Right to Information

YEAR 2005

DIRECTORATE OF SERICULTURE M.P.
LOWER BASEMENT, SATPURA BHAWAN, BHOPAL
Sericulture in Madhya Pradesh

INTRODUCTION

Madhya Pradesh is regarded as a non-traditional state in mulberry silk production. Madhya Pradesh Government efforts in 1955 with establishing few mulberry centers in districts of Indore district and these efforts further intensified with the creation of a separate Directorate of Sericulture in 1984. Directorate of Sericulture under Rural Industries Department in the State Govt.

OBJECTIVES

Objectives of Directorate of Sericulture

1. Creation of self-employment opportunities through sericulture schemes.
2. To promote traditional tasar culture and nature grown tasar cocoon collection activities.
3. To make sericulture people oriented and commercial activity.
4. Production of silk yarn as per requirement of the weavers of the state and to provide them at appropriate prices.
5. To make efforts for qualitative improvement in cocoon and yarn through skill upgradation and technology transfer for making sericulture products market oriented.
6. To ensure active participation of beneficiaries in management of sericulture and to create self-helping spirit amongst the beneficiaries, for which usufruct ownership right of mulberry plantations would be provided to beneficiaries.
7. To promote plantation of mulberry in private sector as additional income generating activities.
8. To promote establishment of silk reeling units in private sector, for value addition of silk cocoon by converting it into silk yarn.
9. Development of sericulture activities by way of cooperative and group working methods.
10. Multiplication of nature grown eco-races and seed farms to promote production of quality Disease Free Laying of silkworm.

State Government's policy regarding Rural Industries, emphasizes that women beneficiary would be preferred in the sector. On the basis of this policy following objectives under Directorate Sericulture has been added.

a. To increase active participation of women beneficiaries in sericultural activities.
b. To promote technological upgradation in the fields where mostly beneficiaries are women.
c. To create a system for technological upgradation in the field of raw material production, marketing and management to support women beneficiaries.
1- A Name of Office and organizational setup

DEPARTMENTMENTAL ORGANIZATION

DIRECTOR

JOINT DIRECTOR

HEAD OFFICE

DISTRICT OFFICES

TECHNICAL OFFICE

DY. DIRECTOR
Ex-Officio G.M. of M.P. Silk Fed

ASSTT. DIRECTOR

ASSTT. DIRECTOR

PACHMARHI (SEED)

SEHORE
VIDISHA
RAISEN
HOSHANGABAD
NARSINGHPUR
BALAGHAT
MANDLA
SHAHDOL
GUNA
RAJGARH
INDORE
UJJAIN
## 1.B Functions and duties of each unit of the Office (1 to 2 page)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Unit/Section</th>
<th>Functions performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Section (Establishment)</td>
<td>Post creation, Appointment, Seniority list, Promotion, Transfer, Deputation, Leave Retirement Pension, Court Case, Pay fixation, Increment Personal file.</td>
</tr>
<tr>
<td>3</td>
<td>Stores</td>
<td>Maintenance of Store.</td>
</tr>
<tr>
<td>4</td>
<td>Record Room</td>
<td>Maintenance of Office Record.</td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Technical Section</td>
<td>Supply of DFL's, Monitoring &amp; Evaluation</td>
</tr>
<tr>
<td>6</td>
<td>Coordination</td>
<td>Lok Sabha, Vidhan Sabha, R.T.I</td>
</tr>
<tr>
<td>7</td>
<td>Basic facility</td>
<td>Construction of Building Work etc.</td>
</tr>
<tr>
<td>8</td>
<td>Publicity</td>
<td>Exhibition, Fair. National festival. Publicity work. Film show, Bulletin, Pamphlet</td>
</tr>
<tr>
<td>9</td>
<td>Training</td>
<td>Departmental Refresher course, outside State &amp; within State.</td>
</tr>
<tr>
<td>10</td>
<td>Plan</td>
<td>Five year plan, yearly plan, Analysis of achievement, Data, Project.</td>
</tr>
<tr>
<td>11</td>
<td>Budget</td>
<td>Budget allocation, Supplementary Budget, Budget Control and Monitoring, New item proposed etc.</td>
</tr>
<tr>
<td>12</td>
<td>Computer</td>
<td>Information Technology. All type of database and website updates.</td>
</tr>
</tbody>
</table>
2- Work distribution order of each officer can be updated and put in the following format, U/S 4, I (b) (ii)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Remuneration</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri S.D. Pateriya</td>
<td>Director</td>
<td>37400-67000</td>
<td>Administrative Control</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. H. K. Chaturvedi</td>
<td>Jt. Director</td>
<td>37400-67000</td>
<td>Administrative control, Head of office</td>
</tr>
</tbody>
</table>
3. Decision Making process in graphic form (one page) U/S 4.1 (b) (iii)

**Director**
Final order on the subject

**Joint Director**
Final Decision of the subject and submitted to the commissioner.

**Accounts Officer**
Examination of the noting of the Dy. Director

**Dy. Director**
Examination of the file which is submitted by the Asstt. Director

**Assistant Director**
Examination and opinion on the file

**Superintendent**
Examination of the noting which is submitted by SO and comments

**Section Officer**
Examination of the noting which is submitted by the dealing assistant.
In urgent case put-up with in 2 hrs.

**Assistant**
Letter inward and Put-up within 24 hrs. and as a urgent case put - up with in 1 hr.
A) Time norm, if decided by the organization U/S 4.1 (b) (iv)
B) Quality Norms, if decided by the organization.
C) Quantity target, for the office work to be done in the year.

<table>
<thead>
<tr>
<th>Position</th>
<th>Ordinary</th>
<th>Urgent</th>
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</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>24 hrs</td>
<td>1 hr.</td>
</tr>
<tr>
<td>Section Officer</td>
<td>2 days</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>Superintendent</td>
<td>4 days</td>
<td>4 hrs</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>4 days</td>
<td>8 hrs.</td>
</tr>
<tr>
<td>Dy. Director</td>
<td>3 days</td>
<td>12 hrs.</td>
</tr>
<tr>
<td>Accounts Officer</td>
<td>3 days</td>
<td>1 day</td>
</tr>
<tr>
<td>Joint Director</td>
<td>7 days</td>
<td>1 day</td>
</tr>
<tr>
<td>Director</td>
<td>7 days</td>
<td>1 day</td>
</tr>
</tbody>
</table>
5. List of Acts, Rules, Regulations, Manuals, Circulars related with the functioning of office constituting the organization. (Original text to be given in electronic form) U/S 4.1 (b) (v)

Acts
3954-664-B-52-97 (k)

Rules
Revolving fund rules 1997

Regulations
As per Govt. Rules

Manuals
Available in Head Office Library

Circulars
Available in Head Office Library
6. **Statement of Various categories of documents held by it or under its control U/S 4.1 (b) (vi)**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library</td>
<td>Register</td>
<td>Books, Rules, Circulars, Manuals, Administrative Annual Reports. Indian Silk Book, Technical Books,</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>2</td>
<td>Record Room</td>
<td>Register</td>
<td>Office Records</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>3</td>
<td>Establishment</td>
<td>Register</td>
<td>Post creation, Appointment, Seniority list Promotion, Transfer, Deputation, Leave Retirement Pension, Court Case, Pay fixation, Increment Personal file.</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>4</td>
<td>Accounts</td>
<td>Register</td>
<td>Drawing &amp; Disbursement, G.P.F. Pass Book maintenance, T.A. Medical Bills.</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>5</td>
<td>Stores</td>
<td>Register</td>
<td>Maintenance of Store.</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>6</td>
<td>Record Room</td>
<td>Register</td>
<td>Maintenance of Office Record.</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>7</td>
<td>Technical Section</td>
<td>Register</td>
<td>Supply of DFL's, Monitoring &amp; Evaluation</td>
<td>As per Govt. Rule</td>
</tr>
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<td>8</td>
<td>Coordination</td>
<td>Register</td>
<td>Lok Sabha, Vidhan Sabha.</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>9</td>
<td>Basic facility</td>
<td>Register</td>
<td>Construction of Building Work etc.</td>
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<td>12</td>
<td>Plan</td>
<td>Register</td>
<td>Five year plan, yearly plan, Analysis of achievement, Data, Project.</td>
<td>As per Govt. Rule</td>
</tr>
<tr>
<td>13</td>
<td>Budget</td>
<td>Register</td>
<td>Budget allocation, Budget Control Supplementary Budget, and Monitoring, New item proposed etc.</td>
<td>As per Govt. Rule</td>
</tr>
</tbody>
</table>
7. I. Structure of consultative committees in which public representatives are members including

* Name of the Committee
* Copy of the Order / Circulars for formation
* Functions
* Members
* Duties and responsibilities
* Accessibility of minutes for public U/S 4.1 (b) (vii)

I. Proceeding, Minutes of the Meetings (copy to be made available and be given in the electronic form with hypertext link).

NIL
8. I. Name of the Board, Council, Committees etc. including members and their qualifications. (Original text to be given in electronic form) U/S 4.1 (b) (viii)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Body</th>
<th>Name of the members</th>
<th>Qualifications</th>
</tr>
</thead>
</table>

II. Order of the formation

(Original text to be given in electronic form and to be hyper linked)

III. Charter / Memorandum of Articles of Association.

(Original text to be given in electronic form and to be hyper linked)

IV. Govt. instruction for the way in which meeting will be conducted. (Original text to be given in electronic form and be hyper linked)

V. Whether open to public or not

VI. Availability of the proceedings. minutes of the last meetings
(Original text to be given chronologically in electronic form and to be hyper linked)

NIL
9. Directory of the officers and employees (to be linked with treasury data bank) U/S 4.1 (b) (ix).

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. S.D. Pateriya</td>
<td>Director</td>
<td>Directorate of Sericulture Satpura Bhawan Bhopal</td>
</tr>
<tr>
<td>2</td>
<td>Dr. H. K. Chaturvedi</td>
<td>Joint Director</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Dr. Y. P. Saxena</td>
<td>Dy. Director</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ms. Seema Jain</td>
<td>Asstt. Director</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mr. Yogesh Kumar Parmar</td>
<td>Asstt. Director</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ms. Farhat Khan</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mr. Sunil Shrivastava</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mr. S.K. Nigam</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mr. P.C. Jain</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Mr. K.M. Kankane</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Mr. S.V. Sant</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Mr. Narendra Ardharyu</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Smt. Sujata Raijada</td>
<td>Field Officer</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Mr. S.C. Agarwal</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Mr. S.S. Malviya</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Mr. R. D. Choubey</td>
<td>Jr. Account Officer</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Mr. R. K. Khatri</td>
<td>Jr. Account Officer</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Mr. Yashwant Barve</td>
<td>Stenographer</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Mr. Shiv Charan Ahirwar</td>
<td>Stenographer</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Mr. K.R. Pawar</td>
<td>Stenographer</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Ms. Savita Shelley Narula</td>
<td>Steno Typist</td>
<td></td>
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<tr>
<td>22</td>
<td>Ms. Sudha Sahu</td>
<td>Steno Typist</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Mr. Narendra Bhawsar</td>
<td>Steno Typist</td>
<td></td>
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<tr>
<td>24</td>
<td>Mr. Aklesh Verma</td>
<td>Steno Typist</td>
<td></td>
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<tr>
<td>25</td>
<td>Mr. Baby John</td>
<td>Asstt. Superintendent</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Mr. S.P.S. Tomar</td>
<td>Asstt. Superintendent</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Mr. Santosh Kapse</td>
<td>Asstt. Superintendent</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Mr. Mahendra Kumar Saxena</td>
<td>Asstt. Statistic Officer</td>
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</tr>
<tr>
<td>29</td>
<td>Mr. Gyani Rotiya</td>
<td>Field Investigator</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Mr. P.N. Dhuriya</td>
<td>Field Investigator</td>
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</tr>
<tr>
<td>31</td>
<td>Mr. Trilok Chandra Burman</td>
<td>Cinema Operator</td>
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<tr>
<td>32</td>
<td>Mr. Jose Verghese</td>
<td>Asstt. Grade - II</td>
<td></td>
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<tr>
<td></td>
<td>Name</td>
<td>Grade</td>
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<tr>
<td>33.</td>
<td>Mr. Ravindra Manawat</td>
<td>Asstt. Grade – II</td>
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<td>34.</td>
<td>Mr. Inderjeet Chauhan</td>
<td>Asstt. Grade - II</td>
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<tr>
<td>35.</td>
<td>Mr. Vinod Kumar Rajput</td>
<td>Asstt. Grade - II</td>
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</tr>
<tr>
<td>36.</td>
<td>Ms. Geeta Malviya</td>
<td>Asstt. Grade - II</td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td>Mr. Paresh Durfae</td>
<td>Asstt. Grade - II</td>
<td></td>
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<tr>
<td>38.</td>
<td>Mr. Nitin Sonavane</td>
<td>Asstt. Grade - II</td>
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<tr>
<td>40.</td>
<td>Ms. Neelam Saxena</td>
<td>Asstt. Grade - III</td>
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<tr>
<td>41.</td>
<td>Mr. Kishore Ghumade</td>
<td>Asstt. Grade - III</td>
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</tr>
<tr>
<td>42.</td>
<td>Ms. Pratibha Mandaogade</td>
<td>Asstt. Grade - III</td>
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</tr>
<tr>
<td>43.</td>
<td>Mr. Bharat Bhushan Jhariya</td>
<td>Asstt. Grade - III</td>
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<tr>
<td>44.</td>
<td>Ms. Mithlesh Besore</td>
<td>Asstt. Grade - III</td>
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<tr>
<td>45.</td>
<td>Mr. Rajesh Sharma</td>
<td>Asstt. Grade - III</td>
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<tr>
<td>46.</td>
<td>Mr. Vinod Kumar Khanna</td>
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<tr>
<td>47.</td>
<td>Ms. Pushpa Batham</td>
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<tr>
<td>48.</td>
<td>Ms. Vimlesh Singh</td>
<td>Asstt. Grade - III</td>
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<tr>
<td>49.</td>
<td>Ms. Leela Bathem</td>
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<tr>
<td>50.</td>
<td>Mr. Bhagwan Das Malviya</td>
<td>Asstt. Grade - III</td>
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<tr>
<td>51.</td>
<td>Ms. Nirmala Kumhare</td>
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<td>52.</td>
<td>Mr. S. K. Piple</td>
<td>Asstt. Grade - III</td>
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<td>53.</td>
<td>Mr. L. P. Sahu</td>
<td>Asstt. Grade - III</td>
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<tr>
<td>54.</td>
<td>Mr. Deepak Sethi</td>
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<tr>
<td>55.</td>
<td>Mr. Khem Chandra Ahirwar</td>
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<td>56.</td>
<td>Mr. Surendra Singh Rathore</td>
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<tr>
<td>57.</td>
<td>Ms. Sushila Dhuriya</td>
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<td>Ms. Santoshi Bade</td>
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<td>59.</td>
<td>Ms. Jyoti Hemrajani</td>
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<tr>
<td>60.</td>
<td>Mr. Jaiprakash Bathem</td>
<td>Asstt. Grade - III</td>
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</tr>
<tr>
<td>61.</td>
<td>Ms. Tajwar Qureshi</td>
<td>Junior Seri. Inspector</td>
<td></td>
</tr>
<tr>
<td>62.</td>
<td>Ms. Sunita Sharma</td>
<td>Junior Seri. Inspector</td>
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</tr>
<tr>
<td>63.</td>
<td>Ms. Basanti Verma</td>
<td>Senior Seri. Inspector</td>
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<tr>
<td>64.</td>
<td>Mr. Azaz Mohd.</td>
<td>Driver</td>
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<tr>
<td>65.</td>
<td>Mr. Vinod Kapoor</td>
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<tr>
<td>66.</td>
<td>Mr. Malkhan Singh Verma</td>
<td>Driver</td>
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<td>67.</td>
<td>Mr. Kailash Hirve</td>
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<td>68.</td>
<td>Mr. Narayan Kushwah</td>
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<td>69</td>
<td>Mr. Dayasagar Dwivedi</td>
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<td>70</td>
<td>Mr. Brijesh Srivastava</td>
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<td>71</td>
<td>Mr. Devsharan Verma</td>
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<td>72</td>
<td>Ms. Deepa Methil</td>
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<td>73</td>
<td>Ms. Kalpana Patil</td>
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<td>74</td>
<td>Ms. Sheela Sharma</td>
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<td>75</td>
<td>Mr. Ramesh Chandra</td>
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<td>Mr. Ramlal Bhaiyalal</td>
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<td>Mr. Buddhu Prasad</td>
<td>Peon</td>
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<td>78</td>
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<td>79</td>
<td>Mr. Prakash</td>
<td>Sweeper</td>
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## Monthly remuneration and compensation (to be linked with treasury Data Bank) U/S 4.1 (b) (x)

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<tr>
<th>S.No.</th>
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<td>Dr. H. K. Chaturvedi</td>
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<td>Dr. Y. P. Saxena</td>
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<td>Ms. Seema Jain</td>
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<td>23</td>
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<td>Mr. Buddhu Prasad</td>
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<td>78.</td>
<td>Mr. Gouri Shankar</td>
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<td>Mr. Prakash</td>
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### Annual Budget Allocation and Expenditure Statement

**U/S 4.1 (b) (xi)**

#### NON-PLAN

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<th>Year</th>
<th>Allocation (in lakhs)</th>
<th>Expenditure up to June 2010 (in lakhs)</th>
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## 12. Programmes and be beneficiaries U/S 4.1(b)(xii)

A. List of programmes (in electronic form)

B. Norms for selection of the beneficiary (original text of circular to be given in Electronic form)

C. Detailed information

### PLAN

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<th>Year</th>
<th>Amount Allotted (in lakhs)</th>
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13. **List of the recipients and nature of concession U/S 4.1 (b) (xiii)**

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**NIL**
14 Information available in the office (link with Item 5) U/S 4.1 (b) (xiv)

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15. Facility available (library, public counter etc.) to citizen for information U/S 4.1 (b)(xi)

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<th>S.No.</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Dr. Y. P. Saxena, Dy. Director Dicrorate of Sericulture Lower Basement Satpura Bhawan Bhopal M.P.</td>
<td>10.30 am to 5.30 pm.</td>
<td>0755- 2550748</td>
</tr>
</tbody>
</table>
16. Information about the PIO / Designation / Working experience
U/S 4.1 (b) (xvi)

<table>
<thead>
<tr>
<th>* Name</th>
<th>Dr. Y. P. Saxena</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Designation</td>
<td>Dy. Director</td>
</tr>
<tr>
<td>* Tel. No.</td>
<td>0755 - 2550748 (O)</td>
</tr>
<tr>
<td>* e-mail address</td>
<td><a href="mailto:seribpl@mp.nic.in">seribpl@mp.nic.in</a></td>
</tr>
<tr>
<td>* Place of Work and Address</td>
<td>Directorate of Sericulture</td>
</tr>
<tr>
<td></td>
<td>Lower Basement, Satpura Bhawan, Bhopal</td>
</tr>
<tr>
<td>* Contact hours for public</td>
<td>10.30 am. to 5.30 pm.</td>
</tr>
</tbody>
</table>
17. Any other information in citizen related facilities U/S 4.1 (b) (xvii)

NIL