

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 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

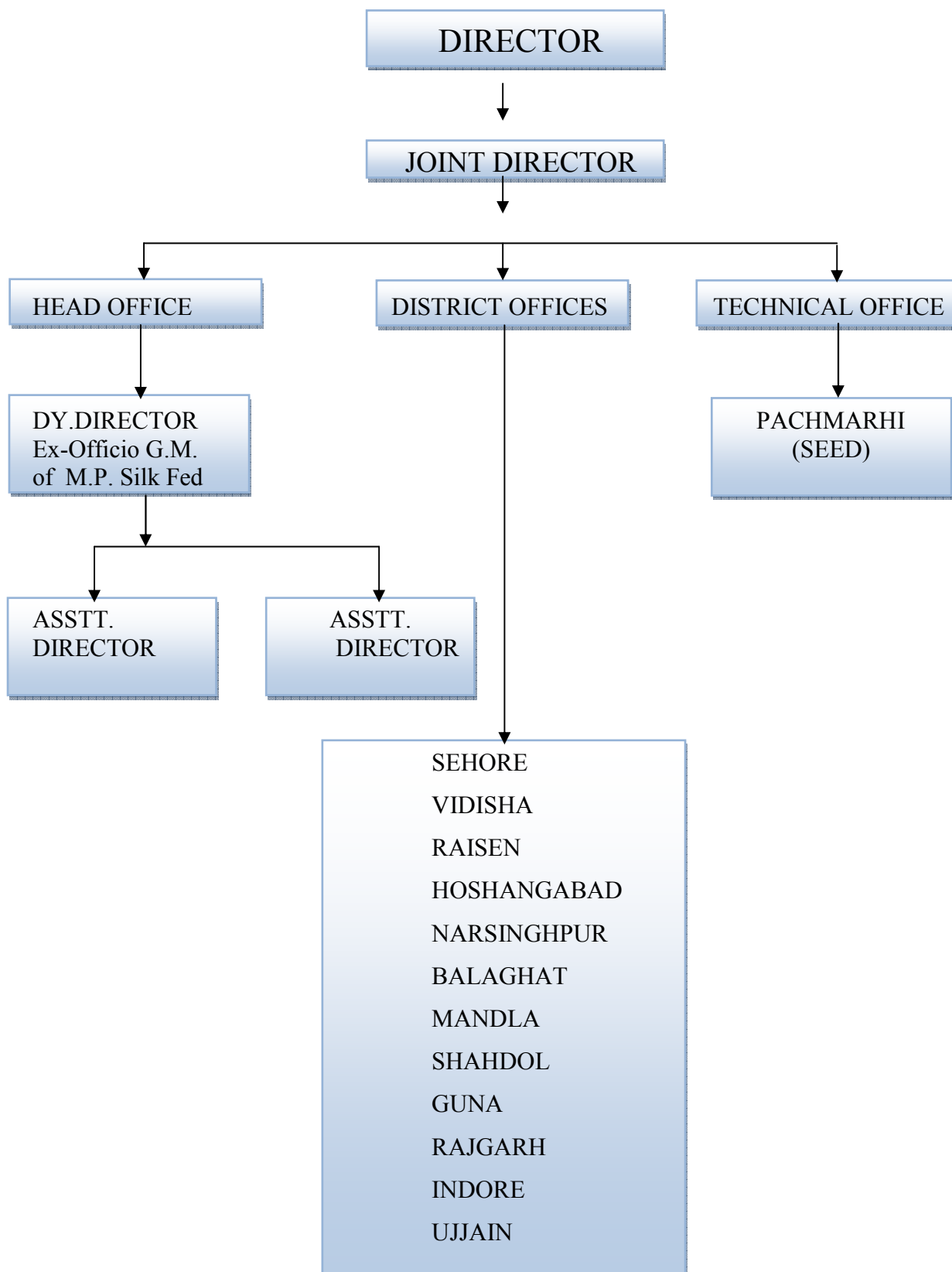
1. Creation of self employment opportunities through sericulture schemes.
2. To promote traditional tasar culture and nature grown tasar cocoon collection activities.
3. To make sericulture people oriented and commercial activity.
4. Production of silk yarn as per requirement of the weavers of the state and to provide them at appropriate prices.
5. To make efforts for qualitative improvement in cocoon and yarn through skill up gradation 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

DEPARTMENTAL ORGANIZATION



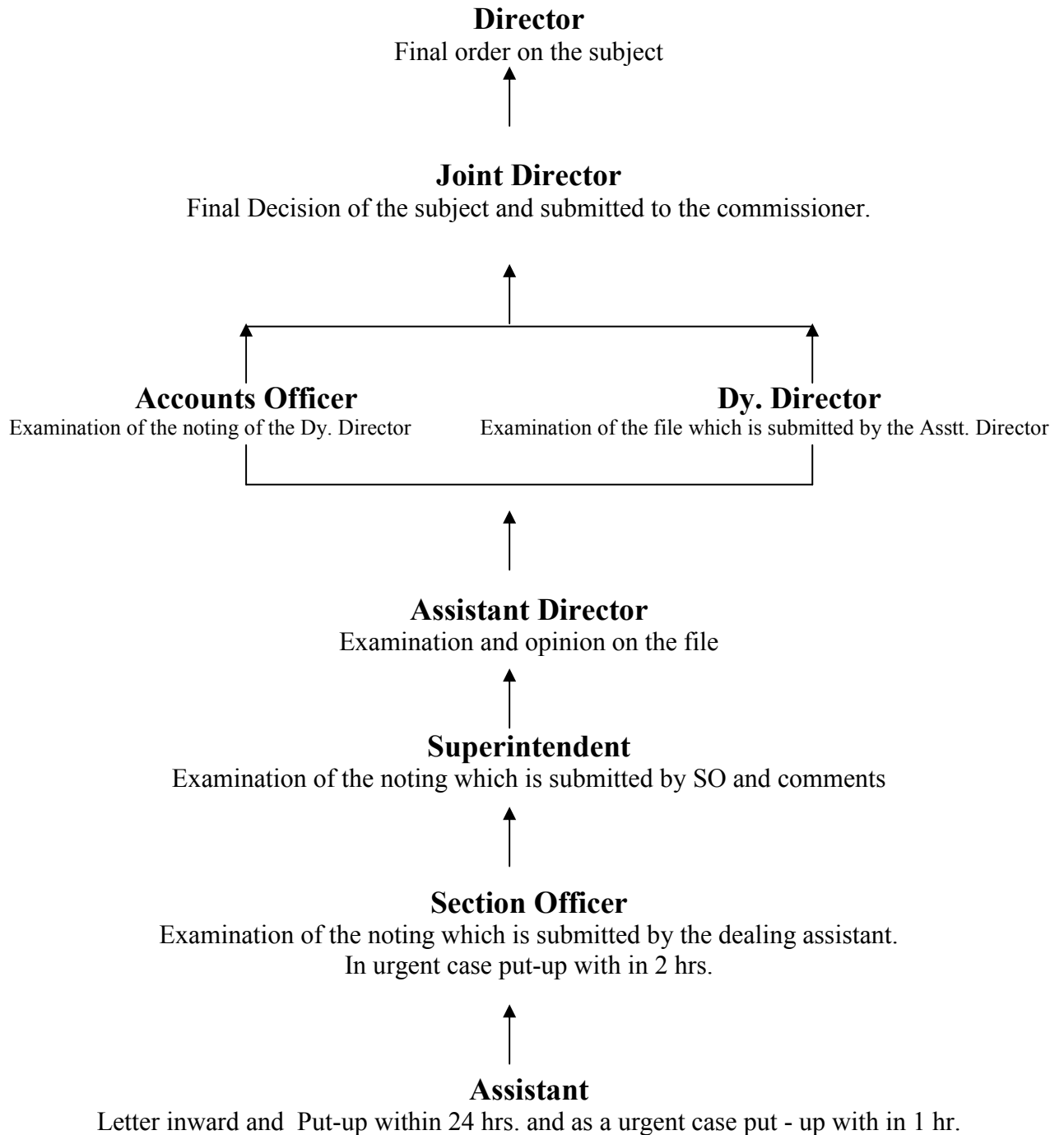
1.B Functions and duties of each unit of the Office (1 to 2 page)

S.No.	Unit/Section	Functions performed
1	2	3
1	Administrative Section (Establishment)	Post creation, Appointment, Seniority list Promotion, Transfer, Deputation, Leave Retirement Pension, Court Case, Pay fixation, Increment Personal file.
2	Accounts	Drawing & Disbursement, G.P.F. Pass Book maintenance, T.A. Medical Bills.
3	Stores	Maintenance of Store.
4	Record Room	Maintenance of Office Record.
	Others	
5	Technical Section	Supply of DFL's, Monitoring & Evaluation
6	Coordination	Lok Sabha, Vidhan Sabha. R.T.I
7	Basic facility	Construction of Building Work etc.
8	Publicity	Exhibition, Fair. National festival. Publicity work. Film show, Bulletin, Pamphlet
9	Training	Departmental Refresher course, outside State & within State.
10	Plan	Five year plan, yearly plan, Analysis of achievement, Data, Project.
11	Budget	Budget allocation, Supplementary Budget, Budget Control and Monitoring, New item proposed etc.
12	Computer	Information Technology. All type of database and website updates.

2- Work distribution order of each officer can be updated and put in the following format , U/S 4,I (b) (ii)

S.No.	Name	Designation	Remuneration	Duties
1.	Shri S.D.Pateriya	Director	37400-67000	Administrative Control
2.	Dr. H. K. Chaturvedi	Jt. Director	37400-67000	Administrative control Head of office
3.	Dr. Y. P. Saxena	Dy. Director	15600-39100	Administrative Control, Evaluation & monitoring of Sericulture Technical areas. Production input output. Post cocoon activity and Marketing. Physical achievement & Financial Targets.
4.	Smt. Seema Jain	Asstt. Director	15600-39100	Administration & Control. Conduction of Sericulture scheme in planed manner. Fixation of Responsibility.
5.	Shri. Yogesh Kumar Parmar	Asstt. Director	15600-39100	Drawing & Disbursing.

3. **Decision Making process in graphic form (one page) U/S 4.1 (b) (iii)**



- 4 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.**

	Ordinary	Urgent
Assistant	24 hrs	1 hr.
Section Officer	2 days	2 hrs.
Superintendent	4 days	4 hrs
Assistant Director	4 days	8 hrs.
Dy. Director	3 days	12 hrs.
Accounts Officer	3 days	1 day
Joint Director	7 days	1 day
Director	7 days	1 day

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)

S.No.	Name of Document	Kind of Document like microfilm, Register. Books. Diskette etc/	Nature and Content of Document	Duration of records
1	Library	Register	Books, Rules, Circulars, Manuals, Administrative Annual Reports. Indian Silk Book, Technical Books,	As per Govt. Rule
2	Record Room	Register	Office Records	As per Govt. Rule
3	Establishment	Register	Post creation, Appointment, Seniority list Promotion, Transfer, Deputation, Leave Retirement Pension, Court Case, Pay fixation, Increment Personal file.	As per Govt. Rule
4	Accounts	Register	Drawing & Disbursement, G.P.F. Pass Book maintenance, T.A. Medical Bills.	As per Govt. Rule
5	Stores	Register	Maintenance of Store.	As per Govt. Rule
6	Record Room	Register	Maintenance of Office Record.	As per Govt. Rule
7	Technical Section	Register	Supply of DFL's, Monitoring & Evaluation	As per Govt. Rule
8	Coordination	Register	Lok Sabha, Vidhan Sabha.	As per Govt. Rule
9	Basic facility	Register	Construction of Building Work etc.	As per Govt. Rule
10	Publicity	Register	Exhibition, Fair. National festival. Publicity work. Film show, Bulletin, Pamphlet	As per Govt. Rule
11	Training	Register	Departmental Refresher course, outside State & within State.	As per Govt. Rule
12	Plan	Register	Five year plan, yearly plan, Analysis of achievement, Data, Project.	As per Govt. Rule
13	Budget	Register	Budget allocation, Budget Control Supplementary Budget, and Monitoring, New item proposed etc.	As per Govt. Rule

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)

S.No.	Name of the Body	Name of the members	Qualifications

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).

S.No.	Name	Designation	Address
1	Mr. S.D. Pateriya	Director	Directorate of Sericulture Satpura Bhawan Bhopal
2	Dr. H. K. Chaturvedi	Joint Director	
3	Dr. Y. P. Saxena	Dy. Director	
4.	Ms. Seema Jain	Asstt. Director	
5.	Mr. Yogesh Kumar Parmar	Asstt. Director	
6.	Ms. Farhat Khan	Field Officer	
7.	Mr. Sunil Shrivastava	Field Officer	
8.	Mr. S.K. Nigam	Field Officer	
9.	Mr. P.C. Jain	Field Officer	
10.	Mr. K.M. Kankane	Field Officer	
11.	Mr. S.V. Sant	Field Officer	
12.	Mr. Narendra Ardharyu	Field Officer	
13.	Smt. Sujata Raijada	Field Officer	
14.	Mr. S.C. Agarwal	Superintendent	
15.	Mr. S.S. Malviya	Superintendent	
16.	Mr. R. D. Choubey	Jr. Account Officer	
17.	Mr. R. K. Khatri	Jr. Account Officer	
18.	Mr. Yashwant Barve	Stenographer	
19.	Mr. Shiv Charan Ahirwar	Stenographer	
20.	Mr. K.R. Pawar	Stenographer	
21.	Ms. Savita Shelley Narula	Steno Typist	
22.	Ms. Sudha Sahu	Steno Typist	
23.	Mr. Narendra Bhawsar	Steno Typist	
24.	Mr. Aklesh Verma	Steno Typist	
25.	Mr. Baby John	Asstt. Superintendent	
26.	Mr. S.P.S. Tomar	Asstt. Superintendent	
27.	Mr. Santosh Kapse	Asstt. Superintendent	
28.	Mr. Mahendra Kumar Saxena	Asstt. Statistic Officer	
29.	Mr. Gyani Rotiya	Field Investigator	
30.	Mr. P.N. Dhuriya	Field Investigator	
31.	Mr. Trilok Chandra Burman	Cinema Operator	
32.	Mr. Jose Verghese	Asstt. Grade - II	

33.	Mr. Ravindra Manawat	Asstt. Grade – II	
34.	Mr. Inderjeet Chauhan	Asstt. Grade - II	
35.	Mr. Vinod Kumar Rajput	Asstt. Grade- II	
36.	Ms. Geeta Malviya	Asstt. Grade - II	
37.	Mr. Paresch Durfae	Asstt. Grade - II	
38.	Mr. Nitin Sonavane	Asstt. Grade- II	
39.	Ms. Krishana Devi Tomar	Asstt. Grade- III	
40.	Ms. Neelam Saxena	Asstt. Grade- III	
41.	Mr. Kishore Ghumade	Asstt. Grade- III	
42.	Ms. Pratibha Mandaogade	Asstt. Grade- III	
43.	Mr. Bharat Bhushan Jhariya	Asstt. Grade- III	
44.	Ms. Mithlesh Besore	Asstt. Grade- III	
45.	Mr. Rajesh Sharma	Asstt. Grade- III	
46.	Mr. Vinod Kumar Khanna	Asstt. Grade- III	
47.	Ms. Pushpa Batham	Asstt. Grade- III	
48.	Ms. Vimlesh Singh	Asstt. Grade- III	
49.	Ms. Leela Bathem	Asstt. Grade- III	
50.	Mr. Bhagwan Das Malviya	Asstt. Grade- III	
51.	Ms. Nirmala Kumhare	Asstt. Grade- III	
52.	Mr. S. K. Piple	Asstt. Grade- III	
53.	Mr. L. P. Sahu	Asstt. Grade- III	
54.	Mr. Deepak Sethi	Asstt. Grade- III	
55.	Mr. Khem Chandra Ahirwar	Asstt. Grade- III	
56.	Mr. Surendra Singh Rathore	Asstt. Grade- III	
57.	Ms. Sushila Dhuriya	Asstt. Grade- III	
58.	Ms. Santoshi Bade	Asstt. Grade- III	
59.	Ms. Jyoti Hemrajani	Asstt. Grade- III	
60.	Mr. Jaiprakash Bathem	Asstt. Grade- III	
61.	Ms. Tajwar Qureshi	Junior Seri. Inspector	
62.	Ms. Sunita Sharma	Junior Seri. Inspector	
63.	Ms. Basanti Verma	Senior Seri. Inspector	
64.	Mr. Azaz Mohd.	Driver	
65.	Mr. Vinod Kapoor	Driver	
66.	Mr. Malkhan Singh Verma	Driver	
67.	Mr. Kailash Hirve	Driver	
68.	Mr. Narayan Kushwah	Driver	

69.	Mr. Dayasagar Dwivedi	Peon	
70.	Mr. Brijesh Srivastava	Peon	
71.	Mr. Devsharan Verma	Peon	
72.	Ms. Deepa Methil	Peon	
73.	Ms. Kalpana Patil	Peon	
74.	Ms. Sheela Sharma	Peon	
75.	Mr. Ramesh Chandra	Peon	
76.	Mr. Ramlal Bhaiyalal	Peon	
77.	Mr. Buddhu Prasad	Peon	
78.	Mr. Gouri Shankar	Operative	
79.	Mr. Prakash	Sweeper	

10. Monthly remuneration and compensation (to be linked with treasury Data Bank) U/S 4.1 (b) (x)

S.No.	Name	Designation	Remuneration (June 2010)	Compensation
1	Mr. S.D. Pateriya	Director	91264/-	As per MP Govt. Rules
2	Dr. H. K. Chaturvedi	Joint Director	62650/-	
3	Dr. Y. P. Saxena	Dy. Director	43988/-	
4.	Ms. Seema Jain	Asstt. Director	41233/-	
5.	Mr. Yogesh Kumar Parmar	Asstt. Director	29550/-	
6.	Ms. Farhat Khan	Field Officer	30181/-	
7.	Mr. Sunil Shrivastava	Field Officer	28738/-	
8.	Mr. S.K. Nigam	Field Officer	30738/-	
9.	Mr. P.C. Jain	Field Officer	25025/-	
10.	Mr. K.M. Kankane	Field Officer	27961/-	
11.	Mr. S.V. Sant	Field Officer	30206/-	
12.	Mr. Narendra Ardharyu	Field Officer	30194/-	
13.	Smt. Sujata Raijada	Field Officer	31163/-	
14.	Mr. S.C. Agarwal	Superintendent	25675/-	
15.	Mr. S.S. Malviya	Superintendent	27583/-	
16.	Mr. K.L. Malviya	Jr. Account Officer	22943/-	
17.	Mr. R. K. Khatri	Jr. Account Officer	22156/-	
18.	Mr. Yashwant Barve	Stenographer	23675/-	
19.	Mr. Shiv Charan Ahirwar	Stenographer	21688/-	
20.	Mr. K.R. Pawar	Stenographer	26148/-	
21.	Ms. Savita Shelley Narula	Steno Typist	16205/-	
22.	Ms. Sudha Sahu	Steno Typist	13711/-	
23.	Mr. Aklesh Verma	Steno Typist	13711/-	
24.	Mr. Narendra Bhawsar	Steno Typist	13711/-	
25.	Mr. Baby John	Asstt. Superintendent	26840/-	
26.	Mr. S.P.S. Tomar	Asstt. Superintendent	26993/-	
27.	Mr. Santosh Kapse	Asstt. Superintendent	27834/-	
28.	Mr. Mahendra Kumar Saxena	Asstt. Statistic Officer	32613/-	
29.	Mr. Gyani Rotiya	Field Investigator	25732/-	
30.	Mr. P.N. Dhuriya	Field Investigator	20625/-	
31.	Mr. Trilok Chandra Burman	Cinema Operator	23692/-	

32.	Mr. Jose Verghese	Asstt. Grade - II	16275/-	
33.	Mr. Ravindra Manawat	Asstt. Grade – II	17228/-	
34.	Mr. Inderjeet Chauhan	Asstt. Grade - II	17228/-	
35.	Mr. Vinod Kumar Rajput	Asstt. Grade- II	16699/-	
36.	Ms. Geeta Malviya	Asstt. Grade - II	16691/-	
37.	Mr. Paresh Durfae	Asstt. Grade - II	16982/-	
38.	Mr. Nitin Sonavane	Asstt. Grade- II	16691/-	
39.	Ms. Krishana Devi Tomar	Asstt. Grade- III	15263/-	
40.	Ms. Neelam Saxena	Asstt. Grade- III	15263/-	
41.	Mr. Kishore Ghumade	Asstt. Grade- III	16100/-	
42.	Ms. Pratibha Mandaogade	Asstt. Grade- III	14588/-	
43.	Mr. Bharat Bhushan Jhariya	Asstt. Grade- III	14327/-	
44.	Ms. Mithlesh Besore	Asstt. Grade- III	14207/-	
45.	Mr. Rajesh Sharma	Asstt. Grade- III	15201/	
46.	Mr. Vinod Kumar Khanna	Asstt. Grade- III	15700/-	
47.	Ms. Pushpa Batham	Asstt. Grade- III	13975/-	
48.	Ms. Vimlesh Singh	Asstt. Grade- III	14319/	
49.	Ms. Leela Bathem	Asstt. Grade- III	14519/	
50.	Mr. Bhagwan Das Malviya	Asstt. Grade- III	14038/-	
51.	Ms. Nirmala Kumhare	Asstt. Grade- III	14400/-	
52.	Mr. S. K. Piple	Asstt. Grade- III	17155/-	
53.	Mr. L. P. Sahu	Asstt. Grade- III	16883/-	
54.	Mr. Deepak Sethi	Asstt. Grade- III	13736/-	
55.	Mr. Khem Chandra Ahirwar	Asstt. Grade- III	14007/-	
56.	Mr. Surendra Singh Rathore	Asstt. Grade- III	13400/-	
57.	Ms. Sushila Dhuriya	Asstt. Grade- III	15263/-	
58.	Ms. Santoshi Bade	Asstt. Grade- III	14415/-	
59.	Ms. Jyoti Hemrajani	Asstt. Grade- III	16084/-	
60.	Mr. Jaiprakash Bahhem	Asstt. Grade III	13488/-	
61.	Ms. Tajwar Qureshi	Junior Seri. Inspector	18498/-	
62.	Ms. Sunita Sharma	Junior Seri. Inspector	17058/-	
63.	Ms. Basanti Verma	Senior Seri. Inspector	19400/-	
64.	Mr. Azaz Mohd.	Driver	17655/-	
65.	Mr. Vinod Kapoor	Driver	17635/-	
66.	Mr. Malkhan Singh Verma	Driver	14534/-	
67.	Kailash Hirve	Driver	15416/-	

68.	Narayan Kushvah	Driver	14534/-	
69.	Mr. Dayasagar Dwivedi	Peon	12354/-	
70.	Mr. Brijesh Srivastava	Peon	10610/-	
71.	Mr. Devsharan Verma	Peon	10338/-	
72.	Ms. Deepa Methil	Peon	10281/-	
73.	Ms. Kalpana Patil	Peon	10575/-	
74.	Ms. Sheela Sharma	Peon	10662/-	
75.	Mr. Ramesh Chandra	Peon	10605/-	
76.	Mr. Ramlal Bhaiyalal	Peon	11146/-	
77.	Mr. Buddhu Prasad	Peon	11146/-	
78.	Mr. Gouri Shankar	Operative	11930/-	
79.	Mr. Prakash	Sweeper	10431/-	

11. Annual Budget Allocation and Expenditure Statement (to be linked with treasury Data Bank) U/S 4.1 (b) (xi)

NON-PLAN

S.No.	Budget Head	Name of Work	Year	Allocation (in lakhs)	Expenditure up to June 2010 (in lakhs)
1	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3778	Salary and Office Expenditure	2010-11	927.64	254.42
2	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 2304	Salary and Office Expenditure	2010-11	130.11	35.42
3	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3777		2010-11	146.65	34.01
4	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3394		2010-11	76.65	25.18
5	Demand No. 80 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3777		2010-11	25.13	2.61
6.	Demand No. 80 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3394		2010-11	155.00	27.01
7.	(5852) Establishment of 2 Mini ITI	Directorate of Sericulture	2010-11	2.30	0.66

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

Sl. No	Name of Programme	Administrative Department	Year	Amount Allotted (in lakhs)	Expenditure upto June 2010 (in lakhs)
1	(2731) Training and Research	Directorate of Sericulture	2010-11	69.10	68.88
2	(6778) Integrated Cluster Development Programme	Directorate of Sericulture	2010-11	142.63	142.63
3	(6875) Eri Sericulture Development and Extension Programme	Directorate of Sericulture	2010-11	11.98	11.98
4	(6779) Promotion and Documentation	Directorate of Sericulture	2010-11	2.50	2.50
5	(6794) Entrepreneur Help of Self Help Group and NGOs	Directorate of Sericulture	2010-11	22.85	22.85
6	(6795) Special Project	Directorate of Sericulture	2010-11	1.00	1.00
7	(8808) Information Technology	Directorate of Sericulture	2010-11	6.25	4.91
8	(5146) Development of Tasar Sericulture Extension Programme	Directorate of Sericulture	2010-11	185.71	165.98
9	(3777) Sericulture Development Activity	Directorate of Sericulture	2010-11	289.31	266.34
10	(6328) Catalytic Development Programme	Directorate of Sericulture	2010-11	71.95	71.42
11.	(6336) Irrigation facility & other construction work	Directorate of Sericulture	2010-11	54.57	54.57
12.	Demand No. 80 - 5850 Mulberry Swalamban Scheme	Directorate of Sericulture	2010-11	10.29	10.29

13. List of the recipients and nature of concession U/S 4.1 (b) (xiii)

S.No.	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession

NIL

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

S.No.	Categories	Hard Copy	Electronic Form
1	Annual Administrative Report	Yes	No
2	Yearly Plan	Yes	No
3	Five Year Plan	Yes	No

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

S.No.	Facility	Name of incharge and Contact	Duration of opening *time to be given)	Contact no. Telephone no. & Fax
1		Dr. Y. P. Saxena, Dy. Director Directorate of Sericulture Lower Basement Satpura Bhawan Bhopal M.P.	10.30 am to 5.30 pm.	0755- 2550748

16. Information about the PIO / Designation / Working experience U/S 4.1 (b) (xvi)

*	Name	Dr. Y. P. Saxena
*	Designation	Dy. Director
*	Tel. No.	0755 - 2550748 (O)
*	e-mail address	seribpl@mp.nic.in
*	Place of Work and Address	Directorate of Sericulture Lower Basement, Satpura Bhawan, Bhopal
*	Contact hours for public	10.30 am. to 5.30 pm.

**17. Any other information in citizen related facilities U/S 4.1 (b)
(xvii)**

NIL