increment. The option for pay, if any, has to be received in the Head Office within one month from the date of receipt of this Order. If no option is received within the time stipulated, the pay will be fixed with effect from the date of reporting for duty in the promoted post.

The seniority of Shri. George Abraham in the post of Development Officer vide this Office Order will be fixed only after filling up of the post of Deputy Director, as the vacancy of Deputy Director had arisen earlier.

This issues with the approval of Chairman, Coir Board.

Sd/-

**SECRETARY**

*Approved for issue*

*अदिति कुमार शर्मा*

**MARKETING & PUBLICITY OFFICER  
ADMINISTRATION DEPARTMENT**

To

1. Shri. George Abraham, Research Officer, SFURTI Section, Head Office, Kochi
2. Smt. Premalatha. K, Deputy Director, Regional Office, Bangalore
3. Shri. Suresh Kumar. M, Extension Service Officer, Regional Office, Bangalore

Contd...

-2-

प्रतिलिपि :

1. मुख्य सतर्कता अधिकारी, कयर बोर्ड
2. निदेशक, आरडीटीई .सीसीआरआई (प्र)
3. संयुक्त निदेशक (यो) & निदेशक (वि) प्र.
4. वरिष्ठ लेखा अधिकारी
5. स्फूर्ति अनुभाग
6. निर्यात विपणन अनुभाग
7. स्वदेशी विपणन अनुभाग
8. सतर्कता अनुभाग
9. प्रादेशिक अधिकारी, बंगलूरु
10. मुख्यालय के सभी अनुभाग व शाखा अधिकारी
11. सभी उप कार्यालय व शोरूम व बिक्री केन्द्र
12. लेखा अनुभाग
13. वैयक्तिक फाइल
14. स्टॉक फाइल
15. ई-ऑफिस नोटिस बोर्ड
16. कयर बोर्ड वेबसाइट

[फाइल सं. ए.A-32012/1/2020-प्रशा(कार्मिक) से जारी ]

## Copy to:

1. Chief Vigilance Officer, Coir Board
2. Director( RDTE) i/c, CCRI
3. Joint Director (Plg.) & Director (Mktg.) i/c
4. Senior Accounts Officer
5. SFURTI Section
6. Export Marketing Section
7. Domestic Marketing Section
8. Vigilance Cell
9. Regional Office, Bangalore
10. All Sections/Branch Officers in the Head Office
11. All Sub Offices & SR & SDs
12. Accounts Section
13. Personal file
14. Stock file
15. E-Office Notice Board
16. Coir Board Website.

[Issued from file No.A-32012/1/2020-ADM(P)]





कयर बोर्ड  
COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MSME, Govt. of India

Sf. No. 45

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ई-मेल / E-mail: coirboard@nic.in,  
info@coirboard.org  
वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

93

कार्यालय आदेश सं.....13..... दिनांक..06.07.2022

**विषय: स्था.-पदोन्नति, स्थानांतरण एवं तैनाती - सं**

संप्रति प्रचार अनुभाग, मुख्यालय, कोच्ची में कार्यरत श्री. पी.वी. तंकच्चन, सहायक को पे मैट्रिक्स में लेवल 7 (44900-142400) [पे बैंड रु.9,300-34,800+4,600 (ग्रेड पे) (पू.सं.)] में अनुसंधान अधिकारी के पद पर पदोन्नत किया जाता है।

श्रीमती सी.एस. श्यामला, अनुभाग अधिकारी, एम आर अनुभाग को दिनांक 11.11.2021 के कार्यालय आदेश सं.26 द्वारा प्रचार अनुभाग में अनुभाग अधिकारी के रूप में दिया गया अतिरिक्त प्रभार रद्द किया जाता है।

पदोन्नति पर, श्री. पी.वी. तंकच्चन को मुख्यालय के प्रचार अनुभाग में आगे आदेश होने तक प्रतिधारित किया जाता है।

संप्रति प्रादेशिक कार्यालय, पोल्लाच्ची में कार्यरत श्री. दीपक सोमन, अनुसंधान अधिकारी को स्थानांतरित करके स्फूर्ति अनुभाग, मुख्यालय, कोच्ची में तैनात किया जाता है।

वे अधिकारी जिनके अधीन पदोन्नत कार्मिक/स्थानांतरित कार्यरत हैं, सभी आधिकारिक सामान आदि, उनके पास यदि कोई हो, तो, उचित प्रमाणीकरण के तहत सौंपने के बाद, नए तैनात अनुभाग में इयूटी के लिए रिपोर्ट करने हेतु अनुदेश के साथ उन्हें तत्काल कार्यमुक्त करेंगे।

पदोन्नति पर पदोन्नत व्यक्ति अपना वेतन नियत करने के लिए पदोन्नत पद में कार्यभार ग्रहण करने की तारीख से या उनकी वार्षिक वेतन वृद्धि के प्रोद्भवन की तारीख को, दोनों में से किसी एक विकल्प का प्रयोग कर सकते हैं। वेतन के लिए विकल्प यदि कोई हो, तो, यह आदेश प्राप्त होने के एक महीने के भीतर मुख्यालय में प्राप्त होना है। निर्धारित समय के भीतर कोई विकल्प प्राप्त नहीं होने पर, पदोन्नत किए गए पद में कार्यग्रहण करने की तारीख से प्रभावी वेतन नियत किया जाएगा।

यह अध्यक्ष, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

ह/-

सचिव

जारी करने हेतु अनुमोदित

अनिता कुमार/मस  
विपणन और प्रचार अधिकारी  
प्रशासन विभाग

सेवा में :

1. श्री. पी.वी. तंकच्चन, सहायक, प्रचार अनुभाग, मुख्यालय, कोच्ची
2. श्रीमती सी.एस. श्यामला, अनुभाग अधिकारी, एम आर अनुभाग, मुख्यालय, कोच्ची
3. श्री. दीपक सोमन, अनुसंधान अधिकारी, प्रादेशिक कार्यालय, पोल्लाच्ची

(जारी...)



कयर बोर्ड  
**COIR BOARD**

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MSME, Govt. of India)

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कोच्ची / Kochi-682 016  
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2351807, 2351788  
फैक्स / Fax: 0484-2370034, 2354397  
ई-मेल / E-mail: coirboard@nic.in,  
info@coirboard.org  
वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

**OFFICE ORDER NO...13.....DATED..06.07.2022..**

**Sub: Estt.-Promotion, Transfer & Posting – reg.**

Shri. P.V. Thankachan, Assistant, presently working in the Publicity Section, Head Office, Kochi is promoted to the post of Research Officer in the Level 7 (44900-142400) in Pay Matrix [Pay Band of Rs.9,300-34,800+ 4,600(GP)(PR)] with immediate effect.

The additional charge of Section Officer in the Publicity Section given to Smt. C.S. Syamala, Section Officer MR Section vide Office Order No.26 dated 11.11.2021 stands dispensed with.

On promotion, Shri. P.V. Thankachan is retained in the Publicity Section, Head Office, until further orders.

Shri. Deepak Soman, Research Officer, presently working in the Regional Office, Pollachi is transferred and posted to the SFURTI Section in Head Office, Kochi.

The Officers under whom the promotee/transferee is working will relieve them immediately, with instructions to report for duty at the new Section of posting, after handing over of all official belongings etc., if any, held by them, under proper authentication.

The Promotee may exercise his option for fixation of pay on promotion either from the date of joining duty in the promoted post or on the date of accrual of her annual increment. The option for pay, if any, has to be received in the Head Office within one month from the date of receipt of this Order. If no option is received within the time stipulated, the pay will be fixed with effect from the date of reporting for duty in the promoted post.

This issues with the approval of Chairman, Coir Board.

Sd/-  
**SECRETARY**

*Approved for issue*

*अनिताकुमारी*

**MARKETING & PUBLICITY OFFICER  
ADMINISTRATION DEPARTMENT**

To

1. Shri. P.V. Thankachan, Assistant, Publicity Section, Head Office, Kochi
2. Smt. C.S. Syamala, Section Officer, MR Section, Head Office, Kochi
3. Shri. Deepak Soman, Research Officer, Regional Office, Pollachi

Contd...

प्रतिलिपि :

1. निदेशक, आरडीटीई (प्र.) सीसीआरआई
2. संयुक्त निदेशक (यो) & निदेशक (वि) प्र.
3. वरिष्ठ लेखाधिकारी
4. प्रचार अनुभाग
5. एम आर अनुभाग
6. स्फूर्ति अनुभाग
7. प्रादेशिक कार्यालय, पोल्ताच्ची
8. मुख्यालय के सभी अनुभाग व शाखाधिकारी
9. सभी उप कार्यालय व शोरूम व विक्री केन्द्र
10. लेखा अनुभाग
11. वैयक्तिक फाइल
12. स्टॉक फाइल
13. ई-ऑफिस नोटिस बोर्ड
14. बोर्ड की वेबसाइट

[फाइल सं.ए-59/51/2017-प्रशा(का.)]

## Copy to:

1. Director( RDTE) i/c. CCRI
2. Joint Director (Plg.) & Director (Mktg.) i/c
3. Senior Accounts Officer
4. Publicity Section
5. MR Section
6. SFURTI Section
7. Regional Office, Pollachi
8. All Sections/Branch Officers in the Head Office
9. All Sub Offices & SR & SDs
10. Accounts Section
11. Personal file
12. Stock file
13. E-Office Notice Board
14. Coir Board Website.

**[Issued from file No.A-59/51/2017-ADM(P)]**



भारत गणराज्य की माध्यमिक शिक्षा बोर्ड  
Ministry of MSME, Government of India

कारा बोर्ड COIR BOARD

भारत गणराज्य की माध्यमिक शिक्षा बोर्ड  
Ministry of MSME, Government of India  
101, Road No. 1, Sector 10, Connaught Place, New Delhi-110028  
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Fax: +91-11-26109001  
E-Mail: coirboard@msme.gov.in  
www.coirboard.gov.in

कार्यालय आदेश सं. 15 दिनांक 13.07.2022

विषय: स्था. पदोन्नति, स्थानांतरण एवं तैनाती - सं.

संपत्ति प्रादेशिक कार्यालय, कलकत्ता में कार्यरत श्री टी जे यशुदास, तकनीकी सहायक (रंगई) को पी.पी.टी. में लेवल-7 (44900-142400) [पे बैंड रु.9,300-34800+4600](ग्रेड पे)(पू.सं.) में विस्तार सेवा अधिकारी के पद पर तत्काल प्रभाव से पदोन्नत किया जाता है।

पदोन्नति पर, श्री टी जे यशुदास को प्रादेशिक कार्यालय, राजमुंदी में स्थानांतरित करके तैनात किया जाता है।

वे अधिकारी जिनके अधीन स्थानांतरित कार्यरत हैं, तुरंत ही उन्हें उचित कार्यभार बंटाने / भरण की रिपोर्ट के साथ नए स्थान पर व्यूटी के लिए रिपोर्ट करने हेतु निर्देश के साथ कार्यभार करेंगे।

पदोन्नति पर, पदोन्नत व्यक्ति अपना वेतन नियत करने के लिए पदोन्नत पद में कार्यभार बंटाने करने की तारीख से या उनकी वार्षिक वेतन वृद्धि के प्रोद्घवन की तारीख को, दोनों में से किसी एक विकल्प का प्रयोग कर सकते हैं। वेतन के लिए विकल्प, यदि कोई हो, यह आदेश प्राप्त होने के एक महीने के भीतर मुख्यालय में प्राप्त होना है। निर्धारित समय के भीतर कोई विकल्प प्राप्त नहीं होते पर, पदोन्नत किए गए पद में कार्यभार करने की तारीख से प्रभावी वेतन नियत किया जाएगा।

यह अधिसूचना, कवर बीट के अनुमोदन से जारी किया जाता है।

ह/

सचिव

जारी करने हेतु अनुमोदित

अतिरिक्त सचिव

विपणन और प्रचार अधिकारी

(प्रशासन विभाग)

सेवा में,

श्री टी जे यशुदास, तकनीकी सहायक (रंगई), प्रादेशिक कार्यालय, कलकत्ता

प्रतिलिपि:

1. निर्देशक, आरपीटीई (प्र.)

2

2. संयुक्त निदेशक (यो.) & निदेशक (वि.) प.
3. परिष्कृत लेखाधिकारी
4. आंचलिक निदेशक, बेंड-1,
5. प्रादेशिक कार्यालय, कलकत्ता
6. प्रादेशिक कार्यालय, राजमुंद्री
7. मुख्यालय के सभी अनुभाग व शाखाधिकारी
8. सभी उप कार्यालय व शोरूम व डिप्टी केन्द्र
9. लेखा अनुभाग
10. वैयाक्तिक फाइल
11. स्टॉक फाइल
12. ई. ऑफिस नोटिस बोर्ड
13. कवर बोर्ड वेबसाइट

[(फा.सं.ए-22020/5/2015-प्रशा(स्था.) से जारी]



-2-

2. Joint Director (Plg.) & Director (Mktg.) i/c
3. Senior Accounts Officer
4. Zonal Director Gr.I, Kerala
5. Regional Office, Kalavoor
6. Regional Office, Rajahmundry
7. All Sections/Branch Officers in the Head Office
8. All Sub Offices & SR & SDs
9. Accounts Section
10. Personal file
11. Stock file
12. E-Office Notice Board
13. Coir Board Website.

[Issued from File No: A-22020/5/2015-ADM(ESTT.)]





## कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MSME, Govt. of India

कयर बोर्ड, एम. सी. ई. सी. ए. भवन  
प्लॉट नं. 10, एम. सी. ई. सी. ए. भवन  
कोलकाता - 700016  
फोन - 033-25510000  
25510001, 25510002  
फैक्स - 033-25510003  
ई-मेल - info@coirboard.gov.in  
www.coirboard.gov.in

कार्यालय आदेश सं. 19 दि. 19.07.2022

विषय: स्था:-स्थानांतरण और तैनाती - सं.

संप्रति कयर बोर्ड विस्तार केन्द्र, ओरम, मिथुदुर्ग में कार्यरत निम्नलिखित अधिकारियों / कर्मचारियों को तत्काल प्रभाव से उन्नत प्रादेशिक कार्यालय, मिथुदुर्ग में तैनात किया जाता है:-

1. श्री. श्रीनिवाम वेंकट विटिलिंगु, शोरूम प्रबंधक ग्रेड-III।
2. श्री. राजेन्द्रन नायर टी, सहायक
3. श्री. देवीदास टी, कनिष्ठ अन्वेषक
4. श्री. अरविंद एम गाइकवाड, हमाल कम स्टिचर

श्री. श्रीनिवाम विटिलिंगु, शोरूम प्रबंधक ग्रेड-III मिथुदुर्ग के प्रादेशिक कार्यालय एवं कयर बोर्ड विस्तार केन्द्र, दोनों के कार्यालय प्रभारी होंगे। कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग के दैनिक कार्यों के निर्वहन के लिए, प्रादेशिक कार्यालय से एक कर्मचारी को दैनिक रोटेशन आधार पर नामित करने की जिम्मेदारी प्रादेशिक कार्यालय प्र. की होगी।

यह अध्यादेश, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

ह/-  
सचिव

जारी करने हेतु अनुमोदित

अविताकुमार शर्मा  
विपणन और प्रचार अधिकारी  
प्रशासन विभाग

सेवा में:

1. श्री. श्रीनिवाम वेंकट विटिलिंगु, शोरूम प्रबंधक ग्रेड-III, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग
2. श्री. राजेन्द्रन नायर टी, सहायक, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग
3. श्री. देवीदास टी, कनिष्ठ अन्वेषक, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग
4. श्री. अरविंद एम गाइकवाड, हमाल कम स्टिचर, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग

प्रतिलिपि:

1. निदेशक (आरडीटीई) प्र. मीसीआरआई
2. संयुक्त निदेशक (यो) & निदेशक (वि) प्र.
3. वरिष्ठ लेखा अधिकारी
4. विकास अधिकारी (आईडी)
5. मुख्यालय के सभी अनुभाग व शाखा अधिकारी
6. सभी उप कार्यालय व शोरूम व बिक्री केन्द्र
7. लेखा अनुभाग
8. वैयक्तिक फाइल
9. स्टॉक फाइल
10. ई-ऑफिस नोटिस
11. कयर बोर्ड वेबसाइट

[फा.सं. ए-11013/1/2021-प्रशा.कार्मिक] में जारी।





## कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MSME, Govt. of India

कयर बोर्ड, सी.ए. भवन  
प्लॉट नं. १०८, ए.ए. रोड, ए.ए. रोड  
कोलकाता - 700002, ०३३  
फोन - ०३३-२३३११११-२३३११११  
२३३११००१, २३३११००२  
फैक्स - ०३३-२३३११११, २३३११११  
ई-मेल - info@coirboard.gov.in  
www.coirboard.gov.in

कार्यालय आदेश सं. 19 दि. 19.07.2022

विषय: स्था:-स्थानांतरण और तैनाती - सं.

संप्रति कयर बोर्ड विस्तार केन्द्र, ओरम, मिथुदुर्ग में कार्यरत निम्नलिखित अधिकारियों / कर्मचारियों को तत्काल प्रभाव से उन्नत प्रादेशिक कार्यालय, मिथुदुर्ग में तैनात किया जाता है:-

1. श्री. श्रीनिवाम वेंकट विटिलिंगु, शोरूम प्रबंधक ग्रेड-III।
2. श्री. राजेन्द्रन नायर टी, सहायक
3. श्री. देवीदास टी, कनिष्ठ अन्वेषक
4. श्री. अरविंद एम गाइकवाड, हमाल कम स्टिचर

श्री. श्रीनिवाम विटिलिंगु, शोरूम प्रबंधक ग्रेड-III मिथुदुर्ग के प्रादेशिक कार्यालय एवं कयर बोर्ड विस्तार केन्द्र, दोनों के कार्यालय प्रभारी होंगे। कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग के दैनिक कार्यों के निर्वहन के लिए, प्रादेशिक कार्यालय से एक कर्मचारी को दैनिक रोटेशन आधार पर नामित करने की जिम्मेदारी प्रादेशिक कार्यालय प्र. की होगी।

यह अध्यादेश, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

ह/-  
सचिव

जारी करने हेतु अनुमोदित

अविताकुमार शर्मा  
विपणन और प्रचार अधिकारी  
प्रशासन विभाग

सेवा में:

1. श्री. श्रीनिवाम वेंकट विटिलिंगु, शोरूम प्रबंधक ग्रेड-III, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग
2. श्री. राजेन्द्रन नायर टी, सहायक, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग
3. श्री. देवीदास टी, कनिष्ठ अन्वेषक, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग
4. श्री. अरविंद एम गाइकवाड, हमाल कम स्टिचर, कयर बोर्ड विस्तार केन्द्र, मिथुदुर्ग

प्रतिलिपि:

1. निदेशक (आरडीटीई) प्र. मीसीआरआई
2. संयुक्त निदेशक (यो) & निदेशक (वि) प्र.
3. वरिष्ठ लेखा अधिकारी
4. विकास अधिकारी (आईडी)
5. मुख्यालय के सभी अनुभाग व शाखा अधिकारी
6. सभी उप कार्यालय व शोरूम व बिक्री केन्द्र
7. लेखा अनुभाग
8. वैयक्तिक फाइल
9. स्टॉक फाइल
10. ई-ऑफिस नोटिस
11. कयर बोर्ड वेबसाइट

[फा.सं. ए-11013/1/2021-प्रशा.कार्मिक] में जारी।





# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और कनिष्ठ उद्यम विकास, भारत सरकार)  
Ministry of MS&ME, Govt. of India

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कार्यालय आदेश सं.....21..... दिनांक.....05.08.2022

## विषय: स्था. - स्थानांतरण एवं तैनाती

उद्योग की विकासात्मक आवश्यकताओं को ध्यान में रखते हुए, बोर्ड के प्रत्येक प्रतिष्ठान में जनशक्ति की आवश्यकता, विशेष रूप से, फील्ड स्तर के कार्यालयों में और कर्मचारियों की व्यापक कमी से, कर्मियों के स्थानान्तरण और तैनाती का मामला काफी समय से सक्षम प्राधिकारी का ध्यान आकर्षित कर रहा है। अतः कार्य की अत्यावश्यकता एवं प्रशासनिक सुविधा को देखते हुए निम्नलिखित स्थानान्तरण एवं तैनातियाँ तत्काल प्रभाव से आदेशित किया जाता है।

क्रम सं.	पदधारी का नाम & पदनाम	वर्तमान में संबद्धित कार्यालय/अनुभाग	स्थानांतरित/तैनातित कार्यालय/अनुभाग	टिप्पणी
1	श्री. साबू पी.एन. विस्तार सेवा अधिकारी	प्रादेशिक कार्यालय कलकत्ता	आरईसी, तंजावूर	वे आगे आदेश होने तक एसआरओ, कण्णूर का अतिरिक्त प्रभार संभालेंगे।
2	श्री. देवीदारा टी कनिष्ठ निरीक्षक	प्रादेशिक कार्यालय, शिंधुदुर्ग	प्रादेशिक कार्यालय, कलकत्ता, आलप्पुषा	
3	श्री. शिवन के निरीक्षक	स्फूर्ति अनुभाग मुख्यालय	उप प्रादेशिक कार्यालय, कोलकत्ता	
4	श्रीमती सबिता एस स्थित्र	प्रादेशिक कार्यालय आलप्पुषा	स्फूर्ति अनुभाग मुख्यालय, कोच्ची	
5	श्री. जोगीन जेकब विस्तार सेवा अधिकारी	एसआरओ, कोलकत्ता	एनसीटी व डीसी, कलकत्ता, आलप्पुषा	कयर संग्रहालय का अतिरिक्त कार्यभार
6	श्री. देशबन्दु दारा निरीक्षक	प्रादेशिक कार्यालय भुवनेश्वर	एसआर व एसडी अहमदाबाद	वे गुजरात में उप प्रादेशिक कार्यालय खोलने की कार्यवाही का समन्वय करेंगे।
7	श्री. सुनिलकुमार बी विस्तार सेवा अधिकारी	प्रादेशिक कार्यालय आलप्पुषा	प्रादेशिक कार्यालय भुवनेश्वर	उड़ीसा में विकासात्मक कार्यकलाप। उन्हें दिया गया एनसीटी व डीसी का अतिरिक्त कार्यभार उस कार्यालय से कार्यमुक्त होने की तिथि से समाप्त होगा।
8	श्री. शैजू टी.के. कनिष्ठ निरीक्षक	प्रादेशिक कार्यालय पोल्लाच्ची	उप प्रादेशिक कार्यालय, कण्णूर	
9	श्रीमती जेस्सी बी कनिष्ठ निरीक्षक	प्रादेशिक कार्यालय आलप्पुषा	प्रादेशिक कार्यालय पोल्लाच्ची	
10	श्रीमती रेखा ई आर सहायक	प्रशासन (का.) मुख्यालय, कोच्ची	आईडी अनुभाग, मुख्यालय, कोच्ची	
11	श्रीतमी सौम्या पी सहकारी निरीक्षक	आईडी अनुभाग मुख्यालय, कोच्ची	ईएम-1 अनुभाग, कोच्ची	
12	श्रीमती शैलजा टी वी उच्च श्रेणी लिपिक	पी&पीएम अनुभाग मुख्यालय, कोच्ची	प्रशासन (स्था.) मुख्यालय, कोच्ची	

3	श्री प्रशांत एम उच्च श्रेणी लिपिक	प्रशासन (स्था.) मुख्यालय, कोच्ची	पी&पीएम अनुभाग मुख्यालय, कोच्ची	
14	श्री श्याम कुमार एम सहायक	एस व टी अनुभाग मुख्यालय, कोच्ची	सीसीआरआई, कलवूर, आलप्पुषा	
15	श्रीमती बेबी मीरा सहकारी निरीक्षक	सीसीआरआई, कलवूर	डीएम अनुभाग, मुख्यालय, कोच्ची	
16	श्री कुशन एन हिन्दी अनुवादक	हिन्दी अनुभाग मुख्यालय, कोच्ची	प्रादेशिक कार्यालय राजमुन्दी	
17	श्रीमती अपिली एस हिन्दी अनुवादक	सीसीआरआई, कलवूर, आलप्पुषा	हिन्दी अनुभाग मुख्यालय, कोच्ची	
18	श्रीमती जोसाफाइन गली अनुभाग अधिकारी	प्रादेशिक कार्यालय कलवूर, आलप्पुषा	सीसीआरआई, कलवूर, आलप्पुषा	वे हिंदुस्तान कयर, कलवूर का अतिरिक्त प्रभार संभालेंगी।
19	श्रीमती नलिनाक्षी के.आर. अनुभाग अधिकारी	प्रशासन (स्था.) मुख्यालय, कोच्ची	ईएम-॥ मुख्यालय, कोच्ची	
20	श्री श्यामकुमार के अनुभाग अधिकारी	सीसीआरआई, कलवूर, आलप्पुषा	प्रशासन (स्था.) मुख्यालय, कोच्ची	
21	श्रीमती बिन्दु ए एस अनुभाग अधिकारी	प्रशासन (का.) मुख्यालय, कोच्ची	आईडी अनुभाग मुख्यालय, कोच्ची	
22	श्रीमती जॉली मधु अनुभाग अधिकारी	डीएम अनुभाग मुख्यालय, कोच्ची	प्रशासन (का.) मुख्यालय, कोच्ची	
23	श्रीमती एलियागमा के.वी. अनुभाग अधिकारी	ईएम-॥ मुख्यालय, कोच्ची	डीएम अनुभाग मुख्यालय, कोच्ची	
24	श्रीमती लीनाकुमारी अम्मा बी अनुभाग अधिकारी	आईडी अनुभाग मुख्यालय, कोच्ची	शोरूम लेखा अनुभाग मुख्यालय, कोच्ची	वे श्रीमती एन धनलक्ष्मी, सहायक निदेशक (रा.भा.) के स्थान पर बोर्ड के मुख्यालय में एसीपीआईओ रहेंगी।
25	श्री. शशिकुमार एस.पी. अनुभाग अधिकारी	शोरूम लेखा अनुभाग, मुख्यालय, कोच्ची	प्रादेशिक कार्यालय, कलवूर, आलप्पुषा	
26	श्री. प्रवीण डी सहायक शोरूम प्रबंधक	एसआर व एसडी, पालक्काड	एस व टी अनुभाग मुख्यालय, कोच्ची	
27	श्री. अफसल एम.एम. सहायक शोरूम प्रबंधक	स्फूर्ति अनुभाग मुख्यालय, कोच्ची	एस आर व एसडी, पालक्काड	
28	श्रीमती वृन्दा के.बी. सहायक शोरूम प्रबंधक	एस व टी अनुभाग, मुख्यालय, कोच्ची	डी एम अनुभाग मुख्यालय, कोच्ची	
29	श्री. साजू के राजन सहायक	डीएम अनुभाग मुख्यालय, कोच्ची	प्रादेशिक कार्यालय भुवनेश्वर	
30	श्रीमती जिशा एस उच्च श्रेणी लिपिक	सीसीआरआई, कलवूर, आलप्पुषा	प्रशासन (का.) मुख्यालय, कोच्ची	
31	श्रीमती आर्या माइकल अन्वेषक	डीएम अनुभाग मुख्यालय, कोच्ची	स्फूर्ति अनुभाग मुख्यालय, कोच्ची	

32.	श्री. हरिकुट्टन टी.डी. हेल्पर (रंगई)	प्रादेशिक कार्यालय, बेंगलूर	सीसीआरआई, कलवूर	
33.	श्री. स्वामिनाथन के.वी., वीवर	प्रादेशिक कार्यालय, बेंगलूर	सीसीआरआई, कलवूर	
34.	श्री. प्रवीण एस वीवर	सीसीआरआई, कलवूर, आलप्पुषा	सीआईसीटी, बेंगलूर	
35.	श्री. उदयप्पन पी.वी. वीवर	हिंदुस्तान कपड, कलवूर, आलप्पुषा	सीआईसीटी, बेंगलूर	
36.	श्री. चाक्को टी.टी. हेल्पर (रंगई)	एस आर व एस डी, तिरुवनंतपुरम	सीसीआरआई, कलवूर, आलप्पुषा	
37.	श्री. पुरुषोत्तमन पिल्लै वी.डी. वीविंग मिस्त्रि	सीसीआरआई, कलवूर, आलप्पुषा	एस आर व एस डी, तिरुवनंतपुरम	
38.	श्री. राजेन्द्रन नाथर टी, सहायक	प्रादेशिक कार्यालय शिंधुदुर्ग	सीआईसीटी, बेंगलूर	
39.	श्री. कुमारा एस सहायक शोरूम प्रबंधक	एस आर व एस डी, चेन्नै	एस आर व एस डी, बेंगलूर	
40.	श्री. मुरली एम हमाल सह स्टिचर	एस आर व एस डी, बेंगलूर	एस आर व एस डी, चेन्नै	
41.	श्री. राहेश पी.आर. वर्ग ग कर्मचारी	प्रादेशिक कार्यालय कलवूर, आलप्पुषा	प्रादेशिक कार्यालय भुवनेश्वर	
42.	श्री. शाहजहान एम, हमाल - सह - स्टिचर	एस आर व एस डी, गुवाहाटी	एस आर व एस डी, पालक्काड	
43.	श्री. पालडुगु शिवा कोटेश्वर राउ, हमाल सह स्टिचर	एस आर व एस डी, हैदराबाद	एस आर व एस डी, इंदौर	
44.	श्री. तनसीब पी. वाई सहायक शोरूम प्रबंधक	ईएम। अनुभाग मुख्यालय, कोच्ची	एस आर व एस डी, हैदराबाद	
45.	श्री. गड्डम स्वामी नागय्या सहायक शोरूम प्रबंधक	एस आर व एस डी, गुंबई	प्रादेशिक कार्यालय, शिंधुदुर्ग	
46.	श्री. लक्ष्मीधर साहु फील्डमेन	एसआरओ, कोलकत्ता	प्रादेशिक कार्यालय, भुवनेश्वर	वे, जरूरत पड़ने पर बालारोर में अतिरिक्त ड्यूटी पर रहेंगे
47.	श्री. चैतन्य मल्लिक फील्डमेन	प्रादेशिक कार्यालय, भुवनेश्वर	एसआरओ, कोलकत्ता	
48.	श्री. मनसोधर भोई सीटीईआई	सीबी विस्तार केन्द्र, बालारोर	प्रादेशिक कार्यालय, शिंधुदुर्ग	
49.	श्री. सुबाबु के.एच. उच्च श्रेणी लिपिक	एनसीटी व डीसी, कलवूर	प्रादेशिक कार्यालय, शिंधुदुर्ग	

50.	श्री. पुष्पराज टी.एस. वीवर	सीसीआरआई, कलवूर, आलप्पुषा	एसआर व एस डी, अहमदाबाद
51.	श्री. सिबिचन के.जे. हेल्पर (रंगई)	उप-प्रादेशिक कार्यालय, कण्णूर	सीसीआरआई, कलवूर, आलप्पुषा
52.	श्री. नजीर टी.एस. स्विनिंग मिस्त्रि	सीसीआरआई, कलवूर, आलप्पुषा	उप-प्रादेशिक कार्यालय, कण्णूर

कार्यालयों/अनुभागों के मुख्य, जिनके अधीन स्थानांतरिती कार्यरत हैं, वे तत्काल प्रभाव से, अनिवार्य रूप से, कार्यभार सौंपने/लेने की उचित रिपोर्टों के तहत, नए स्थान में ड्यूटी के लिए रिपोर्ट करने हेतु निदेश के साथ उन्हें तुरंत कार्यमुक्त करेंगे। कार्यमुक्त आदेश, कार्यभार सौंपने / लेने का विवरण, कार्यग्रहण रिपोर्ट आदि प्रशासन अनुभाग, मुख्यालय को तुरंत अग्रेषित किया जाना है। तथापि, स्थानांतरितियों की आवाजाही कोविड 19 प्रोटोकॉल के सख्त अनुपालन के अधीन होगी।

यह अध्याक्ष, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

(जारी करने हेतु अनुमोदित)

ह/  
सचिव

*न.सू.मी.*

सहायक निदेशक (रा.भा.)  
प्रशासन (प्र.)

सेवा में-

1. श्री. साबू पी.एन., विस्तार सेवा अधिकारी, क्षेत्रीय कार्यालय, कलवूर
2. श्री. देवीदास टी. कनिष्ठ निरीक्षक, क्षेत्रीय कार्यालय, सिंधुदुर्ग
3. श्री. शिवन के., निरीक्षक, स्फूर्ति अनुभाग, मुख्यालय, कोच्चि
4. श्रीमती सविता एस., स्विन्नर क्षेत्रीय कार्यालय, आलप्पुषा
5. श्री. जोमोन जैकब, विस्तार सेवा अधिकारी एसआरओ, कोलकाता
6. श्री. देशबंधु दास, निरीक्षक, क्षेत्रीय कार्यालय, भुवनेश्वर
7. श्री. सुनिल कुमार बी., विस्तार सेवा अधिकारी क्षेत्रीय कार्यालय, आलप्पुषा
8. श्री. शैजू टी.के., कनिष्ठ निरीक्षक, क्षेत्रीय कार्यालय, पोलाची
9. श्रीमती जेसी बी., कनिष्ठ निरीक्षक, क्षेत्रीय कार्यालय, आलप्पुषा
10. श्रीमती रेखा ईआर, सहायक, प्रशा. (का), मुख्यालय, कोच्चि
11. श्रीमती सौम्या पी., सहकारी निरीक्षक, आईडी अनुभाग, मुख्यालय, कोच्चि
12. श्रीमती शैलजा टीवी, उच्च श्रेणी लिपिक, पी व पीएम अनुभाग, मुख्यालय, कोच्चि
13. श्री. प्रशांत एम, उच्च श्रेणी लिपिक, प्रशा. (स्था.), मुख्यालय कोच्चि
14. श्री श्याम कुमार एम, सहायक, एस व टी अनुभाग, मुख्यालय, कोच्चि
15. श्रीमती बेबी मीरा, सहकारी निरीक्षक, सीसीआरआई, कलवूर, आलप्पुषा
16. श्री कुशन एन, हिंदी अनुवादक, हिंदी अनुभाग, मुख्यालय, कोच्चि
17. श्रीमती अम्पिली एस, हिंदी अनुवादक, सीसीआरआई, कलवूर, आलप्पुषा
18. श्रीमती जोसेफिन गिरी, अनुभाग अधिकारी, क्षेत्रीय कार्यालय, कलवूर, आलप्पुषा
19. श्रीमती नलिनाक्षी के.आर., अनुभाग अधिकारी, एडीएम (स्था.), मुख्यालय, कोच्चि
20. श्री श्यामकुमार के., अनुभाग अधिकारी, सीसीआरआई, कलवूर, आलप्पुषा
21. श्रीमती बिंदू ए एस, अनुभाग अधिकारी, प्रशा. (पी), मुख्यालय, कोच्चि
22. श्रीमती जॉली मधु, अनुभाग अधिकारी, डीएम अनुभाग, मुख्यालय, कोच्चि
23. श्रीमती एलेयम्मा, के.वी., अनुभाग अधिकारी, ई एम-11, मुख्यालय, कोच्चि
24. श्रीमती लीनाकुमारी अम्मा बी., अनुभाग अधिकारी, आईडी अनुभाग, मुख्यालय, कोच्चि
25. श्री शशिकुमार एस.पी., अनुभाग अधिकारी, शोरूम लेखा अनुभाग, मुख्यालय, कोच्चि
26. श्री प्रवीण डी., सहायक शोरूम प्रबंधक, एसआर एंड एसडी, पालक्काड
27. श्री अफसल एम.एम, सहायक शोरूम प्रबंधक, स्फूर्ति अनुभाग, मुख्यालय, कोच्चि



28. श्रीमती वृंदा के.बी. सहायक शोरूम प्रबंधक, एस व टी अनुभाग, मुख्यालय, कोच्चि
- श्री. साजू के राजन, सहायक, डीएम अनुभाग, मुख्यालय, कोच्चि
30. श्रीमती जिशा एस, उच्च श्रेणी लिपिक, सीसीआरआई, कलवूर, आलप्पुषा
31. श्रीमती आर्या माडकल, अन्वेषक, डीएम अनुभाग, मुख्यालय, कोच्चि
32. श्री हरिकुट्टन टी.डी. हेल्पर (रंगाई), क्षेत्रीय कार्यालय, बेंगलूर
33. श्री स्वामीनाथन के.वी., बुनकर, क्षेत्रीय कार्यालय, बेंगलूर
34. श्री प्रवीण एस, बुनकर, सीसीआरआई, कलवूर, आलप्पुषा
35. श्री उदयप्पन पी.वी., बुनकर, हिंदुस्तान कयर, कलवूर, आलप्पुषा
36. श्री चाकोटी टी. हेल्पर (रंगाई), एसआर एंड एसडी, तिरुवन्तपुरम
37. श्री पुरुषोत्तमान पिल्लै वी डी., वीविंग मिस्त्रि, सीसीआरआई, कलवूर, आलप्पुषा
38. श्री. राजेंद्रन नायर टी, सहायक, क्षेत्रीय कार्यालय, शिंधुदुर्ग
39. श्री कुमार एस, सहायक शोरूम प्रबंधक, एसआर एंड एसडी, चेन्नई
40. श्री मुरली एम, हमाल-सह-स्टिचर, एसआर एंड एसडी, बेंगलूर
41. श्री राहेश पी.आर, वर्ग-ग कर्मचारी, क्षेत्रीय कार्यालय, कलवूर, आलप्पुषा
42. श्री. शाहजहां एम, हमाल-सह-स्टिचर, एसआर एंड एसडी, गुवाहाटी
43. श्री पालडुगु शिव कोटेश्वर राउ, हमाल सह-स्टिचर, एसआर एंड एसडी, हैदराबाद
44. श्री थनसीब पी वाई, सहायक, शोरूम प्रबंधक, ईएम-1 अनुभाग, मुख्यालय, कोच्चि
45. श्री गदाम स्वामी नागैया, सहायक शोरूम प्रबंधक, एसआर एंड एसडी, मुंबई
46. श्री. लक्ष्मीधर साहू, फील्डमैन, एसआरओ, कोलकाता
47. श्री. चेतन्य मलिक, फील्डमैन, क्षेत्रीय कार्यालय, भुवनेश्वर
48. श्री. बंसीधर भोई, सीटीईआई, कयर बोर्ड विस्तार केन्द्र, बालासोर
49. श्री. सुबाबू के.एच, उच्च श्रेणी लिपिक, एनसीटी और डीसी, कलवूर, आलप्पुषा
50. श्री. पुष्पराज टी एस, बुनकर, सीसीआरआई, कलवूर, आलप्पुषा
51. श्री. सिबिच्चन के.जे., हेल्पर (रंगाई), उप-क्षेत्रीय कार्यालय, कर्णूर
52. श्री नज़ीर टी एस, रिपत्रिग मिस्त्रि, सीसीआरआई, कलवूर, आलप्पुषा

#### प्रतिलिपि:

1. निदेशक, आरडीटीई (प्र.), सीसीआरआई
2. संयुक्त निदेशक (पी.) & निदेशक (वि.), प्र.
3. वरिष्ठ लेखा अधिकारी
4. मुख्यालय के सभी अनुभाग/शाखा अधिकारी
5. सभी उप कार्यालय / एसआर और एसडी
6. आरईसी, तंजावूर
7. क्षेत्रीय कार्यालय, कलवूर
8. एसआरओ, कोलकाता
9. स्फूर्ति अनुभाग
10. एनसीटी और डीसी, कलवूर
11. एसआर एंड एसडी, अहमदाबाद
12. क्षेत्रीय कार्यालय, भुवनेश्वर
13. एसआरओ, कर्णूर
14. क्षेत्रीय कार्यालय, पोलाची
15. आईडी अनुभाग
16. ईएम-1 & ईएम-2 अनुभाग
17. प्रशा (स्था) और प्रशा(का) अनुभाग
18. पी एंड पीएम अनुभाग
19. सीसीआरआई, कलवूर
20. डीएम अनुभाग
21. क्षेत्रीय कार्यालय, राजमुंद्री
22. हिंदी अनुभाग
23. शोरूम लेखा अनुभाग
24. एस एंड टी अनुभाग

25. एसआर एंड एसडी, पालक्कड
- सीआईसीटी, बेंगलूर
27. एसआर एंड एसडी, तिरुवनंतपुरम
28. एसआर एंड एसडी, बेंगलूर
29. एसआर एंड एसडी, चेन्नई
30. एसआर एंड एसडी, इंदौर
31. एसआर एंड एसडी, हैदराबाद
32. क्षेत्रीय कार्यालय, सिंधुदुर्ग
33. लेखा अनुभाग
34. वैयक्तिक फ़ाइल
35. स्टॉक फ़ाइल
36. ई-ऑफिस नोटिस
37. कयर बोर्ड वेबसाइट

[फाइल नंबर ए-22020/2/2020-एडीएम (कार्मिक) से जारी]



कयर बोर्ड  
COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम संस्थानों का बोर्ड)  
Ministry of MSME, Govt. of India

133

कोयर बोर्ड - Coir Board  
एन.ए. १११ - कोयर बोर्ड  
कोयरी - कोची ६८२ ०१०  
टि.ए. - कोयरी, कोयर बोर्ड  
दूरभाष - टि.ए. ०४२५४ २५५ १०००  
२५५ १००२, २५५ १००१  
फैक्स - टि.ए. ०४२५४ २५५ १००४, २५५ १००३  
ई-मेल - E-mail - coirboard@coirboard.gov.in  
www.coirboard.gov.in  
www.coirboard.org

**OFFICE ORDER NO. 21 DATED 05.08.2022**

**Sub: Estt.- Transfer & Postings**

Keeping in view the developmental needs of the Industry, the manpower requirements at each of the Board's establishments, especially, the field level offices and the general dearth of staff experienced, the matter of transfers and postings of the personnel has been gaining the attention of the Competent Authority for quite sometime. The following transfers and postings are therefore ordered with immediate effect in the exigencies of work and administrative convenience.

Sl. No.	Name of the incumbent & Designation	Office / Section to which presently attached	Office / Section to which transferred and posted	Remarks
1.	Shri. Sabu. P.N., Extension Service Officer	Regional Office, Kalavoor	RI:C, Thanjavur	He will hold the additional charge of SRO, Kannur until further orders.
2.	Shri. Devidas T, Junior Inspector	Regional Office, Sindhudurg	Regional Office, Kalavoor, Alappuzha	
3.	Shri. Sivan. K, Inspector	SFURTI Section, Head Office, Kochi	Sub Regional Office, Kolkata	
4.	Smt. Sabitha. S, Spinner	Regional Office, Alappuzha	SFURTI Section, H.O, Kochi	
5.	Shri. Jomon Jacob, Extension Service Officer	SRO, Kolkata	NCT&DC, Kalavoor, Alappuzha	Additional charge of Coir Museum
6.	Shri. Deshbandhu Das, Inspector	Regional Office, Bhubaneswar	SR&SD, Ahmedabad	He will co-ordinate the action for opening the Sub Regional Office for Gujarat State.
7.	Shri. Sunilkumar. B, Extension Service Officer	Regional Office, Alappuzha	Regional Office, Bhubaneswar	Developmental activities in Orissa. The additional charge of NCT&DC given to him will be dispensed with from the date of relief from that Office.
8.	Shri. Shaiju. T.K, Junior Inspector	Regional Office, Pollachi	SRO, Kannur	
9.	Smt. Jessy. B, Junior Inspector	Regional Office, Alappuzha	Regional Office, Pollachi	
10.	Smt. Rekha E. R, Assistant	ADM (P), Head Office, Kochi	ID Section, Head Office, Kochi	
11.	Smt. Soumya P, Co-operative Inspector	ID Section, Head Office, Kochi	EM -I Section, Head Office, Kochi	
12.	Smt. Shelja T.V, Upper Division Clerk	P&PM Section, Head Office, Kochi	ADM (Estt.), Head Office, Kochi	

13.	Shri. Prasanth .M, Upper Division Clerk	ADM (Estt.), Head Office, Kochi	P&PM Section, Head Office, Kochi	
14.	Shri.Shyam Kumar. M, Assistant	S&T Section, Head Office, Kochi	CCRI, Kalavoor, Alappuzha	
15.	Smt.Baby Meera, Co-operative Inspector	CCRI, Kalavoor, Alappuzha	DM Section, Head Office, Kochi	
16.	Shri.Kusan N, Hindi Translator	Hindi Section, Head Office, Kochi	Regional Office, Rajahmundry	
17.	Smt.Ampili S, Hindi Translator	CCRI, Kalavoor, Alappuzha	Hindi Section, Head Office, Kochi	
18.	Smt.Josephine Girly, Section Officer	Regional Office, Kalavoor, Alappuzha	CCRI, Kalavoor, Alappuzha	She will additionally hold charge of Hindustan Coir, Kalavoor.
19.	Smt. Nalinakshy .K.R Section Officer	ADM (Estt.), Head Office, Kochi	E M-II Head Office, Kochi	
20.	Shri.Syamkumar.K, Section Officer	CCRI, Kalavoor, Alappuzha	ADM (Estt.), Head Office, Kochi	
21.	Smt.Bindu. A.S, Section Officer	ADM (P), Head Office, Kochi	ID Section, Head Office, Kochi	
22.	Smt. Jolly Madhu, Section Officer	DM Section, Head Office, Kochi	ADM (P), Head Office, Kochi	
23.	Smt. Aleyamma. K.V Section Officer	E M-II Head Office, Kochi	DM Section, Head Office, Kochi	
24.	Smt.Leenakumari Amma.B, Section Officer	ID Section, Head Office, Kochi	Showroom Accounts Section, Head Office, Kochi	She will be the ACPIO at the Board's Headquarters vice Smt. Dhanlekshmi.N, Assistant Director (OL)
25.	Shri.Sasikumar S.P, Section Officer	Showroom Accounts Section, Head Office, Kochi	Regional Office, Kalavoor, Alappuzha	
26.	Shri.Praveen .D, Assistant Showroom Manager	SR&SD, Palakkad	S&T Section, Head Office, Kochi	
27.	Shri.Afsal .M.M, Assistant Showroom Manager	SFURTI Section, Head Office, Kochi	SR&SD, Palakkad	
28.	Smt.Vrindha .K.B, Assistant Showroom Manager	S&T Section, Head Office, Kochi	DM Section, Head Office, Kochi	
29.	Shri. Saju K Rajan, Assistant	DM Section, Head Office, Kochi	Regional Office, Bhubaneswar	
30.	Smt.Jisha .S, Upper Division Clerk	CCRI, Kalavoor, Alappuzha	ADM (P), Head Office, Kochi	
31.	Smt.Arya Michael, Investigator	DM Section, Head Office, Kochi	SFURTI Section, Head Office, Kochi	

32.	Shri.Harikuttan. T.D, Helper (Dyeing)	Regional Office, Bangalore	CCRI, Kalavoor, Alappuzha	
33.	Shri.Swaminathan. K.V, Weaver	Regional Office, Bangalore	CCRI, Kalavoor, Alappuzha	
34.	Shri.Praveen.S, Weaver	CCRI, Kalavoor, Alappuzha	CICT, Bangalore	
35.	Shri.Udayappan .P.V, Weaver	Hindustan Coir, Kalavoor, Alappuzha	CICT, Bangalore	
36.	Shri.Chacko.T.T, Helper (Dyeing)	SR&SD, Trivandrum	CCRI, Kalavoor, Alappuzha	
37.	Shri.Purushothaman Pillai. V.D, Weaving Maistry	CCRI, Kalavoor, Alappuzha	SR&SD, Trivandrum	
38.	Shri. Rajendran Nair. T Assistant	Regional Office, Sindhudurg	CICT, Bangalore	
39.	Shri.Kumara .S, Asst. Showroom Manager	SR&SD,Chennai	SR&SD,Bangalore	
40.	Shri.Murali.M, Hamal-cum-Stitcher	SR&SD,Bangalore	SR&SD,Chennai	
41.	Shri.Rahesh .P.R, Group-C Employee	Regional Office, Kalavoor, Alappuzha	Regional Office, Bhubaneswar	
42.	Shri. Shajahan .M, Hamal-cum-Stitcher	SR&SD,Guwahati	SR&SD,Palakkad	
43.	Shri.Paladugu Siva Koteswara Rao, Hamal-cum-Stitcher	SR&SD,Hyderabad	SR&SD,Indore	
44.	Shri.Thanseeb. P.Y, Assistant Showroom Manager	EM-I Section, Head Office, Kochi	SR&SD,Hyderabad	
45.	Shri.Gaddam Swamy Nagaiah, Asst. Showroom Manager	SR&SD,Mumbai	Regional Office, Sindhudurg	
46.	Shri. Laxmidhar Sahu, Fieldman	SRO, Kolkatta	Regional Office, Bhubaneswar	He will be on additional duty at Balasore as and when required
47.	Shri. Chaitanya Mallick, Fieldman	Regional Office, Bhubaneswar	SRO, Kolkatta	
48.	Shri. Bansidhar Bhoi, CTEI	CB EXTN. Centre, Balasore	Regional Office, Sindhudurg	
49.	Shri. Subabu. K.H, UDC	NCT&DC, Kalavoor	Regional Office, Sindhudurg	

50.	Shri. Pushparaj T.S, Weaver	CCRI, Kalavoor, Alappuzha	SR&SD, Ahmedabad	
51.	Shri. Sibichen. K.J, Helper(Dyeing)	Sub-Regional Office, Kannur	CCRI, Kalavoor, Alappuzha	
52.	Shri. Nazeer. T.S, Spinning Maistry	CCRI, Kalavoor, Alappuzha	Sub-Regional Office, Kannur	

The Heads of the Offices / Sections, under which the transferees are presently working, will relieve them forthwith with instructions to report for duty at the new place of posting, against proper handing over / taking over reports without fail. The copies of relieving orders, handing over / taking over statements, joining reports should be forwarded immediately to Head Office for records. The movements of the transferees will however be subject to strict compliance to Covid 19 protocols in force.

This issues with the approval of Chairman, Coir Board.

*(Approved for issue)*

Sd/-  
SECRETARY

*m & H*  
ASSISTANT DIRECTOR(OI.)  
ADMINISTRATION IN-CHARGE

To

1. Shri. Sabu. P.N., Extension Service Officer, Regional Office, Kalavoor
2. Shri. Devidas T, Junior Inspector, Regional Office, Sindhudurg
3. Shri. Sivan. K, Inspector, SFURTI Section, Head Office, Kochi
4. Smt. Sabitha. S, Spinner, Regional Office, Alappuzha
5. Shri. Jomon Jacob, Extension Service Officer, SRO, Kolkata
6. Shri. Deshbandhu Das, Inspector, Regional Office, Bhubaneswar
7. Shri. Sunilkumar. B, Extension Service Officer, Regional Office, Alappuzha
8. Shri. Shaiju. T.K, Junior Inspector, Regional Office, Pollachi
9. Smt. Jessy. B, Junior Inspector, Regional Office, Alappuzha
10. Smt. Rekha E. R, Assistant, ADM (P), Head Office, Kochi
11. Smt. Soumya P, Co-operative Inspector, ID Section, Head Office, Kochi
12. Smt. Shelja T.V, Upper Division Clerk, P&PM Section, Head Office, Kochi
13. Shri. Prasanth .M, Upper Division Clerk, ADM (Estt.), Head Office, Kochi
14. Shri. Shyam Kumar. M, Assistant, S&T Section, Head Office, Kochi
15. Smt. Baby Meera, Co-operative Inspector, CCRI, Kalavoor, Alappuzha
16. Shri. Kusan N, Hindi Translator, Hindi Section, Head Office, Kochi
17. Smt. Ampili S, Hindi Translator, CCRI, Kalavoor, Alappuzha
18. Smt. Josephine Girly, Section Officer, Regional Office, Kalavoor, Alappuzha
19. Smt. Nalinakshy .K.R, Section Officer, ADM (Estt.), Head Office, Kochi
20. Shri. Syamkumar.K, Section Officer, CCRI, Kalavoor, Alappuzha
21. Smt. Bindu. A.S, Section Officer, ADM (P), Head Office, Kochi
22. Smt. Jolly Madhu, Section Officer, DM Section, Head Office, Kochi
23. Smt. Aleyamma. K.V, Section Officer, E M-II, Head Office, Kochi
24. Smt. Leenakumari Amma.B, Section Officer, ID Section, Head Office, Kochi
25. Shri. Sasikumar S.P, Section Officer, SR Accounts Section, Head Office, Kochi
26. Shri. Praveen .D, Assistant Showroom Manager, SR&SD, Palakkad
27. Shri. Afsal .M.M, Asst. Showroom Manager, SFURTI Section, Head Office, Kochi

28. Smt.Vrindha .K.B. Asst. Showroom Manager, S&T Section, Head Office, Kochi
29. Shri. Saju K Rajan, Assistant, DM Section, Head Office, Kochi
30. Smt.Jisha .S, Upper Division Clerk, CCRI, Kalavoor, Alappuzha
31. Smt.Arya Michael, Investigator, DM Section, Head Office, Kochi
32. Shri.Harikuttan. T.D, Helper (Dyeing), Regional Office, Bangalore
33. Shri.Swaminathan. K.V, Weaver, Regional Office, Bangalore
34. Shri.Praveen.S, Weaver, CCRI, Kalavoor, Alappuzha
35. Shri.Udayappan .P.V, Weaver, Hindustan Coir, Kalavoor, Alappuzha
36. Shri.Chacko.T.T, Helper (Dyeing), SR&SD, Trivandrum
37. Shri.Purushothaman Pillai. V.D, Weaving Maistry, CCRI, Kalavoor, Alappuzha
38. Shri. Rajendran Nair. T, Assistant, Regional Office, Sindhudurg
39. Shri.Kumara .S, Asst. Showroom Manager, SR&SD,Chennai
40. Shri.Murali.M, Hamal-cum-Stitcher, SR&SD,Bangalore
41. Shri.Rahesh .P.R, Group-C Employee, Regional Office, Kalavoor, Alappuzha
42. Shri. Shajahan .M, Hamal-cum-Stitcher, SR&SD,Guwahati
43. Shri.Paladugu Siva Koteswara Rao, Hamal-cum-Stitcher, SR&SD,Hyderabad
44. Shri.Thansecb. P.Y, Asst, Showroom Manager, EM-I Section, Head Office, Kochi
45. Shri.Gaddam Swamy Nagaiah, Asst. Showroom Manager, SR&SD,Mumbai
46. Shri. Laxmidhar Sahu, Fieldman, Sub Regional Office,, Kolkatta
47. Shri. Chaitanya Mallick, Fieldman, Regional Office, Bhubaneswar
48. Shri. Bansidhar Bhoi, CTEI, CB EXTN. Centre, Balasore
49. Shri. Subabu. K.H, Upper Division Clerk, NCT&DC, Kalavoor, Alappuzha
50. Shri. Pushparaj T.S, Weaver, CCRI, Kalavoor, Alappuzha
51. Shri. Sibichen. K.J, Helper(Dyeing), Sub-Regional Office, Kannur
52. Shri. Nazeer. T.S, Spinning Maistry, CCRI, Kalavoor, Alappuzha

## Copy to:

1. The Director, RIDTE *v/c*, CCRI
2. Joint Director (Plg.) & Director (Mkg.), *v/c*
3. Senior Accounts Officer
4. All Sections/Branch Officers in the Head Office
5. All Sub Offices/ SR & SDs
6. REC, Thanjavur
7. Regional Office, Kalavoor
8. SRO, Kolkatta
9. SFURTI Section
10. NCT&DC, Kalavoor
11. SR&SD, Ahmedabad
12. Regional Office, Bhubaneswar
13. SRO, Kannur
14. Regional Office, Pollachi
15. ID Section
16. EM-I & EM-II Sections
17. ADM(E) &ADM(P) Sections
18. P&PM Section
19. CCRI, Kalavoor
20. DM Section
21. Regional Office, Rajahmundry
22. Hindi Section
23. SR-Accts Section
24. S&T Section

25. SR&SD, Palakkad
26. CICT, Bangalore
27. SR&SD, Trivandrum
28. SR&SD, Bangalore
29. SR&SD, Chennai
30. SR&SD, Indore
31. SR&SD, Hyderabad
32. Regional Office, Sindhudurg
33. Accounts Section
34. Personal file
35. Stock file
36. E-Office Notice Board
37. Coir Board Website.

**[Issued from file No A-22020/2/2020-ADM(Personnel)]**





SI NO. 77  
कयर बोर्ड  
COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

174  
कयर हाउस / Coir House  
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दूरभाष / Ph: 0484-2351954  
2351807, 2351768  
फैक्स / Fax: 0484-2370034, 2354397  
ई-मेल / E-mail: coirboard@nic.in,  
info@coirboard.org  
वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

**OFFICE ORDER No. 36..... DATED.. 25.08.2022**

**Sub: Estt.- Charge Arrangement, Transfer & Posting-reg.**

The following transfer and postings, dispensation of duties and reallocation of works are ordered with immediate effect in exigencies of works and for administrative convenience:

Shri. Tomichan. V.K, Extension Service Officer, presently working in the Regional Extension Centre, Thanjavur is transferred and posted to Regional Office, Kalavoor, Alappuzha as Office-in-Charge and given the additional charge of Product Diversification Section and Extension Wing, CCRI, Kalavoor, until further orders.

In order to pave more focused attention for implementation of the SFURTI Scheme in an effective manner, Smt. Anita Jacob, Zonal Director Grade-I is relieved of her duties at Regional Office, Kalavoor, with immediate effect.

Shri. Sudhir Pathak, Assistant Showroom Manager, presently working in the SR&SD, Varanasi is transferred and posted to SR&SD, Lucknow, with immediate effect.

Shri. Aditya Narayan Pandey, Showroom Manager Grade-III, presently working in SR&SD, Patna is given the additional charge of SR&SD, Varanasi until further orders.

In partial modification of the Office Order No.21 dated 05.08.2022, Shri. Subabu. K.H, Upper Division Clerk, NCT&DC, Kalavoor stands transferred and posted to SR&SD, Andheri instead of Regional Office, Sindhudurg.

As a part of re-allocation of works in the Accounts wing, Shri.C.U Abraham, Accounts Officer(IA) will look after the duties of Budget & Accounts and Shri.V.K, Unnikrishnan Nair, Accounts Officer(B&A), will look after the duties of Internal Audit, duties are interchanged as both being sensitive posts. .

The Officers under whom the transferees are working will relieve them, immediately, with instructions to report for duty at the new place of posting after taking over all official belongings etc. if any held by them under proper authentication, immediately.

This issues with the approval of Chairman, Coir Board.

Sd/-  
SECRETARY

Approved for issue

सहायक निदेशक (रा.भा.)/Assistant Director(OL)  
प्रशासन विभाग (प्र.)/Administration Department i/c.

To

1. Shri. Tomichan. V.K  
Extension Service Officer, REC, Thanjavur

Contd...



# कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

175

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ई-मेल / E-mail: coirboard@nic.in,  
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वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

**कार्यालय आदेश सं...36..... दिनांक 25.08.2022**

## **विषय: स्था: कार्यभार व्यवस्था, स्थानांतरण एवं तैनाती - सं**

निम्नलिखित स्थानान्तरण एवं तैनातियाँ, कार्यमुक्ति एवं कार्यों का पुनः आवंटन प्रशासनिक सुविधा और कार्यों की तत्कालिक अत्यवश्यकता के लिए तत्काल प्रभाव से आदेशित किया जाता है:-

संप्रति प्रादेशिक विस्तार केन्द्र, तंजाऊर में कार्यरत श्री. टोमिच्चन वी.के., विस्तार सेवा अधिकारी को स्थानांतरित करके प्रादेशिक कार्यालय, कलवूर, आलप्पुप्पा में कार्यालय प्रभारी के रूप में तैनात किया जाता है और उत्पाद विविधीकरण अनुभाग और विस्तार खंड, सीसीआरआई, कलवूर का अतिरिक्त प्रभार, आगे आदेश होने तक दिया जाता है।

प्रभावी ढंग से स्फूर्ति योजना के कार्यान्वयन के लिए अधिक ध्यान केंद्रित करने के क्रम में, श्रीमती अनीटा जेकब, आंचलिक निदेशक ग्रेड-I को प्रादेशिक कार्यालय, कलवूर के कर्तव्यों से तत्काल प्रभाव से कार्यमुक्त किया जाता है।

संप्रति शोरूम व बिक्री केन्द्र, वाराणसी में कार्यरत श्री. सुधीर पाठक, सहायक शोरूम प्रबंधक को तत्काल प्रभाव से शोरूम व बिक्री केन्द्र लखनाउ में स्थानांतरित करके तैनात किया जाता है।

संप्रति शोरूम व बिक्री केन्द्र, पटना में कार्यरत श्री. आदित्य नारायण पांडे, शोरूम प्रबंधक ग्रेड-III को शोरूम व बिक्री केन्द्र, वाराणसी का अतिरिक्त प्रभार दिया जाता है।

कार्यालय आदेश संख्या 21 दिनांक 05.08.2022 के आंशिक संशोधन में श्री. सुबाबू के.एच. उच्च श्रेणी लिपिक, एनसीटी व डीसी, कलवूर, आलप्पुप्पा को क्षेत्रीय कार्यालय, सिंधुदुर्ग के बजाय एसआर एंड एसडी, अंधेरी में स्थानांतरित और तैनात किया गया है।


लेखा विंग में कार्यों के पुनः आवंटन के क्रम में, श्री सी.यू. अब्राहम, लेखा अधिकारी (आईए), बजट और लेखा के कर्तव्यों को देखेंगे और श्री वी.के. उष्णिक्कणन नायर, लेखा अधिकारी (बी एंड ए), आंतरिक लेखा परीक्षा के कर्तव्यों को देखेंगे, चूंकि दोनों संवेदनशील पद होने के कारण कर्तव्यों को परस्पर बदले हैं।

वे अधिकारी जिनके अधीन पदोन्नत कार्मिक/स्थानांतरित कार्यरत हैं, सभी आधिकारिक सामान आदि, उनके पास यदि कोई हो, तो, उचित प्रमाणीकरण के तहत सौंपने के बाद, नए तैनात स्थानों में ड्यूटी के लिए रिपोर्ट करने हेतु अनुरोध के साथ उन्हें तत्काल कार्यमुक्त करेंगे।

यह अध्यादेश, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

**जारी करने हेतु अनुमोदित**

ह/-  
सचिव

  
सहायक निदेशक (रा.भा.)  
प्रशासन विभाग (प्र.)

सेवा में

1. श्री. टोमिच्चन वी.के.  
विस्तार सेवा अधिकारी, वि.से.के. तंजाऊर

(जारी...)

-2-

2. Smt. Anita Jacob  
Zonal Director Grade-I, Regional Office, Alappuzha
3. Shri. Sudhir Pathak  
Assistant Showroom Manager, SR&SD, Varanasi
4. Shri. Aditya Narayan Pandey  
Showroom Manager Grade-III, SR&SD, Patna
5. Shri. Subabu. K.H,  
Upper Division Clerk, NCT&DC, Kalavoor
6. Shri.C.U Abraham  
Accounts Officer(IA), Head Office, Kochi
7. Shri.V.K. Unnikrishnan Nair  
Accounts Officer(B&A), Head Office, Kochi

Copy to:

1. The Director, RDTE(i/c), CCRI
2. Joint Director(Plg.) & Director (M)i/c
3. Senior Accounts Officer
4. Zonal Director Grade-I, New Delhi
5. REC, Thanjavur
6. Regional Office, Alappuzha
7. SR&SD, Varanasi
8. SR&SD, Patna
9. IA Section
10. SR-Accts Section
11. All Sections/Branch Officers in the Head Office
12. All Sub Offices & SR&SDs
13. Accounts Section
14. Personal File
15. Stock file
16. E-Office Notice Board
17. Coir Board Website

[Issued from file No. A-59/11/2022-ADM(PERSONNEL)]

2. श्रीमती अनीटा जेकब  
आंचलिक निदेशक ग्रेड-1 प्रादेशिक कार्यालय, आलप्पुषा
3. श्री. सुधीर पाठक  
सहायक शोरूम प्रबंधक, एस आर व एसडी, वाराणसी
4. श्री. आदित्य नारायण पांडे  
शोरूम प्रबंधक ग्रेड-III, एस आर व एसडी, पटना
5. श्री. सुबाबु के.एच.  
उच्च श्रेणी लिपिक, एन सी टी व डीसी, कलवूर
6. श्री. सी.यु.अब्राहम  
लेखा अधिकारी (आईए), मुख्यालय, कोच्ची
7. श्री.वी.के. उणिक्कणन नायर  
लेखा अधिकारी (व व ले), मुख्यालय, कोच्ची

प्रतिलिपि:

1. निदेशक, आरडीटीई(प्र.), सीसीआरआई
2. संयुक्त निदेशक (घो) एवं निदेशक (वि). प्र.
3. वरिष्ठ लेखाधिकारी
4. आंचलिक निदेशक ग्रेड-1, नई दिल्ली
5. आरईसी, तंजाउर
6. प्रादेशिक कार्यालय, आलप्पुषा
7. एसआर व एसडी, वाराणसी
8. एस आर व एस डी, पटना
9. आईए अनुभाग
10. शोरूम लेखा अनुभाग
11. मुख्यालय में सभी अनुभाग / शाखाधिकारी
12. सभी उप कार्यालय व शोरूम व बिक्री केन्द्र
13. लेखा अनुभाग
14. वैयक्तिक फाइल
15. स्टॉक फाइल
16. ई-ऑफिस नोटिस बोर्ड
17. कवर बोर्ड वेबसाइट

[फाइल सं.ए-59/11/2022-प्रशा(कार्मिक) से जारी]



## कयर बोर्ड Coir Board

(सूक्ष्म, सघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी. रोड, कोची - 682016  
Coir House, M.G. Road, Kochi - 682016  
एम/ ग्राम : COIR BOARD  
सूचना/ फोन : 0484-2351854, 2351807, 2351788  
फैक्स / फोन : 0484-2379034, 2354387  
ई-मेल/ ई-मेल : coir@msme2.vsnl.net.in  
वेब/ वेब : www.coirboard.nic.in, www.coirboard.gov.in

### OFFICE ORDER No. 39 DATED 16-09-2022

**Sub: Coir Board – Estt.- Transfer and Posting – Orders issued**

In compliance to the decisions communicated vide Ministry of MSME, Government of India directions vide No.4(6)/2016-Coir(pt.1) dated 15<sup>th</sup> September, 2022, Shri. M. Kumararaja, Secretary, Coir Board is transferred and posted to the Coir Board Regional Extension Centre, Thanjavur with immediate effect.

Shri. M.Kumararaja, Secretary, Coir Board stands relieved of his duties at the Coir Board Headquarters with immediate effect and he shall report for duty as Officer-in-Charge of the new station forthwith, after proper handing over and taking over charge. Reports of handing over /taking over will be submitted to the Chairman, Coir Board, immediately.

Sd/  
CHAIRMAN

(Approved for issue)

सहायक निदेशक (रा.भा.)/Assistant Director(OL)  
प्रशासन विभाग (प्र.) / Administration Department i/c

To

Shri. M. Kumararaja,  
Secretary,  
Coir Board Head Office, Kochi

Copy to:

1. The Director(RDTE) i/c, CCRI
2. Joint Director(Plg.) & Director(M) i/c
3. Senior Accounts Officer
4. Secretary's Section
5. All Sections/Branch Officers in the Head Office
6. All Sub Offices & SR&SDs
7. Accounts Section
8. Personal File
9. Stock File
10. E-Office Notice Board
11. Coir Board Website

(Issued from Comp. No.12167/ File No.A-46/1/2022-Adm(P))



## कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India)

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ई-मेल / E-mail : coir@md2.vsnl.net.in  
वेब / Web : www.coirboard.nic.in, www.coirboard.gov.in

### कार्यालय आदेश सं. 39 दिनांक 16-09-2022

विषय: कयर बोर्ड - स्था. - स्थानांतरण एवं तैनाती - आदेश जारी

एमएसएमई मंत्रालय, भारत सरकार के निर्देश संख्या 4(6)/2016-कयर(पीटी.1) दिनांक 15 सितंबर, 2022 के तहत सूचित निर्णयों के अनुपालन में, श्री. एम. कुमारराजा, सचिव, कयर बोर्ड को तत्काल लागू होने के रूप में प्रादेशिक विस्तार केंद्र, तंजावुर में स्थानांतरित करके तैनात किया जाता है।

श्री. एम. कुमारराजा, सचिव, कयर बोर्ड को कयर बोर्ड मुख्यालय से अपने कर्तव्यों से तत्काल प्रभाव से मुक्त कर दिया जाता है और वे कार्यभार सौंपने / ग्रहण करने की उचित रिपोर्टों के साथ तत्काल प्रभाव से नए स्टेशन में कार्यालय प्रभारी के रूप में ड्यूटी के लिए रिपोर्ट करेंगे। कार्यभार सौंपने/ अधिग्रहण करने की रिपोर्ट अध्यक्ष, कयर बोर्ड को तत्काल प्रस्तुत करेंगे।

(जारी करने हेतु अनुमोदित)

ह/-  
अध्यक्ष

*(हस्ताक्षर)*

सहायक निदेशक (रा. भा.) / Assistant Director (OL)  
प्रशासन विभाग (प्र.) / Administration Department /c

सेवा में

श्री एम कुमार राजा  
सचिव  
कयर बोर्ड मुख्यालय, कोच्ची

प्रतिलिपि:

1. निदेशक आरडीटीई प्र. सीसीआरआई
2. संयुक्त निदेशक (यो) & निदेशक (वि) प्र.
3. वरिष्ठ लेखाधिकारी
4. सचिव का अनुभाग
5. मुख्यालय के सभी अनुभाग / शाखाधिकारी
6. सभी उप कार्यालय एवं शोरूम व बिक्री केन्द्र
7. लेखा अनुभाग
8. वैयक्तिक फाइल
9. स्टॉक फाइल
10. ई-ऑफिस नोटिस बोर्ड
11. कयर बोर्ड वेबसाइट

(कंप्यू.सं.12167/फा.सं.प-46/1/2022-प्रशा (का) से जारी)



SI.No. 90  
कयर बोर्ड  
COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

201

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फैक्स / Fax: 0484-2370034, 2354397  
ई-मेल / E-mail: coirboard@nic.in,  
info@coirboard.org  
वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

OFFICE ORDER No. 46... DATED 20.10.2022

**Sub: Estt.-Transfer & Posting-reg.**

Shri. B. Raja Nehru, Assistant Showroom Manager, presently working in the Coir Board Showroom & Sales Depot., Bangalore is transferred and posted to Regional Office, Rajahmundry.

Since, the transfer of Shri. B. Raja Nehru, Assistant Showroom Manager is on request, he will not be eligible for Transfer Grant.

The Officer under whom the transferee is working will relieve him immediately, with instructions to report for duty at the new place of posting against proper handing over/taking over reports.

This issues with the approval of Chairman, Coir Board.

*Approved for issue*

Sd/-  
SECRETARY

ASSISTANT DIRECTOR(OL)  
ADMINISTRATION DEPARTMENT I/C

To

Shri. B Raja Nehru  
Assistant Showroom Manager  
Coir Board Showroom & Sales Depot., Bangalore

Copy to:

1. The Director, RDTE(i/c), CCRI
2. The Joint Director(Plg.) & Director (M)i/c
3. Senior Accounts Officer
4. SR&SD, Bangalore
5. Regional Office, Rajahmundry
6. All Sections/Branch Officers in the Head Office
7. All Sub Offices & SR&SDs
8. Accounts Section
9. Personal File
10. Stock file
11. E-Office Notice Board & Coir Board Website

[Issued from file No. A-22020/2/2020-ADM(PERSONNEL)]



कयर बोर्ड  
COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

202 कयर हाउस / Coir House  
एम.जी.रोड / M.G. Road  
कोच्चि / Kochi-682 016  
ग्राम / Gram: Coir Board  
दूरभाष / Ph: 0484-2351954  
2351807, 2351788  
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ई-मेल / E-mail: coirboard@nic.in,  
info@coirboard.org  
वेब / Web: www.coirboard.nic.in  
www.coirboard.gov.in

कार्यालय आदेश संख्या...46... दिनांक 20.10.2022

विषय: स्था.-स्थानांतरण और तैनाती-संबंधित

संप्रति कयर बोर्ड शोरूम और बिक्री डिपो, बेंगलूर में कार्यरत श्री बी. राजा नेहरू, सहायक शोरूम प्रबंधक, को क्षेत्रीय कार्यालय, राजमुंद्री में स्थानांतरित करके तैनात किया जाता है।

चूंकि श्री बी राजा नेहरू, सहायक शोरूम प्रबंधक का स्थानांतरण उनके अनुरोध पर होने के कारण, वे स्थानांतरण अनुदान के लिए पात्र नहीं होंगे।

वे अधिकारी जिनके अधीन स्थानांतरिती कार्यरत हैं, तुरंत ही उन्हें उचित कार्यभार ग्रहण करने / सौंपने की रिपोर्ट के साथ नए स्थान पर ड्यूटी के लिए रिपोर्ट करने हेतु निदेश के साथ कार्यमुक्त करेंगे।

यह अध्यादेश, कयर बोर्ड के अनुमोदन से जारी किया जाता है।

ह/-  
सचिव

जारी करने के लिए स्वीकृत

सहायक निदेशक (राजभाषा)  
प्रशासन विभाग (प्रभारी)

सेवा में,

श्री बी. राजा नेहरू  
सहायक शोरूम प्रबंधक,  
कयर बोर्ड शोरूम और बिक्री डिपो, बेंगलूर

प्रतिलिपी:

1. निदेशक, आरडीटीई (प्र.), सीसीआरआई
2. निदेशक (वि.) प्रभारी और संयुक्त निदेशक (यो.)
3. वरिष्ठ लेखा अधिकारी
4. एसआर एंड एसडी, बेंगलूर
5. क्षेत्रीय कार्यालय, राजमुंद्री
6. मुख्यालय में सभी अनुभाग/शाखा अधिकारी
7. सभी उप कार्यालय और एसआर और एसडी
8. लेखा अनुभाग
9. व्यक्तिगत फ़ाइल
10. स्टॉक फ़ाइल
11. ई-ऑफिस नोटिस बोर्ड और कयर बोर्ड वेबसाइट

[फाइल नंबर ए-22020/2/2020-प्रशासन (कार्मिक) से जारी]



**Manual -6**  
(under Section 4 (1) (b) (vi) of RTI Act)  
**Chapter . 7**

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

**7.1 Classification of Records**

For determining the periods of preservation, records are classified as follows.

**7.1.1 CLASS 'A' - Permanent records:**

Records required to be kept permanently for historical importance, for administrative purposes, or for research purposes will be classified under this category. Such records are so important that its original should be preserved intact and access to it in the original form must be restricted to the minimum. If materials in it are likely to be required for frequent references such records may be got printed or microfilmed.

The instructions issued by the National Archives is observed for treating the records as genuine sources of information on any aspect of historical, political, social, economic etc or are considered to be of biographical or antiquarian interest, and for handing over such records to them. No records are handed over to the National Archives without obtaining prior approval of the Chairman /Government of India.

Records fit for permanent preservation are illustrated under-

**7.1.1.1 Records of value for administrative purposes.**

- i. Papers regarding Constitution, functions, and salient features of the working of the organization and its offices, committees and working groups etc.
- ii. Papers relating to major policy decisions, including those relating to enactment/amendment of Acts and Rules and important decisions of Government
- iii. Minutes of the Board Meetings.
- iv. Papers containing title deeds of properties or other permanent assets acquired or relinquished.
- v. Papers concerning rules, regulations, departmental instructions etc.

**7.1.1.2 Records of value for historical importance**

Much of the material likely to be preserved for administrative purposes will be of interest for historical research purposes as well, but the following categories should be specially considered as of value to historians

- i. Papers relating to more important aspects of scientific or technical research and development.
- ii. Papers relating to the origin of the organization, how organized, how functioned and (if defunct) how it was dissolved.
- iii. Papers relating to policy decision change in policy decisions and implementation of it.

- iv. Papers relating to developmental schemes and other measures adopted to increased production and productivity of coir & and coir products.

#### **7.1.1.3 Records of value for scientific reference**

- i. Papers on research projects undertaken and the end results achieved.
- ii. Papers relating to obsolete research activities or investigations or to abortive projects / schemes in important fields.
- iii. Papers on research activities dropped abandoned and deferred.

**7.1.2 CLASS 'B': Records of semi permanent character** to be preserved for longer periods exceeding 10 years.

**7.1.3 CLASS 'C': Records of secondary importance** to be preserved for limited periods not exceeding 10 years

**7.1.4 Records to be preserved for period not exceeding one year** are referred to as records of ephemeral nature

### **7.2 Important records held by the Coir Board.**

#### **7.2.1 Administration Department**

1. Service records of employees
2. Property records
3. Documents relating to hired accommodations
4. Records relating to disciplinary proceedings
5. Annual Performance Appraisal Reports
6. Register of claims received
7. Pension Payment Order Register
8. Gratuity Sanction Register
9. Leave Encashment Sanction Register (Terminal & LTC)
10. Register of Fixed Assets (Head Office)
11. Centralized Fixed Asset Register
12. Register of rent paid
13. Register of electricity charges paid
14. Register of water charges paid
15. Telephone charges Register
16. Stamp Account
17. Bill Register
18. Register of recoveries ordered
19. Register of valuables
20. Budget control Register
21. Property Returns filed by staff & officers

### **7.2.2 Accounts Department**

#### **Accounts Department**

1. Cash Book/Bank Book
2. General Ledger
3. Register of T.A. advance (Physical)
4. Register of temporary advance
5. General Provident Fund Ledger and Broadsheet
6. House building advance/ recovery Register
7. Conveyance Advance/recovery Register
8. Register of Cheques Issued.
9. Motor Conveyance Advance Sanction Register
10. Other Interest Bearing Advance Sanction Register
11. Repayment of Loans to Government Register
12. Information on fund allocations, Annual Plan allocations, approved Budget allocations etc. for various schemes, programmes and projects.
13. Information on up to date expenditure for various schemes being implemented by different departments.
14. Digital Information on Annual Budget proposals presented to the Board and the Govt. and approvals received on the same.
15. Information on payments made to various beneficiaries under different schemes being implemented by the Board.
16. Details on payments of bills received for purchase of goods and materials and services contracted and received
17. Information on internal and extra budgetary resources generated by the Board under various heads
18. Information on various funds received during the year utilized up to date and balances held
19. Reports on various audits conducted and the audit observations there on.
20. Final Accounts of the Board including Receipts and Payments Accounts, Income and Expenditure Account and Balance Sheets of the Board
21. Information on salary, allowances and advances paid to the employees of the Board from time to time
22. Information on pension paid to retired employees and family pensions etc.

### **7.2.3 Development Department**

#### **Joint Director`s (Planning) office**

1. Files relating to formulation of schemes and scheme Rules
2. Rules for implementation of various subsidy schemes.
3. Budget Control Register
4. Payment sanction Register (Scheme wise)

5. Register of Equipment Suppliers/Registered Contractors
6. Register of Temporary advances given to field offices
7. Register of TA advance given to field offices

**Field Offices (Regional/Sub Regional Offices, Extension Centres,etc.)**

1. Cash Book in respect of all the accounts operated at Field Offices
2. Bank reconciliation statements on the above
3. Register of Imprest /Petty Cash Book
4. Register on Contingent Bills in respect of Temporary Advance
5. Register on contingent bills in respect of all transactions (Scheme Wise)
6. Register on TA/DA fund account
7. Register on SFURTI fund account
8. Register on Coir Udyami Yojana fund account
9. Register of Valuables
10. Register of payments for Motorised Traditional Ratts
11. Stock Book of Motorised Traditional Ratt
12. Register of Assets
13. Stock register of Forms & Stationery.
14. Leave Register
15. Telephone Register
16. Stamp account & Dispatch Register
17. Local Delivery Register
18. Inspection Register.
19. Visitors' Register
20. File Register
21. File Movement Register
22. Personal Register
23. Subsidy application Register (various schemes)
24. Establishment Register
25. Register of receipt/cheque book
26. Register of Travelling Allowance advance/Travelling Allowance bills
27. Contingent Advance Register.
28. Inward register
29. Staff movement register
30. Consumable items register
31. Receipt book
32. Cheque issue register /bill register
33. Register of advances and settlement of advances
34. Attendance Register

#### **7.2.4 List of records and registers maintained by Head office Sections**

1. Attendance Register
2. File opening Register
3. File Movement Register
4. Dispatch & Inward register
5. Advance Register (Exhibitions)
6. Attendance Register (contract staff)
7. Expenditure sanction register
8. Register of Temporary Advance
9. Register of Special Purpose Advance
10. Register of MDA claimed/disbursed
11. Register of External Market Assistance.
12. Files on various subjects
13. Complaint register of IT equipments
14. Register for Portable IT Equipments
15. Press / Casual Register
16. Valuable Register

#### **7.2.4.2 List of records and registers maintained by Hindustan Coir**

1. Advance Register
2. Agency commission and brokerage Register
3. Attendance Register (Staff)
4. Attendance Register (Workers)
5. Cash Book/Bank Cash Book
6. Casual Leave Register
7. C' Form Stock Register
8. Cheque Issue Register
9. Coir matting Order Register
10. Coir yarn Purchase Register
11. Coir yarn Stock Register
12. Delivery Note Register
13. Dispatch Register
14. Dispatch Register (Matting)
15. EMD Register
16. Expenditure Sanction Register
17. File Opening Register
18. Files on various subjects
19. Fixed Asset Register
20. General Ledger
21. Imprest Petty Cash Register
22. Inward Register
23. Journal
24. Labour and Processing charges Register
25. Packing Register
26. Purchase order Register

27. Production Register
28. Register of Receipt Book and Receipt books
29. Register of Advances to suppliers/machinery fabricators
30. Register of daily sales in the showroom attached to Hindustan Coir
31. Register of grants and subsidies received
32. Register of maintenance service – equipment and property
33. Register of Market Development Assistance claim
34. Register of Products sold/transferred to Showrooms and Sales Depots
35. Register of Valuables
36. Salary Register
37. Showroom-wise Registers - 32 Nos
38. Spares Stock Register
39. Spares Stock Register (Electrical)
40. Stamp Register
41. Stock Transferring Register (Sales Outlet)
42. Stock Register of Dyes and Chemicals
43. Stock Register of Finished Goods
44. Stock Register of finished goods in the Showroom
45. Stationery Register
46. Stock Register of forms
47. Stock Register of other Consumables
48. Stock Register of Raw Materials
49. Sundry Creditors Register
50. Sundry Debtors Register
51. TA Advance Register
52. Temporary Advance Register
53. Uniform and Chappal Stock Register

#### **7.2.4.3 Showrooms and Sales Depots**

1. Advance Register
2. Assets Register
3. Attendance Register
4. Bank Pass Book/ Reconciliation Register
5. Bank statement files
6. Cash Book/Bank book
7. Cash Memos
8. Cheques and Valuables Register
9. Consignment Register
10. Contingent Bill Register
11. Credit Bill Register
12. Credit Bills
13. Imprest Account/ Petty Cash Book
14. Incidental Charges Register
15. Invoice Files
16. Marketing, Exhibition, Publicity Files
17. Postal Stamp Register
18. Receipt Book
19. Register of Consumable
20. RR/LR Register

21. Sales tax Register
22. Stamp Account Register
23. Stock register of Forms & stationery.
24. Telephone/Fax Register
25. Temporary Advance Cash Book
26. Weekly Sales Statement Files

### **7.2.5 Research Department**

#### **CCRI**

1. Cash Book/Bank Book (Maintained through Tally Software)
2. Receipt Book
3. Cheque Issue Register
4. Register of Fixed Assets
5. Stock Register of stationery and forms
6. Stock Register of Dyes & chemicals
7. Stock Register of other consumables
8. Stock Register of Laboratory articles/equipments (Lab-wise)
9. Advance Register
10. TA Advance Register
11. Stamp Account Register
12. Register of Contingent Bills
13. Bank Reconciliation Statements
14. Sales Register for products
15. Register of Library Books
16. GST Register
17. TDS Register
18. Leave Register
19. Inward/Despatch Register
20. Log Book
21. Tour Register
22. Movement Register
23. Attendance Register

#### **CICT**

1. Cash Book/Bank Book
2. Receipt Book
3. Cheque Issue Register
4. Imprest Account Register
5. Register of Valuables
6. Register of Fixed Assets
7. Stock Register of stationery and forms
8. Stock Register of Dyes and Chemicals
9. Stock Register of other Consumables
10. Stock Register of laboratory articles/equipments (Lab-wise)

11. Advance Register
12. TA Advance register
13. Stamp Account Register
14. Register of contingent bills
15. Bank Reconciliation Statements
16. Sales Register for products
17. Register of Library Books
18. Uniform Issue Register
19. Water Register
20. Electricity Register
21. Inward Register
22. Telephone Register
23. Despatch Register
24. Leave Register
25. Duty/ Movement Register
26. Visitors Register
27. Attendance Register

#### **7.2.5.1 NCT & DC**

1. Cash/Bank Book
2. Register of Valuables
3. Register of Imprest/Petty Cash
4. Revolving Fund Register
5. Register of Advances
6. Stock Register of Fixed Assets
7. Stock Register of Furniture and Fittings
8. Stock register of forms and stationery
9. Register of Hostel Appliances
10. Register of Hostel Furniture and Fittings
11. Stock Register of Guest house articles
12. Stock Register of miscellaneous items
13. Stock Register of Laboratory articles
14. Stock Register of glass wares and apparatus and other consumable articles
15. Stock Register of Dyes and Chemicals
16. Brown Yarn fibre stock Register
17. Dried fibre stock register
18. Production Register
19. Finished goods stock Register
20. Register for coir products purchased from outside
21. Daily receipt/issue Register
22. Invoice Register
23. Stock Register for Raw material for brush making
24. Stock Register for brush items



25. Stock Register for handicraft items
26. Register of sale of products
27. Register of Credit Sales of products to Hindustan Coir

**Manuel 7**  
(under Section 4 (1) (b) (vii) of RTI Act)  
**Chapter 8**

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

**8.1. Formulation of Policy**

**8.1.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies?**

**8.1.1.1.**All policies and programmes of the Board are formulated in the Board meetings.

The Board has representatives from all stake holders including representatives of coir industry, exporters, Parliament, Coir workers, principal Coconut producing states etc who express their views and contribute substantially in the formulation of the Board's programmes and policies (composition of the Board is given in para 9.1 of this Manual).

It may be noted that the data collected by the Regional/ sub regional level officers of the Coir Board in the Development Department through interaction with coir workers, coir industrialists, etc are considered, consolidated and presented by the head of Development Department and are reckoned while framing the policies and programmes. As per Section 8 of the Act the Board shall constitute Executive Committee, Standing Committee and Ad hoc Committee for the purpose of exercising such of the powers and performing such of the duties of the Board.

The Executive Committee of the Board shall exercise such of the powers and perform such of the duties of the Board as may be delegated to it. The Executive Committee shall consist of the Chairman, the Vice Chairman, and five other members elected by the members of the Board, from among themselves, of whom not more than two shall be Government officials and one shall be from among the members representing persons engaged in the production of husks, coir and coir yarn and in the manufacture of coir products.

Subject to such control and restrictions as may be prescribed, the Board may constitute other standing committees or adhoc committees for exercising any power or discharging any duty of the Board or for enquiring in to or reporting and advising on any matter which the Board may refer to them.

A Standing Committee shall consist exclusively of members of the Board. An adhoc Committee may include persons who are not members of the Board, but their number shall be less than one-half of its strength.

### **8.1.1.2 Arrangements for seeking public participation**

Though it is not mandatory for the Board to seek public participation directly, a system of gathering the views and needs of the stakeholders through the officers in the Regional/Sub Regional offices of the Board is in existence.

### **8.1.1.3 Media reports**

The Board has a system of scrutiny of news paper reports and other media reports which are of interest to the Board or the Coir industry for appropriate action. The inputs received from Media reports etc are also taken into account for formulating the policies of the Board.

### **8.1.1.4 Is it mandatory to seek public opinion?**

It is not mandatory to seek public opinion in the formulation of the policies of the Board. However the Board always gathers the views of the stakeholders in all related issues before finalizing its policies and programmes.

## **8.2 Implementation of Policy**

Chairman is the principal executive officer responsible for the proper functioning of the Board and implementation of its decisions and discharge of its duties under the Coir Industry Act

### **8.2.1 Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies**

There is no provision to seek consultation/ participation of public or its representatives for implementation of policies. It is not mandatory to do so.

**Manuel 8**  
(under Section 4 (1) (b) (viii) of RTI Act)  
**Chapter 9**

**A statement of Boards, council, committees and other bodies constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

**9.1 Constitution of the Coir Board**

As per sub-section 3 of Section 4 of the Coir Industry Act, 1953, the Board shall consist of a Chairman and such number of other members not exceeding forty as the Central Government may think expedient, to be appointed by that Government by notification in the Official Gazette from among persons who are in its opinion capable of representing coir industry in the field, parliament, State Governments and such other forums who in the opinion of Central Government ought to be represented on the Board.

***Composition of the Board***

As per Rule 4 of Coir Industry Rules, 1954, the number of persons to be appointed as members representing each of the categories specified in Sub-section (3) of Section 4 of the Act shall be as follows:

Category	No.
a) Growers of coconut and producers of husks and coir yarn	3
b) Persons engaged in the production of husks, coir and coir yarn and in the manufacture of coir products	3
c) Manufacturers of coir products	3
d) Dealers in coir, coir yarn and coir products including both exporters and internal traders	3
e) Parliament – two members to be elected by the Lok Sabha and one to be elected by Rajya Sabha	3
f) The Governments of the principal coconut growing States	5
g) Such other persons or class of persons who in the opinion of the Central Government ought to be represented on the Board	19

The Central Government may make such consultations as may be necessary before appointing the members of the Board.

### ***Vice Chairman (Section 7 of Coir Industry Act)***

The Board shall elect from among its members a Vice-Chairman, who shall exercise such of the powers and discharge such of the duties of the Chairman as may be prescribed or as may be delegated to him by the Chairman. The Vice-Chairman shall hold office for a period of twelve months commencing from the date of his election or till his successor is elected, whichever is later (Sub-rule 1 of Rule 9).

Coir Board came into existence as per the Act enforced on 9<sup>th</sup> February 1954.

#### **9.1.1. Board Members**

The tenure of the last Board was upto 21.02.2022. New Board is yet to be re-constituted.

##### **9.1.1.1 Tenure of members.**

Save as hereinafter provided, and subject to rule 4(3), a member shall hold office for such period as the Central Government may specify in the order appointing such member or, if before the expiry of such period he ceases to represent that category (Rule 5(1)).

A person appointed to fill a casual vacancy under sub-rule [3] of rule 8 shall hold office for so long as the member whose place he fills, would have been entitled to hold office if the vacancy had not occurred (sub rule 2 of Rule 5).

When a member dies or resigns or is deemed to have resigned or is removed from office or becomes incapable of acting or ceases to represent the category from which he has been appointed, the Central Government may, by notification in the Official Gazette, appoint a person to fill the vacancy (sub rule 3 of Rule 4).

### **Resignation**

A member may resign his office by writing under the hand addressed to the Chairman.

A member of a Committee may resign his office by writing under his hand addressed to the Secretary.

The office of a member of the Board or the committee shall fall vacant from the date on which his resignation is accepted or on expiry of thirty days from the date of receipt of intimation of resignation, whichever is earlier.

The resignation of a member of the Board or of a Committee may be accepted by the Chairman who shall report the fact of such an acceptance to the Board at its next meeting and to the Central Government. (Rule 6 of Coir Industry Rules, 1954)

## **Removal of members from the Board**

The Central Government may remove any member from his office, if he is of unsound mind and stand so declared by a competent court, or if he is an un-discharged insolvent, or if he is convicted of a criminal offence involving moral turpitude, or if, without leave of the Board he fails to attend more than three successive meeting of the Board. The penalty of removal from the Board will be imposed only when a member absents himself without permission for more than three consecutive meetings. The absence of the member without permission for the 4<sup>th</sup> successive meeting will, of course, entail his removal from the Board. Absence with permission will not attract the operation of this rule.

But if a member takes leave of absence and subsequently absents himself without permission for three consecutive meetings, he can be said to be absent without permission for only three meetings. As his absence has not exceeded the permissible limit of 3, no penalty has been incurred under the Coir Industry Rules, 1954 (Rule 7).

### **9.2 Head of the body**

The Chairman exercises administrative control over all the departments and officers of the Board. The other statutory post is that of the Secretary to the Board. Appointment to the post of Secretary to the Board is made by the Central Government after consultation with the Coir Board. He shall exercise such powers and perform such duties as may be prescribed or as may be delegated by the Board or the Chairman. (Section 9 of the Coir Industry Act).

### **9.3 Functions & Duties of the Board**

**9.3.1** The functions of the Board as stipulated in Section 10 of the Act are as follows:

1. To promote by such measures as it thinks fit the development under the control of the Central Government of the Coir Industry.
2. To promote exports of coir yarn and coir products and carrying on propaganda for that purpose.
3. To regulate 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;
4. To undertake, assist or encourage scientific, technological and economic research and maintain and assist in the maintenance of one or more research institutes;
5. To collect statistics from manufacturers of and dealers in, coir products and from 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;
6. To fix grade standards and arrange, when necessary, for inspection of fibre, coir yarn and coir products.

7. To improve the marketing of coconut husk, coir fibre, coir yarn and coir products in India and elsewhere and preventing unfair competitions;
8. To set up or assist in the setting up of factories for the producers of coir products with the aid of power.
9. To promote co-operative organization among producers of husks, coir fibre and coir yarn and manufactures of coir products.
10. To ensure remunerative return to producers of husks, coir fibre and coir yarn and manufacturers of coir products.
11. To license 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;
12. To advise on all matters relating to the development of the coir industry;
13. Such other matters as may be prescribed.

**9.3.2** 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.

#### **9.4 Frequency of meeting**

The Board shall hold a meeting at least once in every quarter provided the Board may, with the permission of the Central Government hold no meeting in any particular quarter.  
(Rule 10)

As per Rule 11, the Central Government may at any time call a meeting of the Board. The Chairman may, at any time call a meeting of the Board and shall do so, if a requisition for a meeting is presented to him in writing by at least ten members. A notice of not less than twenty-one days from the date of posting shall, ordinarily be given to every member for an ordinary meeting of the Board. Such notice shall be sent to every member by registered post. The non-receipt of such notice by any member shall not in any way invalidate the proceedings of any meeting of the Board. A list of business proposed to be transacted at every meeting shall accompany the notice. If it is necessary to convene a special meeting of the Board, at least one week's notice shall be given to every member. (Section 4 of Coir Board (Transaction of Business, Conditions of Service of Employees and Maintenance of Accounts) Bye-Laws, 1955). No business other than that entered in the agenda for which a meeting of the Board has been convened shall be transacted at such meeting, except with the permission of the Chairman or any other person presiding at such meeting. As per bye-law 13 (2) (a) of the Coir Board (Transaction of Business, Conditions of Service of Employees and Maintenance of Accounts) Bye-laws, 1955, the Secretary has to convene, under the directions of the Chairman, meetings of the Board and of the Committees and maintain minutes of such meetings.

#### **9.5 Committees of the Board**

Under Section 8 (1) of the Coir Industry Act there shall be an Executive Committee of the Board for the purpose of exercising such of the powers and performing such of the duties

of the Board as may be prescribed or as the Board may delegate to it. Under section 8 (3) of the Act, the Board may subject to such control and restrictions as may be prescribed, constitute other standing committees or adhoc committees for exercising any power or discharging any duty of the Board or for enquiring into or reporting and advising on any matter which the Board may refer to them.

**9.6 Whether meetings of the Board or its committees are open to public and whether minutes of the meetings are available to the public.**

The meetings of the Board or its committees are not open to public. Minutes are prepared for the Board / Committee meetings. But the minutes are not open to public.



**Manual . 9**  
(under Section 4 (1) (b) (ix) of RTI Act)  
**Chapter -10**  
**Directory of its officers and employees**

Sl. No	Name	Designation	Residential Address
	<b>HEAD OFFICE</b>		
	<b>ACCOUNTS</b>		
1	RAGHUNANDANAN V C	SENIOR ACCOUNTS OFFICER	VIRIPPADATH HOUSE, MARADU P O, ERNAKULAM DISTRICT - 682 304
2	ABRAHAM.C.U.	ACCOUNTS OFFICER (B & A)	CHUMATHAYIL HOUSE, KALLUR POST, THRISSUR DISTRICT - 680 317
3	REJI.K.V.	ACCOUNTS MANAGER	KOORAN HOUSE, VYTTILA P.O, COCHIN-682019
4	SHARON S	INVESTIGATOR	THATTARASSERIL, MUHAMMA. P.O., ALAPPUZHA DISTRICT.- 688 525
5	PRASAD KUMAR H	ASSISTANT	ELLIKAL PARAMBIL HOUSE, VYTTILA. P.O., KOCHI - 682 019
6	SUJATHA M G	ASSISTANT SHOWROOM MANAGER	VYSAKHAM, KILIKOODAYIL HOUSE, WATERLAND ROAD, PALLURUTHY P O, ERNAKULAM DISTRICT-682 006
7	JINESH G	UPPER DIVISION CLERK	JEEVA NIVAS, NORTH ARYAD. P.O., ALAPPUZHA DISTRICT- 688 542
	<b>ADM ESTABLISHMENT</b>		
8	SYAMKUMAR.K	SECTION OFFICER	BUNGLOW PARAMBU, ARUTHUVAZHY WARD, ALLEPPEY NORTH.P.O., ALLEPPEY, 688007
9	PRASANTH.M.	UPPER DIVISION CLERK	"ASWATHY", SURABHI GARDENS, PALISSERY. P.O., THRISSUR
10	NALINAKSHY.K.R.	SECTION OFFICER	KOCHUVEETIL, KORUTHODE P.O., MUNDAKKAYAM
11	YAMUNA.R	UPPER DIVISION CLERK	MALAIKKAL HOUSE, EDACOCHI, KOCHI-6
12	ANOOP GOPINATH K G	UPPER DIVISION CLERK	KUNDUVELIL HOUSE, NETTOOR. P.O., MARADU (VIA), ERNAKULAM DISTRICT - 682 040
13	BOBISH G	ASSISTANT SHOWROOM MANAGER	NALUKANDATHIL HOUSE, THOTTAKKATTUKARA P O, ALUVA, ERNAKULAM DISTRICT-683 108
14	CHANDRAN.C.M.	GESTETNER OPERATOR(JR)	CHOMADI HOUSE, WEST OF GOVT. HIGH SCHOOL, PANAMKANDI, KANIYAMPATTA, KALPATTA,

			WAYANADU - 673591
15	SIVAKUMAR S	LOWER DIVISION CLERK	KOLLARA MADHAVA BHAVAN, VAYALAR. P.O, CHERTHALA, ALAPPUZHA DISTRICT- 688 536
16	VALSALAKUMARY K	JAMEDAR	UNDICHANPARAMBU, 43, THRIKKANARVATTOM, KOCHI-682 012, ERNAKULAM DISTRICT- 682 012
17	HARIKUMAR V	HAMAL CUM STITCHER	HARI BHAVANAM, VARAKADU, S L PURAM, ALAPPUZHA
18	REJITHMON P	GROUP C EMPLOYEE	PATTATHUVELI HOUSE, MANNANCHERRY P O, ALAPPUZHA
	<b>ADM -PERSONNEL</b>		
19	JOLLY MADHU	SECTION OFFICER	PAYYAPPILLY, VENNALA.P.O. COCHIN - 682028
20	DURGADAS.T	ASSISTANT	DURGA BHAVAN, MAHADEVIKKAD P.O.KARTHIKAPALLY, ALLEPPEY
21	SHIBULAL.V	ASSISTANT	D.S. BHAVAN, KOONTHALLOOR, CHIRAYINKEEZH, TRIVANDRUM
22	MIDHUN C G	ASSISTANT	SOPANAM, THOTTINU VADAKKU, CHAVARA. P.O, KOLLAM DISTRICT - 691 583
23	JISHA S	UPPER DIVISION CLERK	NISHA BHAVANAM, PUTHUPPALLIKUNNAM, CHARUMMOODU, ALAPPUZHA DISTRICT - 690 505
	<b>CHAIRMAN'S OFFICE</b>		
24	SUNIL KUMAR C B	INVESTIGATOR	THALODIL HOUSE, HILL PALACE, KOCHI PALACE. P.O., THRIPPUNITHURA (VIA). ERNAKULAM DISTRICT - 682 301
25	JEEVAN.K.P.	DRIVER(SENIOR)	KANNIPARAMBIL HOUSE, PONOTH ROAD, KALOOR, KOCHI-17
26	SYAM BABU K S	LOWER DIVISION CLERK	KOLLASSERY, CHITHIRALAYAM, POONTHOPPU WARD, AVALOOKKUNNU. P.O., ALAPPUZHA DISTRICT-688 006
27	SELVAM.N	GROUP-C EMPLOYEE	8D, MELCOLONY, NEMILI P O, ARAKONAM, TAMILNADU
	<b>DOMESTIC MARKETING</b>		
28	PREMALATHA.K	DEPUTY DIRECTOR	NO.23. "AISHWARIAM", J V SHETTY ROAD, M.S. NAGAR POST, BANGALORE

29	ALEYAMMA.K.V.	SECTION OFFICER	ELANGIMATTOM HOUSE, KADAVANTHRA, NEAR GAS PLANT, COCHIN - 682020
30	BABY MEERA	CO-OPERATIVE INSPECTOR	MAYOORA HOUSE, ASRAMAM WARD, AVALOOKUNNU P.O, ALAPPUZHA-6
31	VIJAYAKUMAR.C.G	UPPER DIVISION CLERK	CHACKIPARAMBIL HOUSE, THANNEERMUKKAM P O, CHERTHALA
32	VRINDHA K B	ASSISTANT SHOWROOM MANAGER	KOIKKARA HOUSE, KUMBALANGHI SOUTH, ERNAKULAM DISTRICT, KOCHI-682 007
<b>ECONOMIC RESEARCH AND STATISTICS</b>			
33	SUSEELA.C.R.	SECTION OFFICER	ITI QUARTERS NO:1, HMT COLONY, KALAMASSERY
34	LALITHA.P.K.	ASSISTANT	MARUTHUVEEDU, PARAKKADAVU PO, KURUMASSERY, ERNAKULAM
35	SUNILKUMAR.M	JUNIOR STENOGRAPHER	KODATHARA, THAZHUPPU, THURAVOOR P.O.ALAPPUZHA-688 532
36	BABU V L	ASSISTANT	VADAKKUMAPADATHU HOUSE, PAYYAMPALLY POST, WAYANAD
37	SEBASTIAN T J	LOWER DIVISION CLERK	THEKKEDAM, CHANGAKARY, EDATHUA, ALAPPUZHA
38	ARUN N S	SALESMAN	NJATTUPARAMBIL, VENGOOR P O, KOMBANADU, PERUMBAVOOR
<b>EXPORT MARKETING - I</b>			
39	GEORGE ABRAHAM	DEVELOPMENT OFFICER	KIZHAKKETHALACKAL HOUSE, NEAR BISHOP'S HOUSE, KANJIRAPPALLY P.O. - KOTTAYAM - 686507
40	PRAKASINI.V.S.	SECTION OFFICER	JAYAN NIVAS, VELIYANNOOR, THRISSUR DIST.680021
41	SOUMYA.P	CO-OPERATIVE INSPECTOR	PAIKKATTIL HOUSE, OZHUR P.O., MALAPPURAM
42	ANANTHAN C	UPPER DIVISION CLERK	S/O. (LATE) S CHELLAPPANACHARY, PARAPPURATH HOUSE, KALAVOOR. P.O., ALAPPUZHA DISTRICT-688 522
<b>EXPORT MARKETING - II</b>			

43	RAJESH.G	ASSISTANT	SANKRAPURAM HOUSE, S. H . MOUNT P.O, NATTASSERY, KOTTAYAM-686006
<b>HINDI</b>			
44	DHANALEKSHMI.N	ASSISTANT DIRECTOR (OL)	PUTHEN MADOM, A.N. PURAM, WEST GATE, ALLEPPEY- 688011
45	AMPILI S	HINDI TRANSLATOR	MEENATHETHIL ANARY, CHERUTHANA. P.O., ALAPPUZHA DISTRICT.-690 517
46	PRASHANT PATHAK	LOWER DIVISION CLERK	VILLAGE PIPRA PATHAKPOST- BHAGA, SALEMPUR, DEORIA, UTTAR PRADESH
<b>INDUSTRIAL DEVELOPMENT</b>			
47	RAGINI.S	DEVELOPMENT OFFICER	CHINNU NIVAS, S L PURAM P.O, CHERTHALA, ALAPPUZHA - 688523
48	BINDU.A.S.	SECTION OFFICER	PUTHEN PISHAROM, NEDUVANNOOR, CHOWARA P.O., ALWAYE - 683571
49	REKHA.E.R	ASSISTANT	ELIKAL PARAMBIL HOUSE, VYTTILA P O, KOCHI-19,
50	RAJU P B	UPPER DIVISION CLERK	POYYARA HOUSE, MADAVANA P O, ERIYADU, KODUNGALLUR,
51	VISHNU BRAHMANANDAN	UPPER DIVISION CLERK	S/O. (LATE) P BRAHMANANDAN, VELIYIL VEEDU, NORTH SIDE OF PRINCE, HOTEL, KALAPPURA WARD, ALAPPUZHA DISTRICT - 688 007
<b>INTERNAL AUDIT</b>			
52	UNNIKRISHNAN NAIR.V.K.	ACCOUNTS OFFICER (I A)	VAVALLIL HOUSE, KALAVOOR P.O., ALAPPUZHA
53	SALEEM.R.M.	SECTION OFFICER	H.NO. 46/1485, DARUSALAM STREET, S.R.M ROAD, ERNAKULAM - 682012
<b>PM</b>			
54	KRISHNA.M	DIRECTOR (MARKETING) I/C	NO. 149 A, BINNPET, BANGALORE- 560023
55	SHELJA T V	UPPER DIVISION CLERK	THEVARUPARAMBIL HOUSE, UDAYATHINVATHIL, PANANGAD. P.O. ERNAKULAM DISTRICT- 682 506

	<b>PUBLICITY</b>		
56	VASANTHIAMMA.M .K.	DEPUTY DIRECTOR	EDUMPAMAL HOUSE, CHEMPILAVU, CHERPUNKAL. P.O, KOTTAYAM
57	GEORGE ROY.V.R.	DESIGNER	VADASSERY HOUSE, NORTH - KALOOR, KOCHI - 682017
58	THANKACHAN.P.V.	RESEARCH OFFICER	PUTHAN VEETIL, HOUSE.NO. 12/1236, PALLURUTHY, KOCHI - 682006
59	REMYA SUBRAMANIAM	ASSISTANT	KANAKA BHAVAN, THRIKODITHANAM, CHANGANASSERY
60	MEGHA AM	LOWER DIVISION CLERK	X/ 930, J D LANE, VELI, FORT KOCHI, ERNAKULAM
	<b>SCIENCE AND TECHNOLOGY</b>		
61	VALSALA.K.T.	DEPUTY DIRECTOR	AMBADY' , (KADAVILATHARA HOUSE), AROOR P .O, ALLEPPEY (DIST)- 688534
62	BETSYLAL.M.S.	SECTION OFFICER	V.V. HOUSE, KEDAKULAM, AYROOR P.O, VARKALA, TRIVANDRUM
	<b>SECRETARY'S OFFICE</b>		
63	KUMARA RAJA.M	SECRETARY	26,CHAIRMAN VASUDEVAN NAGAR, MADRAS,TAMIL NADU - 600095
64	SYAMALA.C.S.	SECTION OFFICER	KRISHNA KRIPA, AMBALLOOR P.O, KANJI RAMATTOM, ERNAKULAM DIST - 682315
65	ANIMON.K.U.	DRIVER-SENIOR	KANNAMURY HOUSE, SRM ROAD, ERNAKULAM - 682018
66	SHINE KUMAR.K.P.	HEAD JOBMAN	KALAMPUKATTUVELIYIL HOUSE, AVALOOKKUNNU.P.O, SOUTH ARYAD, ALAPPUZHA- 688 006
67	AJI PAUL	JUNIOR AUDITOR	MELITE HOUSE, PARADISE ROAD, VYTTILA JANATHA, KOCHI-682 019
	<b>SFURTI</b>		
68	ANITA JACOB	ZONAL DIRECTOR GRADE -I	KARIPPAPARAMBIL HOUSE, T.D ROAD, ERNAKULAM, COCHIN-35
69	DEEPAK SOMAN	SECTION OFFICER	KANNIVELIPARAMBIL HOUSE, EAST KADATHY, MARKET. P.O., MUVATTUPUZHA, ERNAKULAM DISTRICT.- 686 673
70	ARYA MICHAEL	INVESTIGATOR	KANDAMCHIRAYIL,CHETHICODE. P.O.,KANJIRAMATTOM (VIA), ERNAKULAM DISTRICT- 682 315

71	SABITHA.S	TECHNICAL ASSISTANT (SPINNING)	THEKKEVALAPPU, CIVIL STATION WARD - ALAPPUZHA
72	PRIYA A	ASSISTANT SHOWROOM MANAGER	NARANATH, VALAMANGALAM NORTH, THURAVOOR. P.O., CHERTHALA, ALAPPUZHA DIST.- 688 532
<b>SHOWROOM ACCOUNTS</b>			
73	LEENAKUMARI AMMA.B	SECTION OFFICER	LIG 267, SREELEKSHMI, GANDHI NAGAR, ERNAKULAM
74	SURESH.M	ASSISTANT	243 A, SRIVAARI ILLAM, RAILWAY STATION ROAD, MULANTHURUTHY, ERNAKULAM
75	AMAL MATHEW	JUNIOR STENOGRAPHER	KUNNUMPURATH HOUSE, PUTHIYAKAVU, THRIPIUNITHURA P O, ERNAKULAM DISTRICT- 682 301
76	VIBINKUMAR M V	ASSISTANT SHOWROOM MANAGER	MAYFLOWERS, II LANE, UDAYANAGAR, KALOOR. P.O., KOCHI-17-682 017
<b>VIGILANCE CELL</b>			
77	DINESAN.V.D.	SECTION OFFICER	VELIMBANATH HOUSE, KUMBALANGHI SOUTH, COCHIN
78	ARYA K C	UPPER DIVISION CLERK	KAREDATHUTHAZHATHU HOUSE, KANJIRAMATTOM, ERNAKULAM DISTRICT-682 315
<b>CCRI, KALAVOOR</b>			
79	SUMY SEBASTIAN	SENIOR SCIENTIFIC OFFICER (I/C)	KALAPURAKKAL HOUSE, PULIYANANM. P.O., ANGAMALY, ERNAKULAM DISTRICT
80	INDU D I	ACCOUNTS MANAGER	SREE NILAYAM, KADAIVILLA, PARASSALA, TRIVANDRUM
81	JOSEPHINE GIRLY	SECTION OFFICER	KALLUPURAKKAL HOUSE, PUNNAPRA P.O. ALAPPUZHA - 4
82	RENJITHKUMAR K K	STORES OFFICER	KADAVATHU HOUSE, MELADOOR P O. ANNAMANADA, THRISSUR
83	RADHAKRISHNAN. S	SENIOR SCIENTIFIC OFFICER (I/C)	KOYIPURATHU HOUSE, THULAMPARAMPU CENTRE, HARIPAD, KARTHIKAPPALLY TALUK, ALAPPUZHA - 690514
84	AJITHKUMAR M C	ASSISTANT	MATTATHIL HOUSE, S N PURAM, CHERTHALA
85	SHYAM KUMAR M	ASSISTANT	KOCHUPARAMBIL, S H MOUNT P O, KOTTAYAM - 6
86	SATISH M SAM	DRIVER(SENIOR)	MUNDAPPALLIL, MELUKKAVU P.O.KOTTAYAM - 686652

87	SUNIL KUMAR.R	DYEING SUPERVISOR	NALLUVEETTU VELIYIL HOUSE, POLLATHAI P.O., ALAPPUZHA - 688567
88	JAYANAND.C.K.	EXTENSION CUM TRAINING ASSISTANT	ANAND NIVAS, MANNANCERRY, ALLEPPEY
89	REJIMON P MATHAI	TURNER	PUTHENPARAMBIL HOUSE, PULIKKATTUSSERY.P.O., KOTTAYAM - 686015
90	RUPESH.K.P.	SHIFT SUPERVISOR	KANADIL HOUSE, MARADU P.O., ERNAKULAM
91	GIREESH KUMAR G	MECHANIC GRADE II	THEKKUMTHELLIL, KURATTISERY, MANNAR. P.O., ALAPPUZHA DISTRICT - 689 622
92	SWAMINATHAN.K. V.	WEAVER	KOLLASSERI VELI, MANNANCHERY P.O., ALLEPPEY
93	VENU.S	WEAVER	THAYYIL VEEDU, KALTOOR, KALAVOOR P.O ALLEPPEY
94	MADHAVA DAS.K.M.	WEAVER	KUTTICHIRAYIL HOUSE, KALAVOOR P.O, ALLEPPEY - 688522
95	AKHILA S	LOWER DIVISION CLERK	MAKAYIRAM HOUSE, THURAVOOR P O, CHERTHALA
96	CHACKO.T.T.	HELPER (DYEING)	THAYIL VEEDU, KALAVOOR P.O, AMBALAPPUZHA, ALLEPPEY
97	RAMESAN.K.A.	HELPER (DYEING)	KALARICKAL VELIYIL, S.L.PURAM P.O., ALAPPUZHA
98	SASIKUMAR P T	HELPER (DYEING)	NJANODAYAM VELI, KALVOOR P.O., ALAPPUZHA-688 522
99	PRAKASAN.V.R	HELPER (DYEING)	VELIYIL HOUSE, MANNANCHERRY P.O., KOMALAPURAM VILLAGE, AMBALAPPUZHA, ALAPPUZHA
100	HARIKUTTAN.T.D.	HELPER (DYEING)	THEKKEPULICKAL, MAYITHARA P.O, KANJIKUZHI VILLAGE, CHERTHALA, ALAPPUZHA
101	SIBICHEN K J	HELPER (DYEING)	KANIYAMPARAMBIL, THUMPOLY P O, ALAPPUZHA
102	MINIMOL T R	SWEEPER	MATHANCHIRA, MANNANCHERRY, KALAVOOR, ALAPPUZHA
<b>HINDUSTAN COIR</b>			
103	MANOHARAN.T	MECHANIC GRADE I	THEKKEMATTACKEL, CHEMMANATHUKARA, VAIKOM, KOTTAYAM- 686 606
104	DHANANJAYAN.P.C	HEAD JOBMAN	PUTHUVAL NIVARTH KODARATHIL, VAYALAR EAST P.O, CHERTHALA- 688536

105	THILAKAPPAN.P.S.	WEAVER	PUTHENVELIYIL HOUSE, NORTH ARYAD P.O. ALAPPUZHA - 688542
106	SUSEELAN V K	HELPER (DYEING)	VAIKEVELIYIL, NORTH ARYAD, NORTH ARYAD, ALAPPUZHA
107	AJI V	HAMAL CUM STITCHER	KOONANCHIRAYIL, KIZHAKKEKARA SOUTH, VALIYAPARAMBU.P.O., KARTHIKAPALLY-690 566
<b>NCT &amp; DC</b>			
108	JOMON JACOB	EXTENSION SERVICE OFFICER	SUNDRAPONVELIL HOUSE, THATHAMPALLY P.O., ALLEPPEY-688013
109	USHAKUMARI K	UPPER DIVISION CLERK	VARIYATH, KANNAMPALLY BHAGOM, KAYAMKULAM. P.O., ALAPPUZHA DISTRICT.- 690 502
110	SEBASTIN.V.V.	DEMONSTRATOR	VELUTHERIYIL HOUSE, PATHIRAPALLY P.O.ALLEPPEY - 688521
111	MURALEEDHARAN. C.G.	DEMONSTRATOR	RAHUL BHAVAN, NEAR KOMALAPURAM MARKET, AVALOORKUNNU P.O, SOUTH ARYAD, ALLEPPEY
112	JAYAN.K.G.	GROUP-C EMPLOYEE	KOLATHENKERI HOUSE, PARAPPURATH VELI, KALAVOOR P.O, ALAPPUZHA - 688522
113	SATHYAN S	HELPER (DYEING)	VADAKKETHAYIL HOUSE, MANNANCHERRY ALAPPUZHA
<b>RO, BANGALORE</b>			
114	SURESH KUMAR.M	EXTENSION SERVICE OFFICER	HARISREE, VALAVANADU, POLLATHAI P.O.
115	RADHIKA N R	HINDI TRANSLATOR	STAPATHI, NEELATTUPARAMBA, EAST NALLUR, FEROKE. P.O., KOZHIKODE DISTRICT - 673 631
<b>CICT, BANGALORE</b>			
116	SHANMUGASUNDA RAM O L	JOINT DIRECTOR	12-A, BRINDHA NAGAR, THINDAL MEDU, OPPOSITE TO SERICULTURE OFFICE, ERODE, TAMIL NADU
117	RAJENDRAN NAIR.T	ASSISTANT	THANKA SAROJ, S. L. PURAM P.O, CHERTHALA, ALAPPUZHA - 688523
118	JOHNSON.P.J.	MECHANIC GRADE-I	PURAPPILAKKATTU HOUSE, KOOVAKANDAM P.O., IDUKKI
119	SATHYA BHAMA H M	UPPER DIVISION CLERK	NO.143, SHAMBHUPALAYAM, NEAR BASAPPA CIRCLE, KALASIPALAYAM, BANGALORE-560 002



120	UDAYAPPAN.P.V.	WEAVER	PUTHANPURACKAL, CHARAMANGALAM, S.N. PURAM P.O- CHERTHALA
121	HARISANKAR B K	LOWER DIVISION CLERK	23, PARIS NAGAR, PILLAIYARPATTI P O, THANJAVUR
122	PRAVEEN S	WEAVER	SHOWRIYAMANKAL HOUSE, EZHAMATTOOR P O, PATHANAMTHITTA
	<b>RO, POLLACHI</b>		
123	SABU.T.V.	EXTENSION SERVICE OFFICER	KARTHIKA, KAPPIL P.O, EDAVA, THIRUVANANDAPURAM - 695311
124	VIDHYADHARAN M P	INSPECTOR	GOPALAYAM (MANASSERIL), CMC 1, VELORVATTOM, CHERTHALA, ALAPPUZHA
125	SURESH KUMAR K	UPPER DIVISION CLERK	PALACKAL PARAMBIL HOUSE, THENKURISSI, PALAKKAD
126	JESSY.B	JUNIOR INSPECTOR	PUTHEN PURACKAL HOUSE, PUNNAPRA MURI, PARAVOOR, AMBALAPUZHA, ALAPPUZHA
127	RAMKISHORE K R	SALESMAN	VAZHAPAZHINJI HOUSE, AYIRA P O, KARODE, THIRUVANANTHAPURAM
128	DINU M	HAMAL CUM STITCHER	M K HOUSE, PETTAKKAD, PAMPAMPALLAM. P.O., PALAKKAD DISTRICT - 678 621
129	RAKHI R	GROUP-C EMPLOYEE	AMAL VEEDU, VALAVANADU, POLLATHAI, P O, ALAPPUZHA
	<b>RO, BHUBANESWAR</b>		
130	SUNIL KUMAR.B	EXTENSION SERVICE OFFICER	SOUMYA, WEST OF COIRBOARD, HOUSE NO. 677 (A), KALAVOOR P.O, ALLEPPEY-688522
131	SAJU K RAJAN	ASSISTANT	THUSHARA , VRA - 103,VATTIYOORUKKAVU, VAZHOTTUKONAM, TRIVANDRUM
132	SUSIL KUMAR SAHOO	UPPER DIVISION CLERK	S/O. (LATE) RAMESH CHANDRA SAHU, AT:PODANGA, P.O.TEISIPUR, P.S:PIPILI, DIST.-PURI, ORISSA-752 046
133	LAXMIDHAR SAHU	FIELDMAN	VILL P O, TEISIPUR, VIA- SATASANKA, PURI -DIST
134	ASISH KUMAR SWAIN	LOWER DIVISION CLERK	RAMAKRUSHNAPUR, P O MEHADA, P S MAHANGA, CUTTUCK, ODISHA
135	CHAITANYA MALLICK	FIELDMAN	VILL-GOGAL, P O -- KALIO, P S- BALIKUDA, DIST-JAGATSINGHPUR - 754 108
136	ALOK KUMAR	SALESMAN	AT/PO BALANGA, VIA

	SAHOO		NILAMPARA, PURI
137	RAHESH P R	GROUP-C EMPLOYEE	S/O. (LATE) P K REMANAN,PUTHENPARAMBIL,MA NNANCHERY. P.O.,ALAPPUZHA DISTRICT-688 538
138	SUKANTA CHANDRA DASH	COOK	AT-PALASAPUR SASAN, PO- ITIPUR,VIA OLD OWN, BHUBANESWAR, KHORDHA, BHUBANESWAR
139	SRIMAT KUMAR MAJHI	NIGHT WATCHMAN	AT-GRAMADIHA, GANGAPADA, VIA JANLA, KHORDHA, BHUBANESWAR
	<b>SR&amp;SD, AHMEDABAD</b>		
140	DESHBANDHU DAS	INSPECTOR	SHANTI BHAWAN, PLOT NO.G.A.24, DEFENCE COLONY, NILADRI VIHAR, C.SPUR, BHUBENESWAR- 751021
141	PUSHPARAJ.T.S.	WEAVER	PONNITTUSERI CHIRAYIL, S.L. PURAM P.O, ALAPPUZHA - 688523
142	GANDHI AMIT MADHUSUDAN	MANAGER GRADE III	27 AADIT BUNGLOWS, SHILAJ ROAD, THALTEJ, AHMADABAD- 380059
	<b>SR&amp;SD, ALLAHABAD</b>		
143	SUNITA KUMARI GUPTA	MANAGER GRADE III	H.NO. JMC - 1214, GREEN ENCLAVE, NEAR EDUCATION BOARD REHARI COLONY, JAMMU- 180005
144	HARI RAM	HAMAL CUM STITCHER	KHAMPUR P.O., DHOLAPUR DIST., RAJASTHAN
145	DINESH PAL	HAMAL CUM STITCHER	H.NO-116, IST FLOOR, STREET NO.1, SHALIMAR VILLAGE, NEW DELHI.
	<b>SR&amp;SD, MUMBAI</b>		
146	TODKAR PANDURANG GOVIND	ZONAL DIRECTOR GRADE II	VILL.4,POST ZULHWADI, AJARA TALUKA, KOLHAPUR DIST
147	SUBABU K H	UPPER DIVISION CLERK	ETTUKANDATHIL HOUSE, NORTH ARYAD P.O., ALAPPUZHA - 688542
148	GADDAM SWAMY NAGAI AH	ASSISTANT SHOWROOM MANAGER	KAZI COMPOUND CHAWL NO.228, ROOM NO. 10, BALSETH MANDULKAR MARG,MUMBAI- 400013
149	SHRADDHA BHASKAR SHINDE	SALESMAN	AL-3/26/10, INDRAYANI CHS, SECTOR -19, AIROLI, NAVI MUMBAI
150	PRABHAKAR RAMTAKE	HAMAL CUM STITCHER	91, DR. AMBEDKAR NAGAR, INDORE, M.P

	<b>SR&amp;SD, BHUBANESWAR</b>		
151	APARAJEET MOHANTY	ASSISTANT SHOWROOM MANAGER	S/O. AKSHAY KUMAR MOHANTY, AT-RAMACHANDRAPUR, BISWABANSHI, PO-JATNI, DIST-KHORDHA, ODISHA 752 050
	<b>SR&amp;SD, BANGALORE</b>		
152	KAVERI PUSHPANGADAN	MANAGER GRADE II	PUNNAVELI, AVALOOKKUNNU. P.O.SOUTH ARYAD, ALAPPUZHA-6 -688 006
153	BURLAGADDA RAJA NEHRU	ASSISTANT SHOWROOM MANAGER	B. RAMA RAO RTD. TEACHER, MADAVA RAM POST, T.P. GUEDEM MANDAL, WEST GODAWARI A.P.- 534145
154	KUMARA S	ASSISTANT SHOWROOM MANAGER	S/O. H N SOMALINGAIAH, NO.128/1, M RANGAIAH, 2ND MAIN ROAD, 8TH CROSS, GOVINDARAJA NAGAR, BANGALORE-40. - 560 040
	<b>SR&amp;SD, CALCUTTA</b>		
155	SUBHAS BISWAS	ASSISTANT SHOWROOM MANAGER	CHAKDALI THAKUR PARA, P.O. PURBAPUTIARY, CALCUTTA 93, WESTBENGAL, 700093
156	KARTIK RAM	HAMAL CUM STITCHER	NAYAK CHOWK HESAL, DEVI MANDAP ROAD, RATU ROAD, P.O. HEHAL, RANCHI - 834005
	<b>SR&amp;SD, CHANDIGARH</b>		
157	MANJIT KAUR	MANAGER GRADE II	HOUSE NO.1349, SECTION 68, MOHALI
158	HARKISHAN SINGH	SHOWROOM MANAGER GRADE-III	H NO.814, SEC- 17,PKL(HR), CHANDIGARH, 160020
159	NITU KUMAR	HAMAL CUM STITCHER	VIKASH NAGAR, MAHKAL. P.O., BAIJNATH TEH., KANGRA DISTRICT, HIMACHAL PRADESH- 176 125
	<b>SR&amp;SD, CHENNAI</b>		
160	SUMESH K S	MANAGER GRADE III	KALAPURAKKAL HOUSE,VALAPAD BEACH,THRISSUR-680 567
161	MURALI.M	HAMAL CUM STITCHER	DOOR NO.61, 5TH CROSS RAMASWAMY LAYOUT, BIYAPPANAHALLI EXTN.,INDIRA NAGAR, BANGALORE-560038

162	SHANMUGHANATH AN R	GROUP-C EMPLOYEE	1/139 NORTH STREET, PILLAIYARPATTI POST, THANJAVUR, TAMIL NADU
<b>SR&amp;SD, DEHRADUN</b>			
163	RAJJAN LAL TEWARI	ASSISTANT SHOWROOM MANAGER	PLOT NO.4/1, PASCHIM BIHAR COLONY ,BANDHA ROAD, FAZZULAH GANL,PURANIA SITAPUR ROAD - LUKNOW. 226020
164	RABINDRA KUMAR SHARMA	DAFTRY	GAUDARM P.O, BHOJPUR, BIHAR
<b>SR&amp;SD, GUNTUR</b>			
165	RAMESH NAIK.P	MANAGER GRADE II	H.NO:1-2-33,2ND LANE, OP: H.P. GASGODOWN, J.K.C NAGAR, GUNTUR,
166	VASANTHA KUMARA.N	GROUP C EMPLOYEE	NO. 15, 7 TH MAIN, 5TH K, CROSS,R.K. NAGAR, BANGALORE-560073
<b>SR&amp;SD, HYDERABAD</b>			
167	THANSEEB P Y	ASSISTNAT SHOWROOM MANAGER	POYYAKKARA HOUSE, EDAVANAKKAD P O, ERNAKULAM DISTRICT - 682 502
168	RAJENDRA VARA PRASAD B	GROUP-C EMPLOYEE	S/O. (LATE) B DHARMARAJU,GEDDADA-533 249, MAMIDIKUDURU, MANDAL, EAST GODAVARI DISTRICT, ANDHRA PRADESH, 533 249
169	RAM CHANDER.E	HAMAL CUM STITCHER	H.NO. 1-3-1006/2, GOKUL NAGAR, OPP. SHAN TALKIES, HYDERABAD-500457
<b>SR&amp;SD, JAIPUR</b>			
170	RAMKHLARI MEENA	ASSISTANT SHOWROOM MANAGER	PREMPURA VILLAGE, POST NEEMLA, TEK. RAJGARH, THANA TEHLA,DIST. ALWAR, RAJASTHAN
171	GIRISH KUMAR	HAMAL CUM STITCHER	VILLAGE-SIRAM-POST, GIRORAH, DIST. ETAH, U.P. - 207001
<b>SR&amp;SD, INDORE</b>			
172	GEETA PRADIP BHOIR	MANAGER GARDE II	AT -- KASHELI, POST: KALHER, TAL: BHIWANDI, THANA : DIST-400601
173	PALADUGU SIVA KOTESWARA RAO	HAMAL CUM STITCHER	DOOR NO. 10-56-95, BLOCK NO. 31 (EWS) 2ND FLOOR, NEHRU NAGAR, VISAKHAPATNAM
<b>SR&amp;SD, JAMMU-TAWI</b>			

174	SUSHEEL KUMAR DUTTA	MANAGER GRADE II	NO.33,EXT-I,SUBAAH NAGAR,TEMPLE LANE,JAMMU-180007
175	KULDEEP KUMAR	HAMAL CUM STITCHER	R/O. VILLAGE KERAN BANTALAB,P.O. BANTALAB,TEH. & DIST. JAMMU,JAMMU-181 123
176	RAM MANOHAR	HAMAL CUM STITCHER	256-HKASIM MASAN, MAUHARIA, (NEAR LALLAN LEKHPAL HOUG), ALLAHABAD
<b>SR&amp;SD, KANPUR</b>			
177	SANJAY KUMAR DUBEY	ASSISTANT SHOWROOM MANAGER	NARAHI VILLAGE, BANSI.P.O., SIDHARTH NAGAR, DIST. BANSI,U.P.-272153
178	RAM TEJ PATHAK	HAMAL CUM STITCHER	VILLAGE - MANADI, POST - DHOBHA, DIST. - SIDHARTHANAGAR, U. P.
<b>SR&amp;SD, LUCKNOW</b>			
179	SUDHIR PATHAK	ASSISTANT SHOWROOM MANAGER	VILL-MANADAYEE P O, DHOBAHA, SIDHARATH NAGAR, UP
180	SHAMBU PRASAD	HAMAL CUM STITCHER	VILL. BARI RETUWALIA, P.O JANGAL DHUSHAR, THANA-PIPRAICH, GORAKHPUR DIST.
<b>SR&amp;SD, NEW DELHI</b>			
181	SUSHIL BHATT	ASSISTANT SHOWROOM MANAGER	E-III - 82, SECTOR-H,ALIGANJ, LUCKNOW, U.P.-226024
182	RAMESH CHANDRA SHARMA	HAMAL CUM STITCHER	VILLAGE-KOPA (GRAM PANCHAYAT ROAD), PO, KOPA DIST, CHHAPRA, BIHAR
<b>SR&amp;SD, PATNA</b>			
183	ADITYA NARAYAN PANDEY	MANAGER GRADE III	VILL NO. 2 POST, MAHUJA, DIST. DEORIA (U P)
184	BALRAM PRASAD	HAMAL CUM STITCHER	GAUDARH, VILLAGE, GAUDARH,BHOJPUR (ARRA),BIHAR
<b>SR&amp;SD, GANGTOK</b>			
185	YESUDAS.O.S.	ASSISTANT SHOWROOM MANAGER	ODATHUPARAMBIL HOUSE, PANAMBUKAD, VALLARPADAM.P.O., ERNAKULAM
186	JOPHEN LAKRA	HAMAL CUM STITCHER	SAMSAWAE VILLAGE,SIMDEGA POST,THANA, GUMLA DIST.BIHAR.
<b>SR&amp;SD, TRICHUR</b>			
187	JOHN V T	MANAGER GRADE	VALLACHIRA HOUSE, M B

		III	NAGAR, KACHERY P A, TRICHUR
188	SUBHASH G	HAMAL CUM STITCHER	MALAYAPOTHI HOUSE, ERIMAYUR, PALAKKAD DISTRICT - 678 546
<b>SR&amp;SD, TRIVANDRUM</b>			
189	ROSAMMA GEORGE	MANAGER GRADE III	CHIRAKKAL HOUSE, NELLIPARA POST, ALAKODE (VIA), KANNUR DIST-670571
190	REMYA P V	ASSISTANT SHOWROOM MANAGER	REMYA', VAZHAMUTTOM, PACHALLOOR. P.O., TRIVANDRUM DISTRICT-695 027
191	PURUSHOTHAMAN PILLAI.V.D	WEAVING MAISTRY	VADAKKEKATTIRICKAL HOUSE, KALAVOOR P.O., ALLEPPEY - 688 522
<b>SR&amp;SD, VISAKHAPATTANAM</b>			
192	VENKATARAMAN.S	MANAGER GRADE III	7-45-2, SANGEETH NAGAR, KUKATPALLY, HYDERABAD, A.P.- 500872
193	VIJAYAKUMAR NALLAVARTHI	ASSISTANT SHOWROOM MANAGER	HOUSE NO.22-92/1,SWATANTRA NAGAR,H/O. MADHURAWADA,VISAKHAPATNA M-530 048
<b>SR&amp;SD, GUWAHATI</b>			
194	BIJAY KUMAR	ASSISTANT SHOWROOM MANAGER	S/O , RAM LAKHAN THAKUR, KRISHNAPURI, P.O. CHUTIA, RANCHI , BIHAR - 834001
195	PHUKAN DAS	HAMAL CUM STITCHER	VILLAGE NARUA-1, MUKALMUA, NALBARI, ASSAM
<b>SR&amp;SD, VARANASI</b>			
196	SUBHASH CHANDRA VARMA	SELECTION GRADE DAFTRY	127/1057,W - 1,SAKET NAGAR,KANPUR
<b>SR&amp;SD, AGARTHALA</b>			
197	VIJAY PRAKASH	UPPER DIVISION CLERK	C/O SHRI. BALAPANDIT, MAINPURA, MILKIPER, POST- G.P.O., PATNA-800001
<b>SR&amp;SD, ERNAKULAM</b>			
198	LATHIKA.J.G.	ASSISTANT SHOWROOM MANAGER	GRACE COTTAGE, POOVACHAL, POOVACHAL P.O, TRIVANDRUM - 695575
199	JAYASREE.S	ASSISTANT SHOWROOM MANAGER	PAVITHRAM, MANJELIPADOM, EROOR WEST P.O., TRIPUNITHURA - 682 306
<b>SR&amp;SD, MADURAI</b>			

200	JAYARANI.V	ASSISTANT SHOWROOM MANAGER	62, SAMBOORNA ILLAM, IYYANAR KOIL, 3RD CROSS STREE T, K.K. NAGAR, MADURAI-625020
201	SRI PRABHAV	SALESMAN	SAHRIDAYAM, AYYAPPANKAVU ROAD, EDATHARA, PALAKKAD-678 611.
202	SALIM KUMAR.D	HAMAL CUM STITCHER	T. C. 50/363, ARAMADA P.O., KUNNAPPUZHA, TRIVANDRUM
<b>RO, RAJAHMUNDRY</b>			
203	GOPALAKRISHNAN. V.P.	ADMINISTRATIVE OFFICER	VADAKKUMPURATH, PALLIYALI HOUSE, PALLIPPRAM P.O., PATTAMBI(VIA) PALAKKAD - 679305
204	PRASAD RAO.M.S.S.	RESEARCH OFFICER	90-5-3,NEAR MILKDAIRY,SWARAJYA NAGAR, RAJAMUNDRI,ANDHARAPRADESH
205	YESUDAS.T.J.	EXTENSION SERVICE OFFICER	THAIPARAMBIL HOUSE, NORTH ARYAD P.O., MANNANCHERY XII, ALAPPUZHA
206	KUSAN N	HINDI TRANSLATOR	NILAPPARAYIL HOUSE, RAVINDRAN ROAD, KADAVANTHRA PO , KOCHI- 682 020.
207	BHEEMARAJU.K	FIELDMAN	NAGENDRAPURAM POST, MARRIGUNTA, P GANNAVARAM MANDAL, E G DIST, ANDHRA PRADESH.
208	ARUN S KUMAR	LOWER DIVISION CLERK	ILLATHUPARAMBIL HOUSE, NEDUNGAD, NAYARAMBALAM P O, ERNAKULAM-682 509
209	DODDAPANENI VINOD	SALESMAN	D- No.59-5'16/3, p&T Colony, Near posi Office, Rajahn1ud.y, Andhra Pradesh 53310S
210	V SATYANARAYANA	SPINNER	DOOR No.4-189, SANJAY NAGAR, RAJAHMUNDRY RURAL, DOWLESISWARAM, EAST GODAWARI DIST- 533 125.
<b>SRO KANNUR</b>			
211	SHAIJU T K	JUNIOR INSPECTOR	THAROKKANDY HOUSE, KAVIL P O, NEDUVANNUR, KOZHIKODE-673 614
212	NAZEER.T.S.	SPINNING MAISTRY	THAKIDIVELY HOUSE, VARANAM P.O, ALAPPUZHA.- 688 555
<b>SRO GUWAHATI</b>			
213	BARUN CHANDRA	JUNIOR INSPECTOR	AMGURI, LATIBARI, BONGAIGAON

	MANDAL		DISTRICT, ASSAM-783 384
214	GANESH DUTTA	HAMAL CUM STITCHER	JANAPITH (COLONY), PO- GOPALBAZAR, NALBARI, ASSAM- 781335
215	SATHEESHKUMAR R	HAMAL CUM STITCHER	KAKKAMPOTTA HOUSE, MATHUR AGRAHARAM, MATHUR, PALAKKAD- 678571
<b>SRO KOLKATA</b>			
216	SIVAN.K	INSPECTOR	KRISHNA BHAVAN, MANGALAM. P.O., THRIKKUNNAPPUZHA. VIA, ALLEPPEY DIST.- 690515
217	RIYAS RAHIM	LOWER DIVISION CLERK	RIYAS MANZIL, MANNANCHERRY PO, ALAPPUZHA
<b>REC, THANJAVUR</b>			
218	SABU.P.N.	EXTENSION SERVICE OFFICER	POOVATHUNKAL HOUSE, THADITHODU , KORUTHODU P.O.MUNDAKKAYAM, KOTTAYAM
219	MURALEEDHARAN. S.	MACHINE OPERATOR (DH)	KANNATTU HOUSE, PONNADU P.O., MANNACHERRY, ALLEPPEY
220	SATHIAN K	FIELDMAN	NO.3VANNIER STREET, PENNAGARAM- 636810, DHARAMAPURI DIST, C/O JAYARAJ 10 SOLAIAPPA CHETTY ST, PALACOE
221	VAHINI M	UPPER DIVISION CLERK	2/127 B, AMBAL ILLAM, ANNA NAGAR, ARIYALUR-621 713, TAMILNADU-621 713
222	PARVATHY G	TYPIST	3/46, NANAL KATTU STREET, VANNIYADI, RAJAGHIRI POST, PAPANASAM TK., THANJAVUR DISTRICT-614 207
223	MAHENDRAN.A	UPPER DIVISION CLERK	25/2, KAMALA MILL KUTTAI STREET, UPPILIPALAYAM. P.O., SINGANALLUR, COIMBATORE-641 015
224	VIVEK S	HELPER (CP)	BHARATHAM, CHAKKALACKAL HOUSE, KALAPPURA WARD, ALAPPUZHA
225	PRIYAMOL P	GROUP C EMPLOYEE	KORAPPUZHAKKARAYIL, VAYALAR P O, ALAPPUZHA
<b>SR &amp; SD, PALAKKAD</b>			
226	PRAVEEN D	ASSISTANT SHOWROOM MANAGER	"SANNIDHI", ALIYAPADAM,POLPULLY,PALAKK AD DISTRICT-678 552
227	AFSAL M M	ASSISTANT SHOWROOM	MELEPURA HOUSE, KALLADIKODE. P.O., PALAKKAD



		MANAGER	DISTRICT - 678 596
228	SREEJESH V	HAMAL CUM STITCHER	C/O. K KRISHNA PILLAI, 19/566, 'KRISHNA',, NEW COLONY, MANKAVU, PALAKKAD DISTRICT- 678 013
229	SHAJAHAN M	HAMAL CUM STITCHER	BISMILLA HOUSE, NELLIPADAM, NEMMARA, PALAKKAD DISTRICT- 678 508
<b>SR &amp; SD, CONNAUGHT PLACE, NEW DELHI</b>			
230	JITENDRA KUMAR SHUKLA	ZONAL DIRECTOR GRADE I	GF. 3/90, NEHRU PLACE, NEW DELHI, 110019
231	SUBRATA KUMAR BISWAL	LIAISON OFFICER	S/O.SH.HRUDANANDA BISWAL, AT-MALIHATA, PO-RAMESWAR, DIST-CUTTCK, ORISSA-754201
232	DIWAKAR SHARMA	SHOWROOM MANAGER GRADE- III	HOUSE NO. 2, DARBARASHAH STREET, NEAR AGARWAL DHARAMSHALA, NAJIBABAD, DIST . BIJNOR(U.P)
233	TRILOCHAN PANT	HAMAL CUM STITCHER	VILLAGE- CHHULAPAIN (CHHURA), POST BARDAKHAN, DIST. CHAMPAVAT, U.P.
231	HEMANT VAID	HAMAL CUM STITCHER	C-95, JEEVAN PARK, GURUDWARA STREET, UTTAM NAGAR, NEW DELHI- 110 059
235	RADHEY SHYAM	HAMAL CUM STITCHER	379, MANDAKANI ENCLAVE, ALAKANANDA, NEW DELHI-19, 110 019
<b>RO, KALAVOOR</b>			
236	SASIKUMAR.S.P.	SECTION OFFICER	SADANANDAPURAM HOUSE, KALAVOOR. P.O, ALAPPUZHA- 688 522
237	TOMICHA.N.V.K.	EXTENSION SERVICE OFFICER	VALAVUNKAL HOUSE, NORTH ARYAD P.O., ALAPPUZHA
238	SALINI SASI K	EXTENSION SERVICE OFFICER	KANDAMCHIRAYIL, CHETHICODE. P.O., KANJIRAMATTOM (VIA), ERNAKULAM DISTRICT - 682 315
239	DEVIDAS.T	JUNIOR INSPECTOR	DURGA BHAVAN, MAHADEVIKADU, KARTHIKAPPALLY VILLAGE, ALAPPUZHA
240	SASIDHARAN NAIR.K	DYEING MAISTRY	MOOPPIDISSERY HOUSE, MARARIKULAM SOUTH, KALAVOOR P.O,ALAPPUZHA- 688522
<b>CB EXTN CENTRE, BALASORE</b>			

241	BANSIDHAR BHOI	COIR TRAINING & EXTENSION INSTRUCTOR	VILL ANJIRA, P.O. SISILO, VIA BALAKATI, DIST KHURDA, STATE ORISSA
	<b>RO, SINDHUDURG</b>		
242	SRINIVAS VENKATI BITLINGU	SHOWROOM MANAGER GRADE- III	202/D SHAKUN PARK, JIVDANI ROAD, VIRAR EAST, THANE DIST. - 401303
243	ARVIND M GAIKWAD	HAMAL CUM STITCHER	80/KALYAN BUILDING, PATHE BAPURAO MARG, ROOM NO: 4/B, GROUND FLOOR, MUMBAI-400008

Manual – 10  
(under Section 4 (1) (b) (x) of RTI Act)  
**Chapter - II**

**The Monthly Remuneration Received By Each of its Officers and Employees, Including the system of Compensation as Provided in Regulations**

The Monthly remuneration paid to each of the Officers and Employees for the month of July, 2023 are as follows.

Sl. No	Emp. Code	Name	Grade Pay	Basic	D.A	Total Earnings
1.	18	KUMARA RAJA.M	8700	151400	63588	220100
2.	539	GEORGE ROY.V.R.	5400	107500	45150	182224
3.	185	JITENDRA KUMAR SHUKLA	6600	85800	36036	155226
4.	186	PREMALATHA.K	5400	80000	33600	138224
5.	192	VASANTHI AMMA.M.K.	5400	80000	33600	138224
6.	150	VALSALA.K.T.	5400	80000	33600	138224
7.	167	TODKAR PANDURANG GOVIND	5400	80000	33600	145424
8.	248	RAMESH NAIK.P	5400	80000	33600	133112
9.	633	GEORGE ABRAHAM	5400	77700	32634	134544
10.	247	GEETA PRADIP BHOIR	5400	77700	32634	134544
11.	718	RAGHUNANDANAN V C	6600	76200	32004	132144
12.	710	UNNIKRIISHNAN NAIR.V.K.	4800	76500	32130	127512
13.	678	ABRAHAM.C.U.	4800	74300	31206	123992
14.	797	SHANMUGASUNDARAM OL	6600	71800	30156	131566
15.	444	PRASAD RAO.M.S.S.	5400	71100	29862	134208
16.	670	DHANALEKSHMI.N	5400	69000	28980	120624
17.	653	SYAMALA.C.S.	5400	67000	28140	117424
18.	208	SYAMKUMAR.K	4600	66000	27720	110712
19.	532	BANSIDHAR BHOI	4600	66000	27720	102216
20.	240	REJI.K.V.	4600	64100	26922	107672
21.	255	MANJIT KAUR	4600	64100	26922	105116
22.	279	NALINAKSHY.K.R.	4600	62200	26124	104632
23.	277	SUSEELA.C.R.	4600	62200	26124	104632
24.	437	DIWAKAR SHARMA	4600	62200	26124	110230
25.	500	SRINIVAS VENKATI BITLINGU	4600	62200	26124	96478
26.	656	PRAKASINY.V.S.	4600	60400	25368	101752
27.	654	BINDU.A.S.	4600	60400	25368	101752
28.	659	BETSYLAL.M.S.	4600	60400	25368	101752
29.	655	LEENAKUMARI AMMA.B	4600	60400	25368	101752
30.	657	DINESAN.V.D.	4600	60400	25368	101752
31.	658	JOSEPHINE GIRLY	4600	60400	25368	93760
32.	660	INDU.D.I.	4600	60400	25368	93760
33.	292	JOHNSON.P.J.	4200	60400	25368	107188
34.	640	SALEEM.R.M.	4600	58600	24612	98872
35.	304	SURESH KUMAR.M	4600	58600	24612	104146
36.	440	TOMICAN.V.K.	4600	58600	24612	91042
37.	628	JOLLY MADHU	4600	56900	23898	96152
38.	708	SUBRATA KUMAR BISWAL	4200	56900	23898	101273
39.	372	SASIKUMAR.S.P.	4600	56900	23898	88475
40.	629	THANKACHAN.P.V.	5400	56100	23562	99984

41.	586	SATISH M SAM	4200	55200	23184	85908
42.	686	RADHAKRISHNAN.S	4200	55200	23184	85908
43.	766	RENJITH KUMAR K K	4600	55200	23184	85908
44.	580	ADITYA NARAYAN PANDEY	4200	55200	23184	93432
45.	505	SABU.T.V.	4600	55200	23184	85908
46.	530	SABU.P.N.	4600	55200	23184	95844
47.	536	SANJAY KUMAR DUBEY	2800	54200	22764	91832
48.	714	SUMY SEBASTIAN	4600	53600	22512	83492
49.	649	JOMON JACOB	4600	53600	22512	83492
50.	557	RAJESH.G	4200	52000	21840	88312
51.	728	KAVERI PUSHPANGADAN	4600	52000	21840	92992
52.	729	SUMESH K S	4600	52000	21840	92992
53.	632	BABY MEERA	4200	50500	21210	85912
54.	648	SUNIL KUMAR.B	4600	50500	21210	83356
55.	775	DEEPAK SOMAN	4600	49000	20580	83512
56.	585	GANDHI AMIT MADHUSUDAN	4600	49000	20580	87922
57.	438	SUBHAS BISWAS	4200	49000	20580	87922
58.	577	SUNITA KUMARI GUPTA	4600	49000	20580	80956
59.	768	PARVATHI G	2800	48200	20244	75338
60.	617	LALITHA.P.K.	4200	47600	19992	81272
61.	759	BABU V L	4200	47600	19992	81272
62.	602	SUSHIL BHATT	4200	47600	19992	85556
63.	587	ROSAMMA GEORGE	4200	47600	19992	81272
64.	588	LATHIKA.J.G.	4200	47600	19992	81272
65.	483	YESUDAS.T.J.	4600	47600	19992	74432
66.	610	JAYARANI.V	2800	46800	19656	77436
67.	603	DURGADAS.T	4200	46200	19404	79032
68.	680	SOUMYA.P	4200	46200	19404	79032
69.	716	SALINI SASI K	4600	46200	19404	72318
70.	479	REJIMON P MATHAI	2800	45400	19068	71110
71.	618	RAMKHILARI MEENA	2800	45400	19068	77752
72.	601	YESUDAS.O.S.	2800	45400	19068	79750
73.	650	SIVAN.K	4200	44900	18858	80993
74.	358	SUBHASH CHANDRA VARMA	2400	44800	18816	74236
75.	486	DHANANJAYAN.P.C.	2800	44100	18522	69147
76.	482	SHINE KUMAR.K.P.	2800	44100	18522	79641
77.	631	BIJAY KUMAR	2800	44100	18522	89758
78.	484	SWAMINATHAN.K.V.	2000	43500	18270	68241
79.	661	JAYASREE.S	2800	42800	17976	73592
80.	525	SUNIL KUMAR.R	2800	42800	17976	67184
81.	683	RUPESH.K.P.	2400	42800	17976	67184
82.	663	RAJJAN LAL TEWARI	2800	42800	17976	71036
83.	662	SHIBULAL.V	4200	42300	17766	72792
84.	626	SURESH.M	4200	42300	17766	77904
85.	780	AMPILI S	4200	42300	17766	72792
86.	597	SUNILKUMAR.M	4200	42300	17766	72792
87.	620	RAJENDRAN NAIR.T	4200	42300	17766	76599
88.	685	MURALEEDHARAN.S.	4200	42300	17766	66429
89.	317	CHANDRAN.C.M.	2400	42200	17724	72632
90.	488	UDAYAPPAN.P.V.	2400	42200	17724	76430
91.	647	SUDHIR PATHAK	2400	42200	17724	72632
92.	641	LAXMIDHAR SAHU	2400	42200	17724	70076

93.	511	SUBABU.K.H.	2800	41600	17472	75416
94.	696	REKHA.E.R	4200	41100	17262	70872
95.	697	REMYA SUBRAMANIAM	4200	41100	17262	70872
96.	512	SEBASTIN.V.V.	2400	41000	17220	64466
97.	489	THILAKAPPAN.P.S.	2400	41000	17220	64466
98.	338	PRABHAKAR RAMTEKE	2400	41000	17220	74402
99.	510	PUSHPARAJ.T.S.	2400	41000	17220	74402
100.	359	BALRAM PRASAD	2400	41000	17220	70712
101.	578	RAMESH CHANDRA SHARMA	2400	41000	17220	74402
102.	508	RAM TEJ PATHAK	2400	41000	17220	70712
103.	370	SALIM KUMAR.D	2400	41000	17220	68156
104.	347	MURALI.M	2400	41000	17220	74402
105.	795	SRIMANT KUMAR MAJHI	2400	41000	17220	68156
106.	509	MURALEEDHARAN.C.G.	2400	41000	17220	68156
107.	542	GANESH DUTTA	2400	41000	17220	73256
108.	669	GADDAM SWAMY NAGAI AH	2400	41000	17220	64466
109.	605	VENU.S	2000	40600	17052	64670
110.	614	NAZEER.T.S.	2000	40600	17052	63862
111.	600	YAMUNA.R	2400	39800	16716	68792
112.	666	HAR KRISHAN SINGH	2400	39800	16716	66236
113.	365	HARI RAM	2400	39800	16716	66236
114.	625	VIJAY PRAKASH	2400	39800	16716	69334
115.	665	BURLAGADDA RAJA NEHRU	2400	39800	16716	62654
116.	606	MADHAVA DAS.K.M.	2000	39400	16548	62050
117.	599	JAYAN.K.G.	2000	39400	16548	62050
118.	573	GIRISH KUMAR	2000	39400	16548	68152
119.	576	PALADUGU SIVA KOTESWARA RAO	2000	39400	16548	68152
120.	627	KARTIK RAM	2000	39400	16548	71698
121.	604	RAM CHANDER.E	2000	39400	16548	71698
122.	609	RAM MANOHAR	2000	39400	16548	65596
123.	622	SASIDHARAN NAIR.K	2000	39400	16548	62050
124.	619	ARVIND M GAIKWAD	2000	39400	16548	62050
125.	782	SUNIL KUMAR C B	4200	38700	16254	67032
126.	779	PRASAD KUMAR H	4200	38700	16254	67032
127.	781	SHARON S	4200	38700	16254	67032
128.	778	ARYA MICHAEL	4200	38700	16254	67032
129.	699	AJITHKUMAR M C	4200	38700	16254	60993
130.	679	DESHBANDHU DAS	4200	38700	16254	70515
131.	776	KUSAN N	4200	38700	16254	60993
132.	701	SHYAM KUMAR M	4200	37600	15792	59332
133.	724	RADHIKA N R	4200	37600	15792	68656
134.	694	VIDHYADHARAN.M.P.	4200	37600	15792	59332
135.	638	SURESH KUMAR.K	2400	37500	15750	59181
136.	630	SHAMBU PRASAD	2000	37200	15624	64632
137.	642	TRILOCHAN PANT	2000	37200	15624	69080
138.	675	JAYANAND.C.K.	2800	37000	15540	58426
139.	691	SABITHA.S	4200	36500	15330	63512
140.	667	RAJU.P.B.	2400	36400	15288	63352
141.	668	JOPHEN LAKRA	2000	36100	15162	62872
142.	643	VASANTHA KUMARA.N	2000	36100	15162	60316
143.	823	ANOJ SAGAR	4200	35400	14868	61752

144.	824	ARJUN S	4200	35400	14868	61752
145.	826	ROHIT KUMAR DAS	4200	35400	14868	61752
146.	827	PRADEEPAN.V	4200	35400	14868	66864
147.	828	SANJAY KUMAR DAS	4200	35400	14868	66864
148.	829	INDUMATHI R.	4200	35400	14868	56640
149.	831	JAYANT SAXENA	4200	35400	14868	61752
150.	644	MAHENDRAN.A	2400	35300	14826	55859
151.	693	JESSY.B	2400	34300	14406	54349
152.	692	DEVIDAS.T	2400	34300	14406	54349
153.	712	PRASANTH.M.	2400	33300	13986	58392
154.	722	MIDHUN C G	2400	31400	13188	55352
155.	725	SHELJA T V	2400	31400	13188	55352
156.	726	ANOOP GOPINATH K G	2400	31400	13188	55962
157.	743	AMAL MATHEW	2400	31400	13188	55352
158.	682	ANIMON.K.U.	2400	31400	13188	55352
159.	698	VIJAYAKUMAR.C.G	2400	31400	13188	55352
160.	715	SHAIJU T K	2400	31400	13188	52796
161.	717	BARUN CHANDRA MANDAL	2400	31400	13188	56936
162.	681	SELVAM.N	1800	31100	13062	54872
163.	700	PRAVEEN S	2000	31100	13062	57671
164.	744	BOBISH G	2400	30500	12810	59024
165.	746	PRAVEEN D	2400	30500	12810	53912
166.	748	SUJATHA M G	2400	30500	12810	53912
167.	753	PRIYA A	2400	30500	12810	53912
168.	741	VRINDHA K B	2400	30500	12810	53912
169.	749	APARAJEET MOHANTY	2400	30500	12810	51356
170.	742	THANSEEB P Y	2400	30500	12810	56657
171.	739	KUMARA S	2400	30500	12810	56657
172.	745	REMYA P V	2400	30500	12810	51356
173.	755	VIBINKUMAR M V	2400	30500	12810	51356
174.	747	AFSAL M M	2400	30500	12810	48611
175.	688	PRAKASAN.V.R	1800	30200	12684	48158
176.	703	SASIKUMAR P T	1800	30200	12684	48158
177.	705	SIBICHEN K J	1800	30200	12684	48158
178.	707	RAMESAN.K.A.	1900	30200	12684	48158
179.	709	CHACKO.T.T.	1800	30200	12684	48158
180.	687	HARIKUTTAN.T.D.	1800	30200	12684	48158
181.	704	SUSEELAN V K	1800	30200	12684	48158
182.	761	VISHNU BRAHMANANDAN	2400	29600	12432	52472
183.	787	JISHA S	2400	27900	11718	49752
184.	785	AJI PAUL	2400	27900	11718	49752
185.	783	ARYA K C	2400	27900	11718	49752
186.	772	GIREESH KUMAR G	2400	27900	11718	44685
187.	788	USHAKUMARI K	2400	27900	11718	44685
188.	791	SATHYA BHAMA H M	2400	27900	11718	52263
189.	789	VAHINI M	2400	27900	11718	44685
190.	727	VALSALAKUMARY K	1900	26800	11256	47992
191.	750	SIVAKUMAR S	1900	26800	11256	47992
192.	752	SYAM BABU K S	1900	26800	11256	47992
193.	730	AJI V	1900	26800	11256	43024
194.	735	SUBHASH G	1900	26800	11256	45436
195.	731	DINU M	1900	26800	11256	43024

196.	734	SREEJESH V	1900	26800	11256	43024
197.	732	RADHEY SHYAM	1900	26800	11256	50404
198.	733	HEMANT VAID	1900	26800	11256	56316
199.	790	VIJAYAKUMAR NALLAVARTHI	2400	26300	11046	44636
200.	760	ANANTHAN C	2400	25500	10710	45912
201.	784	JINESH G	2400	25500	10710	45912
202.	767	SUSIL KUMAR SAHOO	2400	25500	10710	43356
203.	762	RAJENDRA VARA PRASAD B	1900	25200	10584	47700
204.	763	RAHESH P R	1900	25200	10584	42876
205.	786	NITU KUMAR	1800	24200	10164	41276
206.	792	KULDEEP KUMAR	1800	24200	10164	41276
207.	793	ASHISH KUMAR SWAIN	1900	23800	9996	39358
208.	751	SHAJAHAN M	1800	21500	9030	33743
209.	799	SHRIPRABHAV	1900	20500	8610	34717
210.	804	MEGHA.A.M	1900	20500	8610	34717
211.	805	PRASHANT PATHAK	1900	20500	8610	34717
212.	810	SEBASTIAN.T.J.	1900	20500	8610	34717
213.	816	ARUN.N.S	1900	20500	8610	34717
214.	798	AKHILA.S	1900	20500	8610	32233
215.	807	SHRADDHA BHASKAR SHINDE	1900	20500	8610	36562
216.	815	RAMKISHORE K.R	1900	20500	8610	32233
217.	812	ALOK KUMAR SAHOO	1900	20500	8610	34078
218.	806	ARUN S KUMAR	1900	20500	8610	32233
219.	811	DODDAPANENI VINOD	1900	20500	8610	32233
220.	803	RIYAS REHIM	1900	20500	8610	36562
221.	825	VANDANA ASHOK	1900	19900	8358	35692
222.	830	SURAJ S.	1900	19900	8358	33775
223.	800	HARISHANKAR.B.K.	1900	19900	8358	35575
224.	832	PANCHAVARNAM G	1900	19900	8358	31336
225.	819	REJITHMON. P	1800	18500	7770	31787
226.	820	HARIKUMAR.V	1800	18500	7770	33704
227.	814	MINI MOL.T.R.	1800	18500	7770	29348
228.	813	SATHYAN.S	1800	18500	7770	29348
229.	802	SHANMUGHANATHAN. R	1800	18500	7770	33587
230.	808	DINESH PAL	1800	18500	7770	31148
231.	818	RAKHI.R	1800	18500	7770	29348
232.	821	PHUKAN DAS	1800	18500	7770	33998
233.	822	SATHEESH KUMAR. R	1800	18500	7770	33998
234.	801	VIVEK.S	1800	18500	7770	29348
235.	817	PRIYAMOL.P	1800	18500	7770	29348
236.	737	SAJU K RAJAN	4200	0	0	0

**Manual – 11**  
(under Section 4 (1) (b) (xi) of RTI Act)  
**Chapter 12**

**12.1 Budget allotted to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.**

The requirement of funds of the Board is met out of funds available in the Coir Fund. The grants and loans received from Government of India under Section 14A of Coir Industry Act, 1953 are credited to the Coir Fund (Corpus Fund). All fees levied and collected in respect of certificates granted under the Act and all sums received by the Board from such other sources as may be decided upon by the Central Government are also credited to the Coir Fund.

A summary of the Budget Estimates of Coir Board for the year 2010-11 is given below:

**Budget Allocated under CVY for the FY 2023-24**

<b>Sl. No.</b>	<b>Name of the Scheme</b>	<b>BE 2023-24 (₹ in lakhs)</b>
<b>1</b>	<b>Coir Vikas Yojana</b>	<b>9,200.00</b>
1.1	Science and Technology	800.00
1.2	Skill upgradation & Mahila Coir Yojana	900.00
1.3	Domestic Market Promotion	1,665.00
1.4	Export Market Promotion	500.00
1.5	Trade and Industry Related Functional Support Services (TIRFSS)	700.00
1.6	Welfare Measures	0.00
1.7	Swachh Bharath Abhiyan	25.00
1.8	CVY- Salaries	2,400.00
1.9	CVY -Pension & Establishment Exp.	2,160.00



**Expenditure incurred in Foreign Currency in connection with deputation of officials for participation in international exhibitions abroad during the year 2022 - 2023**

Sl.No	2022 - 2023 (Deputation)	Official Deputed	Adv released in FE	Balance FE Refunded	Total Exp incurred in FE	Total Exp in INR
1	Gardex 2022, Japan	Shri. D Kuppuramu, Chairman, Coir Board	USD 1620/-	Nil	USD 1620/-	134672/-
		Shri. Bharat Prakash, Joint Development Commissioner, Ministry of MSME	USD 720/-	Nil	USD 720/-	59868/-
		Shri. M Krishna, Joint Director (Planning), Coir Board	USD 2120/-	Nil	USD 2120/-	176209/-
2	Domotex 2023, Germany	Shri. D Kuppuramu, Chairman, Coir Board	Euro 1760/-	Euro 20	Euro 1740/-	155145/-
		Shri. T V Sabu, ESO, Coir Board, Pollachi	Euro 1760/-	Nil	Euro 1777/-	157727/-
<b>TOTAL</b>						<b>6,83,621/-</b>

**Expenditure incurred in foreign currency for the international fairs organised abroad**

**During 2022 – 2023**

Sl.No	Beneficiary	Purpose	Currency	Amount	Amount in INR	E/Sn No	Date
1	M/s. Rx Japan Ltd, Japan	Towards the space rent for 6 booth in Gardex 2019 & Bank Charges	JPY	4603500	25,70,594/-	1514	27.12.2023
					1,413/-	1518	27.12.2023
					1,439/-	1521	27.12.2023
					8,670/-	2184	31.03.2023
					653/-	2185	31.03.2023
2	M/s Yakubo Co Ltd, Japan	Towards the Fee for engaging One Interpreter in Gardex 2022 & Bank Charges	JPY	115500	66,575/-	1520	27.12.2023
					2,240/-	1517	27.12.2023
3	M/s Edth Grove Co Ltd, Japan	Towards the hiring Charges for 55 inchs LCD TV with wall mount installation to the Coir Board Booth in the Gardex 2022 & Bank Charges	JPY	108500	62,539/-	1522	27.12.2023
					1,428/-	1519	27.12.2023

4	M/s. Messe Essen, Germany	Towards the balance due to Messe Essen GmbH for service provided in Coir Board Booth in IPM Essen 2020	Euro	54.34	6112/-	2186	31.03.2023
5	M/s. Messe Essen GmbH, Germany	Towards the space rentAUMA charges Advance for payment Services Media fee and energy & Environmental fee of 271.85 Sq.mts space including 28.85 Sq.mtr fee of cost allotted to Coir Board in IPM Essen 2023 & Bank Charges	Euro	48.697	41,58,221/- 647/-	291 2192	31.03.2023 31.03.2023
6	M/s.International Erosion Control Association (IECA)	Towards the space rent of 17 Nos. of booths allotted to Coir Board including wire transfer fee of USD 30/-	USD	50130	41,03,218/-	2198	31.03.2023
7	M/s. RELX Inc	Towards the space rent of 1000 Sq.ft including wire transfer fee of 20.00 allotted to Coir Board in NHS 2023	USD	41170	34,28,001/-	2195	31.03.2023
8	M/s. Grand Expo (USA) Inc	Towards the booth package charges of 10 booths allotted to Coir Board in NHS 2023 & Bank Charges	USD	20000	16,66,961/- 296/-	2196 2197	31.03.2023 31.03.2023
9	M/s. Deutsche Messe AG, Germany	Towards the space rent, energy surcharge, Marketing Fee and Advance payment for service of 486 Sq.mtr Space including 20	Euro	111518	95,59,764/-	2182	31.03.2023

		sq.mtr fee of Cost in the Domotex 2023					
10	M/s. Deutsche Messe AG, Germany	Towards the Ad tower hired by Coir Board and placed at the entrance of the exhibition venue for publicity & Bank Charges	Euro	17440	15,48,598/- 671/-	2187 2188	31.03.2023 31.03.2023
11	M/s. Messe Essen Gmbh, Germany	Towards the Media fee of 29 Co exhibitors participated along with Coir Board in the IPM Essen 2023 & Bank Charges	Euro	3741	3,35,857/- 676/-	2189 2190	31.03.2023 31.03.2023
12	M/s. Grand Expo (USA) Inc	Towards the charges of hiring a TV for Coir Board booth in the National Hardware Show 2023 & Bank Charges	USD	1000	83,943/- 292/-	2193 2194	31.03.2023 31.03.2023
13	M/s. Smart City Networks, Kansas	Towards the charges for electricity connection for the booths allotted to Coir Board in the IECA 2023 including surcharges, Tax and USD 20 as wire transfer fee.	USD	1761.84	1,48,123/-	2199	31.03.2023
14	M/s. Deutsche Messe AG, Germany	Towards the Co exhibitor fee and marketing fee in the IPM Essen 2023 after adjusting Euro 386.71 is due from the organisers while settling the	Euro	24813.29	21,99,431/-	2179	31.03.2023

		advance payment made towards the services charges					
<b>TOTAL</b>					<b>2,99,56,362</b>		
					/-		

## 12.2. Information related to procurements

Sl No	Tender ID	Tender Reference No	Tender Title	Published Date	AOC Contract Price (In Rs)	Name of Awarded Bidders	Awarded Price (In Rs)
1	2022_C OIR_719 843_1	I-12019/13/2022-EXPORT MARKET ING-I	Tender for Construction of Coir Board Pavilion at Domotex Hannover, 2023	25-Oct-2022 04:10 PM	6199999	Trident Exhibitors	6199999
2	2022_C OIR_721 168_1	M-38015/33/2022-SR SD NEW DELHI(C P)	Tender for construction and maintenance of Coir Board pavilion in connection with the participation in the India International Trade Fair(IITF) 2022	02-Nov-2022 02:00 PM	4395000	EXHIBITION & INTERIOR INDIA PVT LTD	4395000
3	2022_C OIR_725 781_1	I-12019/14/2022-Export Marketing -I	Tender for Construction of Coir Board Pavilion at IPM Essen 2023, Germany	25-Nov-2022 06:00 PM	5295840	DAZZLE EVENTS AND EXHIBITIONS PVT. LTD.	5295840
4	2022_C OIR_726 583_1	M-38015/24/2022-SR SD New Delhi(CP)	Tender for Interior Decoration of Coir Board Showroom and Sales Depot, Connaught Place, New Delhi	30-Nov-2022 05:40 PM	4025047.26	Graffiti Infra Projects Pvt Ltd	4025047.26
5	2023_C OIR_740 072_1	M-24016/8/2023-SR	Hiring of Event Management Agency for	11-Feb-2023 11:15 AM	4000000	EXHIBITION & INTERIOR	4000000

		SD Mumbai	Conceptualisation, Planning and Maintenance of Coir Expo at Kankavli to be held during 19 to 21 February, 2023			R INDIA PVT LTD	
6	2023_C OIR_740 078_1	M- 24016/9/2 023-SR SD Mumbai	For Erection of 70 Hoarding at vantage points in Konkan Region including Goa	11-Feb-2023 11:45 AM	1150000	ABRAND ROYALE	1150000
7	2023_C OIR_744 718_1	CB/SR/G HY/2022- 23	Tender for Construction of Coir Board Pavilion for Exhibition Seminar in connection with ASSAM Coir Expo Azadi ka Amrit Mahotsav 2023 to be held at Guwahati Assam	11-Mar-2023 09:00 AM	6359256	AK INFRA AND EVENTS COPANY	6359256
8	2023_C OIR_746 733_1	M- 14016/1/2 023-SR SD Thrissur	Tender for Design, Construction ,Interior Decoration of Coir Board Pavilion in Thrissur Pooram Exhibition 2023, at Thrissur	24-Mar-2023 04:30 PM	1600000	PAVILIO NS AND INTERIO RS INDIA PVT. LTD.	1600000
9	2022_C OIRB_6 55827_1	G- 28036/1/2 022-AO BA	Tender notice for Hiring of vehicle service (Petrol/ Diesel) in connection organizing national coir conclave 2022 at coimbatore as part of azadi ka amrit mahotsav	14-04-2022 0:00	490047	SREE EASWAR I TRAVEL S	
10	2022_C OIRB_6 59912_1	A- 59/8/2022- ADM(ES T)	Tender for interior design work and construction of chairmans cabin at 2nd floor coir board, ernakulam	13-05-2022 0:00	1240675	LV ASSOCIA TES	1240675
11	2022_C OIRB_6 70234_1	A- 59/9/2022- ADM(ES T)	Quotations for Renewal of Policies for 2022- 23	20-Jul-2022	197538	United india insurance co. Ltd	197538

## Gem Goods

Contract Number	Product Type	Create On	Total Value	Quantity	Seller Org Name	Category Name	Item Title
GEMC-511687774 111422	goods	11-04-2022	64489	1	ELITE COMPUTER S	All in One PC	acer 1000 @7200 rpm GB HDD 64 1 Processor with Standard Display All in one pc
GEMC-511687724 905434	goods	14-06-2022	23600.85	1	S P SOLUTION S POINT PRIVATE LIMITED	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 1 Year
GEMC-511687770 792491	goods	19-07-2022	8048	50	AMYRA TRADING COMPANY	tray mess compartmente d ss army pattern	Veekay Stainless Steel to designation X07Cr18Ni8 of IS:5522 Latest tray mess compartmented ss army pattern, Length 360 mm
GEMC-511687758 445456	goods	22-07-2022	18000	1	shree swaminaraya na machine tools	Wet Grinder	SBWG Stainless Steel 304 Single Phase Wet Grinder 3 Capacity(Ltr)
GEMC-511687716 673335	goods	25-07-2022	360	60	GURUDEV AGENCY	Roller Ball Pen	Unbranded Black and Red and Green and Blue Roller Ball Pen
GEMC-511687734 506443	goods	03-08-2022	540	12	M/S RAMA ENTERPRIS ES	Domestic Mugs - Bathroom	Cello Natural HDPE Round Cylinder Domestic Bathroom Mug blue 1001-1250 ml
GEMC-511687797 759396	goods	31-08-2022	53532.99	1	Tanishq	All in One PC	acer Intel Core i5 All in One PC with 21.5 Inch Display/ Windows 10 Professional
GEMC-511687720 423438	goods	31-08-2022	25327.24	1	P.C. FORMS AND STATIONE RY	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687717 201112	goods	06-09-2022	1212	1	CRATIVE ENTERPRIS ES	Endpoint Detection and Response (EDR) Appliance /Software	Quick Heal 1 User 1 Year Quick Heal 1 User 1 Year Quick Heal 1 User 1 Year Quick Heal 1 User 1 Year Year
GEMC-511687788 970800	goods	12-09-2022	9600	2	M/S HI TECH INSTRUME NTS	water baths	htico--M/S HI TECH INSTRUMENTS >over 8 to 10 litre Chamber Capacity Water Baths
GEMC-511687750 531784	goods	29-09-2022	739.68	12	Aquad Impex & Co.	Diaries- Printed-Plain- Register--IS 1848	GOOD QUALITY FILE REGISTER Diaries-printed- plain- register- 75 Pages

GEMC-511687748642718	goods	10-11-2022	53200	1	Kendriya Bhandar	Television TV	LG Smart Television Tv 55 Inch 4K Ultra HD
GEMC-511687710289885	goods	10-11-2022	3333.45	1	SET TELE SYSTEMS	telephone instrument single push button	Panasonic ABS Telephone instrument single push button
GEMC-511687769805017	goods	22-11-2022	1280	40	CENTRAL GOVT. EMPLOYEES CONSUMER COOP. SOCIETY LTD.	Spring File	SVS Spring File length upto 350 MM
GEMC-511687794778989	goods	01-12-2022	770.816	3	VERMA ENTERPRISES	digital signature certificate	EMUDHRA Signature and Encryption Digital Signature Certificate
GEMC-511687713837022	goods	05-12-2022	1538.717	4	VORA BOOK HOUSE	books	swamy publishers SWAMY'S HANDBOOK FOR CGS (ENGLISH) Muthuswamy, Brinda, Sanjeev Swamy Publishers (P) Ltd. 0
GEMC-511687781725284	goods	06-12-2022	900	10	S N Traders	Tissue Papers as per IS 14461	paseo Type B (Pulp made from 100 percent waste paper) Tissue Papers
GEMC-511687764172663	goods	22-12-2022	2898	7	LIGHTRON INDUSTRIES PRIVATE LIMITED	LED Batten	LIGHTRON LED Batten 24 Watts 1150 mm
GEMC-511687704261123	goods	22-12-2022	2396.601	1	M/S KASHVI INDUSTRIES	Electric Ceiling Type Fan - IS 374 (Version 2.0)	BAJAJ Electric Ceiling Type Fan 1200 mm 1 Star
GEMC-511687762218517	goods	22-12-2022	1250	50	DIGITAL POINT	Cleaning Duster (V2)	Olvetti Cotton Flannelettes Duster - 14 x 20 inch
GEMC-511687782027289	goods	23-12-2022	1200	24	Naina Enterprises	domestic drinking glasses	Unbranded 300.0 ml Domestic Drinking Glasses
GEMC-511687789645890	goods	03-01-2023	68235.4	1	ODISSI SYSTEMS AND SOLUTIONS	All in One PC	Dell Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687778375780	goods	12-01-2023	240	24	M/S SIMRAN ENTERPRISES	Emery Cloth	Unbranded Emery Cloth As per NA

GEMC-511687724663960	goods	16-01-2023	228	3	M/S SIMRAN ENTERPRISES	Grinding Wheel as per IS 2324	Unbranded Aluminum Oxide Stainless Steel Grinding Wheel
GEMC-511687722621428	goods	31-01-2023	4485	5	FATAK COMPUTERS	Alcohol Based Hand Rub / Hand Sanitizer	lifebuoy 5000 ml Alcohol Based Hand Sanitizer
GEMC-511687734923114	goods	07-02-2023	1395	5	JOY CORPORATION	Plain Copier Paper IS - 14490 (Version 2)	Bindals A4 Size with 75 g per square metre
GEMC-511687777770011	goods	02-03-2023	475	50	SIGMA ENTERPRISES	Ball Point Pens as per IS 3705	AVISHREE Blue Colour With Desk type ball point pens
GEMC-511687790821579	goods	07-03-2023	71315.79	1	ODISSI SYSTEMS AND SOLUTIONS	All in One PC	Dell Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687725965346	goods	15-03-2023	285117.8	4	ODISSI SYSTEMS AND SOLUTIONS	All in One PC	Dell Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687719863054	goods	15-03-2023	10300	4	SHAKTI SYSTEMS	Line Interactive UPS with AVR (Version 2.0)	CyberPower Line Interactive UPS with AVR of Rating 0.65 KVA With Warranty of 3 Years
GEMC-511687744507393	goods	18-03-2023	497	1	AEROSPAC E LABORATORY	Ferric Ammonium Sulphate	FINAR Anhydride Ferric Ammonium Sulphate 0.5 kilogram
GEMC-511687770313838	goods	18-03-2023	631	1	HIMEDIA LABORATORIES PRIVATE LIMITED	Benzene as per IS 534	Himedia Liquid Benzene 500 gms
GEMC-511687708724837	goods	18-03-2023	715	1	MYSORE PURE CHEMICALS	Glycerine as per IS 1796	FISHER SCIENTIFIC Liquid GLYCERINE
GEMC-511687793795521	goods	18-03-2023	1800	2	SRI VINAYAGA SCIENTIFIC	Toluene as per IS 537	Thermo Fisher Scientific Toluene packing size 2.5 ltr
GEMC-511687717394632	goods	21-03-2023	224	1	ADISAKTI ENTERPRISES	Diaries Printed - Plain - Register	Unbranded RULED REGISTER Diaries-printed-plain- register- 250 Pages



GEMC-511687738357791	goods	22-03-2023	960	12	ADISAKTI ENTERPRISERS	Diaries Printed - Plain - Register	Unbranded PLAIN REGISTER Diaries-printed-plain- register-141 Pages
GEMC-511687731553907	goods	22-03-2023	687.5	5	DH Mart	Laboratory Beakers - IS: 2619 (Version 2.0)	GLASSCO Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687734800081	goods	22-03-2023	2304	12	ADISAKTI ENTERPRISERS	Diaries Printed - Plain - Register	Unbranded PLAIN REGISTER Diaries-printed-plain- register-145 Pages
GEMC-511687792700621	goods	29-03-2023	428	1	PURVI ENTERPRISE	Magnesium Chloride as per IS:254	PALLAV Magnesium Chloride packing size 1 kg
GEMC-511687728713484	goods	29-03-2023	2148	2	SHALIMAR SCIENTIFIC CO.	Ammonium Oxalate monohydrate	LOBA CHEMIE Ammonium Oxalate Monoydrate 0.5 Kg
GEMC-511687708532421	goods	29-03-2023	109.35	1	DH Mart	laboratory scoop - Scoops	LALCO Wooden laboratory scoop
GEMC-511687703006386	goods	29-03-2023	300	3	OM CHEMICAL	Test Tube Rack	Unbranded Polycarbonate Test Tube Rack, Pack of 1 in Carton
GEMC-511687729742424	goods	29-03-2023	153	2	DH Mart	Volumetric Pipettes as per IS 1117	NSAW Borosilicate Glass Volumetric Pipettes
GEMC-511687792647658	goods	29-03-2023	8380	1000	Aadi Shakti Enterprises	universal pipette tips	Unbranded 1000 UI Medical Grade Virgin Polypropylene universal pipette tips
GEMC-511687755237849	goods	29-03-2023	1800	2	IMPULSE INNOVATION	manual single channel air displacement pipettors or micropipette	vlab Variable Volume Single Channel Micropipette
GEMC-511687764093897	goods	30-03-2023	70	2	DH Mart	Laboratory Graduated Cylinders as per IS 878	KASABLANKA Class B (Lower Grade) Laboratory Graduated Cylinders
GEMC-511687776922462	goods	30-03-2023	1000	2	HARSH SCIENTIFIC	Burettes	Unbranded Borosilicate Glass Burettes, Capacity 50 millimeter
GEMC-511687735072505	goods	30-03-2023	8500	10	OM CHEMICAL	Nitric Acid as per IS 264	Unbranded AR Grade NITRIC ACID

GEMC-511687744736116	goods	30-03-2023	14350	5	OM CHEMICAL	Nutrient Broth	Unbranded Nutrient Broth 500 gm
GEMC-511687772100033	goods	30-03-2023	280	4	M S collection	Plastic Wash Bottle	mLabs HDPE Natural Plastic Wash Bottle 500 MI
GEMC-511687752414542	goods	30-03-2023	4400	2	PURVI ENTERPRISE	1,10 Phenanthroline monohydrate	SUVCHEM AR Grade 1,10 Phenanthroline monohydrate, Size 25 gram in Plastic Bottle
GEMC-511687722332156	goods	31-03-2023	142000	2	NEEMI SYSTEM & SERVICE	All in One PC	hp Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687712047997	goods	03-08-2022	11250	60	ANURAG ENTERPRISES	Plastic Moulded Chair as per IS 13713 (V2)	NEELKAMAL FURNITURE Plastic Moulded Chair With Arms Without Cushion Single Piece Plastic Moulded
GEMC-511687702711799	goods	03-08-2022	36374.24	1	EMSONIQ ELECTRONICS	Multimedia Projector (MMP)	ViewSonic Standard Throw (0.91 to 2.5) Multimedia Projector (MMP) With 1024 x 768 (XGA) Resolution
GEMC-511687742434731	goods	03-08-2022	1146	6	PRERANA ENTERPRISES	Plastic Buckets-IS 3730	ankur Plastic Buckets Coloured HDPE 12 liter Litres
GEMC-511687709742914	goods	12-10-2022	20199.88	1	Nice deal Infotech	Tablet Based Biometric Attendance System	Datamini Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687749687886	goods	10-11-2022	14497.8	1	Sky Star Technology	Tablet Based Biometric Attendance System	PRECISION Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687766185832	goods	15-11-2022	1255	5	SUN GLOBAL	Diaries Printed - Plain - Register	Unbranded SERVICE BOOK Diaries-printed-plain- register-140 Pages
GEMC-511687743739779	goods	16-12-2022	14800	20	LEGENDARY DISTRIBUTORS PRIVATE LIMITED	Keyboards-IS: 14441	ZEBRONICS Wireless Laptop, Desktop and All in One Wireless Keyboard
GEMC-511687776973476	goods	03-01-2023	13000	20	LEGENDARY DISTRIBUTORS PRIVATE LIMITED	computer mouse or trackballs	ZEBRONICS Wired Computer Mouse Or Trackballs 1

GEMC-511687702950013	goods	13-01-2023	3360	7	Ravalnath Distributors	Sulphuric Acid as per IS 266	NICE 2 kg Analytical Reagent(AR) Sulphuric Acid
GEMC-511687770504712	goods	13-01-2023	630	10	GAURANGI OFFICE SOLUTIONS	Medical Safety Goggles	Unbranded Medical Safety Goggles Medical Safety Goggles are used in Hospital/ laboratory / operating room environment for protection of eyes
GEMC-511687783729404	goods	16-01-2023	2190	10	NAVNEETKUMAR PALJIBHAI SARVAIYA	Glue Stick (Version 2.0)	jmd Glue stick Set of 10 sticks in a set
GEMC-511687775058463	goods	16-01-2023	450	15	MANJULA TRADING COMPANY PRIVATE LIMITED	HT Tape	Unbranded Silica HT Tape, Size 20 meter Meter in Roll
GEMC-511687764578035	goods	16-01-2023	118.8	6	MAA SARADA TRADERS	Cutting Wheel	Unbranded Ferrous Metal false Recess Cutting Wheel
GEMC-511687778974529	goods	16-01-2023	288	24	ANSI ENGINEERING SERVICES	Saw Blades or Hacksaw Blades as per IS 2594	Unbranded 2.5 mm Thick all hard blade type a Hacksaw Blade
GEMC-511687741853248	goods	02-02-2023	240000	1	YORCO SCIENTIFIC UDYOG PRIVATE LIMITED	Autoclave (Horizontal)	Steri SS 304 Cylindrical Autoclave (Horizontal), Working pressure 30 (PSI)
GEMC-511687708573080	goods	14-02-2023	132	3	SHIVAAY ENTERPRISES	Black Lead Pencils as per IS 1375 (Rev)	apsara 10 H With Unvarnished Finish
GEMC-511687726991401	goods	14-02-2023	30	10	Rathi Bros And Book Depot	Eraser	apsara Eraser 1
GEMC-511687755909477	goods	14-02-2023	20	10	FIDES PHARMACEUTICALS	manual pencil sharpener	Natraj Single Sharpening Holes Manual Pencil Sharpener
GEMC-511687711897166	goods	14-02-2023	67.15	1	HR TRADERS	Staplers (V2)	Kangaro 23/8 and 15 numbers of 50 GSM white printing paper sheets(for 4 mm leg staples)
GEMC-511687795043672	goods	14-02-2023	135	3	M/S SHREE KRISHNA ENTERPRISES	Glue Stick (V2)	GLUE STICK Glue stick Set of 4 sticks in a set

GEMC-511687742313957	goods	14-02-2023	124.5	5	JAI BHOMI OFFICE AUTOMATION	scissors	NA ( 100 mm ) Scissors
GEMC-511687756143604	goods	14-02-2023	350	10	IM SOLUTIONS	Packaging Tape	Unbranded 50 (mm) Inner Diameter Of Packaging Tape
GEMC-511687797768609	goods	15-02-2023	250	10	PANB SECURITY INDUSTRIAL SERVICE PRIVATE LIMITED	Naphthalene as per IS 539	Naphthalene Balls 20 mm 0.2 kg Naphthalene Balls
GEMC-511687792253038	goods	15-02-2023	220	10	SUPER MULTI STORE	Air Freshener Solid & Gel.	GADRI BROTHERS Air Freshener Solid/Block Rose
GEMC-511687790484509	goods	15-02-2023	300	5	star constructions	Broom (V2)	Unbranded Soft Broom with Grass Strips 90
GEMC-511687792831429	goods	28-02-2023	900	60	S S AND COMPANY	Notepads or Notebooks as per IS 1848	Unbranded Note Pads Or Notebooks , 80 GSM (Paper)
GEMC-511687796368000	goods	02-03-2023	580	2	MOTHER BLESS DIGITAL SOLUTIONS (OPC) PRIVATE LIMITED	digital signature certificate	SAFESCRYPT Signature and Encryption Digital Signature Certificate
GEMC-511687736731325	goods	10-03-2023	4000	2	EVERGREEN ENTERPRISES	BIG STAINLESS STEEL AND IRON UTENSILS	Unbranded Stainless Steel Patila BIG STAINLESS STEEL AND IRON UTENSILS, Capacity 10 liter
GEMC-511687735109579	goods	10-03-2023	190	2	A V ENTERPRISES	domestic strainers or colanders tea strainer	Unbranded domestic strainers or colanders tea strainer as per Stainless Steel Sheet grade designation X07Cr18Ni9 of IS-5522-1992
GEMC-511687768116040	goods	10-03-2023	2189.98	1	KOHINOOR INTERNATIONAL	Electric Kettles and Jugs for Household as per IS 367	Unbranded 3 L 2.5 KW Stainless steel Electric Kettle
GEMC-511687711490034	goods	10-03-2023	300	1	ROYAL PAPER DISTRIBUTORS	domestic trays or platter	Unbranded Stainless Steel conforming to designation X 04 Cr 19 Ni 9 OF IS:5522 Domestic Trays

GEMC-511687737645865	goods	10-03-2023	2500	5	ARIHANT UNIVERSAL ENTERPRISES	Stainless Steel Punch Bowl	Unbranded Stainless Steel Punch Bowl, Capacity 10 liter
GEMC-511687741013277	goods	10-03-2023	3787	1	KHWAISH ENTERPRISES	domestic casserole dish or pan	Unbranded Round Domestic Casserole 14500 MI
GEMC-511687731444755	goods	18-03-2023	2220	10	ATMIYA SCIENTIFIC TRADERS	Buffer Capsules	FINAR 99 % Purity Buffer Capsules in Bottle
GEMC-511687735293484	goods	18-03-2023	109	1	Sri Sai Traders	High Grade Pure Aluminium Foil -BHEL	Unbranded High Grade Pure Aluminium Foil, As per BHEL Specification Drawing/standards BP12399
GEMC-511687780773564	goods	18-03-2023	950	1	AMRAPH INDIA PRIVATE LIMITED	Methyl Red	FINAR 0.125 kg Methyl Red
GEMC-511687732005392	goods	18-03-2023	1620	6	MAA BIJASAN ENTERPRISES	Computer Paper as per IS 12766, IS 9055, IS 1060, IS 1064	J K Computer Paper, GSM 70
GEMC-511687754904240	goods	21-03-2023	678.99	1	B R COMMERCIALS	Ethyl Acetate	FINAR Ethyl Acetate 0.5 liter Glass Bottle
GEMC-511687738212193	goods	21-03-2023	1322	1	SHIVA INDUSTRIES	Laboratory Flask as per IS 1381	LABSURGE Volumetric Flask Laboratory Flask 500 millimeter
GEMC-511687792331384	goods	21-03-2023	800	2	SABARI SCIENTIFIC GLASS EQUIPMENTS	Laboratory Flask as per IS 1381	CORNSIL Volumetric Flask Laboratory Flask 100 millimeter
GEMC-511687711370553	goods	22-03-2023	320	2	SABARI SCIENTIFIC GLASS EQUIPMENTS	Laboratory Graduated Cylinders as per IS 878	CORNSIL Class B (Lower Grade) Laboratory Graduated Cylinders
GEMC-511687787845055	goods	22-03-2023	4300	1	AR BIOMART	Desiccator	GLASSCO Desiccator As per Generally conforming to IS 1779-latest
GEMC-511687766262863	goods	22-03-2023	1956	2	THE I L E CO	filter paper	Borosil Standard Cellulose Filter Paper

GEMC-511687798 261238	goods	29-03-2023	13500	5	RAJNI TRADERS	Mac Conkey Agar	TM MEDIA Mac Conkey Agar 500 gm in One Plate/Bottle
GEMC-511687742 466960	goods	29-03-2023	2450	500 0	SHREE KRISHNA SCIENTIFIC S	universal pipette tips	BIOCELL 100 UI Medical Grade Virgin Polypropylene universal pipette tips
GEMC-511687775 753723	goods	30-03-2023	750	500 0	ANUPAM UDYOG	universal pipette tips	NA 10 UI Medical Grade Virgin Polypropylene universal pipette tips
GEMC-511687727 491223	goods	30-03-2023	1115.07	1	Labogens Fine Chem Industry	Peptone-IS:6853	Unbranded Solid Peptone 0.5 kilogram
GEMC-511687720 249027	goods	02-06-2022	6490	1	BUDANIA ENTERPRIS ES	Potable water purification system Reverse Osmosis or UV based	AQUAGRAN Fully automatic with auto cut off RO+UV+UF Potable Water Purification System
GEMC-511687772 398647	goods	06-06-2022	10800	1	UBIXA	Electronic Weighing Systems-IS:9281-Part I,II, III & Part IV	WEIGH-STAR Electronic Weighing Scale brand with load capacity of 100 kg
GEMC-511687785 745845	goods	06-06-2022	16000	64	Anantam Agro Industries	Bed sheet/Bed cover	BI Combed cotton Single/Double Bed Sheet/Bed Cover
GEMC-511687744 159089	goods	06-06-2022	2560	32	KREATIVE HUB	Pillow Covers Khadi	Unbranded Pillow Covers Cotton Khadi ( Fabric as per BIS Specification No IS 3779: 1994 ) 73 cm X 51 cm
GEMC-511687797 909751	goods	14-06-2022	59861.25	1	SHAKTI SYSTEMS	All in One PC	acer Intel Core i5 All in One PC with 21.5 Inch Display/ Windows 10 Professional
GEMC-511687738 758099	goods	16-06-2022	32200	1	ITISM TECHNOLOGIES PRIVATE LIMITED	Domestic Refrigerators-IS 1476	Whirlpool 330 L 2 Star Frost Free Double Door Refrigerator
GEMC-511687790 464905	goods	14-07-2022	377555	5	BALAJI SONS	All in One PC	Dell Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 10 Professional
GEMC-511687762 282467	goods	19-07-2022	2393.5	50	S R Traders	domestic drinking glasses	GOOD QUALITY 300 ml Domestic Drinking Glasses

GEMC-511687713 869338	goods	19-07-2022	2778.8	1	KHANDEL WAL BROTHERS	Domestic Pressure Cookers-IS 2347	Hawkins 12 Ltr Pressure Cooker
GEMC-511687736 024075	goods	22-07-2022	4494	1	OM HARDWAR E AND ELECTRIC ALS	Domestic Electric Juicer	BAJAJ Masticating Juicer with power of 750 watt
GEMC-511687704 683433	goods	22-07-2022	4810	1	SPARSH COOL WAVES	Wrought Aluminium Utensils as per IS 1660	Unbranded Medium Wrought Aluminium Utensils NA Litre
GEMC-511687764 684906	goods	25-07-2022	1200	60	PRYME PAPERS	conference folder	MY CLEAR BAG A4 Loop Conference Folder
GEMC-511687729 417934	goods	26-07-2022	780	60	ARVIND BOOK STALL	desk pads- writing	Oddy Stapple and cloth bound 225 mm Desk Pads-Writing
GEMC-511687753 297918	goods	27-07-2022	6373.55	8	Mansi Enterprises	Padlock (General Use)	godrej Lever Padlock(LP) Grade I 75 millimeter
GEMC-511687794 832423	goods	28-07-2022	2300	10	AS ENTERPRIS ES	Plain Copier Paper- IS:14490	JK Paper Plain Copier Paper, Size A4
GEMC-511687739 907784	goods	28-07-2022	1620	60	DATAKING STATIONE RS PRIVATE LIMITED	Document Folder	DATAKING Document Folder available with Plain and plain Pattern
GEMC-511687704 836181	goods	28-07-2022	600	60	SNIGDHA STATIONE RY & GENERAL ORDER SUPPLIER	Roller Ball Pen	montex Blue Roller Ball Pen
GEMC-511687795 331225	goods	29-07-2022	1620	60	DATAKING STATIONE RS PRIVATE LIMITED	Document Folder	DATAKING Document Folder available with Plain and plain Pattern
GEMC-511687760 866441	goods	02-08-2022	64000	5	ALAKA DISTRIBUT ORS	Almirah Steel (V2)	Unbranded Almirah Steel shelving cabinets
GEMC-511687737 909857	goods	02-08-2022	13800.56	2	BHAGWATI TRADING COMPANY	Revolving Chair (V2)	HUSAIN STEEL FURNITURE Revolving Chair With Arm Asynchronous mechanism

GEMC-511687790553361	goods	02-08-2022	38990	1	BHAGABAT ENTERPRISES	Sofas (V2)	Unbranded 5 Seater Sofa With Regin Cover
GEMC-511687726578640	goods	02-08-2022	19200	4	ELAN VITAL	Stainless Steel Shelf Rack	Unbranded Stainless Steel Grade 202 galvanized Shelf Rack With 5-Shelf (including top shelf)
GEMC-511687756713995	goods	03-08-2022	2750	5	Aman Traders	Stainless Steel Bucket as per IS 4768	Unbranded 18 (Litre) Without Lid Stainless Steel Sheets Grade designation X04Cr19Ni.9 of IS: 5522 latest Bucket
GEMC-511687747175188	goods	03-08-2022	3075	5	BHAVNA ENTERPRISES	Water Jugs	Nayasa With Lid 1000 ml Water Jug
GEMC-511687728653203	goods	03-08-2022	5453	19	JMD Collection	Pedestal Safety Lock	Unbranded Zinc Pedestal Safety Lock, Size (per pack) 1 in Carton box
GEMC-511687737392624	goods	04-08-2022	2300	10	MUNMUN TREADERS	Computer Paper as per IS 12766, IS 9055, IS 1060, IS 1064	J K Computer Paper, GSM 70
GEMC-511687738816675	goods	16-08-2022	3000	2	MAHAVEER ENTERPRISES	Security and Protective Software including Antivirus	Quick heal Stand alone Security And Protective Software Including Antivirus
GEMC-511687723708049	goods	24-08-2022	77227.07	2	Video Center	Split Air Conditioner Including Green AC - (Version 2.0)	Whirlpool Split Air Conditioner Including Green AC 3501 5200
GEMC-511687764085737	goods	24-08-2022	11399	1	M/S A.B.C. TRADERS	digital conductivity meter	Eutech Automatic 0.001 Digital Conductivity Meter
GEMC-511687738725029	goods	24-08-2022	7146.99	1	ELONEKART	pH Meter	Eutech Microprocessor Based Automatic pH Meter
GEMC-511687789837209	goods	24-08-2022	5510	40	RELIABLE ENTERPRISE	hospital biohazard bags or bio medical waste collection bags	BIO H BAG 914 millimeter 914 millimeter mm (LxW) Black (Disposable in secured landfills) Bio Medical Waste Collection Bag
GEMC-511687728447655	goods	25-08-2022	78468.24	1	CYBERKING TECHNOLOGIES PRIVATE LIMITED	scanners	hp CCD Integrated Sheet Fed & Flat Bed scanner, On Site OEM Warranty 3 Year



GEMC-511687722344133	goods	06-10-2022	135	30	Jaytech Systems	Ball Point Pens as per IS 3705	Unbranded Red Colour With Single refill ball point pens
GEMC-511687714549152	goods	06-10-2022	4221	75	KARTIK ENTERPRIS E	Toilet Cleaner Liquid as per IS - 7983	Harpic toilet cleaner 500 ml
GEMC-511687714372965	goods	06-10-2022	4050	75	KARTIK ENTERPRIS E	Floor Cleaner (Version 2.0)	Lizol floor cleaner 500 ml
GEMC-511687732630860	goods	06-10-2022	6326.1	100	SKY ENTERPRIS ES	Antiseptic / Antimicrobial Hand Wash	DETTOL Antiseptic Hand Wash 200 ml
GEMC-511687738462732	goods	06-10-2022	2900	50	YASH TRADING COMPANY	Cotton Towels as per IS 7056	BHAGWATI SPINTEX 60 X 40 cm Cotton Towel
GEMC-511687751192900	goods	06-10-2022	3636	36	KARTIK ENTERPRIS E	Broom (V2)	Unbranded Soft Broom with Grass Strips 60
GEMC-511687782566218	goods	06-10-2022	140	1	RAJ ENTERPRIS E	Correspondence Envelopes (V2)	Unbranded Type -I (Pocket Shape) Envelope
GEMC-511687742529439	goods	06-10-2022	544.9	10	BHAGWAN SHRI ASSOCIAT ES	Black Lead Pencils as per IS 1375 (Rev)	Apsara Pencil 10 HB With Unvarnished Finish
GEMC-511687777753659	goods	06-10-2022	2068.5	50	Gayu Collection	Staplers (V2)	Kangaro 10/4 and 40 numbers of 50 GSM white printing paper sheets(for 10 mm leg staples)
GEMC-511687724653202	goods	06-10-2022	245.28	24	ARVIND BOOK STALL	plastic scale	Natraj Plastic Scale 300
GEMC-511687789772188	goods	06-10-2022	6037.956	1	PRINK MART	OEM / Compatible Cartridge / Consumable	hp HP 131A Cyan Original LaserJet Toner Cartridge - CF211A Class OEM
GEMC-511687767321994	goods	06-10-2022	6037.956	1	PRINK MART	OEM / Compatible Cartridge / Consumable	hp HP 131A Magenta Original LaserJet Toner Cartridge - CF213A Class OEM
GEMC-511687752584288	goods	06-10-2022	6037.956	1	PRINK MART	OEM / Compatible Cartridge / Consumable	hp HP 131A Yellow Original LaserJet Toner Cartridge - CF212A Class OEM

GEMC-511687735 923814	goods	06-10-2022	4819	1	PRINK MART	OEM / Compatible Cartridge / Consumable	hp HP 131A Black Original LaserJet Toner Cartridge - CF210A Class OEM
GEMC-511687720 389645	goods	06-10-2022	8603	1	SHARMA ENTERPRIS ES	OEM / Compatible Cartridge / Consumable	Canon 045 K Class OEM
GEMC-511687727 687250	goods	06-10-2022	8190	1	SHARMA ENTERPRIS ES	OEM / Compatible Cartridge / Consumable	Canon 045 M Class OEM
GEMC-511687777 538698	goods	06-10-2022	8190	1	SHARMA ENTERPRIS ES	OEM / Compatible Cartridge / Consumable	Canon 045 Y Class OEM
GEMC-511687763 773456	goods	06-10-2022	8190	1	SHARMA ENTERPRIS ES	OEM / Compatible Cartridge / Consumable	Canon 045 C Class OEM
GEMC-511687793 498143	goods	12-10-2022	4588.96	2	Kapry Enterprises	Line Interactive UPS with AVR (Version 2.0)	CyberPower Line Interactive UPS with AVR of Rating 0.6 KVA With Warranty of 3 Years
GEMC-511687775 302017	goods	12-10-2022	24493	7	SHAKTI SYSTEMS	Line Interactive UPS with AVR (Version 2.0)	Intex Line Interactive UPS with AVR of Rating 0.65 KVA With Warranty of 2 Years
GEMC-511687716 645084	goods	12-10-2022	74700	3	VISION SOLUTION	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687719 507876	goods	12-10-2022	168982.2	3	ODISSI SYSTEMS AND SOLUTION S	All in One PC	Dell Intel Core i3 All in One PC with 21.5 Inch Display/ Windows 10 Professional
GEMC-511687777 913661	goods	13-10-2022	9250	50	VINAY PRINTERS	Diaries Printed - Plain - Register	Unbranded PLAIN REGISTER Diaries-printed-plain- register- 320 Pages
GEMC-511687703 124881	goods	13-10-2022	8225	50	NETSKY SYSTEMS	Diaries Printed - Plain - Register	Unbranded PLAIN REGISTER Diaries-printed-plain- register- 240 Pages
GEMC-511687715 368680	goods	14-10-2022	7650	100	VINAY PRINTERS	Diaries Printed - Plain - Register	Unbranded PLAIN REGISTER Diaries-printed-plain- register- 80 Pages

GEMC-511687796725173	goods	14-10-2022	8850	75	VINAY PRINTERS	Diaries Printed - Plain - Register	Unbranded PLAIN REGISTER Diaries-printed-plain- register-160 Pages
GEMC-511687783396015	goods	18-10-2022	41777.6	8	CYBERKING TECHNOLOGIES PRIVATE LIMITED	OEM / Compatible Cartridge / Consumable	hp HP CE278AC Black Contract LaserJet Toner Cartridge - CE278AC Class OEM
GEMC-511687716091905	goods	18-10-2022	212350	50	ANKITA ELECTRONICS	OEM / Compatible Cartridge / Consumable	Canon CRG 337 Class OEM
GEMC-511687790220369	goods	25-10-2022	6792	2	PANTHER INDIA	Paper Shredding Machines (V2)	GBC Straight Cut Paper Shredding Machines
GEMC-511687703340160	goods	26-10-2022	8848.206	30	JMS Agency	Pen Drive	hp Pen Drive with 8 GB Storage Capacity and 4 Years Warranty
GEMC-511687766915355	goods	28-10-2022	1500	1	API INFOTECH	Digital Signature Software	EMUDHRA Digital Signature Software, Maximum user handling capacity 100
GEMC-511687708955921	goods	29-10-2022	375	25	GOVT EMPLOYEES CONSUMERS CO OPERATIVE STORES LIMITED	File Folder Cover (V2)	Unbranded File Folder Cover ( Foolscap size )
GEMC-511687751747259	goods	07-11-2022	44625	150	VINAY PRINTERS	Plain Copier Paper IS - 14490 (Rev)	JK Paper A4 Size with 80 g per square metre
GEMC-511687730532485	goods	10-11-2022	10840.5	10	Agrawal Telecom	telephone instrument single push button	BEETEL ABS Telephone instrument single push button
GEMC-511687731643089	goods	10-11-2022	14850	3	Agrawal Telecom	telephone instrument single push button	Panasonic ABS Telephone instrument single push button
GEMC-511687746661646	goods	11-11-2022	149220	6	LEGENDARY DISTRIBUTORS PRIVATE LIMITED	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year

GEMC-511687737 829744	goods	14-11-2022	5015	17	CENTRAL GOVT. EMPLOYEES CONSUMER COOP. SOCIETY LTD.	Computer Paper as per IS 12766, IS 9055, IS 1060, IS 1064	Unbranded Computer Paper, GSM 70
GEMC-511687706 251235	goods	17-11-2022	99988	1	PERFECT ENTERPRISES	Moisture analyser	LABWAN LCD Display Moisture analyser
GEMC-511687724 573971	goods	17-11-2022	50000	1	PERFECT ENTERPRISES	Micro weighing Balance with licensed software	LABWAN LCD Micro weighing Balance with licensed software, Capacity 220g
GEMC-511687747 133358	goods	17-11-2022	63495.9	1	ODISSI SYSTEMS AND SOLUTIONS	All in One PC	Dell Intel Core i5 All in One PC with 21.5 Inch Display/ Windows 10 Professional
GEMC-511687731 989752	goods	17-11-2022	8045	1	ARTIFEX	Revolving Chair (V2)	Artifex Revolving Chair With Arm Multi-function tilt mechanism
GEMC-511687717 386123	goods	17-11-2022	9000.07	1	MITTAL INDUSTRIES	Computer Table	NEEMAN Computer Table consists of Computer table with key board drawer and table top
GEMC-511687793 189847	goods	17-11-2022	4800	2	Lucky International	Chair Office (V2)	Lucky Non-Revolving and Non-Tilting chair with Armrest
GEMC-511687774 500605	goods	18-11-2022	24900	1	VISION SOLUTION	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687728 326734	goods	18-11-2022	2380	1	SHAKTI SYSTEMS	Line Interactive UPS with AVR (Version 2.0)	Intex Line Interactive UPS with AVR of Rating 0.65 KVA With Warranty of 2 Years
GEMC-511687712 019351	goods	22-11-2022	4200	35	Madhukar Enterprises	Box File	AVISHREE Cardboard Rectangular Black Box File
GEMC-511687717 774568	goods	01-12-2022	37500	150	SUN GLOBAL	Diaries Printed - Plain - Register	Unbranded SERVICE BOOK Diaries-printed-plain- register- 140 Pages

GEMC-511687798006369	goods	02-12-2022	3600	100	OM SEWA KENDRA	File Folder Cover (V2)	Unbranded File Folder Cover ( Foolscape size )
GEMC-511687708697905	goods	02-12-2022	590	1	S.F. ENTERPRISES	Desktop Calculator - Electronics	Olivetti LCD Desktop Calculator-Electronics of 12 Digit
GEMC-511687758261578	goods	02-12-2022	257332.7	3	CYBERKING TECHNOLOGIES PRIVATE LIMITED	Laptop-Notebook	Dell Intel Core i5 14 Inch Laptop ( Windows 10 Professional )
GEMC-511687749561422	goods	05-12-2022	5360	40	Jitu Enterprise	Floor Cleaner (Version 2.0)	GADRI BROTHERS floor cleaner 500 ml
GEMC-511687783546777	goods	06-12-2022	2666.25	45	RAJ ENTERPRISES	Toilet Cleaner Liquid as per IS - 7983	Harpic toilet cleaner 500 ml
GEMC-511687740748512	goods	06-12-2022	500	10	LAXMI STEEL EMPORIUM	Toilet Brush as per IS 2616	Unbranded Hockey Shaped Type Nylon Toilet brush
GEMC-511687795892245	goods	06-12-2022	2925	5	SHREE SHYAM ENTERPRISES	platform brush	Unbranded Fixed Handle Platform Brush
GEMC-511687715636810	goods	06-12-2022	990	45	SUPER MULTI STORE	Air Freshener Solid & Gel.	GADRI BROTHERS Air Freshener Solid/Block Rose
GEMC-511687757829602	goods	06-12-2022	3299.253	30	DIGITAL MARK	Air Freshener Liquid	godrej Air freshener Liquid Fresh
GEMC-511687727014520	goods	06-12-2022	3075	15	Sai Enterprises	Antiseptic / Antimicrobial Hand Wash	DETTOL Antiseptic Hand Wash 500 ml
GEMC-511687739362625	goods	09-12-2022	47518.15	3	UNIQUE STATIONERS	Multifunction Machines MFM	EPSON Multifunction Machines Mfm, On Site OEM Warranty 1 Year
GEMC-511687770029440	goods	09-12-2022	49644.31	2	VISION SOLUTION	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687779551062	goods	13-12-2022	14160	8	LEGENDARY DISTRIBUTORS	Keyboard and Mouse Combo	ZEBRONICS NA Keyboard And Mouse Combo

					PRIVATE LIMITED		
GEMC-511687778106028	goods	14-12-2022	49200	2	GANGA CORPORAT ION	Tablet Based Biometric Attendance System	Realtime Power of Surveillance-- REALTIME SMART SOLUTION Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687787436009	goods	15-12-2022	720	60	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	Desk Pads - Writing	GOOD QUALITY Stapple and cloth bound 11 mm Desk Pads-Writing
GEMC-511687750722744	goods	15-12-2022	1200	60	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	Gift Pen	Cello plastic Gift Pen
GEMC-511687713047742	goods	16-12-2022	1800	60	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	conference folder	OnePlus A4 Loop Conference Folder
GEMC-511687728490844	goods	22-12-2022	7209	1	VR BROTHERS	hot or cold water dispenser	usha Floor Mounted Hot, Cold and Normal Water Dispenser
GEMC-511687774531761	goods	22-12-2022	2090	1	LAXMI STEEL EMPORIUM	Domestic Vacuum Flasks as per IS 7708	Cello flask 1501-1600 ml
GEMC-511687767697523	goods	23-12-2022	440	10	K'SONS	Antiseptic / Antimicrobial Hand Wash	DETTOL Antiseptic Hand Wash 200 ml
GEMC-511687745450309	goods	23-12-2022	900	500	KEVALIN ALLIANCE	Single Use Rubber Examination Gloves-IS 15354	Unbranded Synthetic Latex Non Sterile Single Use Rubber Examination Gloves, Size Medium ( 95 mm)
GEMC-511687768407336	goods	23-12-2022	734	200	SUMIT SURGICAL INDUSTRIES	Air Pollution Filtering Mask	sumit surgical Air Pollution Filtering Mask
GEMC-511687784863406	goods	23-12-2022	353.46	6	SHREYAS TRADERS	Squeegee Washer Wiper Mopper (V2)	Unbranded Squeegee/Washer/Wiper/Mopper 301-400 base Plastic handle

GEMC-511687786480205	goods	23-12-2022	24815	1	REMEDICS GLOBAL	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687736379080	goods	23-12-2022	133389.1	2	AADINATH PERIPHERALS AND CONSUMABLES	All in One PC	hp Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687776261626	goods	23-12-2022	200	4	PIONEER	Toilet Brush-IS 2616	PIONEER SUPPLY CHAIN Hockey Shaped Type Nylon Toilet brush
GEMC-511687731929394	goods	28-12-2022	24798	1	REMEDICS GLOBAL	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687740358577	goods	29-12-2022	15510.54	1	EXCEL BUSINESS SYSTEMS	Multifunction Machines MFM	EPSON Multifunction Machines Mfm, On Site OEM Warranty 1 Year
GEMC-511687783963439	goods	29-12-2022	1000	10	Pushpa Enterprises	domestic plates	Unbranded 45-50 Food Grade
GEMC-511687732183313	goods	30-12-2022	1720	10	NICE ENTERPRISES	Diaries-Handicraft	Unbranded Paper Ruled Diaries-Handicraft
GEMC-511687790714408	goods	04-01-2023	2148	100	Yatharth Traders	File Board	FILE BOARD
GEMC-511687796808897	goods	05-01-2023	68235.4	1	ODISSI SYSTEMS AND SOLUTIONS	All in One PC	Dell Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687706768888	goods	05-01-2023	26468	1	REMEDICS GLOBAL	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687721068671	goods	05-01-2023	2399.98	1	MUDRA IT & POWER SOLUTION	Line Interactive UPS with AVR (Version 2.0)	CyberPower Line Interactive UPS with AVR of Rating 0.6 KVA With Warranty of 2 Years
GEMC-511687757916283	goods	09-01-2023	9950	50	FLONEX OIL TECHNOLOGIES PRIVATE LIMITED	Oil Machinery / General Purpose Machinery Oil Vg - 32 and Vg - 100 as per IS 493	DEEMOIL VG-68 General Purpose Machinery Oil

GEMC-511687759 397599	goods	10-01-2023	540	60	SIGMA ENTERPRIS ES	Ball Point Pens as per IS 3705	AVISHREE Blue Colour With Desk type ball point pens
GEMC-511687738 563216	goods	12-01-2023	1599.9	10	DH Mart	Laboratory Beakers (V2) as per IS 2619	Unbranded Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687787 586780	goods	12-01-2023	1000	10	A R INSTRUMENTS COMPANY	Laboratory Graduated Cylinders as per IS 878	A R INSTRUMENTS COMPANY--A R INSTRUMENTS COMPANY Class A (Higher Grade) Laboratory Graduated Cylinders
GEMC-511687751 114128	goods	12-01-2023	900	10	KAVITA KITCHEN SYSTEMS	Laboratory Graduated Cylinders as per IS 878	Unbranded Class A (Higher Grade) Laboratory Graduated Cylinders
GEMC-511687719 454136	goods	12-01-2023	780	12	M&D	Cyanoacrylate Adhesive	Pidilite 20gm Cyanoacrylate Adhesive
GEMC-511687729 692904	goods	12-01-2023	214.785	1	UPMANYU INFOTECH	Bit Driver Set with Screw driver Bits	Unbranded Alloy Steel Bit Driver Set with Screw driver Bits, Warranty 1 year
GEMC-511687783 307338	goods	12-01-2023	4100	1	G.F. ELECTRONICS	Electronic Weighing Systems as per IS 9281 (Part I, Part II, Part III, Part IV)	GF Electronic Weighing Scale brand with load capacity of 10 kg
GEMC-511687788 061489	goods	13-01-2023	4400	2	SRI VINAYAGA SCIENTIFIC	Hydrogen peroxide solution	LOBA CHEMIE Hydrogen peroxide solution, Size 5000 milliliter in Plastic Bottle
GEMC-511687763 099971	goods	13-01-2023	400	2	BHAVANI PAPER AGENCY	Plastic Stretch Wrap Film	Unbranded Grade 001 Plastic Stretch Wrap Film
GEMC-511687701 945738	goods	13-01-2023	1750	250	ROYAL TRADERS	Surgical Face Masks - IS 16289	STERGIC Surgical Face Mask as per IS 16289 (Latest Revision) Class 1
GEMC-511687777 447511	goods	13-01-2023	2995	500	J S SERVICES	Surgical Gloves as per IS 4148	Unbranded Synthetic Rubber Latex Surgical Gloves, Size (Number) 7.0 ½
GEMC-511687708 131063	goods	16-01-2023	384	12	T. M. INDUSTRIAL SUPPLIER	Paint brushes	Unbranded Soft Paint Brush



GEMC-511687705360891	goods	16-01-2023	204	12	VIVEKANA NDA TRADING	Paint brushes	Unbranded Soft Paint Brush
GEMC-511687741920836	goods	16-01-2023	2035	5	AKOLA TRADING CORPORAT ION	Saw Blades or Hacksaw Blades as per IS 2594	Unbranded 1.25 mm Thick flexible blade type b Hacksaw Blade
GEMC-511687787124370	goods	16-01-2023	1134.9	90	ARADHIYA ENTERPRIS ESS	Nylon Rope as per IS 4572	Unbranded Nylon 3-Strand Hawser-Laid Rope (Type A )
GEMC-511687731297007	goods	16-01-2023	71.16	6	M/S SIMRAN ENTERPRIS ES	Sand Paper (Defense)	Unbranded Silicone Carbide Sand Paper (Defense), Length 11 inch
GEMC-511687766113690	goods	16-01-2023	1152	4	R K ENTERPRIS ES	Glue gun	Unbranded ABS Glue gun
GEMC-511687738163562	goods	16-01-2023	344	1	PURVI ENTERPRIS E	SODIUM BICARBONA TE	SUVCHEM Crystal SODIUM BICARBONATE
GEMC-511687780175836	goods	18-01-2023	8000	100	VSV SAFETY PRODUCTS PRIVATE LIMITED	Acid And Alkali- Resistant Rubberized Protective Aprons- IS:4501	SOVIN Design 1 Acid And Alkali-Resistant Rubberized Protective Aprons, Size L
GEMC-511687704518532	goods	20-01-2023	6096	12	OM ENTERPRIS ES	Desktop Calculator - Electronics	CITIZEN LED Desktop Calculator-Electronics of 12 Digit
GEMC-511687758882370	goods	20-01-2023	5719.95	5	SAMIR BOOK STALL	Correspondenc e Envelopes (V2)	sonal Type -I (Pocket Shape) Envelope
GEMC-511687750354638	goods	02-02-2023	21200	2	SPARSH COOL WAVES	Executive Computer Table	ALDER 1200 millimeter X 610 millimeter (mm LxD) Executive Computer Table
GEMC-511687791950586	goods	02-02-2023	250	10	YES INFOTECH	Tissue Papers as per IS 14461	Unique Tissue Paper Type A (pulp containing not less than 60 percent by mass of pulp made from materials other than bamboo, hard woods, soft woods and reed) Tissue Papers
GEMC-511687782777695	goods	02-02-2023	1122	3	THE PRECISION SCIENTIFIC CO CBE	Laboratory Graduated Cylinders-IS 878	Borosil Class B (Lower Grade) Laboratory Graduated Cylinders

GEMC-511687759 931564	goods	02-02-2023	960	2	Glass Agencies	Laboratory Graduated Cylinders as per IS 878	EROSE Class A (Higher Grade) Laboratory Graduated Cylinders
GEMC-511687737 456061	goods	02-02-2023	400	5	DH Mart	Laboratory Beakers (V2) as per IS 2619	LIT Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687735 557727	goods	02-02-2023	250	5	PRANAV ENTERPRIS ES	thermal gloves	TECHTION Gloves Leather White Lined Assorted Sizes ( Small, Medium and Large ) as per buyers requirements
GEMC-511687714 591202	goods	02-02-2023	4840	1	SEA BLUE CORPORAT E	First Aid Kit	MLSP INDUSTRIES First Aid Kit With Hydrocolloid and Hydrogel and Alginate and Collagen and Foam and Transparent and Cloth and NA Dressing
GEMC-511687712 396992	goods	02-02-2023	698	2	M/S A.B.C. TRADERS	pH Paper	RANKEM NA X NA mm (LxW) pH Paper
GEMC-511687768 236238	goods	07-02-2023	38197.9	2	Raghuveer Enterprises	Tablet Based Biometric Attendance System	Realtime Power of Surveillance-- REALTIME SMART SOLUTION Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687799 560231	goods	07-02-2023	117995.1	2	ODISSI SYSTEMS AND SOLUTION S	All in One PC	Dell Intel Core i5 All in One PC with 21.5 Inch Display/ Windows 10 Professional
GEMC-511687720 942937	goods	09-02-2023	14949	50	R D Enterprises	Plain Copier Paper IS - 14490 (Version 2)	JK Paper A4 Size with 80 g per square metre
GEMC-511687789 430041	goods	09-02-2023	800	2	ASIAN SALES AGENCY	Antiseptic Liquid	DETTOL ANTISEPTIC LIQUID Antiseptic Liquid 1000 ml
GEMC-511687788 732110	goods	09-02-2023	150	3	THE PRECISION SCIENTIFIC CO CBE	FIBRE GLASS TUBE	Unbranded FIBRE GLASS TUBE, Length 40 inch Meter
GEMC-511687706 056481	goods	09-02-2023	276	3	THE PRECISION SCIENTIFIC CO CBE	Measuring Mug / Cup	ZARO Plastic Measuring Mug/Cup, Capacity 1000 ml
GEMC-511687758 383251	goods	09-02-2023	1398	1	CLAIROFIL T INDIA	filter paper	LIT Ashless Cellulose Filter Paper

GEMC-511687786435742	goods	09-02-2023	2998	2	R J ENTERPRIS E	Laboratory Graduated Cylinders-IS 878	LABCO INDIA Class A (Higher Grade) Laboratory Graduated Cylinders
GEMC-511687711894437	goods	13-02-2023	92400	1	THYMOL AUTOCLAVE INDIA	Autoclave (ICMR Specs)	THYMOL Autoclave
GEMC-511687769878099	goods	14-02-2023	56193.11	2	Fast Track Infotech Services	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 5 Year
GEMC-511687726399490	goods	14-02-2023	411	10	RAMDEV ENTERPRIS ES	Gel Pen (V2)	ADD GEL Red Ink Gel Pen
GEMC-511687742762820	goods	14-02-2023	99.9	10	SHREE LAXMI ENTERPRIS ES	Stapler Pin / Staples (V2)	Kangaro 7.1 mm Crown Width and 10 Strips in each box
GEMC-511687732358553	goods	14-02-2023	550	10	SHUBHAM OFFICE SUPPLY	Staplers (V2)	Kangaro 10/4 and 25 numbers of 50 GSM white printing paper sheets(for 8 mm leg staples)
GEMC-511687763214244	goods	14-02-2023	330	10	Bangalore Trading Company	Tags for Files as per IS 8499 (Rev)	Unbranded Bleached cotton yarn Tag
GEMC-511687727857169	goods	14-02-2023	270	10	R D Enterprises	Fluid Correction Pen (V2)	Camlin 7 ml Fluid Correction Pen
GEMC-511687726802069	goods	14-02-2023	360	5	SRI LAKSHMI ENTERPRIS ES	paper or eyelet punches	Kangaro 6 mm (Punching Diameter) Paper Or Eyelet Punches
GEMC-511687714323059	goods	14-02-2023	135	10	GEETHA ENTERPRIS ES	Transparent Tape (V2)	Wonder 555 Transparent Tape - Width 12 mm, Length 25 meter
GEMC-511687774587998	goods	14-02-2023	24900	1	TECHGENT SIA SOFTWARE TECHNOLOGIES PRIVATE LIMITED	Cloud Video Conferencing Software	VCONSOL Cloud Video Conferencing Software Subscription
GEMC-511687797844974	goods	14-02-2023	86.85	5	RAMDEV ENTERPRIS E	Markers - White Board	Reynolds Water based Ink White Board Marker

GEMC-511687768 899484	goods	14-02-2023	1453.32	20	MIND SOLUTION	Toilet Cleaner Liquid as per IS - 7983	Harpic toilet cleaner 500 ml
GEMC-511687755 203686	goods	15-02-2023	450	5	NILKANTH TRADERS	Squeegee Washer Wiper Mopper (V2)	Unbranded Squeegee/Washer/Wiper/Mopper 701-800 base Aluminium handle
GEMC-511687748 577972	goods	15-02-2023	1194.25	5	NEELKANTH SOLUTION	desktop calculator-Electronics	Casio LED Desktop Calculator-Electronics of 12 Digit
GEMC-511687795 849373	goods	15-02-2023	749.5	50	SAMIR BOOK STALL	Report Cover	files&folder Binding of Paper By Plastic Clip. Strip Plastic Folder
GEMC-511687742 697582	goods	24-02-2023	2800	10	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	Plain Copier Paper IS - 14490 (Version 2)	jk copier A4 Size with 75 g per square metre
GEMC-511687746 863572	goods	28-02-2023	5790.4	20	RAMDEV ENTERPRISES	Plain Copier Paper IS - 14490 (Version 2)	jk copier A4 Size with 80 g per square metre
GEMC-511687795 720217	goods	28-02-2023	11992	2	AGROTECH E-MARKET	industrial vacuum cleaner	Black & Decker Wet and Dry Duty Cleaning Industrial Vacuum Cleaner 225 millibar
GEMC-511687783 782111	goods	28-02-2023	600	60	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	Gift Pen	Unbranded steel Gift Pen
GEMC-511687725 340996	goods	28-02-2023	1116	60	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	conference folder	Unbranded A4 Loop Conference Folder
GEMC-511687781 104630	goods	02-03-2023	7017	3	ADITYA COMPUTERS & MARKETING	Line Interactive UPS with AVR (Version 2.0)	Fuji Electric Line Interactive UPS with AVR of Rating 0.6 KVA With Warranty of 2 Years
GEMC-511687745 021671	goods	02-03-2023	90	10	VANSH ENTERPRISES	Gel Pen (V2)	LINC Red Ink Gel Pen

GEMC-511687720 267566	goods	02-03-2023	295	50	VANSH ENTERPRIS ES	Ball Point Pens as per IS 3705	Unbranded Black Colour With Single refill ball point pens
GEMC-511687745 392126	goods	02-03-2023	272	100	M/S DAILYVER IN	Ball Point Pens as per IS 3705	Unbranded Blue Colour With Single refill ball point pens
GEMC-511687730 809973	goods	02-03-2023	2.5	1	ASHWIN TRADERS	Eraser	apsara Eraser 20
GEMC-511687775 071637	goods	02-03-2023	480	4	DACETHLO N	Correspondenc e Envelopes (V2)	Unbranded Type -I (Pocket Shape) Envelope
GEMC-511687713 371163	goods	06-03-2023	2300	20	AASHIRWA D SALES	Air Freshener Liquid	godrej Air freshener Liquid Lemon
GEMC-511687788 186282	goods	06-03-2023	127920	8	DREAMVA LUE GROUP	RO Alkaline Water Purifier (Hot and Cold)	Aquaguard RO Alkaline water purifier(Hot & Cold) 7 liter
GEMC-511687709 632478	goods	06-03-2023	1590	5	VORA BOOK HOUSE	books	Unbranded Hand Book on Right to Information Act, 4th edn, 2020 G B Singh G B Singh 0
GEMC-511687770 987664	goods	06-03-2023	6749.75	5	Adhyayan Books	books	Bharat Law House Pvt Ltd RTI Case Digest Dr. Niraj Kumar Bharat Law House Pvt. Ltd. 9788194960126
GEMC-511687791 586858	goods	09-03-2023	26069.96	1	VISION SOLUTION	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687710 042322	goods	09-03-2023	142631.6	2	ODISSI SYSTEMS AND SOLUTION S	All in One PC	Dell Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687730 589699	goods	10-03-2023	3809.95	1	HRITIK TRADERS	Commercial Mixer	usha ABS Commercial Mixer, Capacity 3 Litre
GEMC-511687770 380275	goods	10-03-2023	4500	1	shree swaminaraya na machine tools	Wet Grinder	SBWG Stainless Steel 304 Single Phase Wet Grinder 2 Capacity(Ltr)
GEMC-511687721 846918	goods	10-03-2023	2000	1	SHUBH AARAMBH INTERIORS	Pan with Iron Handle / Chapati Tawa (Handel Cover with Wood) /	Unbranded Rectangular Base With Handle

						Dosa Tawa	
GEMC-511687734 148092	goods	10-03-2023	2059.94	2	JAI SWAL HARDWARE STORE	Stainless Steel Bucket as per IS 4768	Unbranded 18 (Litre) With Lid Stainless Steel Sheets Grade designation X04Cr19Ni.9 of IS: 5522 latest Bucket
GEMC-511687774 811719	goods	10-03-2023	650	25	LAXMI TRADERS	domestic drinking glasses	Unbranded 300 ml Domestic Drinking Glasses
GEMC-511687705 696088	goods	10-03-2023	1412.98	2	TEAMOFTR ADERS PRIVATE LIMITED	domestic knives	fns Plain Blade Knife
GEMC-511687725 173887	goods	10-03-2023	3488	1	KHANDEL WAL BROTHERS	Induction Heater	surya Rectangular Single Element Induction Heater
GEMC-511687721 663311	goods	10-03-2023	2046.99	1	FRONT TRADERS	Induction Heater	Unbranded Rectangular Double Element Induction Heater
GEMC-511687705 044230	goods	10-03-2023	690	10	MADHAV ENTERPRIS ES	spoon serving ss to cqa specification	Raj Steel spoon serving ss to cqa specification, Length 277 mm
GEMC-511687708 992658	goods	10-03-2023	1600	20	M K ENTERPRIS ES	domestic plates	Unbranded 45-50 Food Grade
GEMC-511687762 128028	goods	10-03-2023	800	2	HARISONS	Glass Tableware	ALCO 325 ml Drinking Glass/Tumblers ( 6 piece in a set )
GEMC-511687735 772212	goods	10-03-2023	1500	1	Krishna Enterprises	Tea set	BHARAT FINE BONE CHINA BONE CHINA Cup and Soucer Tea set
GEMC-511687775 115916	goods	10-03-2023	2695	5	MADHAV ENTERPRIS ES	Stainless Steel Punch Bowl	Unbranded Stainless Steel Punch Bowl, Capacity 5 liter
GEMC-511687792 359667	goods	10-03-2023	700	10	KESHAV ENTERPRIS ES	Measuring Spoon	Made.ly Stainless steel 304 Measuring Spoon, Length 75 mm
GEMC-511687788 895339	goods	10-03-2023	450	2	J.A.Manufact uring Works	stainless steel jugs	Unbranded Stainless Steel Jugs (CQA(GS)/SS/517(b))

GEMC-511687712578894	goods	13-03-2023	80676.64	2	HK ENTERPRISES	Split Air Conditioner Including Green AC (Version 3)	godrej 1.5 Ton, 5 Start AC
GEMC-511687727597179	goods	14-03-2023	5000	200	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	Notepads or Notebooks as per IS 1848	Unbranded Note Pads Or Notebooks , 70 GSM (Paper)
GEMC-511687782348632	goods	14-03-2023	24600	200	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	conference folder	Unbranded A4 Steel Zip Conference Folder
GEMC-511687728555267	goods	14-03-2023	58856	1	ELITE COMPUTERS	Desktop Computers	hp Intel Core i5 10500 8 GB/ 1000 GB HDD/ Windows 10 Professional
GEMC-511687733533437	goods	14-03-2023	5409	3	G Tech Solution	Electric Ceiling Type Fan (V2) as per IS 374	G SYSTEM Electric Ceiling Type Fan 1200 mm 5 Star
GEMC-511687783770608	goods	15-03-2023	1600	200	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	Badge Holders - I Card	Unbranded Flexible holders Both Horizontal and Vertical Badge Holders-I Card
GEMC-511687748472233	goods	15-03-2023	5475	15	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	sipper bottle	Unbranded Stainless Steel Sipper Bottle , 100 gram
GEMC-511687747639591	goods	15-03-2023	6950	200	SNIGDHA STATIONERY & GENERAL ORDER SUPPLIER	Gift Pen	Cello plastic Gift Pen
GEMC-511687745908485	goods	15-03-2023	4500	3	ARUN OFFICE NEEDS	Chair Office (V2)	Unbranded Non-Revolving and Non-Tilting chair with Armrest
GEMC-511687755464678	goods	15-03-2023	3000	1	ROMSON TRADERS	4G LTE Modem	tp-link 4G LTE Modem, Data rate 115200 (bps)

GEMC-511687727658121	goods	16-03-2023	2100	1	DUDI ENTERPRIS ES	4G LTE Modem	D-Link 4G LTE Modem, Data rate 115200 (bps)
GEMC-511687726952755	goods	16-03-2023	84043.11	3	Fast Track Infotech Services	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 5 Year
GEMC-511687716313622	goods	17-03-2023	58429	1	Amazing Deals	All in One PC	acer Intel Core i5 All in One PC with 21.5 Inch Display/ Windows 10 Professional
GEMC-511687733223657	goods	17-03-2023	27667.59	1	Fast Track Infotech Services	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 5 Year
GEMC-511687752043237	goods	17-03-2023	18418.99	1	Nice deal Infotech	Tablet Based Biometric Attendance System	Datamini Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687713202987	goods	17-03-2023	2950	10	ROMSON TRADERS	Computer Paper as per IS 12766, IS 9055, IS 1060, IS 1064	PADMASHREE Computer Paper, GSM 70
GEMC-511687728145843	goods	17-03-2023	655	1	ROMSON TRADERS	sipper bottle	ELITE Stainless Steel Sipper Bottle , 250 gram
GEMC-511687730468618	goods	17-03-2023	2152	1	SHAKTI SYSTEMS	Line Interactive UPS with AVR (Version 2.0)	CyberPower Line Interactive UPS with AVR of Rating 0.65 KVA With Warranty of 2 Years
GEMC-511687798786629	goods	17-03-2023	24998.9	1	GANGA CORPORAT ION	Tablet Based Biometric Attendance System	Mantra Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687746883356	goods	18-03-2023	1821	1	SHALIMAR SCIENTIFIC CO.	Chromotropic acid disodium salt dihydrate	FINAR AR/ACS Grade Chromotropic acid disodium salt dihydrate, Size 25 g in Glass Bottle
GEMC-511687786906056	goods	18-03-2023	348	1	CAPITAL TRADERS	Measuring Tape	FREEMANS Plastic YES 30
GEMC-511687720022272	goods	18-03-2023	120	1	HYGROW ENTERPRIS E	Measuring Tape	MARKER Steel NO 5
GEMC-511687775750815	goods	18-03-2023	4050	3	ST. JOHNS FIRST-AID KITS PRIVATE	First Aid Kit	ST JOHNS FIRST AID KIT First Aid Kit With Cloth and NA Dressing



					LIMITED		
GEMC-511687713 527261	goods	18-03-2023	860	4	CHITRA SCIENTIFIC INDUSTRIE S	Sucrose	PALLAV AR/ACS Grade Sucrose, Size 500 g in Plastic Bottle
GEMC-511687712 255391	goods	18-03-2023	1376	4	M/S. LABDEALS SUPPLIERS	Citric Acid as per IS 5464	SRL 0.5 Kg Citric acid
GEMC-511687796 181458	goods	18-03-2023	820	5	M/S. LABDEALS SUPPLIERS	Buffer Capsules	SRL 98 % Purity Buffer Capsules in Bottle
GEMC-511687703 050661	goods	18-03-2023	3000	200	AMENITY HEALTHCA RE PRIVATE LIMITED	Disposable Surgical Rubber Gloves - Prepowdered as per IS 13422	PALMS Disposable Surgical Rubber Gloves Of Size 7 Natural Rubber Latex Concentrate
GEMC-511687792 019148	goods	18-03-2023	1580	10	M/S. LABDEALS SUPPLIERS	Buffer Capsules	SRL 98 % Purity Buffer Capsules in Bottle
GEMC-511687791 356210	goods	18-03-2023	12500	1	REMI ELEKTROT ECHNIK LIMITED	Laboratory Stirrer	REMI Digital Laboratory Stirrer
GEMC-511687705 479972	goods	18-03-2023	1675	5	OM CHEMICAL	pH Paper	FINAR 53 X 7 mm (LxW) pH Paper
GEMC-511687734 084811	goods	18-03-2023	9989	1	JAYANTI SCIENTIFIC INSTRUME NTS	Laboratory Hot plate	Borosil Stainless steel Laboratory Hot plate, Size 6 Inch
GEMC-511687771 870597	goods	18-03-2023	80	1	SRI VINAYAGA SCIENTIFIC	Ferrous Sulphate	LOBA CHEMIE heptahydrate White crystals Ferrous Sulphate
GEMC-511687781 821665	goods	18-03-2023	896	1	AEROSPAC E LABORATO RY	Ammonium Oxalate monohydrate	FINAR Ammonium Oxalate Monoydrate 0.5 Kg
GEMC-511687742 775220	goods	18-03-2023	824	1	M/S. LABDEALS SUPPLIERS	Salicylic acid as per IS:7559	SRL Salicylic acid packing size 0.5 kg with shelf life 4 years
GEMC-511687723 821071	goods	18-03-2023	413	1	M/S. LABDEALS SUPPLIERS	ISO Propyl Alcohol as per IS 2631	SRL Liquid iso propyl alcohol

GEMC-511687754 551202	goods	18-03-2023	1128	1	PURVI ENTERPRIS E	Mercuric Oxide	SUVCHEM Extra Pure Grade Mercuric Oxide, Size 25 g in Poly Bottle
GEMC-511687780 678093	goods	18-03-2023	975	1	SHALIMAR SCIENTIFIC CO.	Boric Acid (V2) as per IS 10116	FINAR Boric Acid 1 kilogram
GEMC-511687784 139822	goods	18-03-2023	242	1	THE PRECISION SCIENTIFIC CO CBE	Ammonium Sulphate	NICE Ammonium Sulphate 0.5 kilogram
GEMC-511687752 021692	goods	18-03-2023	1234.05	1	Labogens Fine Chem Industry	Peptone- IS:6853	LABOGENS Solid Peptone 0.5 kilogram
GEMC-511687744 758346	goods	18-03-2023	1462.49	1	S N HEALTH TRAILS	Yeast Extract	QUALIKEMS Reagent Grade for Microbiology Yeast Extract, Size 500 Gram in Poly Bottle
GEMC-511687786 575815	goods	18-03-2023	140.56	1	GUPTA DENTAL ENTERPRIS ES	Sodium Hypochlorite or Sodium Hypochlorite Solution as per IS 11673	FISHER 1 Litre Sodium Hypochlorite Solution
GEMC-511687709 488211	goods	18-03-2023	2199	1	S.P.SPECIA LITY CHEMICAL S	AGAR AGAR Bacteriologica l Powder	FINAR AGAR AGAR Bacteriological Powder, Size 250 gram in Plastic Bottle
GEMC-511687737 890702	goods	18-03-2023	780	1	SRI VINAYAGA SCIENTIFIC	Formic Acid as per IS:9908	FINAR 1 (Litre) Formic Acid
GEMC-511687793 896820	goods	18-03-2023	1111	1	M/S. LABDEALS SUPPLIERS	Potassium sodium tartrate	RANKEM Potassium Sodium Tartrate 0.5 kilogram
GEMC-511687756 730360	goods	18-03-2023	748	1	M/S. LABDEALS SUPPLIERS	Copper Sulfate as per IS 261	Sisco Research Laboratories Pvt. Ltd. 0.5 Kg Powder Copper Sulphate
GEMC-511687744 304296	goods	18-03-2023	675	1	SRI VINAYAGA SCIENTIFIC	Hydrogen peroxide solution	Thermo Fisher Scientific Hydrogen peroxide solution, Size 500 milliliter in Poly Bottle
GEMC-511687786 365828	goods	18-03-2023	498	2	M/S. LABDEALS SUPPLIERS	Sucrose	SRL Extra Pure Grade Sucrose, Size 500 g in Plastic Bottle
GEMC-511687738 178938	goods	18-03-2023	230	1	M/S JALDHARA & CO.	Ammonia solution 25%	FINAR Liquid 500 ml Ammonia solution 25%

GEMC-511687728 432412	goods	18-03-2023	536	1	M/S. LABDEALS SUPPLIERS	Aniline	SRL Aniline AR , Size: 500 mL
GEMC-511687756 533371	goods	18-03-2023	389	1	M/S. LABDEALS SUPPLIERS	Sodium nitrite as per IS:879	RANKEM Sodium nitrite 500 g
GEMC-511687741 672029	goods	18-03-2023	1210	1	S.P.SPECIA LITY CHEMICAL S	Tris(hydroxymethyl)aminomethane	FINAR AR Grade Tris(hydroxymethyl)aminomethane, Size 100 g in Poly Bottle
GEMC-511687715 958153	goods	18-03-2023	784	1	M/S. LABDEALS SUPPLIERS	Glycine	SRL Molecular Biology Grade Glycine, Size 500 g in Plastic Bottle
GEMC-511687767 931552	goods	18-03-2023	670	1	CHENAB IMPEX PRIVATE LIMITED	Olve Oil	sol Extra virgin olive oil Plastic Bottle 0.5 liter
GEMC-511687723 331892	goods	18-03-2023	500	2	PURVI ENTERPRIS E	Sodium Bisulphate	PALLAV Monohydrate Sodium Bisulphate 0.5 kilogram
GEMC-511687791 826574	goods	18-03-2023	3599.99	1	AEROSPAC E LABORATO RY	Iodine	FINAR Iodine 0.1 kilogram
GEMC-511687753 780574	goods	18-03-2023	2500	5	SRI VINAYAGA SCIENTIFIC	Sulphuric Acid as per IS 266	LOBA CHEMIE 1 kg Technical(Tech) Sulphuric Acid
GEMC-511687723 144497	goods	18-03-2023	435	1	S.P.SPECIA LITY CHEMICAL S	Ammonium acetate AR Grade	FINAR Ammonium acetate AR Grade, Size 500 g in Poly Bottle
GEMC-511687785 952394	goods	20-03-2023	20381.45	1	GANGA CORPORAT ION	Tablet Based Biometric Attendance System	Mantra Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687707 623384	goods	20-03-2023	63720	15	CYBERKIN G TECHNOLO GIES PRIVATE LIMITED	OEM / Compatible Cartridge / Consumable	Canon CRG 337 Class OEM
GEMC-511687757 412708	goods	21-03-2023	362	1	THE PRECISION SCIENTIFIC CO CBE	Sodium Sulphate as per IS: 247	NICE 0.5 kg Sodium sulphate
GEMC-511687795 136220	goods	21-03-2023	450	1	S.P.SPECIA LITY CHEMICAL S	PH buffer solution	FINAR >=99% Purity PH buffer solution, Size 500mL in Plastic Bottle

GEMC-511687789006744	goods	21-03-2023	2350	5	THE PRECISION SCIENTIFIC CO CBE	Laboratory Flask-IS 1381	Borosil Volumetric Flask Laboratory Flask 500 millimeter
GEMC-511687708085799	goods	21-03-2023	6139.9	10	M/S A.B.C. TRADERS	Laboratory Flask-IS 1381	Borosil Volumetric Flask Laboratory Flask 100 millimeter
GEMC-511687735675623	goods	21-03-2023	4325	5	THE PRECISION SCIENTIFIC CO CBE	Laboratory Flask-IS 1381	Borosil Volumetric Flask Laboratory Flask 250 millimeter
GEMC-511687724670401	goods	21-03-2023	500	10	DH Mart	Laboratory Beakers - IS: 2619 (Version 2.0)	GLASSCO Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687774205514	goods	21-03-2023	1920	5	GLASSCO LABORATORY EQUIPMENTS PRIVATE LIMITED	Laboratory Flask-IS 1381	GLASSCO Conical Flask Laboratory Flask 250 millimeter
GEMC-511687712346585	goods	22-03-2023	349	5	DH Mart	Laboratory Beakers (V2) as per IS 2619	Unbranded Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687717629853	goods	22-03-2023	374.8	10	DH Mart	Laboratory Beakers - IS: 2619 (Version 2.0)	GLASSCO Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687714696279	goods	22-03-2023	1023	3	THE I L E CO	Laboratory Beakers (V2) as per IS 2619	Borosil Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687726682795	goods	22-03-2023	1400	2	M/S A.B.C. TRADERS	Laboratory Beakers (V2) as per IS 2619	Borosil Borosilicate Glass Low-Form Laboratory Beaker
GEMC-511687748058819	goods	22-03-2023	319.8	2	DH Mart	Laboratory Graduated Cylinders as per IS 878	CORNSIL Class B (Lower Grade) Laboratory Graduated Cylinders
GEMC-511687787091082	goods	22-03-2023	748	2	THE PRECISION SCIENTIFIC CO CBE	Laboratory Graduated Cylinders-IS 878	Borosil Class B (Lower Grade) Laboratory Graduated Cylinders
GEMC-511687778855981	goods	22-03-2023	758	2	THE PRECISION SCIENTIFIC CO CBE	Laboratory Flask-IS 1381	Borosil Round-Bottom Flask Laboratory Flask 500 millimeter

GEMC-51168776640353	goods	22-03-2023	5400	1	ABG INITIATIVE	Desiccator	ABGIL Desiccator As per Generally conforming to IS 1779-latest
GEMC-511687722147860	goods	22-03-2023	1428	1	OM CHEMICAL	Seperating funnels	GLASSCO Peer Shaped Seperating funnels, Capacity 250 milliliter
GEMC-511687751986177	goods	22-03-2023	570	2	DH Mart	pestle or mortars - soil sample grinder	Eskulab Porcelain pestle or mortars - soil sample grinder
GEMC-511687710515008	goods	22-03-2023	2495	1	SK SCIENTIFIC COMPANY	Laboratory Vials	Borosil Glass Screw Cap Laboratory Vials, Capacity 2 milliliter
GEMC-511687712795386	goods	22-03-2023	450	3	ROYAL INTERNATI ONAL	Burette Clamp	Unbranded Mild steel powder coated Single burette Clamp
GEMC-511687780886617	goods	22-03-2023	500	1	DH Mart	burette stand	Unbranded Burette Stand with Adjustable clamps
GEMC-511687774350352	goods	22-03-2023	168	2	DH Mart	Burette Clamp	Unbranded Mild steel powder coated Single burette Clamp
GEMC-511687775310946	goods	22-03-2023	2309.472	30	KUTCH CORPORAT ION	Ring Binder - File Folder	Unbranded Polypropylene 1.0 mm thick Ring Binder- File Folder
GEMC-511687720599325	goods	22-03-2023	24905	1	MegaMind Technosoft	Tablet Based Biometric Attendance System	Mantra Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing
GEMC-511687716559609	goods	22-03-2023	315	3	ROMSON TRADERS	Towel Hand Cotton Turkish (IAF)	Unbranded Towel Hand Cotton Turkish as per Indian Air Force specification No. AIR HQ/DQAS/AC-050(R-1), issued by Directorate of Quality Assurance Services(AERO) Air Headquarters Ramakrishnapuram West Block - VI New Delhi-110066 132 cm x 68 cm
GEMC-511687766327066	goods	22-03-2023	5900	20	ROMSON TRADERS	Computer Paper as per IS 12766, IS 9055, IS 1060, IS 1064	PADMASHREE Computer Paper, GSM 70
GEMC-511687705665038	goods	24-03-2023	101907.3	5	GANGA CORPORAT ION	Tablet Based Biometric Attendance System	Mantra Android Based Tablet integrated with Biometric Identification Device Housed in Rugged Casing

GEMC-511687710 806573	goods	24-03-2023	11025	3	SHRI GANESH TRADERS	Portable Fire Extinguishers as per IS 15683 (2018) Version 2	freeze Fire Portable Fire Extinguishers as per IS 15683 (2018) Low Pressure Extinguisher (Service Pressure 19 bar) Powder Based (as per IS 4308 ) Class -A
GEMC-511687707 791291	goods	29-03-2023	530	2	FIDELIS HEALTHCARE RES	Digital Medical Thermometer	FIDELIS HEALTHCARE LCD Display Digital Medical Thermometer
GEMC-511687763 229699	goods	29-03-2023	2698.5	150	S N HEALTH TRAILS	Multipurpose or General Test Tubes as per IS 2618	BOROCILICATE GLASS Grade 1 (Highly Chemically Resist) Borosilicate Glass Multipurpose Test Tubes
GEMC-511687732 980896	goods	29-03-2023	9120	24	JK ENTERPRIS ES	pH Paper	LINKER NA X NA mm (LxW) pH Paper
GEMC-511687746 008277	goods	29-03-2023	13500	100 0	GS ENTERPRIS ES	universal pipette tips	Unbranded 5000 UI Medical Grade Virgin Polypropylene universal pipette tips
GEMC-511687747 058742	goods	29-03-2023	1750	500 0	EXCEL SCIENTIFIC	universal pipette tips	ultimate moulds & products 20 UI Medical Grade Virgin Polypropylene universal pipette tips
GEMC-511687713 284894	goods	30-03-2023	90	1	DH Mart	Laboratory Graduated Cylinders as per IS 878	RAJAS Class B (Lower Grade) Laboratory Graduated Cylinders
GEMC-511687730 628844	goods	30-03-2023	1000	2	DH Mart	Burettes	RAJAS Borosilicate Glass Burettes, Capacity 10 millimeter
GEMC-511687729 322334	goods	30-03-2023	1000	2	DH Mart	Burettes	DURASIL Borosilicate Glass Burettes, Capacity 25 millimeter
GEMC-511687793 636497	goods	30-03-2023	1280	2	S.P.SPECIALITY CHEMICAL S	Sucrose	FINAR AR/ACS Grade Sucrose, Size 500 g in Plastic Bottle
GEMC-511687797 951227	goods	30-03-2023	1200	3	DH Mart	burette stand	PolyLab Burette Stand with Adjustable clamps
GEMC-511687724 418683	goods	30-03-2023	3191	1	SHALIMAR SCIENTIFIC CO.	Zinc Standard Solution	LOBA CHEMIE AAS Zinc Standard Solution, Size 500 milliliter in Plastic bottle
GEMC-511687794 008714	goods	30-03-2023	3161	1	R J ENTERPRIS E	Magnesium Standard Solution	LOBA CHEMIE AAS Grade Magnesium Standard Solution, Size 500 milliliter in Plastic bottle

GEMC-511687754525744	goods	30-03-2023	4386	2	Bionic Enterprises	1,10 Phenanthroline monohydrate	LOBA CHEMIE AR Grade 1,10 Phenanthroline monohydrate, Size 25 gram in Plastic Bottle
GEMC-511687725716983	goods	31-03-2023	28499.33	1	Click Computronics	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year
GEMC-511687716606569	goods	31-03-2023	71315.79	1	ODISSI SYSTEMS AND SOLUTIONS	All in One PC	Dell Intel Core i5 All in One PC with 23.8 Inch Display/ Windows 11 Professional
GEMC-511687783134790	goods	31-03-2023	26438.55	1	EXTREAM ENTERPRISES	Multifunction Machines MFM	hp Multifunction Machines Mfm, On Site OEM Warranty 3 Year

## Gem Services

Contract Number	Product Type	Create On	Total Value	Quantity	Seller Org Name	Service Start Date	Service End Date	Category Name	Item Title
GEMC-511687724714710	services	17-06-2022	6368350	6	KARAN SINGH SECURITY AGENCY	24-06-2022 0:00	23-06-2025 0:00	Security Manpower Service (Version 2.0)	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
GEMC-511687735563816	services	12-07-2022	341860.1	1	SANDHYA SECURITY FORCE	15-07-2022 0:00	14-07-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Clerk
GEMC-511687772635033	services	28-07-2022	1588225	3	A 1 SECURITY SERVICES AND A 1 FACILITY SERVICES	04-08-2022 0:00	03-08-2024 0:00	Security Manpower Service (Version 2.0)	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
GEMC-511687723144184	services	24-08-2022	497387.3	2	UNIFIED EXCELLENCE LLP	01-09-2022 0:00	31-08-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
GEMC-511687777607430	services	13-09-2022	3379875	4	M/S JAGANNATH SERVICE	14-09-2022 0:00	13-09-2025 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Sweeper



GEMC-511687702277415	services	30-03-2023	365458.6	1	Shri Ahladini Enterprises	03-04-2023 0:00	03-04-2024 0:00	Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator or Office Assistant or Executive Assistant; Graduate
GEMC-511687769776152	services	18-07-2022	746080.9	3	BHARATHEEYAM SECURITY SERVICES PRIVATE LIMITED	01-08-2022 0:00	31-07-2023 0:00	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
GEMC-511687787201265	services	16-08-2022	213930	1	SA INDIA RESOURCES	01-09-2022 0:00	29-02-2024 0:00	Manpower Outsourcing Services - Fixed Remuneration - Others; Helper Microbiology; Secondary School
GEMC-511687797063163	services	17-08-2022	748755	1	SJTS INTERNATIONAL PRIVATE LIMITED	01-09-2022 0:00	29-02-2024 0:00	Manpower Outsourcing Services - Fixed Remuneration - Healthcare; Laboratory Assistant/Attendant; Graduate
GEMC-511687787701314	services	20-09-2022	42624	600	FIVE STAR OFFSET PRINTERS	27-09-2022 0:00	26-10-2022 0:00	Paper-based Printing Services - Printing with Material; Magazine; Offset
GEMC-511687737710723	services	09-10-2022	672253.6	2	FOCUS FACILITY AND	10-10-2022 0:00	09-10-2023 0:00	Manpower Outsourcing Services - Minimum wage - Skilled; Admin;

					SECURITY SERVICES			- Minimum wage	Administrative Operator or Office Assistant or Executive Assistant
GEMC-511687790882863	services	10-10-2022	336126.8	1	Shree Sant Gadgebaba Maharaj Berojgar Sanstha	12-10-2022 0:00	11-10-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; IT-Technical; Degree in Computer Application or equivalent
GEMC-511687748191285	services	10-10-2022	557450.2	2	J B SECURITY SERVICES	14-10-2022 0:00	13-10-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Non-IT Technical; Technical Staff
GEMC-511687784349437	services	11-10-2022	475763.2	2	House Meeting Security Management	13-10-2022 0:00	12-10-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
GEMC-511687753549684	services	12-10-2022	1008380	3	J B SECURITY SERVICES	13-10-2022 0:00	12-10-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Non-IT Technical; Faculty or Trainer
GEMC-511687798905210	services	12-10-2022	278725.1	1	GARUDZEP SWAYAM ROJGAR SHA SANSTHA LTD	13-10-2022 0:00	12-10-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Non-IT Technical; Mechanical cum Electrician

GEMC-511687715732052	services	25-10-2022	2569573	2	KEWLA SECURITY SERVICE	01-11-2022 0:00	31-10-2025 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Marketing/PRO
GEMC-511687706194555	services	25-10-2022	2113414	2	ASP ENTERPRISE	01-11-2022 0:00	31-10-2025 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Attendant
GEMC-511687769495256	services	03-11-2022	975520.8	1	SCB FACILITY MANAGEMENT SERVICES	04-11-2022 0:00	03-11-2025 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
GEMC-511687784291749	services	23-11-2022	170003.1	1	EJEE COMPLETE OFFICE SOLUTIONS PRIVATE LIMITED	01-12-2022 0:00	31-07-2023 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; IT-Technical; Computer science engineer
GEMC-511687746890345	services	13-01-2023	1044535	3	JAI MAABHAVANI ENTERPRISES	01-02-2023 0:00	31-01-2024 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Multi-tasking Staff
GEMC-511687746890345	services	13-01-2023	348178.2	1	JAI MAABHAVANI ENTERPRISES	01-02-2023 0:00	31-01-2024 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Admin; Administrative Operator or Office Assistant or Executive

									Assistant
GEMC-511687746890345	services	13-01-2023	298432.4	1	JAI MAA BHAVANI ENTERPRISES	01-02-2023 0:00	31-01-2024 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Non-IT Technical; Fitter
GEMC-511687712996919	services	20-01-2023	372666.1	1	Pinaki Security And House Keeping Services	23-01-2023 0:00	22-01-2024 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Typists
GEMC-511687716134983	services	06-02-2023	1195013	1	URBAN HOME APPLIANCE SERVICE PRIVATE LIMITED	07-02-2023 0:00	06-02-2026 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Clerk
GEMC-511687749239536	services	09-03-2023	3498401	6	NAVEEN SECURITY SERVICES	01-04-2023 0:00	01-04-2025 0:00	Security Manpower Service (Version 2.0)	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
GEMC-511687721686024	services	28-03-2023	1070879	1	SRI VINAYAGA INTELLIGENCE SECURITY SERVICE	01-04-2023 0:00	31-03-2026 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Cook

GEMC-511687721686024	services	28-03-2023	841398.1	1	SRI VINAYAGA INTELLIGENCE SECURITY SERVICE	01-04-2023 0:00	31-03-2026 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Attendant
GEMC-511687721686024	services	28-03-2023	1682796	2	SRI VINAYAGA INTELLIGENCE SECURITY SERVICE	01-04-2023 0:00	31-03-2026 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
GEMC-511687721686024	services	28-03-2023	841398.1	1	SRI VINAYAGA INTELLIGENCE SECURITY SERVICE	01-04-2023 0:00	31-03-2026 0:00	Manpower Outsourcing Services - Minimum wage	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mali/Gardner Helper
GEMC-511687734543052	services	30-03-2023	5257998	5	GLOBAL SECURITY SERVICES	06-04-2023 0:00	06-04-2026 0:00	Security Manpower Service (Version 2.0)	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
GEMC-511687724970909	services	30-03-2023	1096376	3	DRONACHARYA SEWA SANSTHAN	03-04-2023 0:00	03-04-2024 0:00	Manpower Outsourcing Services - Fixed Remuneration	Manpower Outsourcing Services - Fixed Remuneration - Admin; Establishment Assistant; Graduate

GEMC-511687771637564	services	30-03-2023	314464.4	1	A R INFOTECH	03-04-2023 0:00	03-04-2024 0:00	Manpower Outsourcing Services - Fixed Remuneration	Manpower Outsourcing Services - Fixed Remuneration - Others; Mechanic - Machines; ITI
GEMC-511687726925812	services	14-10-2022	54000	1	Maa Durga Traders	26-10-2022 0:00	28-10-2022 0:00	Bus Hiring Service - Short Term	Bus Hiring Service - Short Term - Outstation; 28-30; Semi Deluxe (SDX); 250
GEMC-511687709738381	services	22-12-2022	85000	1	SOUTHSIDE HOLIDAYS TOURS AND TRAVELS	02-01-2023 0:00	06-01-2023 0:00	Bus Hiring Service - Short Term	Bus Hiring Service - Short Term - Outstation; 31-33; Non Deluxe (NDX); 300
GEMC-511687736041845	services	15-02-2023	198000	16500 0	Rajbhasha Seva Sansthan	02-03-2023 0:00	01-03-2024 0:00	Translation / Transliteration/ Transcreation/ Transcription Services	Translation/ Transliteration/ Transcreation/ Transcription Services - Translation; Per Word; Agriculture, Technology

**Manual- 12**  
(under Section 4 (1) (b) (xii) of RTI Act)  
**Chapter – 13**

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

**XI Plan schemes**

**Scheme Coir Vikas Yojana (CVY):**

Sl.No.	Name of the Activity
<b>A</b>	<b>Coir Vikas Yojana (CVY)</b>
<b>I</b>	<b>Science &amp; Technology (S&amp;T)</b>
(a)	Modernization of production process- New machines/ process to be developed
(b)	Development of Machinery & Equipments- Development of new technology
(c)	Product Development & Diversification- Development of new products
(d)	Development of environment friendly technologies- Technology Transfer
(e)	Technology Transfer, Incubation, Testing and Service Facilities- Field demonstrations of technology
<b>II</b>	<b>Skill Upgradation &amp; Mahila Coir Yojana</b>
(a)	Training on Value Added Products Manufacturing
(b)	Training on Mahila Coir Yojana
(c)	Certificate Course of Coir Artisans in Coir Technology - Six months
(d)	Diploma Course in Coir Technology - 1 year
(e)	EDP
(f)	Awareness Programme
(g)	National Seminar
(h)	Workshop
(i)	Exposure Tour
<b>III</b>	<b>Export Market Promotion</b>
(a)	Implementation of the IC Scheme of the Ministry of MSME
(b)	Management Development Programme
(c)	Coir Industry Award
<b>IV</b>	<b>Domestic Market Promotion</b>
(a)	Exhibitions & Market Promotion
(b)	Field demonstration / Renovation & interior decoration of outlets
(c)	Market Development Assistance
<b>V</b>	<b>Trade and Industry Related Functional Support Services</b>
(a)	Information Management
(b)	Knowledge Management - Survey/Evaluation Study
(c)	HRD Training to the Board's Officials
(d)	HRD training to Coir workers
(e)	Infrastructure creation

<b>VI</b>	<b>Welfare Measures</b>
	Implementation of suitable welfare scheme for the coir workers in the country

**The project/ programmes completed during 2022-23**

<b>Quarter Wise Physical Targets &amp; Achievements - Coir Vikas Yojana FY- ( 2022-23)</b>			
<b>Sl.No.</b>	<b>Activity/Programme</b>	<b>Year Total</b>	
		<b>Targets</b>	<b>Ach</b>
<b>A</b>	<b>CVY - Components/Programmes</b>		
<b>1</b>	<b>Science &amp; Technology</b>		
a	New machines/ process to be developed	8	8
b	Development of new technology	7	8
c	Development of new products	13	13
d	Technology Transfer	21	21
e	Field demonstrations of technology	143	427

**The projects which are underway**

<b>Sl No</b>	<b>Particulars</b>
1	Extension of the tenure of the Pilot Scale laboratory for the production of PithPlus/Biochem/ Testing for a period of 5 years in CCRI, CICT, Pollachi, Bhubaneswar and Rajahmundry.
2	Extension of engagement of technical staffs at Engineering Department of Central Coir Research Institute, Kalavoor on contract basis for a period of one year (April 2022 March 2023)
3	Setting up of Design Lab at Engineering Department
4	Development of new diversified coir products by engaging 2 graduates from NID and NIFT and 2 Artisans
5	Project on development of value added products from coir based cellulose and lignin
6	Research Projects as part of the Centre of Excellence established at IIT Madras
7	Collaborative project on studies on the performance of coir geo-textiles reinforced embankments with IIT Pallakkad- 2 <sup>nd</sup> year



8	Establishment of a “Centre of Excellence on coir composites (CECC)” for utilization of coir fibres for transforming into high value added coir composites for various end use applications with Indian Plywood Industries Research & Training Institute (IPIRTI), Bangalore.
9	Demonstration/Training/Seminar/ Technology transfer
10	Standardization of media, evaluation of plant species and nutrient module of vertical landscape using coir based products with IIHR
11	Incubation centre at CICT, Bangalore for Value Addition of Tender coconut husks through eco-friendly technology interventions for pollution abatement and sustainable development
12	Engagement of hands for Strengthening of Physical Testing Laboratory & Coir wood Testing laboratory at Central Institute of Coir Technology (CICT,) Bangalore for the application of coir skin /coir wood in photo framing, handicraft items and other gift articles to meet the requirement of industry.
13	NABL Accreditation for CCRI- Engagement of research personnel on contract basis for testing laboratories of CCRI
14	Engagement of the service of the Project Assistant (IT) in the library at CCRI for design and updating website, maintenance of library, conference hall and for the digital documentation of the activities at CCRI .

Details of the schemes are given below.

## **Development Department Schemes**

### **13 Skill Upgradation and Mahila Coir Yojana**

The Programme “Skill Upgradation & Mahila Coir Yojana” consists of two distinct components viz. (a) Skill Upgradation (b) Mahila Coir Yojana (MCY).

#### **13.1. Skill Upgradation**

##### **1. Name of Programme/scheme**

Skill upgradation

##### **2. Objective of the programme**

The Coir Board will continue to impart training in processing of coir to artisans and workers engaged in the coir industry through its training institutes i.e., National Coir Training and Design Centre (NCT&DC), Kalavoor, Alleppey and Research-cum-Extension Centre, Thanjavur and Field Training Centres of Regional Offices/ Sub Regional Offices of the Board located at various parts of the country. The Board will conduct training activities at a

number of Field Training Centres as per the convenience of coir workers. The Field Training Centres will be run with the help of Cooperative Societies/Associations and NGOs registered in Darpan Portal of NITI Ayog. The RO/SRO should ensure that the NGOs are registered in the portal.

**3. Eligibility of Beneficiary**

Supervisors/ instructors/ artisans related to coir industry and coir workers are eligible.

**4. Pre-requisites for the benefit**

Should be those working in the coir industry. In the case of training through Sponsoring Agencies, the agency shall submit names and full address of the candidates along with two copies of passport size photograph with ID proof, (Election Identity Card/Ration Card/Certificate of Identification from any authorized Govt. Agency/SC/ST)

**5. Procedure to avail the benefits of the programme**

The eligible persons may apply to the respective centres in the prescribed application forms.

**6. Criteria for deciding eligibility**

The selection of trainees for in-house training at NCT&DC will be made by inviting applications through advertisements in print and electronic media and through recommendation from the authorities of the coir producing States. An official Committee of Coir Board will be constituted for the selection of the trainees. The selection of trainees for regular courses will be after conducting written and practical tests.

In the case of Orientation Training Programmes, candidates shall be sponsored by coir units registered under Coir Industry Registration Rules, 2008 of Coir Board or by State Governments/ NGOs/ Educational Institutions/ Research Organisations etc. Selection of trainees for training programmes conducted at Regional Extension Centre will be made by the officer-in-charge of the centre through sponsoring of candidates by Trade Associations, Unit owners, Industries Department, NGOs, Co-operatives etc.

In the case of field level training programmes, selection of the training sponsoring agency will be vested with Regional/ Sub-regional Officers of Coir Board. Before appointing the agency, an undertaking will be obtained from the sponsoring agency in the prescribed format. After proper scrutiny of the application, an agreement will be entered into between the sponsoring agency and Regional/ Sub-regional Officer for organizing the training programme as per the guidelines.

**7. Details of the benefits given in the programme (also mention the amount of subsidy or other help given)**

The stipend per trainee for the skill developmental programmes will be limited to Rs.3,000/- per month. The honorarium for the trainer will be limited to Rs. 15,000/- per month. An amount of Rs.400/- per head per month will be provided as financial assistance to the training sponsoring agency to meet the operational cost of the training including raw material, power charges, other incidentals etc. on submission of bills, vouchers, Statement of Expenditure and a Certificate of Expenditure from the Sponsoring Agency which will be verified by the Regional/Sub Regional Officer for effecting the payment.. In the field level training centres organized by Coir Board through sponsoring agencies, the Regional/ Sub Regional Officers shall verify the attendance registers and the stipend will be calculated on pro-rata basis of their attendance certified by the trainer and the sponsoring agency.

The in-house training programmes organized by Coir Board at its training centres exclusively for specialized purposes on the basis of the request from trade and industry and Govt. sponsored agencies are not provided with stipend.

#### **8. Procedure for the distribution of the subsidy**

The amount of stipend will be disbursed by the Regional/Sub Regional Officer on verification of all relevant records. They shall also receive acquittance certified by the Sponsoring agency and the trainer and counter certified by the Regional Officer/Sub Regional Officer for settlement of stipend account.

#### **9. Where to apply or whom to contact in the office for applying**

Applications have to be filed to the respective Regional/ Sub-regional offices/ training centres of the Board.

#### **10. Application Fee (where applicable)**

Nil

#### **11. Other Fees (where applicable)**

Nil

#### **12. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)**

Application in the prescribed format to be filed

#### **13. List of attachments (certificates/ documents)**

The sponsoring agency shall submit the name with full address of the candidate along with recent passport size photographs (two copies) and with ID proof (Election ID Card/Ration Card/Certificate of identification from any authorized Government agency/SC/ST). One photograph will be affixed on the certificate issued on successful

completion of the training and other will be kept at the office for reference. The certificate will be issued by the Regional/ Sub-regional Officer after conducting a test as per the norms prescribed by the Coir Board.

#### **14. Format of Attachments**

As prescribed in the scheme rules.

#### **15. Where to contact in case of process related complaints**

To the Grievance Redress Officer, Coir Board, Coir House, Ernakulam Kochi-682016.

### **13.1.1 Skill Promotional Programmes**

#### **1. Name of Programme/scheme :**

#### **Entrepreneur Development Programme (EDPs)**

The EDPs will be organised by the Regional/Sub-regional Offices according to the targeted programmes to equip knowledge /information to take over entrepreneurship. The Regional/ Sub-regional Officer of Coir Board will select a professional agency, which has sufficient expertise for conducting the EDP. The Regional/ Sub-regional Officer will enter into an agreement with the agency for organizing the EDPs.

The agency shall invite prospective entrepreneurs through regional level press advertisement. The agency will prepare all the necessary study materials in consultation with the Regional/ Sub-regional Officers. The agency will outsource faculty for conducting technical sessions as per the norms prescribed by Coir Board. The duration of the EDP will be three working days. Minimum number of participants is 50 per programme. A field visit to a nearby coir processing centre will be organized at the end of EDP. Expenditure for conducting each EDP will be limited to Rs.1,00,000/-. Those who have undergone EDP will be supplied with applications for availing assistance under PMEGP.

No subsidy or other benefits are given except for a field visit to a near by coir processing centre to be organized at the end of EDP. It will be funded with 50% assistance on Traveling expenses for bus/train journey, II Class and rest to be organized by the agency from the participants or other sources.

#### **Awareness Programme**

The Awareness Programmes will be organised by **the Board's Field Establishments** according to the targeted programmes. Awareness Programme will be organised for the general public for introducing Plan Schemes of the Coir Board as well as the Ministry of

MSME. No. of participants is ranging from 40-60 persons per programme. The expenditure for conducting an awareness programme will be limited to Rs. 30,000/-. The duration of Awareness Programme is one day.

### **Exposure Tours**

Exposure Tours will be organized for the benefit of prospective entrepreneurs and artisans of coir processing centres to visit other coir producing centres engaged in the production of value added products and the functioning of the unit engaged in coir industry. In the case of entrepreneurs, 50% of the actual travel cost subject to A.C. Two-tier Class train fare and in the case of artisans engaged in the coir processing activities under cooperative society/SHG and sponsored by the State Government 90% of the actual travel cost / subject to A.C. Two- tier class fare will be reimbursed by the Board. In the case of A & N Islands and NER, the expenditure will be the actual cost incurred for to and fro bus/train/ship fare, plus GST, permit for entering neighbouring states, toll fare etc. subject to the ceiling of Rs. 1.00 lakh. The duration of the Exposure Tour will be five working days excluding travel time. The expenditure for conducting an Exposure Tour including to and fro bus/train fare, GST, permit for entering neighbouring States, toll tax etc. will be limited to Rs.1,00,000/-.

### **Workshop**

The Workshops will be organised by the Regional/Sub-regional Offices according to the targeted programmes for sought out the difficulties/ problems faced in the coir sector. The expenditure for conducting a Workshop will be limited to Rs.65,000/-. Number of participants is ranging from 50-60 persons per programme. The duration of Workshop is one day.

### **13.1.2. National Regional & State Seminar**

The Seminars will be organised by the Regional/Sub-regional Offices according to the targeted programmes. The expenditure for conducting a National/ Regional/ State Level Seminar will be limited to Rs. 5 Lakh/ Rs. 3 Lakh/ Rs. 2 Lakh respectively. Number of participants for National, Regional & State Seminar is 500, 300 & 200 respectively. National Seminar will be conducted to create awareness and entrepreneurship in coir sector globally. This programme may be conducted in the presence of VIPs from various trades and industries. Regional/State level Seminars are confined with participation of zonal/local artisans/entrepreneurs

### **13.1.3. Physical and financial targets of the programmes for the year 2023-24**

<b>Programmes</b>	<b>Physical Targets (In Nos.)</b>	<b>Financial Targets (in Lakhs)</b>
Entrepreneur Development Programme (EDP)	40	40.00

Awareness Programme	40	12.00
Exposure Tour	10	10.00
Workshop	10	6.5
Seminar	10	30.00

## 13.2. Mahila Coir Yojana (MCY)

### 1. Name of Programme/scheme

Mahila Coir Yojana

### 2. Duration of the programme /scheme

Duration of each programme will be 2 months

### 3. Objective of the programme

This programme is intended to provide self employment opportunities to rural women artisans in regions processing coconut husk. Over the last two decades, production of coir fibre has substantially increased in India. Conversion of coir fibre into yarn on motorized ratts in rural households provides scope for large scale employment, improvement in productivity and quality of coir fibre, better working conditions and higher income, which ultimately leads to the improvement of standard of living of rural woman artisans. The programme envisages providing of training only to women artisans.

- I. To provide training on sophisticated machinery/advanced technology in order to scale up the skill of the Mahila Coir Workers.
- II. To integrate MCY training along with LBI in order to make the MCY trainees more entrepreneurial.
- III. To encourage the trained women to avail of assistance under PMEGP
- IV. To set up unit/start self employment. Year-wise target for coir sector will be provided under the PMEGP.
- V. Necessary handholding support will be provided by the Coir Board through its field officer to the women artisans to avail of assistance under PMEGP.

### 4. Physical and financial targets of the programme

The target for Mahila Coir Yojana for 2023-24 is as follows

	Physical target	Financial target
Mahila Coir Yojana (Training)	1800 Nos	Rs. 280.8 lakh

## **5. Eligibility of Beneficiary**

The trainees are eligible for a stipend of Rs. 3,000/- per month.

## **6. Procedure to avail the benefits of the programme**

Completion of the training of two months duration conducted at Regional /Sub regional office level.

### **1. Procedure for the distribution of the subsidy**

The subsidy will be paid from the Regional office/ Sub Regional office of the Board

### **2. Where to apply or whom to contact in the office for applying**

Applications to be filed to the respective Regional office/ Sub Regional office of the Board

### **9. Application Fee (where applicable)**

Nil

### **10. Other Fees (where applicable)**

Nil

### **11. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)**

Application in the prescribed format to be filed

### **12. List of attachments (certificates/ documents)**

Copy of required documents prescribed in the scheme rules to be attached.

### **13. Format of Attachments**

As prescribed in the scheme rules.

### **14. Where to contact in case of process related complaints**

In the jurisdictional Regional office of Coir Board

### **13.3. Prime Minister's Employment Generation Programme (PMEGP)**

The Board is providing financial assistance for the revival of MSMEs under the scheme, Prime Minister's Employment Generation Programme (PMEGP) scheme of the Ministry.

The scheme aims to generate employment opportunities in rural as well as urban areas of the country through setting up of new micro enterprises. The scheme also aims to bring together widely dispersed traditional artisans/ rural and urban unemployed youth and give them self-employment opportunities to the extent possible, at their own places. Coir projects with maximum cost upto Rs.50.00 lakhs in Manufacturing Sector and Rs.20.00 lakhs in Business/Service Sector are eligible for assistance under the Scheme. The Scheme provides subsidy at the rate of 25% of the project cost in rural areas and 15% in urban areas to the General Categories and 35% in rural areas and 25% in urban areas to the Special Categories, which includes SC/ST/ OBC/Minorities/Women/Physically Handicapped/ Ex-servicemen, NER, Hill and Border areas. The beneficiary contribution will be 10% of the project cost for General Category and 5% for the Special Category. The balance amount of the total project cost will be provided by the Bank as term loan. The margin money subsidy in r/o. the coir units assisted under the scheme is being released by KVIC.

### **13.4 Scheme of Fund for Regeneration of Traditional Industries (SFURTI)**

#### **1. Name of Programme/scheme**

Scheme of Fund for Regeneration of Traditional Industries (SFURTI)

#### **2. Duration of the programme /scheme**

**5 year plan ( 2021-22 to 2025-26)**

#### **3. Objective of the programme**

The objectives of the Scheme are as follows:

- i. To organize the traditional industries and artisans into collectives to make them competitive and provide support for their long-term sustainability and economy of scale.
- ii. To provide sustained employment for traditional industry artisans and producers.
- iii. To enhance marketability of products of such clusters and collectives by providing support for new products, design intervention and improved packaging and also the improvement of marketing infrastructure.
- iv. To equip traditional artisans and producers of the associated clusters with the improved skills and capabilities through training and exposure visits.
- v. To promote collective business enterprises of traditional artisans and producers.
- vi. To make provision for common facilities and improved tools and equipment for artisans and producers to promote optimum utilization of infrastructure facilities.
- vii. To provide for setting up of multi product cluster with integrated value chain and a strong market driven approach for viability and long-term sustainability of the cluster.
- viii. To strengthen the cluster governance systems with the active participation of the stakeholders, so that they are able to gauge the emerging challenges and opportunities, respond to them in a coherent manner and to ensure equitable distribution of surplus generated by the collective among all the artisans and producers.



- ix. To promote traditional skills, improved technologies, advanced processes, market intelligence and new models of public- private partnerships, to gradually replicate similar models of collective/cluster based traditional industries.
- x. To focus on penetrating uncovered districts, aspirational districts, etc. for setting up collectives covering traditional industries with special focus on endangered art and crafts.
- xi. To support traditional artisans with special focus on disadvantaged communities like SCs, STs, women, etc.
- xii. To ensure convergence from the design stage with each activity of the cluster formation and operations thereof.
- xiii. To identify and understand collective/cluster's target customers, understand their needs and aspiration and develop the present product lines to meet the requirements. Substantial focus should be on the buyer segment that places a premium on natural, eco-friendly, ethically sourced and the uniqueness of the Khadi and Village and Industries products.
- xiv. To develop specific product lines out of the currently offered diversified basket of heterogeneous products based on the understanding of the target consumer segment. A brand unification exercise also needs to be done to maximize the value.
- xv. To make a paradigm shift from a supply driven selling model to a market driven model with the right branding, focus product mix and correct positioning and right pricing to make the offering holistic and optimal for each of the focus categories.
- xvi. To tap E-Commerce as a major marketing channel and devise a quick strategy to make its presence felt in the E-Retail space.
- xvii. To make substantial investment in the area of product design and quality improvement, Research and Development and emerging technologies based on the market trends with an eye to standardize the quality of inputs and processes so that the products meet the quality benchmarks.
- xviii. To extensively promote latest technological advancements in order to take local to global in lines with the call for 'Atma Nirbhar Bharat'.
- xix. To establish collectives with special focus on adoption of Industry 4.0, Block Chain for traceability, digitization of turnover and artisan income, digitization of training module, effluent treatment, fire safety, green energy, knowledge repositories, etc.
- xx. To encourage and promote Green and sustainable products and processes.

#### **4. Physical and financial targets of the programme**

No fixed targets set under the Scheme.

#### **5. Eligibility of Beneficiary**

The target sectors and potential beneficiaries will include:

- i. Artisans, workers, producers, raw material providers, entrepreneurs, institutional and private business development service (BDS) providers engaged in traditional

industries and working in selected clusters of **khadi, coir and village industries, including leather and pottery**

- ii. Artisan guilds, cooperatives, consortiums, networks of enterprises, self-help groups (SHGs), enterprise associations, etc.
- iii. Implementing agencies, field functionaries of Government institutions/ organizations and policy makers, directly engaged in traditional industries.
- iv. Industries focussing on circular economy provided it emerges out of the traditional industry.

## 6. Pre-requisites for the benefit

The clusters would be from khadi, coir and village industries, including leather and pottery. The potential for growth in production and generation of employment opportunities will also be considered in selecting clusters under SFURTI.

## 7. Procedure to avail the benefits of the programme

Ministry has decided for an early-stage evaluation of the concept application and to take up the most feasible proposals for further DPR (Detailed Project Report) development. The early-stage evaluation of the application will be done through an automated score card system after filling the concept application form on the Sfurti portal. All the concept proposals already submitted will be directed to applicant/IA back on the portal and following steps are required to be followed by applicants/IAs.

- For Applicant/Organization which is already registered as Implementing Agency on Sfurti portal - Applicant needs to login through their ID on Sfurti portal and select the type of organization from the three given options below:
  - If IA is a Pvt Org or Non-Governmental Organization – Please select NGO
  - If IA is a Farmers Producers Organization/Producer Company/Artisans Federation & SPV is the proposed IA – Please select SPV
  - If IA is a body of State or Central Government/PRI – Please select, GO

Note: In case Applicant/Organization is registering on the SFURTI Portal as Implementing Agency for the first time, then the type of Organization (NGO/Government Organization/Special Purpose Vehicle) to be selected during the registration process. Hence the type of organization, need not be selected again after logging in and while filling the scorecard.

- The instructions to fill score card and user manual will be available as a pop up on the portal also, to guide the IA in form filling procedure.
- The Implementing Agency is required to **upload duly filled Concept Application Form, before filling** the online score card.
- The system of Scorecard of the proposal is based on self-assessment and automated scoring, developed on certain indicators/parameters.

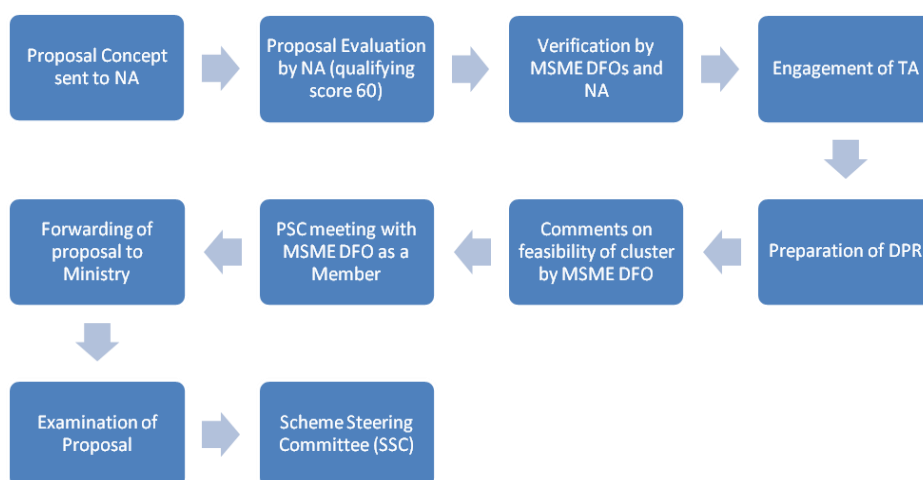
- Every indicator/parameter has options, and the same will be chosen by Implementing Agency, unless specified otherwise. Each option has an assigned score and once all the indicators/parameter are filled a final score card will be generated automatically.
- For every indicator/parameter, supporting evidence needs to be furnished and uploaded.
- Based on the information and documents uploaded in the scorecard, a final consolidated scorecard will be generated, which will determine whether the concept will go forward to the next stage of the application process or not.
- The applicant will select the Preferred Nodal Agency before submission of application and will forward the application to the same Nodal Agency.
- The concerned NA will verify the information of the application form with the supporting evidence or uploaded documents and will validate the scores against each indicator or parameter.
- All validated concept applications will be taken forward for DPR development and others will be returned to the applicant or Implementing Agency. A detailed process flow is given as below for clarity, in the next page.

### Formulation of Cluster Development Proposals

The Ministry will identify potential crafts & districts which are uncovered under SFURTI in consultation with NAs. NAs may conduct outreach programmes to identify prospective IAs who can apply under the scheme.

- 40% of the newly approved clusters from new and aspirational districts.
- 40% clusters from areas with existing clusters, purely on merit.
- 20% from special projects focussing on endangered arts & crafts, innovative production practices, products with GI & other products having State/National recognition.
- All the above contingent upon receipt of adequate quality proposals per (i) & (ii).

### Proposal Process for Approval



The cluster development proposals received from the Nodal Agencies (NA) will be considered by the **Scheme Steering Committee (SSC)**. The SSC shall be responsible for approval of the projects and monitoring of their implementation. There would be only one stage approval at Ministry/SSC level. The project will be accorded approval by the SSC subject to fulfilment of the following conditions:

- i. Preparation of DPR as per the standard template as provided under the scheme with specific details of interventions with cost estimates, timelines and sustainability plan.
- ii. Identification of IA and formation of project specific SPV as per provision of the guidelines.
- iii. Execution of MOU/MoA and other related agreements between the IA and the SPV and IA and the NA
- iv. Identification and arrangement of land of requisite nature (free from all encumbrances) for construction, erection and commissioning of CFC along with clearances from statutory authorities for such purposes. The standard terms of registered sale or lease deed (long term of 15 years and more) shall be executed in the name of the IA/ SPV
- v. Confirmation on availability of 10% / 5% (NER and Hilly areas) IA's share as per the guidelines.

## **8. Criteria for deciding eligibility**

The selection of clusters will be based on their geographical concentration which should be around 500 beneficiary families of artisans/micro enterprises, suppliers of raw materials, traders, service providers, etc., located within one or two revenue sub-divisions in a District (or in contiguous Districts). The clusters would be from khadi, coir and village industries, including leather and pottery. The potential for growth in production and generation of employment opportunities will also be considered in selecting clusters under SFURTI. The geographical distribution of the clusters throughout the country, with at least 10 per cent located in the North Eastern region, will also be kept in view while selecting clusters.

## **9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)**

### **Financial Assistance**

The cost of project shall include Hard Interventions and Soft Interventions detailed in Paragraph 3. The project cost shall also include the cost of services of a professional TA and costs incurred by the IA for engaging a competent COE and other administrative expenses incurred by the TA.

The financial assistance provided for any specific project shall be subject to a maximum of Rs.5 (Five) crore.

### **Type of clusters Per Cluster Budget Limit**

Regular Clusters (upto 500 artisans) Rs.2.50 crore

Major Clusters (more than 500 artisans) Rs.5.00 crore

Clusters with lesser number of artisans/workers etc. can also be proposed by NAs but number of artisans/workers etc. should not be less than 100 (50 for NER & Hilly areas) In such cases, proportionate GIA (Grants-in-aid) may be considered by SSC while granting approval.

The funding pattern under the Scheme will be as under:

	<b>Project Intervention</b>	<b>Scheme Funding</b>	<b>Financial Limit</b>	<b>IA Share</b>	
<b>A</b>	Cluster Interventions			Maximum Rs.5 Crore per Project ( A + B + C)	
A1	Soft Interventions including skill trainings, capacity building, design development	100 %	10 % of the amount of Hard Intervention ( HI) or Rs.25,0000/-, whichever is less		Nil
A2	Hard Interventions ( HI) including CFCs, RMBs, training centres etc.	90 %	-----		10 % of Hard Intervention as on contribution in cash
B	Cost of TA	100 %	5 % of the amount of Hard Intervention ( HI) or Rs.15,00,000/- whichever is less		Nil
C	Cost of IA/SPV including CDE	100%	8 % of the amount of Hard Intervention (HI) or Rs.20,00,000/- , whichever is less	Nil	

\* 95%:5% in case of North Eastern Region (NER),J&K and hilly states. (INSPV may deposit their share in a phased manner with minimum 25% in a single installment as per the satisfaction of NA.)

Additional 1%, i.e. 6% to be given to TAs for clusters in NER/J&K/Hilly Areas, upto Rs. 18 lakhs, whichever is less.

This includes remuneration of Cluster Development Executive (CDE) and other expenses incidental for a period of 3 years.

It shall be the responsibility of the IA to bring in land. The scheme funding shall not be utilized for the procurement of land. The cost of land will not be included in the total cost of Hard Intervention. The cost of land will be exclusive of the approved project cost. A contribution of 10/5% (NER/J&K/Hilly States) in cash has to be provided by the IA/SPV for Hard Intervention.

The interventions listed in Paragraph 3 are indicative in nature and any other need-based intervention detailed in the DPR, subject to the approval of the SSC shall be eligible to be funded under the scheme. The nature of such interventions whether Soft or Hard will also be decided by the SSC.

IAs may dovetail funds from other State and Central Ministerial schemes and other sources detailed in Paragraph 9 for the project, provided there is no duplication of funding for the same component/intervention.

#### **10. Procedure for the distribution of the subsidy**

The release of funds will be cluster specific. The funds would be released directly to the Nodal Agencies on receipt of utilization certificate and depending on actual physical progress. Funds for development of clusters will be kept in cluster specific joint accounts opened by the IA in the joint names of NAFO, IA, SPV and Director MSME- DFO or authorized representative separately for HI, SI and IA costs. Technical Agency fee will be kept in the Nodal Agency account which will be released to the TA in 3 different installments as specified in the guidelines.

#### **11. Where to apply or whom to contact in the office for applying**

Each **Nodal Agency (NA)** will, identify the **Implementing Agencies (IAs)** based on transparent criteria to be suggested by the NAs and approved by the SSC. **Implementing Agencies (IAs)** would be non-Government organisations (NGOs), institutions of the Central and State Governments and semi-Government institutions, field functionaries of State and Central Govt., Panchayati Raj Institutions ( PRIs), Registered producer collectives, etc. with suitable expertise to undertake cluster development. Generally, one IA will be assigned only one cluster (unless it is a reputed agency with State-wide coverage). However, In case IA proposes to setup more clusters, NAs will be responsible for assessing the capability of the IA to setup additional clusters. The selection of IAs, based on their regional reputation and experience of working at the grass-roots level, will be done by the NAs, on the basis of transparent criteria. Private sector participation shall also be encouraged for the implementation of the cluster projects. Corporate entities can also take up projects directly by forming cluster-specific SPVs. Corporates and Corporate Social Responsibility (CSR) foundations with expertise in cluster development will be encouraged to participate as IAs. In the case where a private sector entity is the IA, it shall contribute at least 50% of the total

project cost excluding the cost of land. All or any contribution brought in by an IA shall not be treated as Equity. NOTE: Producer Collectives can become an IA only if its own members are beneficiaries of the proposed project. All non-government organisations (NGO)/private organisations/ registered Producer Collectives will be bound by the extant Gol provisions regarding release of funds/grant in aid as applicable in case of such organisations.

**12. Application Fee (where applicable)**

Nil

**13. Other Fees (where applicable)**

Nil

**14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)**

The application has to be submitted online through Ministry's SFURTI Portal

**15. List of attachments (certificates/ documents)**

1. Self-attested year wise project summary report supported by one or more of the following documents which together justify experience in the district:

1. Project Initiation Reports
2. Project Completion Reports
3. Project Evaluation/Monitoring reports

Year wise summary report should substantiate the number of years selected.

2. Certificate of Incorporation, with renewal if applicable

3. Self-attested village wise number of beneficiary summary report supported by one or more of the following documents clearly indicating number of beneficiaries covered by the organization in the district:

1. Project Initiation Reports
2. Project Completion Reports
3. Project Evaluation/Monitoring reports

4. Self-attested summary report supported by one or more of the following documents clearly indicating the types of interventions undertaken:

1. Project Initiation Reports
2. Project Completion Reports
3. Project Evaluation/Monitoring reports
4. Any awards or certificates received

5. Audited Statement of last three years (Income & Expenditure Account)
  1. Audited Statement of last three years (Income & Expenditure Account and Balance Sheet)
  2. Utilisation Certificate, if any (Completed Projects)
  3. Grant Letter (Ongoing Projects)
6. 1. Audited Statement of last three years (Income & Expenditure Account and Balance Sheet);
  2. Utilisation Certificate, if any (Completed Projects)
  3. Grant Letter (Ongoing Projects)
7. Self-attested summary report supported by one or more of the following documents clearly mentioning the interventions carried out in the area/ for artisans in the past:
  1. Project Initiation Reports
  2. Project Completion Reports
  3. Project Evaluation/Monitoring reports
8. Self-attested comparative table supported by:
  1. Any estimate/report/study indicating present income of artisans; and
  2. Break-up and justification of increase in income
9. a. Land ownership/registration document
 

or

 b. Registered Lease Document
10. Self-certification indicating the beneficiary category
11. Relevant reference document or website where the same has been listed.
12. Strength of the SPV can be supported by one or more of the following:
  1. Annual Report of Last Year
  2. MoU /MoA of SPV mentioning number of members
13. Certificate of Incorporation
14. Audited Statement of last three years (Income & Expenditure Account)
15. Audited Statement of last three years (Balance Sheet) or Bank Account Statement
16. Self-attested report from SPV, supported by one or more of the following documents which justify the same:



1. Offer Letter or Appointment Letter or Joining Letter
  2. Bank Statement of SPV
17. Self-declaration statement along with supporting document
18. Self-attested summary report supported by one or more of the following documents clearly mentioning the interventions carried out for the artisans in the past
1. Project Initiation Reports
  2. Project Completion Reports
  3. Project Evaluation/Monitoring reports
19. Self-attested comparative table supported by:
1. Any estimate/report/study indicating present income of artisans; and
  2. Break-up and justification of increase in income
20. Self-certification indicating the beneficiary category
21. Self-attested summary report signed by a Gazetted Officer indicating the period of work experience in the proposed sector along with the name of the projects.
22. Self-attested summary report signed by a Gazetted Officer indicating the period of work experience in the district along with the name of the projects and the year of implementation.
23. Self-declaration by a government officer mentioning the projects along with the number of beneficiaries assisted project wise
24. Self-declaration by a Gazetted Officer mentioning the Govt. collaboration/schemes
25. Self-Attested summary report signed by a Gazetted Officer indicating the interventions and geographic area
26. Self-attested summary report supported by one or more of the following documents clearly mentioning the interventions carried out in the area/ for artisans in the past:
1. Project Initiation Reports
  2. Project Completion Reports
  3. Project Evaluation/Monitoring reports
27. Self-attested comparative table supported by:
1. Any estimate/report/study indicating present income of artisans; and
  2. Break-up and justification of increase in income
28. a. Land ownership/registration document  
or  
b. Registered Lease Document
29. Self-certification indicating the beneficiary category

## **16. Format of Attachments**

PDF Format.

## **17. Where to contact in case of process related complaints**

In the Head office of Coir Board

### **13.5 Welfare Measures**

The Coir Board has proposed a new insurance scheme viz. ‘Special Group Personal Accident Insurance Scheme’ for the benefit of coir workers in coir sector which has already been submitted to the Ministry for consideration and approval.

### **Marketing Department Schemes**

#### **13.6 Implementation of International Cooperation Scheme**

The international component of the Sub-scheme of Export Market Promotion of CVY Scheme, which was in operation up to 04.06.2018, has been merged to the “International Cooperation Scheme” of the Ministry of MSME with effect from 01.06.2018. The Ministry has now revised the International Cooperation Scheme with effect from 19 August, 2021 and now has following three components:

- i) Market Development Assistance (MDA) – (both Physical & Virtual Mode)
- ii) Capacity Building of First Time Exporters (CBFTE)
- iii) Framework for International Market Intelligence Dissemination (IMID)

**The scheme guidelines for Sub-Component-I i.e. MDA as mentioned above are as follows:**

#### **Introduction**

The scheme aims to capacity build MSMEs for entering export market by facilitating their participation in international exhibitions/fairs/conferences/seminar/buyer-seller meets abroad as well as providing them with actionable market-intelligence and reimbursement of various costs involved in export of goods and services. The Scheme provides opportunities to MSMEs to continuously update themselves to meet the challenges emerging out of changes in technology, changes in demand, emergence of new markets, etc. Thus, in totality, all components of the scheme aim at various aspects required to advance MSMEs position as emerging export player.

The Scheme would cover the following sub-components:

#### **Sub-Component I: Market Development Assistance of MSMEs (MDA)**

##### **Physical Medium**

- i. Participation (as exhibitors) of MSME delegations of industry associations and government organisations, involved in promotion of MSMEs in international exhibitions, trade fairs and buyer-seller meets in foreign countries for exploring potential markets for exports, seeking joint ventures, awareness about latest technologies, etc.

- ii. Organising international conferences/summits/workshops/seminars in India on themes relevant to MSMEs by the Industry Associations and Government organizations.
- iii. Organising Mega international exhibitions/ fairs/ buyer-seller meets, conferences/ summits/ workshops/ seminars abroad by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sector.
- iv. Organising Mega international conferences/ summits/ workshops/ seminars, bilateral/ multilateral Government to Government Events in India by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sector.
- v. Participation of Ministry led Industrial delegations to International Exhibitions/ Fairs/ Conferences in foreign countries.

### **Virtual Medium**

- i. Participation (as exhibitors) of MSME delegations of industry associations and government organisations, involved in promotion of MSMEs, in international exhibitions, trade fairs and buyer-seller meets by foreign organisers for exploring potential markets for exports, seeking joint ventures, awareness about latest technologies, etc.
- ii. Organising international conferences/summits/workshops/seminars on themes relevant to MSMEs by the Industry Associations and Government organizations.
- iii. Organising Mega international exhibitions/fairs/buyer-seller meets, conferences/summits/seminars/workshops, bilateral/multilateral Government to Government Events by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sectors.

### **Sub-Component II: Capacity Building of First Time MSE Exporters (CBFTE)**

The key interventions under the scheme are highlighted below:

- i) Reimbursement of costs incurred by first time MSE exporters on export shipments
- ii) Registration-cum-Membership Certificate (RCMC) paid by the first-time exporters for registration with EPCs.
- iii) Export insurance premium paid by MSEs.
- iv) Fee paid on Testing & Quality Certification acquired by MSEs to export products. This will encourage MSEs to produce and offer products and services of international standards for the export markets.

### **Sub-Component III: Framework for International Market Intelligence Dissemination (IMID).**

Provisioning a National Resource Database System — Global Market Intelligence System for MSME units. This system is proposed to act as a central knowledge repository of export related data on foreign markets. It will provide simplified information on trade statistics, market access issues and export potential indicators. It will further provide information on tenders and procurements globally and export orientation of MSMEs through provision of specially designed Orientation Courses by specialized government institutions actively involved in the area of foreign trade.

## **ELIGIBILITY CONDITIONS - Market Development Assistance of MSMEs (MDA):**

### **Eligible Organizations**

Events under the scheme can be organised by:

- a. Ministry of MSME and organizations under the Ministry;
- b. State/Central Government Organisations/Institutions; and
- c. Registered Industry /Enterprise Associations

### **Conditions**

- (i) The applicant organization should be suitably registered under the relevant Act (i.e., companies under the Companies Act, Societies under the Societies Act, etc.) with the primary objective of promotion and development of MSMEs.
- (ii) The applicant organization should have regular audited accounts for the past 3 years.
- (iii) Events, for which financial support under the Scheme is sought, must be from the list of approved exhibitions/ events/ buyer-seller meets finalized by the Ministry of MSME in each financial year.
- (iv) Financial assistance to one applicant organisation would normally be restricted to three events in a financial year. The Screening Committee may, however, recommend relaxation of this condition for reasons to be recorded and allot more than 3 events.
- (v) The quantum of assistance shall only be supplemental in nature to the contribution of organizer.
- (vi) The Industry Associations/organizations are allowed to participate in a particular event continuously for 3 years. After participating in the particular event continuously for 3 years, they will be eligible to participate in the same event after a gap of 2 Years.
- (vii) Selection of the participating units shall be based on eligibility score card prescribed under the scheme (Annexure I) and in no case an MSME unit scoring less than 60 percent marks will be eligible for availing the benefits under the scheme. The applicant organisation must satisfy itself in this regard before proposing the name of MSME unit in the delegation and any discrepancy, if noticed later, shall be the sole responsibility of the applicant organization.
- (viii) While selecting entrepreneurs/participants, the applicant organization should ensure that one MSME unit must not participate in more than 2 events in a financial year under the scheme.
- (ix) The applicant organization should also ensure that the selection is done in a fair and transparent manner, taking into consideration factors like track record, growth potential, export potential etc.
- (x) In order to make representation in such events more inclusive and equitable, following guidelines must be followed:

Adequate representation would be given to SC/ST/Women/NER/ entrepreneurs in such events.

While selecting entrepreneurs as well as representative(s) of the participating units, priority should be given to persons who have not participated in such events earlier with Government grant.

## Assistance Under The Scheme

### 1. Procedure to avail benefits under Sub-Component I: Market Development Assistance

The applicant organisation will submit an online application for financial assistance, along with the relevant documents and the budget estimate of the expenditure on the proposed event in the proforma online giving full details of expenditure. The admissible financial assistance would be worked out on the basis of this budget estimate and in accordance with the criteria/scale mentioned in paragraph 3.2 and further at the discretion of the Screening Committee.

### 2. Scale of Assistance and Eligible Items of Expenditure

Items of expenditure for which assistance is considered under the scheme are specified below:

Participation of MSME delegations in international exhibitions, trade fairs and buyer-seller meets in foreign countries (PHYSICAL MODE)

The minimum number of the MSME units must not be less than 10 in a delegation. One Office Bearer of the participating Industry Association/ organization/Society/Trust must be considered for travel along with the delegation.

The eligible items for participation of MSME units and the scale of assistance would be as under:

SI. No.	Eligible Items of expenditure	Scale of Assistance
(a)	Space Rent (Stall Charges)	For Micro, Small and Medium entrepreneurs: 100% of the space rent subject to a maximum of Rs.3.00 lakh or actual rent paid, whichever is lower (for one MSME unit). Office Bearer is not eligible for Space Rent.
(b)	Air Fare	For Micro, Small and Medium entrepreneurs: 100% of the economy class airfare subject to a maximum of Rs.1.50 lakh or actual fare paid, whichever is lower (for one MSME unit) subject to following condition: a) Journey/Stay should be within a span of 30 days including the period of event. For office bearer of the applicant organisation: 100% of the economy class airfare subject to a maximum of Rs.1.50 lakh or actual fare paid, whichever is lower.

(c)	Duty allowance	Office Bearer will get USD 150 per day for the duration of the approved period of the event towards duty allowance.
(d)	Freight charges	Actuals subject to maximum of Rs. 50,000/- per MSME unit and Rs. 75,000/- per MSME for Latin American Countries.
(e)	Advertisement and publicity charges	A maximum of Rs. 2.50 lakh or actual, whichever is less, for a delegation size up to 14 MSME units and Maximum of Rs. 5.00 Lakh or actual, whichever is lower subject to the condition that the minimum MSME Units must be 15 or more subject to production of all bills.
(f)	Registration fee	Maximum of Rs.5,000/- or actual whichever is less per MSME unit.
(g)	Participation of Government Officials in the delegation.	In case any Government official participates in the delegation, his/her expenses (air fare, hotel accommodation, local transport, daily allowance, etc.) as per his/her entitlement will be reimbursed from the Ministry. The amount excludes from the amount sanctioned to Industry Associations/organisations.

The maximum ceiling of financial assistance for participation in one international event to be held abroad is Rs. 2.00 Crore. For relaxation of the ceiling Secretary (MSME) will be the competent authority.

Organizing International conferences/ summits/ workshops/ seminars on the themes relevant to MSME sector (PHYSICAL MODE) to be organized in India by the Industry Associations/ Government Organizations.

The quantum of assistance would be as under:

i)	Charges for holding/organizing the International conferences/ summits/ workshops/ seminars in India by Industry Associations including charges for venue rent, catering, advertisement & publicity, security arrangement, etc.	A maximum of Rs.10.00 lakh or the actuals, whichever is lower.  Note: The venue for international events should be a non-5-star hotel. In case of any deviance from this norm, special permission at the level of JS (SME) must be sought.
ii)	Economy class Airfare for foreign speakers/ experts/ resource persons only.	A maximum of Rs. 5.00 lakh or actuals, whichever is lower. A minimum of 3 foreign speakers/ experts/ resource person shall attend the event for qualifying the event as an international event.

Organising Mega international exhibitions/ fairs/ buyer-seller meets, conferences/ summits/ workshops/ seminars abroad (PHYSICAL MODE) by Ministry of MSME, its

organizations solely or in partnership with industry associations for promotion of MSMEs. There is no expenditure ceiling for these events to be organized by the Ministry of MSME, its organizations solely or in partnership with industry associations. The expenditure to be incurred will be decided by the competent authority i.e. Secretary (MSME) in consultation with the IFW.

Organising Mega international conferences/ summits/ workshops/ seminars, bilateral/ multilateral Government to Government Events in India (PHYSICAL MODE) by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sector. There is no expenditure ceiling for these events to be organized by the Ministry of MSME, its organizations solely or in partnership with industry associations. The expenditure to be incurred will be decided by the competent authority i.e. Secretary (MSME) in consultation with the IFW.

Ministry of MSME led industrial delegations to physical International Exhibitions, Fairs, Conferences and Buyer-Seller Meets in foreign countries. 10% of the Budget allocated for the Scheme shall be spent under this head for sending the delegation of the Ministry to International Exhibitions/Trade fair/Conference consisting the executive members of the industry associations/owners of the MSME units and officials of the Ministry **including Hon'ble Minister of MSME. The members of Industry Associations/owners of MSME units will be allowed reimbursement of air-fare and DA @ \$150 per day for the approved period of the event. The Selection of the delegates will be done by a committee headed by Secretary (MSME). JS (SME) and Director (IC) will be the other members of the Committee. The committee has the authority to co-opt any other member on case-to-case basis.**

Participation of MSME delegations in international exhibitions, trade fairs and buyer-seller meet by Foreign Organizers (VIRTUAL MODE).

The minimum number of the MSME units must not be less than 10 in a delegation.

i)	Space/Stall Charges including catalogue/ digital material charges for Participating in the Virtual International Events organized by foreign countries	For Micro, Small and Medium entrepreneurs:  A maximum of Rs.1.5 Lakh or actual whichever is lower of the participation package extended by the organizer.
ii)	Advertisement and Publicity Charges	A maximum of Rs. 2.5 lakh or actual, whichever is less, for a delegation size upto 14 MSME units and Maximum of Rs. 5.00 Lakh or actual, whichever is lower subject to the condition that the minimum MSME Units must be 15 and on production of bills.

The maximum ceiling of financial assistance for one International event in Virtual Mode is Rs. 1.00 crore. For relaxation of the ceiling Secretary (MSME) will be the competent authority.

Organizing International conferences/ summits/ workshops/ seminars on the themes relevant to MSME sector (VIRTUAL MODE) to be organized by Industry Associations/ Government Organizations.

The minimum number of International speakers should be 5 and number of participants joining should be 300 in an event.

Virtual Space/Platform/ License Fee / Rent for Organising Conferences/ summits/ workshops/ seminars.	A maximum of Rs. 2.00 lakh or actual expenditure whichever is lower
Publicity Cost incurred on promotion marketing/ publicity of the event	A maximum of Rs. 5.00 lakh or actual expenditure whichever is lower
Translation and Interpretation charges involved in the virtual event	<b>A maximum of Rs. 1.00 lakh or actual expenditure whichever is lower.</b>

Organising Mega international exhibitions, conferences/ seminars/ workshops /summits buyer-seller meets, bilateral/ multilateral Government to Government Events in VIRTUAL MODE by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSMEs.

There is no expenditure ceiling for these events to be organized by the Ministry of MSME, its organizations solely or in partnership with industry associations. The expenditure to be incurred will be decided by the competent authority i.e. Secretary (MSME) in consultation with the IFW.

Selection of the MSME units participating in the International Fairs/ Exhibitions abroad by Industry Associations/ Government Organizations.

There shall be a "Score Card" for selection of the MSME units participating in the International Fairs/ Exhibitions abroad. The Industry Associations/Organizations etc. will furnish the Score Card, duly filled up, along with the application and also give a self-undertaking to the effect that information furnished in the Score Card is correct and nothing has been concealed. The minimum qualifying score/points should be 60% of the Score Card. The applicant organization must satisfy itself in this regard before proposing the name of MSME unit in the delegation and any discrepancy, if noticed later, shall be the sole responsibility of the applicant organization.

Claim will be accepted only in respect of those MSME Units whose names have been submitted by the Industry Associations/Government Institutions in the list submitted along with the application form.

#### **Other Provisions:**

If the delegation is more than 20 MSME units, there should be an arrangement of a separate Indian pavilion in the event.



The Ministry may nominate its representative from the Ministry or any of its Organizations as its nominee to accompany the delegation.

#### Procedure for Approval of Proposals Furnished by Coir Board and KVIC

Coir Board/KVIC will mobilize the MSME units and submit the consolidated proposal in the prescribed format on the IC Scheme Portal of the Ministry for seeking in-principle approval of the Screening Committee. Items of expenditure and scale of assistance will also be followed as per IC Scheme guidelines. As for claim for reimbursement, Coir Board/ KVIC will meet all expenditure from their own budget allocated for this purpose.

#### **Release of grant**

Grants under the Scheme will be released to the Applicant Organizations as detailed below:

The total amount will be reimbursed after the event is over.

All applicant organisations/associations involved in promotion and development of Coir MSMEs will submit claim documents as detailed in Para 7(II) for reimbursement of claims in the online proforma as uploaded on the IC Scheme Portal.

#### **Documentation Requirement**

Documents required at the time of submission of application on IC scheme portal:

- i) Application Form to be submitted online.
- ii) Budget estimate (filled/uploaded online)
- iii) Copy of Registration Certificate of the applicant organization (one time requirement) (uploaded online).
- iv) Copy of Memorandum and Articles of Association (one time requirement) (uploaded online).
- v) Copies of Audited Balance Sheet, Profit & Loss Account or Income & Expenditure Account of the applicant organization for the last 03 years (uploaded online).

Documents required to be uploaded at the time of submission of claims on IC Scheme Portal:

- i) Claim Form Duly filled and a copy certified by Chartered Accountant to be uploaded.
- ii) List of participants along with score card.
- iii) Mandate Form duly filled up by Applicant Organization and verified by the concerned Bank
- iv) Pre-receipt
- v) Certification from association declaring that they have not sought financial assistance from another Ministry/Department for the claim submitted under the IC scheme.
- vi) Udyam Registration Certificate of all participating MSME units.
- vii) Copy of e-ticket complete in all respect with fare information on e-ticket for air travel (For Physical Event)
- viii) Original Boarding Pass [In case of multiple Boarding Passes, provision of Original Boarding pass of destination city (host city of the event under consideration) is must.

In case of non-availability of original boarding pass for reasons to be conveyed in writing, a certificate from the airlines stating that the journey has been undertaken will be acceptable] (For Physical Event)

- ix) Original Invoice along with receipt of Payment (original) for claiming stall charges, freight charges, advertisement and publicity charges, entry/registration fee, platform charges, Interpretation charges etc.
- x) Any other document(s) as sought by the Ministry of MSME
- xi) All documents should be self-attested/certified with seal by the applicant organization. (All the above documents to be submitted in original to IC Section physically)

**Note: To be eligible for financial assistance under the Scheme, in no case, the delegation size participating in the event cannot be less than 10 MSME units.**

### **Audit**

Payment made under the Scheme to the agency shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor General of India and internal audit, both by the Principal Accounts Office of the Ministry of MSME as also by other means as deemed fit by the Government of India.

Sanctioning authority for financial assistance under the Scheme

A Screening Committee headed by the Joint Secretary (SME) comprising the following as members will approve the proposals:

1	Secretary in the Ministry of MSME	Chair
2	One representative from Office of Development Commissioner, MSME	Member
3	One representative from ARI Division, Ministry of MSME	Member
4	One Representative from KVIC, Ministry of MSME	Member
5	One Representative from Coir Board, Ministry of MSME	Member
6	One representative from NSIC, Ministry of MSME	Member
7	One representative from IFW of Ministry of MSME	Member
8	Director (IC), Ministry of MSME	Member (Coordinator)
9	Committee may decide to Co-Opt any other member(s)	

### **13.7 Market Development Assistance Scheme (Domestic)**

The Market Development Assistance (MDA) Scheme has been introduced as a replacement for the erstwhile Rebate Scheme existed in the Coir Sector till 1999-2000. The

MDA is linked with the sales performance of the concerned beneficiary organization and aims at providing incentives for better performance.

The main objectives of the Scheme are:

- i. To promote the sale of coir and coir products manufactured by the Co-operatives and Public Sector Enterprises committed to payment of minimum wages and other obligatory benefits to the coir workers and thereby encouraging sustained production, better living conditions of artisans and better employment opportunities.
- ii. To provide financial support on a continuing basis round the year to the Co-operatives, Public Sector Enterprises and franchisees who undertake market development programme in coir sector.

The Scheme proposes to provide financial assistance to the Apex Co-operative Societies, Central Co-op. Societies, Primary Co-operative Societies, Public Sector Enterprises, franchisees appointed by Coir Board in the coir industry and the Showroom and Sales Depots / Hindustan Coir of the Coir Board. The MDA is granted at the rate of 10% of their average annual sales turnover of coir products including coir fibre, coir pith, coir pith block, coir pith products, coir pith organic manure, coir yarn, mats, matting, rubberized coir goods, coir geotextile, garden articles, coir bags, coir umbrella, coir chappal, coir ornaments, coir handicrafts, coir wood and other innovative products during the preceding three financial years. This Assistance will be shared on 1:1 basis between the Central Government and the State/Union Territory Government concerned. The disbursement of Central share of MDA will be subject to the budgetary outlay available with the Coir Board under the relevant schemes.

### **13.8. Participation in Domestic Exhibitions/Fairs**

The Board organizes participation of Indian coir sector in reputed fairs organized by different agencies and government organizations and also organizes exclusive fairs for coir as Bharath Mahotsav, Coir Darshan, Coir Fair etc. in addition to display and sales of coir products, functional applications of coir products shall be lively demonstrated in such events for creating awareness and genuine interests among the target audience. Trade Fairs/Exhibitions provide effective tools of promotion of product with the unique advantage of direct interaction with the prospective customers. It provides opportunity to see the range and assess the product direct in the context of their requirements, thereby facilitating the decision making easier. It also helps to boost up sales through the Board's Showrooms. The Board will be offering facilities and providing space to the small scale producers free of cost subject to availability of space, to exhibit and sell their products, thereby facilitating their sustainable development. The Board also provides rebate to the products in such exhibitions.

### **13.9 Construction/Renovation/Interior Decoration of new and existing Showrooms of the Board**

Coir Board is at present having only 29 showrooms and sales depots throughout the country which is quite insufficient to cater to the demand of a huge country like India with vast geographical area and around 136 crore population. But coir industry has multitude of products which can elevate the living status, preserve the nature, reduce the carbon footprint, giving added benefits on health counts etc. which have to be propagated among the public and targeted groups. For this it is necessary to have Board's showrooms in important commercial cities in India. The interior decoration/ renovation of the showrooms will have to be carried out in a befitting manner with inviting ambiance.

### **13.10 Field Demonstration/ Displays**

The lack of awareness on the application of coir products is hindering the market expansion efforts for coir products. In fact coir products are having immense advantages and unique applications suiting to various requirements need of various sectors and industries. Coir pith can reduce the water requirement as one out of eighth of the normal requirement which will be very useful in water scarcity areas. In tissue culture coir pith plays a unique role in better yield and productivity. Coir geotextile has innumerable applications in bioengineering like erosion/ sediment control, embankment protection, slope stabilization, weed control, rural road construction. In all the above applications coir geotextiles can effectively replace synthetic geotextiles than any other natural geotextiles. Coir wood is an excellent substitute for natural wood and can prevent deforestation. Coir pith based vertical garden is also another product which requires massive popularisation. But use of these novel products has to be made popular through demonstration projects and case studies. The Board will undertake demonstration projects on all the above areas keeping social obligation as one of the important riders to select the projects.

## Manual -13

(under Section 4 (1) (b) (xiii) of RTI Act)

### Chapter -14

14. Particulars of Recipients of Concessions, permits or authorization granted by it.

14.1 Details of benefits given

14.1.1 Benefits given by development department

1. List of coir clusters formed under SFURTI – 1st Phase

Sl. No.	State	No of units.	Cluster
1.	Kerala	1	Chirayinkeezhu
2		2.	Beypore
3		3.	Mangad
4		4.	Vaikom
5	Tamil Nadu	1.	Salem
6		2.	Singampuneri
7		3.	Periyakulam
8		4.	Gudivatham
9		5.	Pattukkotai
10		6.	Cuddalore
11	Karnataka	1.	Hassan
12		2.	Chennapatna
13		3.	Gubbi
14		4.	Arsikere
15	Andhra Pradesh	1	Rajamundry
16		2	Srikakulam

List of Clusters Under SFURTI 2<sup>nd</sup> Phase

Sl. No.		Name of Cluster	Type of Cluster	Status
1	Karnataka	Tumkur	Heritage	Under Progress
2		Kumta	Mini	Inaugurated
3		Haralakkatta	Mini	Inaugurated
4		Javagal	Mini	Ready for Inauguration
5		Cheluru	Major	Under Progress
6		Kadaluru	Major	Under Progress
7		Korategere	Major	Under Progress
8		Sri Gavi Ranganatha Swamy	Major	Under Progress
9	Kerala	Neyyattinkara	Mini	Inaugurated
10		Balussery	Mini	Inaugurated
11		Haripad	Major	Inaugurated
12		Ambalapuzha	Regular	Inaugurated
13	Gujarat	Samvedana SFURTI Cluster	Mini	Inaugurated
14		Tarapur	Regular	Under Progress
15	Maharashtra	Pendur	Mini	Inaugurated
16		Sawantwadi	Mini	Under Progress
17	Tamil Nadu	Dindigul	Major	Inaugurated
18		Kangayam (Tiruppur)	Major	Inaugurated
19		Palladam Coir Growbag	Major	Inaugurated
20		Tirunelveli	Major	Inaugurated
21		Salem Coir Mat Consortium (Mettur)	Major	Inaugurated
22		Dharmapuri	Mini	Inaugurated
23		Madurai	Major	Inaugurated
24		Pollachi (South)	Heritage	Inaugurated
25		Ethamozhy	Mini	Inaugurated
26		Krishnagiri	Major	Ready for Inauguration
27		Pakkam	Major	Ready for Inauguration
28		Kongu	Major	Under Progress
29		Mannargudi	Major	Under Progress
30		Salem (Omalur)	Major	Under Progress

31	Andhra Pradesh	Vizianagaram	Major	Inaugurated
32		Kadiyapulanka	Major	Under Progress
33		Amalapuram	Major	Under Progress
34	UT of Andaman	Andaman	Regular	Under Progress
35	Odisha	Bhograi	Regular	Under Progress
36		Konark	Regular	Inaugurated
37		Rajkanika	Regular	Under Progress
38		Raghunath	Regular	Inaugurated
39		Radharani	Regular	Inaugurated
40	West Bengal	Purba Bardhman	Major	Ready for Inauguration

**2. Target and achievement for the FY 2022-23 under Skill Upgradation and Mahila Coir Yojana**

<b>Physical Targets &amp; Achievements - CVY- Skill Upgradation &amp; Mahila Coir Yojana- ( 2022-23)</b>				
<b>Sl. No</b>	<b>Activity/Programme</b>	<b>Target</b>	<b>Ach.</b>	<b>% of Ach.</b>
a	Training in manufacturing of Value Added Products (No. of trainees)	<b>1500</b>	1364	90.93
b	Training in spinning under Mahila Coir Yojana (No. of trainees)	<b>1500</b>	1301	86.73
c	Awareness Programme (No. of programmes)	<b>30</b>	27	90.00
d	EDP (No. of programmes)	<b>30</b>	23	76.67
e	Seminar (No. of programmes)	<b>5</b>	6	120.00
f	Workshop (No. of programmes)	<b>8</b>	6	75.00
g	Exposure Tour (No. of programmes)	<b>6</b>	4	66.67
h	Certificate course of coir artisans in coir technology (no. of persons)	<b>160</b>	72	45.00
i	Diploma in Coir Technology (no. of persons)	<b>100</b>	57	57.00

Units assisted under PMEGP during the FY 2022-23

<b>Margin Money Released under PMEGP 2022-23</b>		
<b>State</b>	<b>Unit</b>	<b>Amount in lakhs</b>
Kerala	28	56.22
Andhra Pradesh	40	207.71
Tamil Nadu	12	94.33
Odisha	3	6.99
Maharashtra	2	11.78
Tripura	0	0.00
Gujarat	1	8.68
Goa	1	8.75
Telangana	2	11.53
Karnataka	1	3.50
West Bengal	6	2.46
Bihar	1	4.79
<b>Total</b>	<b>97</b>	<b>416.74</b>

#### 14.1.2 Benefits given by Marketing department

##### 1. Domestic Market Development Assistance

<b>Sl. No</b>	<b>Name of state</b>	<b>Amount released during 2022-23 (Rs. In lakh)</b>
1	Government of Kerala	390.00
2	Government of Tamil Nadu	58.37
3	Government of Karnataka	44.04
4	Government of Orissa	0.00
5	Showrooms & Sales depot & Hindustan Coir	195.64

##### 2. International Cooperation Scheme

#### ASSISTANCE UNDER THE INTERNATIONAL COOPERATION SCHEME OF THE MINISTRY OF MSME DISBURSED

<b>Sl. No</b>	<b>Exporters Name</b>	<b>Particulars</b>	<b>Amount</b>
1	M/s.Coir Dust Inc., Alappuzha	Towards IC Scheme for participation in IHTF 2018, Holland from 06.11.18 to 12.11.18 attended by Sri.Sayed Asif S.H.	2,25,000/-



2	M/s.Royals International Trade and Allied products Pvt.Ltd., Kollam	Towards IC Scheme for participation in IHTF 2018, Holland from 06.11.18 to 12.11.18 attended by Sri.P.T.Kunjumon, Managing Director.	2,25,000/-
3	M/s. Fibre Family products P.Ltd., Alappuzha	Towards IC Scheme for participation in IHTF 2018, Holland from 05.11.18 to 11.11.18 attended by Sri.Sanker Suresh, Director (Mkg)	2,14,743/-
4	M/s.Coconut Products Impex, Coimbatore	Towards IC Scheme for participation in Gardex 18, Japan from 07.10.18 to 15.10.18 attended by Sri.Sayed Asif, Partner.	2,25,000/-
5	M/s. Greenline Cocopeat, Tirupur	Towards IC Scheme for participation in IHTF18, Netherlands from 05.11.18 to 12.11.18 attended by Sri.N.Arvind, Proprietor.	2,15,832/-
6	M/s.Seyon Overseas Company, Pollachi	Towards IC Scheme for participation in IHTF, Netherlands from 05.11.18 to 13.11.18 attended by Sri.Sayed Asif, Partner.	2,24,574/-
7	M/s.M.P.Coair Exports, Tirupur	Towards IC Scheme for participation in IPM Essen 2019 held at Essen, Germany from 22 <sup>nd</sup> to 25 <sup>th</sup> January 2019 attended by Sri.Lakshmanakumar Palanisamy, Exports Manager.	2,37,315/-
8	M/s.Sun Bio Naturals India Pvt.Ltd., Chennai.	Towards IC Scheme for participation in IHTF18, Netherlands from 07.11.18 to 09.11.18 attended by Sri.C. Sakthivel, Managing Director.	2,10,184/-
9	M/s.Graan Coir, Kozhikode	Towards IC Scheme for participation in Gardex 18, Japan from 08.10.18 to 13.10.18 attended by Sri.Brijith Maviladath, Proprietor.	1,96,900/-
10	M/s. Grow Rich, Alappuzha	Towards assistance under the IC Scheme for participation in IPM Essen 2019, Germany from 21.01.19 to 28.01.19 attended by Sri.Muhammed Afsal, General Manager.	1,74,560/-
11	M/s.Global Hub, Alappuzha	Towards assistance under IC Scheme for participation in IPM Essen 2019, Germany from 21.01.19 to 27.01.19 attended by Sri.Kabeer M., Partner.	2,11,500/-
12	M/s. Techno Exports, Alappuzha	Towards assistance under the IC scheme for participation in IPM Essen 2019, Germany from 22-25 <sup>th</sup> January 2019 attended by Sri.Sanker Suresh, Director (Mkg).	1,90,338/-
13	M/s.Sun Bio Systems, Coimbatore	Towards assistance under the IC Scheme for participation in IPM Essen Fair 2019, Germany from 20.01.19 to 27.01.19 attended by Sri.R.Narendra Kumar, Proprietor	2,17,000/-
14	M/s. Mayur Green Tech, Pollachi	Towards assistance under the IC scheme for participation in IPM Essen 2019, Germany from 22-25 <sup>th</sup> January 2019 attended by Sri.Madhan Mohanraj Govindaraj, Partner.	2,41,000/-
15	M/s.KMS Universal Export and Import, Pollachi	Towards assistance under the IC Scheme for participation in IPM Essen Fair 2019, Germany from 22-25 <sup>th</sup> January 2019 attended by Sri.K.Mohan Prakash, Partner.	2,23,800/-

16	M/s. Rajahrani Impex P.Ltd., Madurai	Towards assistance under IC Scheme for participation in IPM Essen 19, Germany from 18.01.19 to 26.01.19 attended by Sri.R.Mathan Chakravarthi, Managing Director.	2,07,928/-
17	M/s.Coconut Impex, Kalavoor	Towards assistance under IC Scheme for participation in IPM Essen 2019, Germany from 21.01.19 to 28.01.19 attended by Sri.P.Somasekharan Nair	1,74,560/-
18	M/s.Biogrow India Substrates, Coimbatore	Towards assistance under IC Scheme for participation in IPM Essen 2019, Germany from 22.01.19 to 27.01.19 attended by Sri.Susheel Thomas.	2,25,000/-
19	M/s.Madhavan Ecocraft, Alappuzha	Towards assistance under IC Scheme for participation in IPM Essen 2019, Germany from 21.01.19 to 27.01.19 attended by Sri.Anil Madhavan, Proprietor.	2,13,339/-
20	M/s.Green Torus Organics Pvt.Ltd., Ernakulam	Towards assistance under IC Scheme for participation in IECA, Denver, USA from 17.02.19 to 28.02.19 attended by Sri.Shine Balachandra Menon, Managing Director.	2,42,905/-
21	M/s.Estera Polymers, Ernakulam	Towards assistance under IC Scheme for participation in Domotex 2019, Germany from 09.01.19 to 22.01.19 attended by Sri.Mathew Joseph, Partner.	2,26,370/-
22	M/s.Rajarani Impex, Madurai	Towards assistance under IC Scheme participation in IPM Essen 2019, Germany from 18.01.19 to 26.01.19 attended by Sri.Sivasami Raja.	2,07,928/-
23	M/s.C & P Substrates, Trichy	Towards assistance under IC Scheme for participation in IPM Essen 19, Germany from 21.01.19 to 31.01.19 attended by Sri.B.Ramesh of C& P Substrates, Trichy.	2,12,129/-
24	M/s.Vriksham Coirs, Thanjavur	Towards assistance under IC Scheme for participation in IHTF 18 from 06.11.18 to 12.11.18 attended by Sri.M.Jayaprakash, Managing Partner.	2,09,890/-
25	M/s.Dindigul Coir Consortium P.Ltd., Dindigul	Towards assistance under IC Scheme for participation in IPM Essen 2019, Germany from 21.01.19 to 28.01.19 attended by Sri.A.S.Mohammed Usman, Managing Director of M/s.Dindigul Coir Consortium P.Ltd.	2,25,000/-
26	M/s.Fair Trade India, Alappuzha	Towards assistance under IC Scheme for participation in IPM Essen 2019, Germany from 21 <sup>st</sup> -28 <sup>th</sup> January 2019 attended by Sri.Sayed Asif, Managing Partner of M/s. Fair Trade India	1,74,560/-
27	M/s.Neyyantinkara Coir Cluster Development Society, Trivandrum.	Towards assistance under IC Scheme for participation in Gardex 2018, Japan from 08.10.18 to 16.10.18 attended by Sri.S.Gopakumar, President of M/s.Neyyantinkara Coir Cluster Dev.Society.	1,96,900/-
28	M/s.Greenline Cocopeat, Tiruppur	Towards assistance under IC Scheme for participation in IPM Essen Fair 2019, Germany from	2,34,230/-

		21.01.19 to 29.01.19 attended by Sri.N.Arvind, Proprietor of Greenline Cocopeat.	
29	M/s.Suga Coco Products Pvt.Ltd., Pollachi	Towards assistance under IC Scheme for participation in IHTF 2018, Holland from 05.11.18 to 13.11.18 attended by Sri.K.Sugakumaravel, Managing Director of Suga Coco Products P.Ltd.	2,25,000/-
30	M/s.Artisanns Guild, Kochi	Towards assistance under IC Scheme for participation in IECA 2019, USA from 17.02.19 to 16.03.19 attended by Sri.Anil Madhavan of M/s.Artisanns Guild, Kochi.	2,00,000/-
31	M/s.KMS Universal Export and Import, Pollachi	Towards assistance under IC Scheme for participation in IECA 2019, USA from 19.02.19 to 25.02.19 attended by Sri.K. Mohan Prakash, Partner of M/s.KMS Universal Export and Import, Pollachi	1,89,229/-
32	M/s.Ganapathy Coir Pvt.Ltd., Erode, Tamil Nadu	Towards assistance IC Scheme for participation in IPM Essen 19, Germany from 20.01.19 to 27.01.19 attended by Sri.R.Damodara Prabhu, Proprietor of M/s.Ganapathy Coir P.Ltd., Erode.	2,21,965/-
33	M/s.Taj Coir Mills, Alappuzha	Towards assistance under IC Scheme for participation in IECA Annual Conference Expo 2019, USA from 17.02.19 to 25.02.19 attended by Sri.Jayan Suseelan, Managing Partner of The Taj Coir Mills, Alappuzha.	2,00,000/-
34	M/s.Renuga Global Exports, Tamil Nadu	Towards assistance under IC Scheme for participation in IPM Essen 19, Germany from 21.01.19 to 01.02.19 attended by Sri.N.Senthil Kumar, Managing Director of M/s.Renuga Global Exports, Tamil Nadu.	1,95,856/-
35	M/s.Suga Coco Products Pvt.Ltd., Coimbatore.	Towards assistance under IC Scheme for participation in IECA Annual Conference Expo 2019, USA from 19.02.19 to 25.02.19 attended by Sri.K.Sugakumaravel, Managing Director of M/s.Suga Coco Products P.Ltd.	1,64,102/-
36	M/s.Coir Dust Inc., Alappuzha	Towards assistance under IC Scheme for participation in IPM Essen 19, Germany from 21.01.19 to 28.01.19 attended by Sri.P.Sajeer, Export Manager of M/s.Coir Dust Inc., Alappuzha	1,74,560/-
37	M/s.Omega Cocopeat, Tamil Nadu	Towards assistance under IC Scheme for participation in IPM Essen 2019, Germany from 19.01.19 to 28.01.19 attended by Dr.T.Sasikumar, Proprietor of M/s.Omega Cocopeat, Tamil Nadu.	2,08,255/-
38	M/s.Grow Rich, Alappuzha	Towards assistance under IC Scheme for participation in IECA 2019, USA from 15.02.19 to 26.02.19 attended by Sri.S.H.Sayed Asif, Proprietor of M/s.Grow Rich, Alappuzha	1,82,000/-
39	M/s.Meta Classics Fibres, Alappuzha.	Towards assistance under IC Scheme for participation in Domotex 2019, Germany from 08.01.19 to 16.01.19 attended by Sri.M.T.Mohanan, Proprietor of M/s.Meta Classic Fibres, Alappuzha.	2,37,700/-

40	M/s.Marari Coir Rub, Alappuzha	Towards assistance under IC Scheme for participation in Domotex 2019, Germany from 05.01.19 to 18.01.19 attended by Sri.Sumesh Sugathan of M/s.Marari Coir Rub, Alappuzha.	2,30,800/-
41	M/s.Global Hub, Alappuzha	Towards assistance under IC Scheme for participation in IECA 2019, USA from 18.02.19 to 23.02.19 attended by Sri.Shafeeq Mohammed, Managing Partner of M/s.Global Hub.	1,82,000/-
42	M/s.Ganapathy Coir Pvt.Ltd., Erode	Towards assistance under IC Scheme for participation in IHTF 2018 held at Holland from 7-9 <sup>th</sup> November 2018 attended by Sri.R.Damodara Prabhu of M/s.Ganapathy Coir Pvt.Ltd.	1,74,210/-
43	M/s.Arun Coir, Pollachi	Towards assistance under IC Scheme for participation in IHTF 18 held at Holland from 7-9 <sup>th</sup> November 2018 attended by Sri.P.K. Arun of M/s.Arun Coir.	1,74,210/-
44	M/s.SVR Green Exports, Madurai	Towards assistance under IC Scheme for participation in IHTF held at Holland from 7-9 <sup>th</sup> November 2018 attended by Sri Vadivel Kannan Rajakam of M/s.SVR Green Exports.	1,74,210/-
45	M/s.Royals International Trade and Allied products (P) Ltd., Kollam	Towards IC Scheme assistance for participation in IECA, Denver, USA from 20.02.19 to 26.02.19 attended by Sri.Kunjumon P.T., Director of Royals International Trade and allied products (P) Ltd.	1,64,102/-
46	M/s.Techno Exports, Alappuzha	Towards IC Scheme assistance for participation in Ambiente Fair 2019, Germany from 06.02.19 to 17.02.19 attended by Sri.C.S.Suresh, Managing Partner of Techno Exports.	2,09,506/-
47	M/s.Seven Seas Trading Company, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2019, Germany from 11-14 <sup>th</sup> Jan.19 attended by Sri.S.Ponnambalam, Managing Partner of Seven Seas Trading Company.	2,24,300/-
48	M/s.Thirukumaran Exports, Coimbatore	Towards IC Scheme assistance for participation in IPM Essen 2019, Germany from 16.01.19 to 28.01.19 attended by Sri.P.Saravanan of M/s.Thirukumaran Exports, Coimbatore.	2,03,495/-
49	Coconut Impex, Alappuzha	Towards IC Scheme assistance for participation in Ambiente Fair 2019, Germany from 07.02.19 to 13.02.19 attended by Sri.Sayed Asif S.H. of Coconut Impex, Alappuzha.	1,93,670/-
50	M/s.Meadow, Coimbatore	Towards IC Scheme assistance for participation IECA, Denver, USA from 17.02.19 to 25.02.19 attended by Sri.Jeevan Bharathi, Proprietor of M/s.Meadow.	2,17,396/-
51	M/s.Ashjit Agri Products, Kollam	Towards IC Scheme assistance for participation in Ambiente Fair 2019, Germany from 08.02.19 to 13.02.19 attended by Sri.P.T.Kunjumon, Marketing Manager of Ashjit Agri products.	2,17,915/-
52	M/s.Jaguar paw Exports,	Towards IC Scheme assistance for participation in IPM Essen 2019, Germany from 18.01.19 to	2,03,495/-

	Coimbatore	28.01.19 attended by Sri.K.Sugakumaravel, Proprietor of M/s.Jaguarpaw Exports.	
53	M/s.U.K.V.Agro Farms, Coimbatore	Towards IC Scheme assistance for participation in IECA 2019, USA from 19.02.19 to 07.03.19 attended by Sri.Krishna Prasanth Nallathambi of M/s.U.K.V.Agro Farms	64,102/-
54	M/s.Preetii Agrotech, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen Fair 2019, Germany from 20.01.19 to 01.02.19 attended by Sri.Pushparaj Muthusamy of M/s.Preetii Agrotech	1,84,695/-
55	M/s.K.S.Gangadhara Iyer & Co., Alappuzha	Towards IC Scheme assistance for participation in Ambiente Fair 2019, Germany from 06.02.19 to 13.02.19 attended by Sri.Gangadharan Kalpathy, Partner of M/s.K.S.Gangadhara Iyer & Company.	2,15,300/-
56	M/s.Preetii Exports, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2019 from 20.01.19 to 01.02.19 attended by Sri.N.Ramganth, Proprietor of M/s.Preetii Exports.	2,01,279/-
<b>Total</b>			<b>1,14,16,837/-</b>

**IC SCHEME UNDER COIR BOARD SANCTIONED/ DISBURSED DURING THE YEAR 2020-21 .**

Sl. No	Exporters Name	Particulars	Amount
1	M/s.Fibre up, Coimbatore, Tamil Nadu.	Towards IC Scheme assistance for participation in the exhibition “IFTF/IHTF 2018” Holland from 07.11.18 to 09.11.18 attended by Sri.Daniel Pooranan	1,46,270/-
2	M/s.Meta Classics Fibres, Alappuzha, Kerala	Towards IC Scheme assistance for participation in the exhibition Ambiente 2019, Germany from 08.02.19 to 12.02.19 attended by Sri.M.T.Mohan, Proprietor.	1,69,300/-
3	M/s.Floor Gardens, Alappuzha, Kerala	Towards IC Scheme assistance for participation in the exhibition Domotex 2019, Germany from 05.01.19 to 18.01.19 attended by Sri.Sujith Sugathan.	1,50,000/-
4	M/s.Fibre Family products (P) Ltd., Alappuzha, Kerala	Towards IC Scheme assistance for participation in the exhibition Ambiente Fair 2019, Germany from 08.02.19 to 12.02.19 attended by Sri.K.S.Shaji, Export Manager.	1,84,506/-
5	M/s.Meadow, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in the exhibition “IFTF/IHTF 2018” Holland from 07.11.18 to 09.11.18 attended by Sri.Saravanan, Company representative	1,25,000/-
6	M/s.Sri Amman Fibres, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in the exhibition IPM Essen 2019, Germany from 21.01.19 to 28.01.19 attended by Sri.S.C.Vignesh, Marketing Manager	1,90,910/-

7	M/s.J.S.Mats and Mattings, Kottayam, Kerala	Towards IC Scheme assistance for participation in the exhibition Domotex 2019, Germany from 08.01.19 to 16.01.19 attended by Sri.Ganapathi Kini.	2,15,000/-
8	M/s.Madhavan Ecocraft, Alappuzha, Kerala	Towards IC Scheme assistance for participation in the exhibition "IFTF/IHTF 2019" Holland from 04.11.19 to 09.11.19 attended by Sri.Anil Madhavan, Proprietor	2,14,190/-
9	M/s.Sri.Amman Fibres, Pollachi, CBE, Tamil Nadu	Towards IC Scheme assistance for participation in the exhibition "IFTF/IHTF 2018" Holland from 05.11.18 to 13.11.18 attended by Sri.S.C.Vignesh, Marketing Manager.	1,89,580/-
10	M/s.SSS Global, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in the exhibition Ambiente Fair 2019, Germany from 08.02.19 to 12.02.19 attended by Sri.Sureshkumar Kallimuthu, Proprietor.	1,88,276/-
11	M/s.Madhavan Ecocraft, Alappuzha, Kerala	Towards IC Scheme assistance for participation in the exhibition IPM Essen 2020, Germany from 26.01.20 to 02.02.20 attended by Sri.Anil Madhavan, Proprietor.	1,90,910/-
12	M/s.Thirukumaran Exports, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in the exhibition Ambiente Fair 2019, Germany from 07.02.19 to 13.02.19 attended by Sri.K.Sugakumaravel	2,05,553/-
13	M/s.Thuran Coir Mills, Pollachi, Tamil Nadu	Towards IC Scheme assistance for participation in the exhibition IPM Essen 2019, Germany from 22.01.2019 to 25.01.2019 attended by Sri. Vignesh Nagarajan.	2,11,500/-
14	M/s.Thirukumaran Coir Products, Tiruppur, Tamil Nadu.	Towards IC Scheme assistance for participation in the exhibition IPM Essen 2019, Germany from 22.01.2019 to 25.01.2019 attended by Sri. C.Shyam Prasanth	2,25,000/-
15	M/s.Suga Coco Products P.Ltd., Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019.	2,03,392/-
16	M/s. M.K. Fibres, Coimbatore, Tamil Nadu.	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019	1,98,500/-
17	M/s.Techno Exports, Alappuzha, Kerala	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019	2,05,228/-
18	M/s.Kangayam Coir Cluster P.Ltd., Tirupur, Tamil Nadu	Towards IC Scheme assistance for participation in IECA Annual Conference Expo from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020, USA.	1,89,428/-
19	Sri Illammal Coirs, Dindigul, Tamil Nadu	Towards IC Scheme assistance for participation in IECA Annual Conference Expo from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020, USA.	1,89,428/-
20	M/s.Artisanns Guild, Kochi,	Towards IC Scheme assistance for participation in IECA Annual Conference Expo from 23 <sup>rd</sup> to 26 <sup>th</sup>	1,96,575/-

	Kerala	February 2020, USA.	
21	M/s.Taj Coir Mills, Alappuzha, Kerala	Towards IC Scheme assistance for participation in IECA Annual Conference Expo from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020, USA.	1,96,575/-
22	M/s.Coconut Impex, Alappuzha, Kerala.	Towards IC Scheme assistance for participation in IECA Annual Conference Expo from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020, USA.	2,08,501/-
23	M/s.Mayur Greentech, Pollachi, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 20, Germany from 28.01.2020 to 31.01.2020.	2,41,900/-
24	M/s.Fibre Family, Alappuzha, Kerala	Towards IC Scheme assistance for participation in IPM Essen 20, Germany from 28.01.2020 to 31.01.2020.	1,88,440/-
25	M/s.Sree Varshini Fibres, Coimbatore, Tamil Nadu.	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019.	2,19,881/-
26	M/s.Neyyanttinkara Coir Cluster Dev.Society, Trivandrum, Kerala	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019.	1,99,432/-
27	M/s.Coconut Products Impex, Tamil Nadu	Towards IC Scheme assistance for participation in Gardex, Chiba, Japan from 09.10.2019 to 11.10.2019	1,71,748/-
28	M/s.Vasundharalayam Coir Works, Alappuzha, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,16,803/-
29	M/s.Kangayam Coir Cluster Pvt.Ltd., Tirupur, Tamil Nadu.	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,25,000/-
30	M/s.Seven Seas Trading Company, Alappuzha, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,41,925/-
31	M/s.Hara Inc., Alappuzha, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,32,950/-
32	M/s.Eco Coir Cluster India P.Ltd., Pollachi, Tamil Nadu	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,50,000/-
33	M/s.Season Coir Exports, Alappuzha, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,31,563/-
34	M/s.Babu Coir Works, Alappuzha, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,22,400/-

35	M/s.Greenline Cocopeat, Tirupur, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,31,776/-
36	M/S. Anoor Bagley Coir (P) Ltd	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,05,517/-
37	M/s. Global Hub, Alappuzha	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,25,000/-
38	M/s. City Trading Company, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,25,000/-
39	M/s. Kims Coco Peat India Pvt Ltd, Namakkal	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,10,444/-
40	M/s. Renuga Global Exports, Tirupur, TN	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,03,183/-
41	M/s. C & P Substrates, Thiruchirapalli, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,37,295/-
42	M/s. S R Coir, Pollachi, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	2,40,760/-
43	M/s. Coconut Products Impex, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28.01.2020 to 31.01.2020	1,94,889/-
44	M/s. Triangle Weavers Pvt, Alappuzha	Towards IC Scheme assistance for participation in IECA, Annual Conference Expo 2020, USA from 23.02.2020 to 28.02.2020	2,08,829/-
45	M/s. Cocobi Producer Company Ltd, Tamil Nadu	Towards IC Scheme assistance for participation in IECA, Annual Conference Expo 2020, USA from 23.02.2020 to 28.02.2020	2,23,701/-
46	M/s. Fibre Wonders, Cherthala, Alappuzha	Towards IC Scheme assistance for participation in IECA, Annual Conference Expo 2020, USA from 23.02.2020 to 28.02.2020	2,50,000/-
47	M/s. J C Coir International, Cherthala, Alappuzha	Towards IC Scheme assistance for participation in IECA, Annual Conference Expo 2020, USA from 23.02.2020 to 28.02.2020	2,25,000/-
48	M/s. Annapoorneswari Exim, Cherthala, Alappuzha	Towards IC Scheme assistance for participation in IECA, Annual Conference Expo 2020, USA from 23.02.2020 to 28.02.2020	2,01,931/-
49	M/s. JBC	Towards IC Scheme assistance for participation in	2,25,000/-



	International, Alappuzha	IECA, Annual Conference Expo 2020, USA from 23.02.2020 to 28.02.2020	
50	M/s. Meta Classic Fibre, Alappuzha	Towards IC Scheme assistance for participation in Abiente 2020, Frankfurt, Germany from 07.02.2020 to 11.02.2020	2,08,600/-
51	M/s. Seven Seas Trading Company, Alappuzha	Towards IC Scheme assistance for participation in Abiente 2020, Frankfurt, Germany from 07.02.2020 to 11.02.2020	2,14,500/-
52	M/s. Aspinwall & Company, Alappuzha	Towards IC Scheme assistance for participation in Abiente 2020, Frankfurt, Germany from 07.02.2020 to 11.02.2020	1,50,000/-
53	M/s. Techno Exports, Alappuzha	Towards IC Scheme assistance for participation in Abiente 2020, Frankfurt, Germany from 07.02.2020 to 11.02.2020	1,96,931/-
54	M/s.Coco Fabric, Alappuzha, Kerala	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019.	2,10,045/-
55	M/s.Seyon Overseas Company, Coimbatore, Tamil Nadu.	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019.	2,05,035/-
56	M/s. Sri Amman Fibres, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019.	2,01,699/-
57	M/s. Mats Four, Alappuzha, Kerala	Towards IC Scheme assistance for participation in the exhibition Domotex 2019, Germany from 08.01.19 to 16.01.19	2,09,600/-
58	M/s.Sivasakthi Fibre Products Export, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10.01.2020 to 13.01.2020	2,25,000/-
59	M/s.Cauveri Coco Peat Pvt.Ltd., Pollachi, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28 <sup>th</sup> to 31 <sup>st</sup> January 2020	2,25,000/-
60	M/s.Sri Amman Fibres, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2020, Germany from 28 <sup>th</sup> to 31 <sup>st</sup> January 2020	1,86,393/-
61	M/s.West Hill Commodities Pvt.Ltd., Bangalore	Towards IC Scheme assistance for participation in IECA 2020, USA from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020	2,23,701/-
62	M/s. Suga Coco Products, Coimbatore, Tamil Nadu	Towards IC Scheme assistance for participation in IECA 2020, USA from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020	1,96,575/-
63	M/s.Eco Coir	Towards IC Scheme assistance for participation in	1,89,428/-

	Cluster India (P) Ltd., Pollachi, Tamil Nadu.	IECA 2020, USA from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020	
64	M/s.Sfurti Coir Cluster Kumta, Uttara Kannada, Bangalore.	Towards IC Scheme assistance for participation in IECA 2020, USA from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020	2,25,000/-
65	M/s.Dindigul Coir Consortium Pvt. Ltd. Dindigul, Tamil Nadu.	Towards IC Scheme assistance for participation in Gardex 2019, Chiba, Japan from 9 <sup>th</sup> to 11 <sup>th</sup> October, 2019	2,18,238/-
66	M/s.Spoorthi Kalpataru Coier cluster Society	Towards IC Scheme assistance for participation in Gardex 2019, Chiba, Japan from 9 <sup>th</sup> to 11 <sup>th</sup> October, 2019	1,99,000/-
67	M/s.Triangle Weavers P.Ltd., Alappuzha	Towards IC Scheme assistance for participation in Gardex 2019, Chiba, Japan from 9 <sup>th</sup> to 11 <sup>th</sup> October, 2019	1,97,900/-
68	M/s.Rajarani Impex, Madurai, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 20, Germany from 28 <sup>th</sup> to 31 <sup>st</sup> January 2020	1,97,869/-
69	M/s.Sun Bio Systems, Coimbatore, Tamil Nadu.	Towards IC Scheme assistance for participation in IPM Essen , Germany from 28 <sup>th</sup> to 31 <sup>st</sup> January 2020	2,21,510/-
70	M/s. Coir Dust Inc, Alappuzha, Kerala	Towards IC Scheme assistance for participation in IHTF 2019, Holland from 6 <sup>th</sup> to 8 <sup>th</sup> November 2019.	2,05,035/-
71	M/s.Delta Coirs, Udumalpet, Tamil Nadu	Towards assistance under IC Scheme for participation in Gardex 2018, Japan from 08.10.18 to 16.10.18	1,71,082/-
72	M/s.Thirukumaran Fibres, Tirupur, Tamil Nadu	Towards IC Scheme assistance for participation in Gardex 2019, Chiba, Japan from 9 <sup>th</sup> to 11 <sup>th</sup> October, 2019	2,21,391/-
73	M/s.Arun Coir, Pollachi, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2019, Germany from 28 <sup>th</sup> to 31 <sup>st</sup> January 2019.	1,91,588/-
74	M/s.BCD Exports, Madurai, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen 2019, Germany	2,25,000/-
75	M/s.Aswini Agrotech, Mandya Dist, Karnataka	Towards IC Scheme assistance for participation in IPM Essen, Germany from 28 <sup>th</sup> to 31 <sup>st</sup> January 2020	2,22,552/-
76	M/s.Sri Ragavendra Coir Factory, Tirupur, Tamil Nadu	Towards IC Scheme assistance for participation in IPM Essen, Germany from 28 <sup>th</sup> to 31 <sup>st</sup> January 2020	2,22,512/-
77	M/s.Fibreuft International, Alappuzha, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10 <sup>th</sup> to 13 <sup>th</sup> January 2020	2,27,520/-
78	M/s.Nature Coco	Towards IC Scheme assistance for participation in	2,42,958/-

	Exports, Tamil Nadu	Domotex 2020, Germany from 10 <sup>th</sup> to 13 <sup>th</sup> January 2020	
79	M/s. J. S. Mats & Matting Company, Kottayam, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10 <sup>th</sup> to 13 <sup>th</sup> January 2020	2,27,500/-
80	M/s.Reno Veneers, Kottayam, Kerala	Towards IC Scheme assistance for participation in Domotex 2020, Germany from 10 <sup>th</sup> to 13 <sup>th</sup> January 2020	2,34,873/-
81	M/s. Sri Ragavendra Coir Factory, Tirupur, Tamil Nadu	IECA Annual Conference & Expo, Raleigh, North Carolina, USA from 23 <sup>rd</sup> to 26 <sup>th</sup> February 2020	2,25,000/-
		<b>TOTAL</b>	<b>1,68,97,114/-</b>

**IC SCHEME UNDER COIR BOARD SANCTIONED/ DISBURSED DURING THE YEAR 2022 - 23 .**

Sl. No	Exporters Name	Particulars	Amount
1	M/s. Rajahrani Impex Pvt Ltd, Madurai	Towards IC Scheme assistance for participation in IECA Annual Conference & Expo 2022, USA held during 15 – 18 February 2022	3,05,683/-
2	M/s. Rajarani Impex, Madurai	Towards IC Scheme assistance for participation in IECA Annual Conference & Expo 2022, USA held during 15 – 18 February 2022	3,05,683/-
3	M/s. Coconut Products Impex, Pollachi	Towards IC Scheme assistance for participation in IECA Annual Conference & Expo 2022, USA held during 15 – 18 February 2022	3,16,296/-
4	M/s. Suga Coco Substrates, Inc Coimbatore	Towards IC Scheme assistance for participation in IECA Annual Conference & Expo 2022, USA held during 15 – 18 February 2022	3,49,161/-
5	M/s. Fiber Wonders, Alappuzha	Towards IC Scheme assistance for participation in IECA Annual Conference & Expo 2022, USA held during 15 – 18 February 2022	3,82,666/-
6	M/s. RS Coir Agency, Erode	Towards IC Scheme assistance for participation in Gardex 2018 held during 10 – 12 October 2018	1,64,156/-
7	M/s. Pobji Emporium, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2019 held during 11 – 14 January 2019	2,25,722/-
8	M/s. Coco Fibre Tex, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2019 held during 11 – 14 January 2019	2,17,227/-
9	M/s. Coco Fibre Tex, Alappuzha	Towards IC Scheme assistance for participation in Ambiente 2019 held during 8 – 12 February 2019	1,81,717/-
10	M/s. Beena Coir Works, Alappuzha	Towards IC Scheme assistance for participation in Ambiente 2019 held during 8 – 12 February 2019	2,16,959/-
11	M/s. Natural Coir Tech, Alappuzha	Towards IC Scheme assistance for participation in Dubai World Expo 2022 held during 1 <sup>st</sup> October to 31 <sup>st</sup> March 2022	28,991/-

12	M/s. Suga Coco Substrates, Coimbatore	Towards IC Scheme assistance for participation in Dubai World Expo 2022 held during 1 <sup>st</sup> October to 31 <sup>st</sup> March 2022	32,375/-
13	M/s. Season Coir Exports, Alappuzha	Towards IC Scheme assistance for participation in Dubai World Expo 2022 held during 1 <sup>st</sup> October to 31 <sup>st</sup> March 2022	62,245/-
14	M/s. J C Coir International, Alappuzha	Towards IC Scheme assistance for participation in Dubai World Expo 2022 held during 1 <sup>st</sup> October to 31 <sup>st</sup> March 2022	38,700/-
15	M/s. Global Hub, Alappuzha	Towards IC Scheme assistance for participation in Dubai World Expo 2022 held during 1 <sup>st</sup> October to 31 <sup>st</sup> March 2022	38,800/-
16	M/s. Coco World, Alappuzha	Towards IC Scheme assistance for participation in Dubai World Expo 2022 held during 1 <sup>st</sup> October to 31 <sup>st</sup> March 2022	38,800/-
17	M/s. Floor Gardens Alappuzha	Towards IC Scheme assistance for participation in Ambiente 2020 held during 7 - 11 February 2020	1,81,706/-
18	M/s. United Coir Factories, Alappuzha	Towards IC Scheme assistance for participation in Ambiente 2020 held during 7 - 11 February 2020	1,82,436/-
19	M/s. Marari Coir Rub, Alappuzha	Towards IC Scheme assistance for participation in Ambiente 2020 held during 7 - 11 February 2020	1,81,706/-
20	M/s. Pobji Emporium, Alappuzha	Towards IC Scheme assistance for participation in Ambiente 2020 held during 7 - 11 February 2020	2,01,254/-
21	M/s. Coir Yarn Tex, Alappuzha	Towards IC Scheme assistance for participation in Ambiente 2020 held during 7 - 11 February 2020	1,25,000/-
22	M/s. Unitex Coir Factory, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2020 held during 10 – 13 January 2020	2,50,000/-
23	M/s. Floor Gardens, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2020 held during 10 – 13 January 2020	2,30,841/-
24	M/s. Marari Coir Rub, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2020 held during 10 – 13 January 2020	2,30,841/-
25	M/s. Coir Yarn Tex, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2020 held during 10 – 13 January 2020	1,83,900/-
26	M/s. Mats Four, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2020 held during 10 – 13 January 2020	2,15,802/-
27	M/s. Pobji Emporium, Alappuzha	Towards IC Scheme assistance for participation in Domotex 2020 held during 10 – 13 January 2020	2,03,683/-
28	M/s. Sankar Mills, Alappuzha	Towards IC Scheme assistance for participation in IECA 2019 held during 19 – 22 February 2019	1,96,152/-
29	M/s. Coir Yarn Tex, Alappuzha	Towards IC Scheme assistance for participation in IECA 2019 held during 19 – 22 February 2019	1,96,152/-
30	M/s. Beena Coir Works, Alappuzha	Towards IC Scheme assistance for participation in IECA 2019 held during 19 – 22 February 2019	2,25,000/-
		<b>TOTAL</b>	<b>57,09,654/-</b>

## 14.2 No. of permits issued

The Board is not issuing any permit

## 14.3 Distribution of benefits

The subsidy and other benefits payable under various schemes will be paid by cheque or by direct credit to the bank account of the beneficiaries only after complying with the conditions prescribed for each scheme to the satisfaction of the Board.

## 14.4 Utilization of the Board for the FY 2022-23 as on 31-03-2023

(₹ in Lakhs)

Sl. No.	Name of the Scheme	BE 2022-23	RE 2022-23	o/p balance as on 01.04.22	Funds releases	Total	Utilization as on 31-03-2023	Unspent
1	Coir Vikas Yojana	8,000.00	8,714.00	-	8,714.00	8,714.00	8,714.00	0.00
1.1	Science and Technology	800.00	463.00	-	463.16	463.16	439.60	0.00
1.2	Skill upgradation & Mahila Coir Yojana	850.00	872.00	-	872.55	872.55	873.55	
1.3	CITUS / Development of Production Infrastructure	-	-	-	-	-	-	
1.4	Domestic Market Promotion	1,270.00	2,009.00	-	2,008.79	2,008.79	1,898.12	
1.5	Export Market Promotion	250.00	580.00	-	580.00	580.00	590.54	
1.6	Trade and Industry Related Functional Support Services (TIRFSS)	205.00	215.00	-	214.50	214.50	337.19	

1.7	Welfare Measures	50.00	-	-	-	-	-	
1.8	Swachh Bharath Abhiyan	25.00	25.00		25.00	25.00	25.00	
1.9	CVY- Salaries	2,400.00	2,400.00	-	2,400.00	2,400.00	2,400.00	
1.10	CVY -Pension & Establishment Exp.	2,150.00	2,150.00	-	2,150.00	2,150.00	2,150.00	
<b>2</b>	<b>SFURTI</b>	-	-	<b>1,114.90</b>	-	<b>1,114.90</b>	<b>796.40</b>	<b>318.50</b>
	<b>Grand Total</b>	<b>8,000.00</b>	<b>8,714.00</b>	<b>1,114.90</b>	<b>8,714.00</b>	<b>9,828.90</b>	<b>9,510.40</b>	<b>318.50</b>

**SEPARATE AUDIT REPORT OF THE COMPTROLLER AND AUDITOR  
GENERAL OF INDIA ON THE ACCOUNTS OF COIR BOARD FOR THE YEAR  
ENDED 31 MARCH 2022**

We have audited the attached Balance Sheet of Coir Board, Kochi (The Board) as at 31 March 2022 and Income and Expenditure Account and Receipts and Payments Account for the year ended 31 March 2022 on that date under Section 19(2) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act 1971 read with Section 17(2) of the Coir Industry Act, 1953. These financial statements include the units/branches of the Board. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit Observations on financial transactions with regard to compliance with the law, rules and regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any are reported through Inspection Reports/CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that

(i) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

(ii) The Balance Sheet, Income & Expenditure Account and Receipts & Payments Account dealt with by this report have been drawn up in the format approved by the Ministry of Finance, Government of India.

(iii) In our opinion, proper books of accounts and other relevant records have been properly maintained by the Board as required under Section 19(2) of the Comptroller & Auditor

General (Duties, Powers & Conditions of Service) Act, 1971 read with section 17(2) of the Coir Industry Act, 1953 in so far as it appears from our examination of such books.

(iv) We further report that:

#### **A. Consolidated Balance Sheet**

##### **I. Current Assets, Loans and Advances etc: Rs.1,16,41,87,000 (Schedule – 11)**

###### **A.I. 1 Space Rent receivable – Abroad: ₹68,67,000**

The above includes space rent receivable amounting to ₹61,02,394 pending for more than 3 years. This constitutes 89 *per cent* of the total space rent receivable. However, provision for doubtful debts was not created by the Board. This has resulted in overstatement of Current Assets and profit for the year by ₹61,02,394. Consequently, provision for doubtful debts under Current Liabilities and Provisions is understated by the same amount.

##### **II. Current Liabilities and Provisions (Schedule -7): ₹ 1,89,61,69,000**

###### **A.II.1 Provisions: ₹180,36,85,000**

Coir Board has made provision for retirement benefits on the basis of actuarial liability ascertained for immediately preceding Financial Year (as at 31 March 2021) despite the fact that the actuarial valuation reports for the current year were available prior to the finalisation of accounts for the year 2021-22. The accumulated provision to be made in the accounts as per the actuarial valuation report for the period ending 31 March 2022 is ₹176,17,15,113. As against this, the Board has maintained a provision of ₹180,36,85,000 resulting in overstatement of Current Liabilities & Provisions, Establishment expenses and understatement of Excess of Income over Expenditure by ₹4,19,69,887.

#### **B. Income & Expenditure Account**

##### **I. Expenditure: ₹65,54,83,000**

**B.I.1** Coir Board has not created provision for various expenses pertaining to the year 2021-22, totalling to ₹24,17,475 (details as per Annexure II). Due to non-provision, Expenses and current liabilities for the year were understated by ₹24,17,475 with corresponding overstatement of Excess of Income over Expenditure.



**B.I. II Establishment Expenses (Schedule 20): ₹ 37,35,71,000**

Reimbursement of Tuition Fee (CEA) for the year 2021-22 amounting to ₹22,68,000 has not been provided in the Accounts for the year, though, the payment of expenditure was sanctioned on 20.05.2022. Since the liability was repetitive in nature, a provision could have been created with an estimated amount/ previous year figure.

Due to non-provisioning, Establishment Expenses and current liabilities stands understated by ₹22,68,000 with corresponding overstatement of Excess of Income over Expenditure.

**C. Grants in aids**

The opening balance of Grant in aid was ₹38.37 crore. During the year, grant amounting to ₹90.93 crore was received including Internal & Extra Budgetary Resources (IEBR). Utilisation was to the extent of ₹110.92 crore, leaving a balance of ₹18.38 crore.


(v) Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income & Expenditure Account/Receipt & Payment Account dealt with by this report are in agreement with the books of accounts.

(vi) In our opinion and to the best of our information and according to the explanation given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts and because of the significant matters discussed above and other matters mentioned in Annexure I to this Audit Report, give a true and fair view in conformity with accounting principles generally accepted in India.

(a) In so far as it relates to the Balance Sheet, of the state of affairs of the Coir Board as at 31<sup>st</sup> March 2022 and

(b) In so far as it relates to Income & Expenditure Account of the excess of income over expenditure for the year ended on that date.

**For and behalf of C&AG of India**



**(Devika Nayar)**

**Director General of Commercial Audit**

Place: Chennai

Date: 22 September 2022

### **Annexure-I**

**1. Adequacy of Internal Audit System:**

There are 47 field establishments and out of which internal audit of 24 field establishments were conducted during 2021-22. Internal audit of all the field establishments could not be covered due to dearth of staff in the Internal Audit wing.

**2. Adequacy of Internal Control System:**

Internal control system is adequate in commensurate with the size of the organization.

**3. System of Physical Verification of Fixed Assets:**

Physical verification of fixed assets has been carried out by the management at reasonable interval.

**4. System of Physical verification of Inventory:**

Physical verification of Inventory was carried out by the management at reasonable interval.

**5. Regularity in payment of undisputed statutory dues:**

There are no statutory dues pertaining to Coir Board. They are regular in depositing statutory dues. The board is regular in payment of undisputed statutory dues.

  
Director (CA)

**Annexure-II**

Sl No.	Item of Expenditure	Head of Expenditure	Amount (Rs.)	Period of Expenditure
1.	The rent for Regional Office, Pollachi	CVY - Skill Up gradation & MCY Infrastructure for training - Rent - Regional Office, Pollachi	5,85,000	01.07.2021 to 31.03.2022
2.	The wages of Security Guards (6 nos) - RO - Bhubaneswar	CVY - Skill Up gradation and Mahila Coir Yojana - Infrastructure for Training - Security wages, RO - Bhubaneswar	5,52,054	10.01.2022 to 09.04.2022
3.	The wages of Security Guards (6 nos)	CVY - Skill Up gradation and Mahila Coir Yojana - Infrastructure for Training - Security wages, REC, Thanjavur	2,15,392	Feb & March 2022
4.	The expenses incurred for the Official Visit of Chairman Coir board to Ministry of MSME New Delhi	CVY - Estt. EXP - General Expenses - HQ	1,51,609	06.02.2022 to 16.02.2022
5.	The final Settlement of consultancy fee for modification of Amendment proposal of the Delegation of powers in consonance with the wholesale Price Index (WPI)	CVY - Establishment Professional Fee - Head Quarters	1,44,432	11.10.2021
6.	Taxi charges for the vehicle for the Ministry Officials & Coir Board Officials at New Delhi	TA/DA - HQ taxi Charges	1,31,532	
7.	The showroom rent arrears - Chennai	CVY - Estt. Expenses - Showroom Rent	1,24,090	01.11.2021 to 31.03.2022
8.	The municipal tax for the year 2020-21, 2021-22, 2022-23 (RO - Bhubaneswar)	CVY - Establishment Expenses - Rates & Taxes - Regional Office, Bhubaneswar	1,14,204	2020-21, 2021-22, 2022-23
9.	The procurement of 47 nos of digital signature class 3 sign and encryption	CVY - TIRFSS - Information Management - Expenses of IT related activity / Networking Charges	1,08,678	Invoices Dtd: 29.03.2022
10.	The reimbursement of luggage and travelling expenses - Coir Mahotsav 2022	CVY - DMP - Participation in Domestic Exhibition - SRO, Sindhudurg - TA/DA A/c	75,980	25.02.2022 to 28.02.2022
11.	10 days EL encashment in r/o employees	Salary A/c Sub Office and Head Office	62,175	
12.	TA/DA Expenditure	CVY - Skill Up gradation and Mahila Coir Yojana - Infrastructure for Training - TA/DA - CBEC, Balasore	40,995	Oct 21 to Feb 22
13.	Society fees, professional charges for GST filing, GS registration charges - Coir Board SR & SD, Guwahati	CVY - Establishment Expenses - SR & SD, Guwahati	35,146	Invoice Dtd: 01.03.2022

14.	Taxi charges of the VIPS	CVY – Establishment Expenses – General Expenses – HQ	26,555	16.03.2022 to 19.03.2022
15.	The medical reimbursement to Secretary, Coir Board	CVY – Salary a/c – Head Office	24,555	
16.	Boarding, loading and food expenses of the VIPS from the Ministry	CVY – Establishment Expenses – General Expenses - HQ	16,875	16.03.2022 to 19.03.2022
17.	Food Expenses of VIPS	CVY – Establishment Expenses – General Expenses - HQ	8,193	16.03.2022 to 19.03.2022
<b>Total</b>			<b>24,17,475</b>	

  
 Senior Audit Officer (CA-I)

## Manual -14

(under Section 4 (1) (b) (xiv) of RTI Act)

### Chapter -15

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

The Board is working towards achieving paperless office concept by implementing e-office and online software with the help of NIC. Close on the heels of the Central Government decision to transform the entire system of public services through the use of information technology, and e-Governance the Coir Board has been implementing the digitalization of its systems in a fast manner. Creation of infrastructure for information technology and transformation of the office system into electronic means has been accorded priority in Coir Board. The activities for promotion of information technology are pursued under the ongoing plan scheme 'Trade and Industry Related Functional Support Services'. The aim of the Board is to establish the connectivity and information technology with the Head office and field level establishments thorough out the country to support the Coir Industry as a whole.

Sl.No	Activity
1	<b>E-office:</b> - Implemented e-filing system, which improves the productivity, quality, resource management, turn around time and increase transparency by replacing the old manual process with an electronic file system. It is an integrated file and records management system that allows employees to manage content, search for data internally and collaborate. The file system also enables the electronic movement and the tracking of files, and the archival and retrieval of data. The system is planned to be secure and confidential, automating routine tasks, capable of handling the required workload, with the facility of monitoring work and auto-escalation when there are delays.
2	<b>Software Development :</b> <ol style="list-style-type: none"><li>1. Developed software for monitoring and online applications of Boards schemes: Beneficiary can apply and track Coir Board schemes online.</li><li>2. Developed software for recruitment activities: Applicants can apply online for various openings at Coir Board</li><li>3. Showroom inventory management system: Developed software for showroom inventory management and online billing of showroom sales.</li><li>4. Supplier – Franchisee management system: Coir Board is developing a marketing portal in which the one component is supplier–franchisee management system which covers all requirements of Business to Business</li><li>5. Total Digital Coir Board: An online software to connect all activities of Coir Board, starting from Budget preparation to release funds. The software is under development by NIC.</li></ol>
2	<b>AADHAR Enabled Biometric Attendance System (AEBAS):</b> Implemented AEBAS. It is a Time & Attendance management system to record the attendance of personnel working at Government offices. The Government of India has designed this system for enhancing the productivity of government employees by utilizing the Biometric authentication devices. This system authenticates attendance using Aadhaar number created by Unique Identification Authority of

	India (UIDAI). It is a cloud based BAS that monitors attendance of government employees in real-time.
3	<b>Direct Beneficiary Transfer (DBT):</b> Developed MIS for DBT and integrated with DBT Bharat portal. This program aims to transfer subsidies directly to the people through their bank accounts. Crediting subsidies into bank accounts will reduce leakages, delays, etc
4	<b>Bharat QR code:</b> Board has implemented Bharat QR code to all its showrooms to transfer money. It is an infrastructure light, interoperable digital payment solution that aims at enabling easy, quick and secure payments at merchant locations or physical stores. Once the BQR codes are deployed on Merchant locations, user can pay the utility bills using BQR enabled mobile banking apps without sharing any user credentials to the merchant. It is a quick method of payment.
5	<b>Swiping Machines:</b> As a part of digital India initiative Board has installed swiping machines to all its showroom. It is a device which interfaces with payment cards to make electronic funds transfers.
6	<b>BHIM (Bharat Interface for Money )App:</b> BHIM App has been installed to all showrooms of Coir Board, it is a mobile payment App developed by the National Payments Corporation of India (NPCI), based on the Unified Payments Interface (UPI).
7	<b>Govt e-mail service:</b> Provided Govt. e-mail id's to all personnel to transfer details digitally and secured way.
8	<b>Online portal:</b> Developed online portal to support MSME sectors. Public can view all the schemes and activities of Coir Board and also can apply the schemes through online.
9	<b>Mobile App:</b> Developed mobile app to track the status of online scheme applications
10	<b>Implemented PFMS:</b> The Public Financial Management System (PFMS) is a web-based online software application, developed and implemented by the Office of Controller General of Accounts (CGA) with the objective of tracking funds released under all Plan schemes of GoI and real time reporting of expenditure at all levels of Programme implementation. It also has been envisaged that digitization of accounts shall be achieved through PFMS and the additional functionalities would be built into PFMS in different stages.
11	<b>GeM portal:</b> Implemented Government e-Marketplace (GeM). It is a one stop portal to facilitate online procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM aims to enhance transparency, efficiency and speed in public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the government users to achieve the best value for their money.
12	<b>Central Public Procurement Portal (CPPP):</b> This is a eProcurement System of India provides a single point access to all the tendering information on various procurements made across the country. It also allows the tenderers to download the Tender Schedule free of cost and then submit the bids online through this portal.
13	<b>UMANG (Unified Mobile Application for New-age Governance):</b> It brings together all government departments and their services on a single platform to provide better and easier services to citizens. It is an evolving platform designed for citizens of India to offer them access to the pan-India e-Government

	services from the Central, State, Local Bodies, and Agencies of government on app, web, SMS, etc.
14	<b>GLIS (GOVERNMENT-LAND INFORMATION SYSTEM):</b> Land and building owned by Coir Board is mapped in this system.
15	<b>LIMBS (Legal Information Management &amp; Briefing System):</b> Is a web based portal developed by Department of Legal Affairs, Ministry of Law & Justice for monitoring and handling of various court cases of Govt. Departments and Ministries.
16	<p><b>Intra-Coir:</b> Board is also having an intra portal and the information available in intra portal are given below.</p> <ol style="list-style-type: none"> <li>1. Personnel Information System</li> <li>2. Pay Bill Accounting</li> <li>3. Pension Monitoring System</li> <li>4. Leave Monitoring System</li> <li>5. GPF Management System</li> <li>6. Inventory/Store management system</li> <li>7. Asset monitoring system</li> <li>8. Journal &amp; Publications Subscription Monitoring System</li> </ol>
17	<b>Website:</b> The Board has launched its Website at <a href="http://www.coirboard.gov.in">www.coirboard.gov.in</a> containing all information on the Coir Board's activities. The web site is updated regularly with new information relating to Coir Industry.

## Manual 15

(under Section 4 (1) (b) (xv) of RTI Act)

### Chapter 16

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

#### 16.1 Types of facilities available.

The following facilities are available.

Sl.No	Facility available	Nature of information	Working hours
1.	Website	<a href="http://www.coirboard.gov.in">www.coirboard.gov.in</a>	
2.	Library	Library functioning at the Coir Board Head Office at Kochi is open to public/students/ trainees/persons engaged in research etc for reference only.	9.00 am-5.30 pm
3.	Library at CCRI Alapuzha	The library fee for the public is Rs.100 per day/Rs.500 per month/Rs.5000 per annum. The photo copying charges will be at the rate of Rs.2/- per page.	9 AM to 5 PM on all working days.
4	Library at CICT Bangalore	Fees payable Membership: For one month       Rs. 500.00 For One year        Rs. 5000.00 Reference work: For one day only    Rs. 100.00 Internet per hour       Rs. 50.00 Photostat charges (per page/copy)     Rs. 2.00	9 AM to 5 PM on all working days.
5	Exhibitions, Seminars etc	The Board's participation in the Domestic and International Fairs, Exhibitions, Seminars and conferences and broadcasting of programmes on Radio and TV enable the public to have access to coir-related information.	
6	Notice Board	Open to public in all offices of the Coir Board.	



## 16.2 Coir Board Publications

Coir Board has published the following materials, which are helpful for the users to know more about coir and coir products.

Name of publication	Type	Cost (Rs.)
Coir Bhoovastra	Book	750
Coir Floor Coverings	Book	750
Coir Pith	Book	500
Coir Wood	Book	500
Manual of Technology for Coir	Book	500
All India Coir Directory	Book	1000
Kayarinte Kanappurungal	Book	100
Coffee Table Book	Book	1000
Evolution and working of Coir Industry in Kerala.	Book	200

### 16.2.1 PERIODICALS

Name : Coir News

Type : Magazine

The Coir News is published monthly from Coir Board and it contains Trade information, events, technology developments, export statistics and other useful information on coir industry.

Subscription rate;-      Single issueRs. 60/-  
   One year Rs. 600/-  
   Two years Rs. 1000/-  
   Three years Rs. 1500/-

### 16.2.2 PAMPHLETS

Coir Board is printed pamphlets about various products, technologies and schemes for propagating the coir industry. The pamphlets are being distributed during exhibitions, awareness programs, EDPs, etc. on free of cost.

## Manual. 16

(under Section 4 (1) (b) (xv) of RTI Act)

### Chapter .17

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

#### 17. Names, designations and other particulars of the Appellate Authority, Public Information Officer and Assistant Public Information Officers

1. Central Public Information Officer (CPIO)	Smt. Vasanthi Amma M K Deputy Director (Pub&ERS) Coir Board, Head Office Coir Bhavan, M.G.Road Cochin- 682016 Phone 91-484-2351807, 2351788, 2351954 Fax ; 91-484-2370034 Email: coirboardrti@gmail.com
2. Asst. Public Information Officer (APIO)	Shri. Reji K V, Accounts Manager,  Smt. K. R. Nalinakshy Section Officer,  &  Smt. Leenakumary Amma B Section Officer,  Coir House, P.O Box No.1752 M.G. Road, Ernakulam Kochi- 682016. 0484-2351807, 2351788, 2351954, Fax. 0484-2370034 E- mailcoirboardrti@gmail.com
3. Appellate Forum	Shri. V.C. Raghunandan. Sr. Accounts Officer & Director (M) i/c. e-mail:vcnandan@coirboard.org Coir Board, Head Office Coir Bhavan, M.G.Road Cochin-682016 Phone 91-484-2351807, 2351788, 2351954 Fax ; 91-484-2370034

Note: Send applications addressed to designation only and not by name.

### 17.1 Other Assistant Central Public Information Officers (ACPIOs) (Outstations)

The officers in charge of the following offices are the ACPIOs of the respective offices/areas in the respective states (given in alphabetic order)

Name of the Sub Office	APIO
<b>ALLEPPEY</b>	
<b>Hindustan Coir</b> Kalavoor P.O, Alleppey - 688 522, Kerala, India. Tel : +91-477-2258339 Email: hindcoir@ .com	<b>Smt. Josphine Girly</b> <b>Section Officer</b>
<b>Central Coir Research Institute (CCRI)</b> Kalavoor P.O., Alleppey - 688 522, Kerala, India. Tel : +91-477-2258094/ 2258480/2258415 E-mail : ccri.coirboard@gmail.com                      coirboard.ccri@gmail.com	<b>Dr. Radhakrishnan S,</b> <b>Senior Scientific</b> <b>Officer i/c</b>
<b>REGIONAL OFFICE,</b> Kalavoor P.O., Alleppey Dist., Alleppey – 688 522, Kerala, India. Tel : +91-477-2258801/2258480/2258415 e-mail : coirmarkscheme@yahoo.com	<b>Shri. S P Sasikumar</b> <b>Section Officer</b>
<b>National Coir Training &amp; Design Centre (NCTDC)</b> Kalavoor P.O. Alleppey - 688 522, Kerala, India. Tel : +91-477-2258067 E-mail : adnctdc@gmail.com	<b>Shri. Jomon Jacob</b> Extension Service Officer
<b>POLLACHI</b>	
<b>REGIONAL OFFICE,</b> Regional Office, Coir Board, No-41,Nehru Street,Mahalinga Puram, Near Roundana,Beside Water Tank, Pollachi-642 002 Coimbatore, Tamil Nadu Phone :04259-222450 Tel Fax :04259-227665 e-mail: coirpollachi@gmail.com	<b>Shri. T V Sabu</b> Extension Service Officer
<b>BANGALORE</b>	

<b>REGIONAL OFFICE,</b> Coir Board Peenya Industrial Area, Peenya, Bangalore - 560 058. Telephone: 080 28375023. Fax: 080-28375024 Email: robcoir@yahoo.co.in	<b>Shri. .Sureshkumar M</b> Extension Service Officer
<b>CENTRAL INSTITUTE OF COIR TECHNOLOGY</b> No.3 A, Peenya Industrial Area, Near TVS Cross, Peenya, Bangalore- 560 058 Telephone : 0674 – 2350078 Email: coirtechnology@gmail.com	<b>Dr. T. J. Johnson,</b> <b>Mechanic Grade I</b>
<b>RAJAHMUNDRY</b>	
<b>REGIONAL OFFICE,</b> Coir Board, Swaraj Nagar, A.C.Gardens, Doulesaram Road, Rajahmundry - 533 101. Telephone:0883-2420196 Fax: 0883-2420196 Email: coirboardrojy@yahoo.co.in	<b>Shri. T. J. Yesudas</b> Extension Service Officer
<b>KANNUR</b>	
<b>SUB REGIONAL OFFICE,</b> Coir Board, Thezhukkilepeedika, Madhava Apartment, Kannur – 670 002 Mele Chovva, Email: coirkannur@yahoo.co.in Ph: 0497 – 2726360	<b>Shri. Shaiju T K</b> Junior Inspector
<b>BHUBANESWAR</b>	
<b>REGIONAL OFFICE,</b> Coir Board, P.O. Khandagiri, Jagamara (Udyogpuri), ORISSA Bhubaneswar-751030, Telephone : 0674 – 2350078 Email: robbsrcoirboard@gmail.com	<b>Shri. Sunilkumar B</b> <b>Extension Service Officer</b>
<b>GUWAHATI</b>	
<b>SUB REGIONAL OFFICE,</b> Coir Board, Ground Floor, House No. 01 Retnagiripath, Bhamuni Maidan, Guwahati – 781 022 Ph: 0361 – 2556828 Email: cbsroght@gmail.com	<b>Shri.Barun Chandra Mandal</b> <b>Junior Inspector</b>
<b>KOLKATTA</b>	
<b>SUB REGIONAL OFFICE,</b> Coir Board, New Secretariat Building, C-Block, Ground Floor ,1, Kiran Sankar Roy Raod, Kolkata – 700 001 Tel: 033-64586422 Email: coirtechnology@gmail.com	<b>Shri. Sivan K</b> <b>Inspector</b>
<b>THANJAVUR</b>	

<p><b>REGIONAL EXTENSION CENTRE</b> Coir Board, Pillaiyarpatti Vallam (Via), Thanjavur- 613 403 Ph:0436 2265255 cbrectnjcoirboard@gmail.com</p>	<p><b>Smt. Salini Sasi Estension Service Officer</b></p>
<p><b>SINDHUDURG</b></p>	
<p><b>REGIONAL OFFICE,</b> Coir Board Sindhudurg Prahar Building(GF) Kankavali – 416 602 Sindhudurg, Maharashtra e-mail:cbro.sindhudurg@gmail.com</p>	<p><b>Shri. Srinivas Venkati Bitilingu Showroom Manager Grade III</b></p>

The manager/person in charge of the following showrooms and Sales depots are the Assistant Central Public Information Officers of the respective offices.

<p>The Manager, Coir Board Showroom &amp; Sales Depot, House No. 153, Shib Nagar, College Road, Ward No.19 Agarthala College P.O., Agarthala – 799 004. Ph: 0381- 2518017 E-Mail - cbsr_agartala@rediffmail.com,</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, "Pran Vijay" Near Times of India, Opp.Bata Showroom, Navarangapuarm, Ashram Road, Ahmedabad – 380 009 Ph: 079 -26580226 E.Mail - cbsr_ahmd@yahoo.com</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot 35, Sheo Charan Lal Road, Allahabad- 211 001, Uttar Pradesh. Ph: 0532 -2564810 E-Mail- cbsrald@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, Central Institute of Coir Technology Campus, No.3 A, Peeniya Industrual Area, Bangalore - 560 058, Karnataka. Tele-Fax: 080 – 28397216 E-mail - coirboardbangalore@gmail.com,</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot , Jagamara (Udyogpuri), P O, Khandagiri, Bhubaneswar , Odisha- 751 003. Ph: 0674 – 2353114 E-mail - cbsrbbsr@gmail.com</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, SCO-84, Sector-38-C, Chandigarh - 160 036 Ph: 0172 -2699736 E-mail - coirbhavan@gmail.com,</p>
<p>The Manager, Coir Board Showroom &amp; Sales Depot, 530, Mount Road, Opp.Vanavil Co-optex, Teynampet, 530 Mount Road, Anna Salai, Chennai - 600 018.</p>	<p>The Manager, Coir Board Showroom &amp; Sales Depot, No. 61 Gandhi Road, Near Jain Dharmasala, P O Mazra, Dehradun - 248 001.</p>

Tele-Fax: 044 – 24349123 E-mail: coirbhavanchennai@gmail.com	Uttarakand, Ph: 0135 – 2521245 E-mail - coirboarddoon1961@gmail.com
The Manager, Coir Board Showroom & Sales Depot, Coir House, M G Road, Ernakulam, Kochi-682 016. Ph: 0484 – 2354277 E-mail – cbekmsr@gmail.com	The Manager, Coir Board Showroom & Sales Depot, 2G, Dihang Arcade, Bhangaghar, Opp.Pallavi Motors, G.S.Road, Guwahati - 781 005, Assam Ph: 0361 – 2464142 E-mail - coirboardsrsd@gmail.com,
The Manager, Coir Board Showroom & Sales Depot, 4th Line, 6-4-86, 1st Cross, Arundelpet, Guntur - 522 002, Andhra Pradesh. Ph: 0863 – 2234586 E-mail - coirbhavangtr@gmail.com,	The Manager, Coir Board Showroom & Sales Depot, Raveendra Bhavan, Opp.AIR, M I Road, Jaipur – 302 001, Rajasthan. Ph: 0141 – 2365427 E-mail – cbsrjp@gmail.com
The Manager, Coir Board Showroom & Sales Depot 5-8-328/1, Chapel Road, Hyderabad - 500 001. Tele-Fax: 040 – 23202276 E-mail - coirbhawanhyd@gmail.com,	The Manager, Coir Board Showroom & Sales Depot, Opp.Kalgidhar Gurudwara, Rehari Chungi, Jammu Tawi-180 001, Tele-Fax: 0191 – 2583827 E-mail - coirbhavan_jmu@rediffmail.com,
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## 17.2 No. of employees against whom disciplinary action has been proposed/ taken

Disciplinary proceedings have been initiated against 2 employees but a decision in this regard has not yet been taken.

Sl No.	Name and Designation of Employee	Nature of Disciplinary action	Remarks
1	Shri. V P Gopalakrishnan, Administrative Officer (Retd)	Suspended from the service and Charge Sheet issued	Inquiry Report submitted and action still awaiting
2	Smt. D I Indu, Accounts Manager, CCRI	Charge Sheet issued	Inquiry proceedings not completed

### **17.3 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

The following are the means / methods or facilitation available to the public which are adopted by the Department for dissemination of information.

- Office Library
- Through News paper, Radio & TV
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manuals Available
- Website of the Public Authority



## **Manuel 17**

(under Section 4 (1) (b) (xvii) of RTI Act)

## **Chapter 18**

### **Such other information as may be prescribed**

#### **18.1. Grievance redress**

##### **Champions Portal:**

The Ministry of MSME, Government of India has launched the Champions Portal with the following objectives:

- To resolve the problems of MSMEs pertaining to finance, raw materials, labour, regulatory permissions, etc.
- To help MSMEs capture new opportunities including manufacturing of medical equipment and accessories like PPEs, masks and supply them in national as well as international markets.
- To identify and encourage MSMEs having potential- the ones who are able to withstand the current situation and can become national and international champions.

Accordingly, as per instruction of the Ministry of MSME, the Champions Control Room in Coir Board has been established and started functioning from 05.05.2020 with required facilities. The Champions Control Room in Coir Board is functioning as a Redressal platform to attend the grievances of MSMEs.

##### **CPGRAM (Centralized Public Grievance Redressal and Monitoring System):**

In order to redress the grievances from the public, the Government of India has set up the Centralized Public Grievance Redressal and Monitoring System (CPGRAMS) portal. The grievances related to Coir Board and Coir industry received through the portal is attended to by Coir Board promptly. The grievances can be made through <http://pgportal.gov.in/CPGOFFICE/>.

#### **18.2. Details of applications received under RTI and Information provided.**

1. Details of applications received - 60
2. Details of applications disposed - 57

## 18.3 Awards

### 18.2.1 Coir Industry Awards

#### 1. Objective

The objective for conferring the Awards is to recognize outstanding performance in various fields connected with coir industry and to inspire entrepreneurs to put in more efforts for further development of trade and industry.

#### 2. Activities

This is an annual event for recognizing the outstanding performance in various fields giving a total of 25 awards related to coir industry and following activities are covered.

Sl. No.	Categories	No. of Awards
1	Export Awards	7
2	Domestic Awards	2
3	Innovation Awards	1
4	Cooperatives & Cluster Awards	2
5	Entrepreneurship Awards	4
	<b>Total</b>	<b>16</b>

The details of awards under various categories are given in [Annexure - I](#).

#### 3. Eligibility Criteria

The details of eligibility criteria for deciding eligibility for various categories of awards are given in [Annexure - II](#).

#### 4. Selection process

The selection process starts in June-July every year with the issue of advertisements in press and dispatch of circulars inviting applications to intending applicants/interested parties, companies, co-operative societies, etc. The applications received are scrutinized, compiled and put up to the Selection Committee with Director (RDTE)/Joint Director (Planning) as Chairman appointed for the purpose by the Secretary/Chairman. The Committee after consideration of the eligible applications on merits and after inspection of the units, finalize the award winners. Trophies and certificates are presented to the award winners in public function held in New Delhi in August along with other awards sponsored by other organizations under the Ministry of Micro, Small and Medium Enterprises.

#### 5. General conditions

- (i) Applications/entries alongwith supporting documents shall be submitted online as prescribed in the Guidelines and printout of the online application shall be submitted in hard copy by post. Awards shall be decided based on the applications received

- against the notification.
- (ii) While submitting the applications online, scanned copies of the required documents shall be uploaded along with the applications. However, online applications have to be followed by submission of the application in hard copy.
- (iii) All export/sales figures should be supported by audited statement of accounts or certificate from a Chartered Accountant. In the case of Co-operative Societies/Govt. bodies, statement of accounts as approved by the General Body or Board of Directors will also be accepted.
- (iv) Official Technical Committee: An Official Technical Committee in Coir Board consisting of the following officials will scrutinise the applications with reference to the eligibility for each category of awards and make their recommendations to the Jury of Awards
- |  |            |
|--|------------|
| 1. Director (Marketing)                | - Chairman |
| 2. Director (RDTE), CCRI               | - Member   |
| 3. Joint Director (Planning)           | - Member   |
| 4. Senior Accounts Officer             | - Member   |
| 5. Deputy Director (ERS)               | - Member   |
| 6. Any Official/person deemed suitable | -Member    |
| 7. Development Officer (Marketing)     | - Member   |
| 8. Development Officer (EM)            | -Convener  |
- (v) Jury of Award: The recommendations of the Official Technical Committee shall be placed before the Jury of Award consisting of the following:
- |  |           |
|--|-----------|
| 1. Chairman, Coir Board                        | -Chairman |
| 2. Nominees from any 2 Commodity Boards        | -Members  |
| 3. Nominee of Cochin Port Trust                | - Members |
| 4. Nominee of Customs Commissioner of Kochi    | - Member  |
| 5. Nominee of Lead Bank, Kochi                 | - Member  |
| 6. Director, Coir Development, Govt. of Kerala | - Member  |
| 7. Secretary General, FICEA                    | - Member  |
| 8. Secretary, Coir Board                       | -Convener |
- (vi) Wherever necessary, the Technical Committee constituted to recommend award shall undertake field visits and the applicant shall extend all facilities for the inspection of units to assess performance. The committee may also outsource experts from the relevant fields to assist as and when required.
- (vii) If found necessary, the Technical Committee shall constitute sub-committees with or without outside experts for deciding awards, particularly in the R&D categories
- (viii) If required by the Technical Committee/ Jury of Award, the applicants should demonstrate the functioning of the machinery/ production process for which the award is claimed, at the premises of the Board at their own cost or if approved by the Committee at the premises preferred by the applicant.
- (ix) There shall be no bar on the winner to receive more than one award during the same year or in succession.
- (x) Applications shall be submitted online through a one page application with separate

links for different categories of awards. One applicant can submit his/ her application for different categories with the same application.

- (xi) Completed applications/online applications (print outs of the online applications shall be forwarded subsequently) should reach the Secretary, Coir Board, Coir House, M G Road, Kochi-16 along with necessary supporting documents on or before the stipulated date and time.
- (xii) Incomplete applications, applications not accompanied with documentary evidence as required under the scheme and applications received late will be summarily rejected.
- (xiii) In case, any of the award winners refuses the award after announcement/ absents himself/herself from the award function without intimation or furnishing convincing reasons, the applicant (a company or individual) shall not be considered for any of the Awards in future.
- (xiv) The awards will be granted in the form of trophies and certificates.
- (xv) The award winner shall be provided with to and fro conveyance charges including airfare in economy class / train fare in 3 Tier A/C, Bus fare in public transportation system as per actual along with accommodation charges for the limited period as decided by the Board to facilitate their stay at the venue where the Award function is held.
- (xvi) Coir Mitra Award or similar kinds of special awards for recognizing the commendable contributions made to the industry by industrialists, manufacturers, workers, reformers, technocrats etc. shall be presented on special occasions like Jubilee celebrations or similar taking into account the life time contribution made by the individual concerned to the industry. Similarly, the contribution made by the employees and workers of various coir units shall also be recognized in suitable modes on such occasions. The eligibility criteria for Coir Mitra Awards and recognition of employees and workers of coir industrial establishments shall be decided by Chairman. Coir Board from time to time.
- (xvii) The decision of the Jury of Award with regard to the eligibility for the award, number of awards etc. shall be final.

**ANNEXURE – I**  
**(Details of awards under various categories)**  
**AWARDS (TROPHIES)**

The awards will be granted in the form of Trophies and Certificates in the following categories:-

Sl. No.	Category of Award	No. of Award	Appln. Form No.	Criteria on which award is decided
<b>A</b>	<b>EXPORT AWARDS</b>			
1	Largest Exporter of Coir & Coir Products	One	A1	FOB value
2	Largest Exporter of Coir Floor Covering Products	One	A2	FOB value
3	Largest Exporter of Coir pith and related products	One	A3	FOB value
4	Largest Exporter of Coir Geo-textiles	One	A4	FOB value
5	Largest Exporter among Medium Scale Enterprises	One	A5	FOB value
6	Largest Exporter among Small Scale Enterprises	One	A6	FOB value
7	Largest Exporter among Micro Scale Enterprises	One	A7	FOB value
<b>B</b>	<b>DOMESTIC AWARDS</b>			
8	Largest seller of Coir & Coir Products excluding Rubberised coir products.	One	B1	Annual sales turnover
9	Largest seller of Rubberized Coir Products	One	B2	Annual sales turnover
<b>C</b>	<b>INNOVATION AWARDS</b>			
10	Innovation in Product, Process & machinery	One	C1	Annual sales turnover
<b>D</b>	<b>COOPERATIVES &amp; CLUSTER AWARDS</b>			
11	Best Performing Coir Co-operative Society	One	D1	Annual sales turnover
12	Best performing Coir Cluster	One	D2	Annual sales turnover
<b>E</b>	<b>ENTREPRENEURSHIP AWARDS</b>			
13	Best Women Coir Entrepreneur	One	E1	Annual sales turnover
14	Best SC/ST Coir Entrepreneur	One	E2	Annual sales turnover
15	Best Coir Entrepreneur From North Eastern Region	One	E3	Annual sales turnover
16	Largest credit provider for coir sector	One	E4	Amount lent

## ANNEXURE II

### (Details of eligibility criteria for deciding eligibility for various categories of awards)

<b>I</b>	<b>EXPORT AWARDS</b>
	<p>(i) The winners of award for Export Performance in all categories will be decided on the basis of F.O.B value of export of the specified items.</p> <p>(ii) The applicants for the categories under Export Performance should have a minimum export of Rs.2.00 Crore to their credit in the respective product category during the year for which applications are invited.</p> <p>(iii) For considering export award in the category of Largest Exporter of Coir and Coir Products, the export of all items of coir and coir products collectively would be accounted.</p> <p>(iv) For considering in the category of Best Exporter of Coir Floor Covering Products, the export of coir items like mats &amp; matting (including rubber backed/molded coir mats, PVC tufted coir mats &amp; matting and latex backed coir mats and matting), rugs, carpets, mourzouks etc. would be accounted.</p> <p>(v) Award for best export performance in the categories of micro, small &amp; medium scale enterprises, shall be considered on the basis of best export performance during the year in all items of coir and coir products put together, from amongst those enterprises who belong to the respective categories in accordance with the provisions of MSMED Act of the Govt. of India during the relevant period. The present criteria for deciding the micro, small and medium status is as below:</p> <p><b>Micro Enterprises:</b> Investment in Plant &amp; Machinery does not exceed Rs.1 Cr. and Turnover does not exceed Rs.5 Cr.</p> <p><b>Small Enterprises:</b> Investment in Plant &amp; Machinery does not exceed Rs.10 Cr. and Turnover does not exceed Rs.50 Cr.</p> <p><b>Medium Enterprises:</b> Investment in Plant &amp; Machinery does not exceed Rs.50 Cr. and Turnover does not exceed Rs.250 Cr.</p> <p>(vi) Applicant should have a valid registration under the Coir Industry (Registration) Rules as exporter for consideration of award in the categories of Export Performance.</p>
<b>II</b>	<b>DOMESTIC AWARDS</b>
	<p>(i) Award for Domestic Market Development will be considered on the basis of the total domestic sale of the coir and coir products in the respective category other than the supply for export purposes.</p> <p>(ii) Award for largest seller of coir and coir products excluding rubberized coir products shall be considered on the basis of the total domestic sale of products like mats, matting, carpet, rugs, mourzouks etc including backed/moulded / tufted with other materials like rubber, latex, PVC etc., coir geotextiles, coir pith and related products other than the supply for export purposes. The products like mattresses, pillows, cushions, rubberized coir sheets etc. shall not be considered for this award.</p> <p>(iii) Award for largest seller of Rubberized coir products shall be considered on the basis of the total domestic sale of rubberized coir products like rubberized coir mattresses, pillows, cushions, rubberized coir sheets etc., other than the supply for export purposes. The sale of rubber/ latex backed/moulded coir mats, matting, rugs and carpets etc. shall not be considered for consideration of award in this category.</p> <p>(iv) The domestic sales figures produced along with the applications shall be certified by a Chartered Accountant.</p> <p>(v) The organizations in the cooperative fold as well as Central and State Public Sector Undertakings shall not be eligible to apply for awards in the category of Domestic Awards</p> <p>(vi) The applicants for the categories under Domestic Awards should have a minimum domestic sale of Rs.1.00 Crore to their credit in the respective product category, during the year for which award is being considered.</p>

<b>III</b>	<b>INNOVATION AWARDS</b>
(i)	The applications for award for R & D Efforts in Product Development, Process Improvement & Diversification shall be considered against new products/ machinery /processes differing from the existing ones. In the case of product development, the product developed shall be manufactured either 100% with coir or a blend with other fibres. In the case of machinery developed / Process Improvement, it shall be new production/finishing processes differing from the existing ones, which would bring sufficient advantages in terms of make, costing, saving time and energy, reducing pollution, increasing productivity or remarkable and convincing advantage over the existing one.
(ii)	The machinery developed / process improved shall be innovative and cost effective/ deploying new ideas and methods/ processes and capable of reducing drudgery and it shall bring significant improvement in quality, productivity, cost of production, leading to reduction of pollution etc.
(iii)	Demonstration and presentation of the product / process / machinery including samples of product shall be arranged by the applicant at his cost, when called for by the Board.
<b>IV CO-OPERATIVES &amp; CLUSTER AWARDS</b>	
<b>Cooperatives</b>	
(i)	Award shall be presented to the Best performing Coir Cooperative Society.
(ii)	All societies engaged in the manufacture of coir fibre / yarn, mats & matting and any type of coir and coir products shall be eligible to apply in this category, irrespective of the fact that the manufacturing process is undertaken through its members or workers / labourers.
(iii)	The application should be submitted through the Project Officer/General Manager, District Industries Centre of the concerned district.
(iv)	The application should be supported by statement of accounts audited by the Registrar of Co-operative Societies/Statement of Accounts approved by the general body/Board of Directors.
(v)	The awards shall be decided on the basis of turnover including export with trading profit.
<b>Clusters</b>	
(i)	Applicable only to those Coir Clusters which have become functional.
(ii)	The applicant shall be a registered SPV authorized for implementation of the cluster for which award is claimed.
(iii)	Should be engaged in extending common facilities like production, processing, value addition, finishing operations of coir products, effluent treatment solutions.
(iv)	Efforts in improving production technology aiming at elimination of drudgery and pollution.
(v)	Extending cooperative efforts in cost management like bulk sourcing of raw material / marketing.
(vi)	No. of entrepreneurs/ artisans/ labourers benefited
(vii)	Level of wage increase achieved.
(viii)	Overall growth in the turnover of the cluster, employment, institutional linkages, new products developed/ interventions.
(ix)	Effectiveness in adopting new technologies/ processes developed by the R&D institutes.
(x)	Time taken for commissioning of the Cluster since allotment.
(xi)	Significant achievements made in the export / domestic markets.
<b>VI</b>	<b>ENTREPRENEURSHIP AWARDS</b>

- (i) Applicable only to those enterprises in coir sector which have not completed 5 years after its commencement of production.
- (ii) Should be engaged in the production/processing of coir products
- (iii) Applicant should produce self certified documentary evidence to prove their claim of belonging to the special categories.
- (iv) Entrepreneurs outside the NE Region by origin can also apply for the NE Region Award if the coir enterprise is set up in NE Region
- (v) Should be a Coir Industrial Unit registered under Coir Board (Registration) Rules
- (vi) The award in respect of Entrepreneurship shall be decided on the basis of turnover of coir and coir products during the year for which the award is being considered
- (vii) In the case of partnership firms and limited companies the status of such applicants shall be decided on the basis of the status of its Managing Partner and CMD respectively.
- (viii) The award for largest credit provided for coir sector shall be decided on the basis of the financial credit provided by the Bank or financial institutions for setting up /modernization of coir units.