

MANUAL-1

Aims and objectives of the Organisation.

(Section 4 (i)b(vi))

INTRODUCTION:- Sericulture is an art of silk worm rearing on commercial basis to produce raw silk .It has agrobased cottage Industries. There are 4 types of silk worms practice in India.They are Tasar (matha) Mulberry (Patta) Eri(Endi) and Muga (Pitambari).Tasar, Mulberry and Eri silk worms rearing are practising in Deogarh zone. Sericulture includes plantation of host plant rearing of silk worms, grainage, reeling and marketing of cocoons.

1.Aims and objective of the Organisation.

- a) To boost sericulture productivity and quality silk production by extension approach.
- b) Dissemination of new technical know how to all category of reares for quality and quantitative cocoon production in order to increase the per capital income from sericulture source.
- c) Provide Govt. assistance, quality DFLs rearing equipments to farmers for better rearing.
- d) Provide better marketing facilities for sale of their product through Coop. Societies and Apex society in order to prevent middle man traders.

2. Mission and Vision.

- a) As sericulture is a sustainable livelihood programme plans/programme has been identified during XIth plan to take up New plantation under NREGA and C.D.P scheme in order to double the cocoon production and rural employment.
- b) Papularisation of sericulture as a economic cash crop.

2. Brief history and back ground for its establishment.

Deogarh sericulture zone is working under the department of Textiles and Handloom, Orissa, Bhubaneswar ,Assistant Director of Sericulture office , Deogarh was established on 5.7.1997 .The area of operation of this office in Barkote,Reamal,Teleibani blocks of Deogarh district. Naktideol block and kuchinda block in Sambalpur district, Bargarh block in Bargarh district and Jharsuguda block in Jharsuguda district.

- a) Being the gift of nature Deogarh district is full of natural forest. From aboriginal period tribal people adopt Tasar culture as a favourable cash crop in addition to their general agro practices. Out of the total area of the district 46% of the area is covered with forest and 35% of the total population of district are tribals. Tasar culture is a old practice in the district.
- b) Mulberry cultivation introduced in this district during 1990-91.The agro climatic condition is suitable for mulberry culture in the district. Mulberry silk worms practices are going in Reamal block and Teleibani block.
- c) Eri-culture is a old practice in this district. Farmers are utilising their castor leaves for Eri-culture.

4. STAFFING PATTERN. (Field Staff)

- a. Assistant Director of Sericulture, Deogarh (Zonal head)
- b. Sericulture Extension Officer. Teleibani/Reamal Block.
- c. Technical Inspector . Barkote Block, At:- Kalla.
- d. Sericulture Extension Officer. Kuchinda Block.
- e. Technical Inspector . Naktideol Block.
- f. Technical Inspector. Pilot project Centre, Balam

Office Staff.

1. Sr.Tasar Asst.- -1
2. Junior clerk. -2
3. Driver. -1
4. Peon. -1
5. Attendant -2
- 6 .Watchman/gardner-2
7. Chowkidar. - 2

5. ALLOCATION OF BUSINESS

Tasar cocoon-K.850-0-0 Rs.14.50 lakhs marketing by SERIFED, Bhubaneswar.

Tasar DFLs -75,000 by the Central silk Board,SMC and Pilot project Center.

6. Duties to be performed to active the mission .

Technical Inspector/Sericulture extension officers and attenders during their field visit transfer latest technical knows how, skills New Govt scheme, subsidy assistance provision and research finding to the rearers. By utilization of the technology ,new variety of plants and hybrids DFLs under the active supervision by the field level extension workers the mission to boost the cocoon productivity and production can be achieved.

7. Details of Service rendered.

1. Transfer of Technical knows how, skills latest research finding on plantation and silk worm rearing.
2. Prepared disease free layings and supply of rearers in subsidy rate.
3. supplied disinfectant to rearers in free of cost for disease control.
4. Supplied rearing equipments, rearing house to rearers in free of cost as a subsidy.
5. Demonstration of Bio-fertilizer and vermi compost to enrich the soil texture.
6. Organising awareness programme such as village mela, training & exposer visit to develop the skill of rearers.

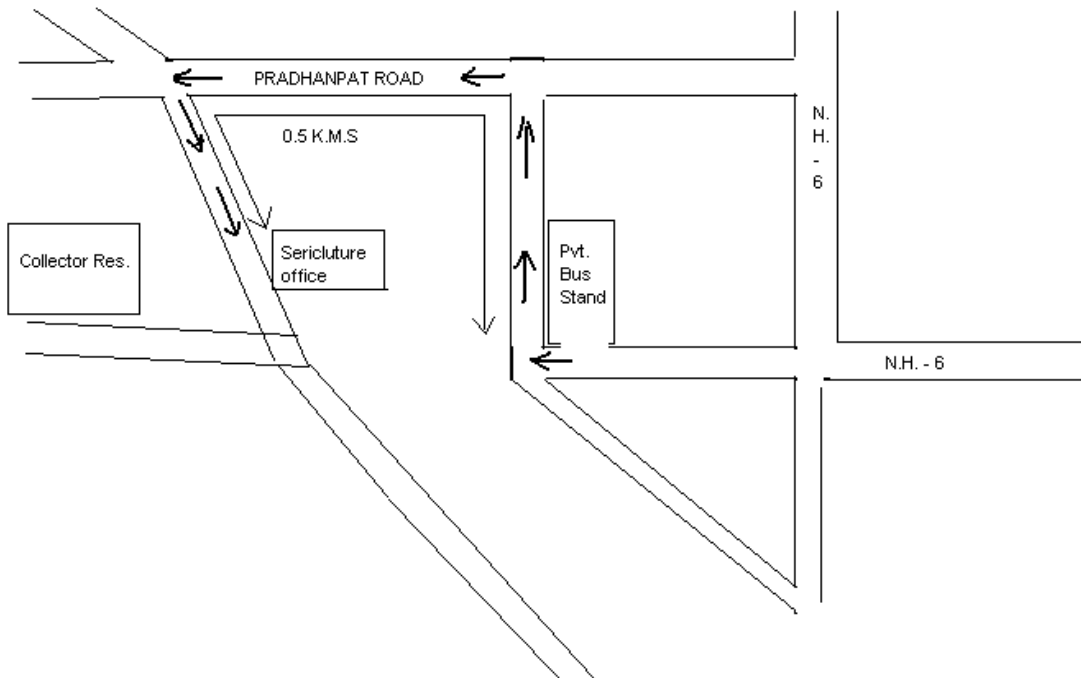
8. CITIZEN INTERACTION.

Rearers have been given opportunity to inter act with scientist /officers in state level seminar, District level work shop ,block level workshop and village level farmers mela. During interaction period they are clear doubts, difficulties to strengthening their skill

9. POSTAL ADDRESS OF MAIN OFFICE/FIELD OFFICE

- a)Assistant director of sericulture, Deogarh.
At/Po:- Lalu sahi, Dist:- Deogarh.
- b)Sericulture extension Officer, Teleibani Block.
C/O- B.D.O.Teleibani.
- c)Secretary/Tech. Inspector Barkote TRCS, Kalla.
At/Po:- Kalla.
Dist: Deogarh.
- d)Secretary, Reamal MRCS.
At:- Chattabar, Po:- Reamal.
Dist:-Deogarh
- e)Secretary, Rairakhole TRCS,
At/Po:- Naktideol..
Dist: - Sambalpur.
- f)Secretary, Kuchinda MRCS.
At/Po:- Kuchinda.
Dist: - Sambalpur.
- g)O.I.C.Pilot project Center, Balam.
At: Kalkat.
Po: Balam.
Dist: Deogarh.

10. MAP OF OFFICE LOCATION (Guide Map)



11. Working hours both for Office and Public Office.

Every day 10 A.M to 5 P.M in every month except Sundays,second saturday and public holidays.

12. Public interaction if any:-

- (a) Rearers can interact with field level workers/officers in fields and office.
- (b) Grievances redress Machanisation:-

Any grievances is accepted and listned in office hours.

MANUAL-2

POWER AND DUTIES OF OFFICERS AND EMPLOYEES.

(Section 4(i)(b)(vi))

Sl.No.	Designation Of post.	Powera			others.	Duties.	Remarks
		Admini Strative.	Financial	Statutory.			
1.	2.	3.	4.	5	6.	7.	8.
1.	A.D.S.	Head of Office With full admini- Strative within- Jurisdiction.	D.D.O.	Admini- strative. and Supervision.	--	-	-
2.	Tech.Ins- Pector.	-	-	-	Field- Super- Vision.	Duties- assigned.	-
3.	Sr.Tasar Asst.	-	-	-	-do-	-do-	-
4.	Demonstration Asst.	-	-	-	-do-	-do-	-
5.	Eri Mistry.	-	-	-	-do-	-do-	-
6.	Ministerial staff.	-	-	-	-	-do-	-

(Power and duties of officers and employees)
(Section 4 (i) (b)(vi))

Power and duties of officers and staff

A.D.S:- As per approved annual action plan by the Director of Textiles,Orissa,Bhubaneswar all new project is submitted to concerned DRDA for financial sanction.
Departmental annual action plan prepared and submitted to Head of office/Director of textiles,Orissa,Bhubaneswar.
Prepared financial budget and submitted to Director of Textiles ,Orissa,Bhubaneswar for necessary allotment.
Timely implementation & execution of various projects.
Conducting monthly review meeting ,district level exhibition,field level awarness & demonstration programme for wide circulation of the scheme.
Execution & monitoring of seed supply programme for farmers.
Management of cocoon marketing

Over all field supervision to be exercised in the operational area.

SEO/T.I:- Land selection for plantation work,benefiary selection and submitted to concerned authority/ADS for approval.

DFLs arangement and preparation and supply of beneficiary.
Arrangement of cocoon sale of benficiaries .Field visit and transfer the rearing and plantation technology to rearers.
Day to day silkworm rearing technology.

MANUAL -4

(Norms set for discharge of foundation)
(section 4(i)(b)(iv))

Sl.No.	Activity.	Time frame.	Remarks.
1.	2.	3.	4.
1.	Sending proposal for beneficiary assistance under CDP.	3 months	After approval of Director of Textiles, Orissa,Bhubaneswar.

MANUAL -5

List of Rule and regulation,instructuions>manual and
Section 4(i)(b)(v)

Sl. No.	Name of the act, Rules,regulation.	Brief giests Of the conten- ts.	Refereence No if any.	Price in case of Price publication.
1.	No act.	Disease free Layings.	Nil.	DFLs/Rs.4/- Rate fixed by Cental Silk Board.

MANNUAL-6

**(A statement of the categories of documents that are holding it for under its control)
(Section 4(i)(b)(vi))**

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Details of the records available may be made in a statement from wing wise,unit wise,branch wise and it may be got tabulated ,indexed and catalogues.(an illustrative is given below.

A statement of the categories of documents held.

Sl. No.	Nature of records.	Detail of Information. available.	Unit/section Where available.	Retaintion period where available.
1.	2.	3.	4.	5.
1.	U.C.records.	scheme wise.	Technical section.	
2.	C.D.P. records.	-do-	-do-	
3.	P.S.I.records.	-do-	-do-	
4.	Budget records.	-do-	Account section.	
5.	Self employment.	-do-	Tech.section.	
	6.NREGA record.	-do-	-do-	

MANUAL-7

Particulars of arrangement that exists for consultation with or representation by the members of the exists for consultation with or representation by the members of the public in relation to formulation of its paluey of implementation.

(Section 4(i)(b)(vii))

Detail consultative committee and other bodies with consultations are held.

Sl No.	Name & address of consultative Committee/bodies.	Constitution of the committee/ Body.	Rate & response- Bility.	Frequency of meeting.
1.	2.	3.	4.	5.

__ Nil __

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MANUAL-8

A statement of boards,council,committee and other bodies constituted.

(Sec-4(i)(b)(viii))

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Sl No.	Name and address of- Board.	Main functions of the body.	Constitution of the body .	Date of constitu- tion.	Date of upto- Which valid.	Whether minuse of meeting.	Frequency of meeting.
1.	2.	3.	4.	5.	6.	7.	8.

__ Nil __

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MANUAL-9

A statement of boards,council,committee and other bodies constituted.

(Section 4(i)(b)(ix))

Directory.

Sl.No.	Name & Dessignation.	Office phone No.	E-Mail address.	Remarks
1.	2.	3.	4.	5.
1.	Laxman Munda.ADS.	06641-226790	-	-
2.	R.N.Das.Tech.Ins. Secy.Barkote TRCS.	-	-	-
3.	M.Behera. Tec.Ins. Secy.Rairakohle TRCS.	-	-	-
4.	P.K.Saling,STA. Secy.Reamal MRCS.	-	-	-
5.	Manchand Padhan,Eri mistry. Secy.Kuchinda MRCS.	-	-	-
6.	P,K,Saling,STA, Secy.Deogarh TRCS.	-	-	-

MANUAL-9

Directory of Officers and Employees.

(Section 4(i)(b)).

Sl. No. of the employees.	Name & disgnation	Permanent Address.	Date of 1 st .joining.	Date of joining In the office.	Place of posting.	Date of Birth.
1.	2.	3.	4.	5.	6.	7
1.	Laxman Munda. ADS	At/Po.Barpada. Dist.Mayurbhanja.	3.11.79		6.6.07	Deogarh.
2.	R.N.Das. Tech.Ins.	At/Po:Jarada. Dist:Angul.	9.10.79	20.7.07	Kalla.	3,4.59
3.	M.Behera, -do-	At:Kutunia Po:Babandha. Dist:Dhenkanal.	24.12.80	18.7.86	Naktideol.	8.5.59
4.	P.K.Saling,STA.	At/Po;Mutrunda. Dist:Mayurbhanja.	12.7.76	18.7.07	Chattabar.	5.5.52
5.	F.M.Ratha,STA	At:Baghiapali Po:Arjunda. Dist:Bargarh.	24.7.91	11.8.08	Deogarh	9.5.66
6.	R.N.Jena,Jr.Clerk.	At/Po:Mahidharpur Dist:Angul.	27.6.90	3.7.98	Deogarh.	17.5.65
7.	M.Bisi,D.Asst.	At:Kinjirkela	21.9.78	14.1.09	Chattabar.	16.1.54

	Po: Badagaon. Dist.Sundargarh					
8. M.C.Padhan.E.M.	At/Po:Binjipali Dist:Sambalpur.	6.8.82	20.10.05	Kuchinda.	22.4.61	
9. S.Kerketta.Jr.clerk.	At:Taalasankara Po:Mahisisihi. Dist:Sundargarh.	21.8.08	21.8.08	Deogarh	6.5.87	
10. K.K.Tudu,Driver.	At; Ghantasila. Po;Bhandagaon. Dist:Mayurbhanja.	21.2.09	21.2.09	Deogarh	10.5.74	
11. K.B.Nayak,Peon.	At:Khajurijuani Po:Dhenkikote Dist:keojhar.	11.5.94	7.10.97	Deogarh	1.6.65	
12. M.Swain,Attendant.	At/Po: Nagadihi Dist: Deogarh	12.2.80	1.11.88	Bargarh	21.1.58	
13. F.M.Padhan.-do	At/Po:Budido Dist:Deogarh	27.10.79	1.11.89	Deogarh	19.4.55	
14. P.S.Tete,W/G	At: Brahmanimal Po:Balam Dist:Deogarh.	23.3.81	1.11.88	Balam	16.6.59	
15. N.Naik,W/G	At/Po:Madhyapur Dist:Deogarh	1.11.83	11.11.83	Deogarh	21.6.63	
16. P.Naik,chowkidar.	At:Kushanpuri	23.8.88	23.8.88	Deogarh	21.6.63.	

MANUAL-10

(The Monthly remuneration received by each of the Officers and employees.)

Section-4 (i) (b)

Sl. No.	Name of the employees	Scale of pay	Gross Salary.	Money Deducted.			Net Amount.	Remarks
				GPF	LIC	Other.		
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Laxman Munda,ADS	9300-34800/-	26995/-	7770/-	1064/-	200/-	17961/-	
2.	R.N.das,T.I	-do-	21550/-	1800/-	180/-	200/-	19370/-	
3.	M.Behera,T.I.	-do-	21211/-	1800/-	337/-	1100/-	17974/-	
4.	P.K.saling,STA	-do-	20643/-	2500/-	235/-	200/-	17708/-	
5.	F.M.Ratha,STA	5200-21200/-	18135/-	1500/-	816/-	450/-	15369/-.	
6.	R.N.Jena,Jr.clerk.	-do-	12427/-	1200/-	--	400 /-	10827/-	
7.	M.Bisi,D.A.	-do-	12185/-	3000/-	232/-	100/-	8853/-	
8.	M.C.Padhan,E.M	-do-	10558/-	2150/-	358/-	100/-	7980/-	
9.	S.Kerketta,Jr.clerk.	-do-	9172/-	----	----	225/-	8947/-	
10.	K.K.Tudu,Driver.	-do-	8591/-	----	-----	225/-	8366/-	
11.	K.B.Nayak,Peon.	4440-7440/-	9475/-	2300/-	129/-	375/-	6671/-	
12.	M.swain,Attendant.	-do-	9910/-	1000/-	----	375/-	8535/-	
13.	F.M.Padhan,-do-	-do-	9475/-	785/-	124/-	375/-	8191/-	
14.	P.S,Tete,W/G.	-do-	10164/-	1000/-	198/-	100/-	8866/-	
15.	N.Naik,W/G.	-do-	10164/-	1950/-	659/-	400/-	7155/-	
16.	P,Naik,Chowkidar.	-d0-	9643/-	1000/-	315/-	75/-	7953/-	

MANUAL-11

**The budget allocated to each Agency
(Section 4(i)(b)(ix))**

Sl.No. MaJor Head.	Activities to be Performed.	Sanctioned Budget.	Budget Estimate.	Revised Estimate.	Expenditure for last year
1.	0308-Dist.Estta.(N.P) Staff salary.	2123623/-	2123623/-	---	2123623/-
2.	2089-TMSW&SP(“) -do-	911916/-	911916/-	----	911916/-
3.	0618-Hqr.Org.(N.P) -do-	15000/-	15000/-	----	14999/-
4.	F.Advance. Pooja advance.	21000/-	21000/-	----	21000/-
<u>WORK PLAN</u>					
	5.Promotion of Seri- Industry.	Assistance for Sericulture beneficiaries	97180/-	97180/-	-----
6.	Calytic Dev.Scheme. -do-	183290/-	183290/-	-----	
7.	NREGA Plantation Dev	3700000/-	3700000/-	-----	3000000/-
8.	Awarssness programme. Farmers level.	55000/-	55000/-	---	55000/-

MANUAL-12

**The manner of excution of subsidy programme .
(Section 4(i)(b)(xiii)**

Sl. No.	Name/address of the institu- tion.	Purpose of which Subsidy Provided.	No.of bene- ficiary.	Amount of subsidy.	Previous year Utilization progress.	Previous year achievement.
1.	2.	3.	4.	5.	6.	7.
	A.D.S.Deogarh	a) construction of Tasar storage House.	1	35000/-	-	-
		b)mulberry plantation.	12 Ac.	1,80,000/-	40	200000/-

MANUAL-13

**Particulars of recipients of concessions permits and authorizations granted.
(Section 4 (I)(b)(xiii)**

Sl. No.	Nams & address of beneficiary.	Nature of Concession Permit/auth- risation.	Purpose for which granted.	Scheme & criteria for selection.	No.of Items similar concess- ion given in post With purpose.
1.	2.	3.	4.	5.	6.
NIL					

MANUAL-14

**Information available in an electronic form.
Section 4(I)(b)(xiv)**

Sl.No.	Activities for which Electronic data Available.	Nature of information available.	Can it be share with public.	Is it available website or is Being used back End data base
1.	2.	3.	4.	5.

NIL

MANUAL-15

**Information available in an electronic form
(Section 4(I)(b)(xv))**

Sl.No.	Facility Available.	Nature of information available.	Working hours.
1.	2.	3.	4.
1.	Information Centre.	Not available.	
2.	Website.	-do-	
3.	Library.	-do-	
4.	Notice board.	Available.	

MANUAL-16.

**Name & Designation and other particulars of Public Officers.
(Section 4(I)(b)(vi)**

List of Public information Officers.

Sl. No.	Designation of designated as P.I.O.	Postal address	Telephone No.	E-Mail address.	Demarcation of Area/activities of more than one P.I.O is there.
1.	2.	3.	4.	5.	6.

1.	Asst. Director of Sericulture.	O/O the ADS Deogarh.	06641-226790.		--
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List of Assistant Public information Officer.

Sl.No.	Designation of the Officer Disgnated as Asst.PIO.	Postal address	Telephone No.	E-Mail address.
1.	2.	3.	4.	5.
1.	F.M .Ratha,STA.	O/o the ADS Deogarh.	---	----

First appellate authority in the Department.

Sl. No.	Designation of the officer designated as first appellate Authority.	Postal address.	Telephone No.	E-Mail address.	Demarcation of Area/activities if more than one appellate authority is there.
1.	2.	3.	4.	5.	6.
1.	ADS, Deogarh.	At/Po: Lalusahi, Deogarh.	06641-226790.		

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Other information as may be prescribed.

(Section 4(I)(b)(vii))

List of public information Officers.

Sl. No.	Designation of officer designated PIL	Postal address.	Telephone No.	E-Mail address.	Demarcation of Area/activities if more than one is there.
1.	2.	3.	4.	5.	6.

NIL

**Assistant Director of sericulture,
Deogarh.**