

कार्यालय जिला रेशम अधिकारी नरसिंहपुर

क्र:-स्था./जि0रे0अधि0/नर0पुर/05/

नरसिंहपुर दिनांक /09/05

-:आदेश :-

सूचना का अधिकार अधिनियम 2005 के प्रावधानों के परिपेक्ष्य में रेशम विभाग के अधीन जिला रेशम कार्यालय व अधीनस्थ इकाइयों के लिये नीचे दर्शाए अनुसार लोक सूचना अधिकारी/सहायक लोक सूचना अधिकारी/प्रथम अपीलीय अधिकारी होंगे :-

स्तर	लोक सूचना अधिकारी	सहायक लोक सूचना अधिकारी	प्रथम अपीलीय अधिकारी
01	02	03	04
जिला	श्री ए.के.पटेल जिला	अ. श्री राजीव लोचन सिंह ठाकुर तकनीकी कक्ष प्रभारी, जिला रेशम कार्यालय में ब केन्द्र प्रभारी	मुख्य कार्यपालन
स्तर	रेशम	1 रेशम केन्द्र रहमा - श्री व्ही आर. गुर्जर फील्ड आफिसर 2 रेशम केन्द्र नांदनेर - " पी.आर. दोहरे कनिष्ठ रेशम निरीक्षक 3 रेशम केन्द्र पनागर - " जे.पी. पचौरी प्रवर्तक 4 रेशम केन्द्र पनारी - " जे.पी. मेहरा 5 रेशम केन्द्र मुंगवानी - " पी.सी.झारिया कनिष्ठ रेशक निरीक्षक 6 रेशम केन्द्र पांजरा - " पी.सी.झारिया कनिष्ठ रेशक निरीक्षक 7 रेशम केन्द्र भदौर - " पी.सी.झारिया कनिष्ठ रेशक निरीक्षक 8 रेशम केन्द्र देवरीकला - " शरद दुबे प्रवर्तक 9 केन्द्र ढिलवार - " एम.के. राय. पदर्शक	अधिकारी जिला
पर	अधिकारी	10 कोसा बीज केन्द्र झोतेश्वर - " पूनम चंद सोनी फील्डमेन 11 रेशम केन्द्र तेंदूखेड़ा- " एम.क. राय प्रदर्शक 12 रेशम केन्द्र सरदा - " जे.पी. जायसवाल फील्डमेन 13 को. बीज केन्द्र दरौली - " जे.पी. जायसवाल फील्डमेन 14रेशम परियोजना रैपुरा - " अमीरचंद तेकाम कनिष्ठरेशम निरीक्ष	पंचायत

जिला रेशम अधिकारी
नरसिंहपुर

पृ.क्र:-स्था./जि0रे0अधि0/नर0पुर/05/

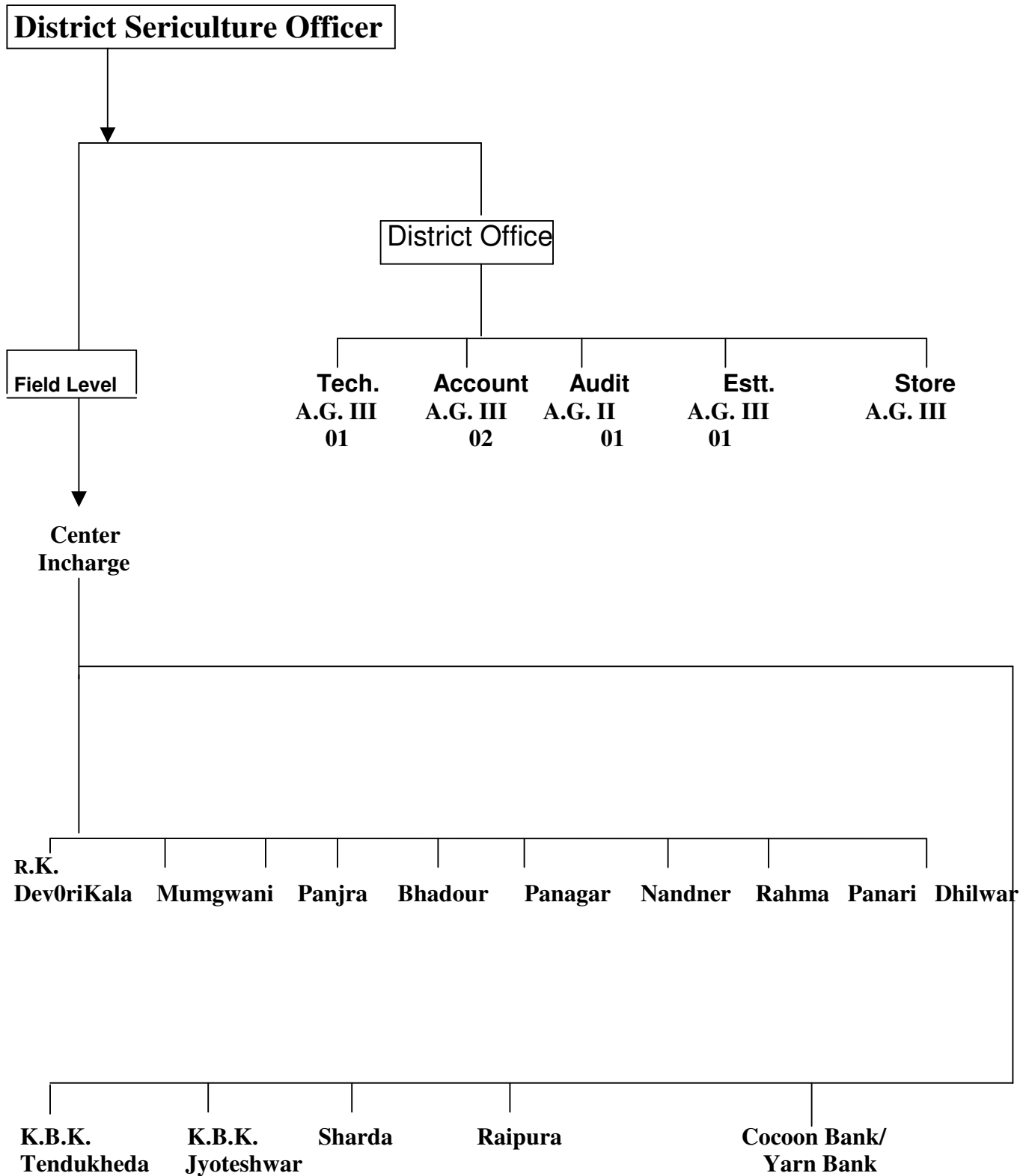
नरसिंहपुर दिनांक /09/05

प्रतिलिपि :-

1. आयुक्त, रेशम संचालनालय भोपाल की ओर सादर सूचनार्थ ।
2. कलेक्टर, नरसिंहपुर की ओर सादर सूचनार्थ ।
3. सम्बंधित श्रीसहायक लोक सूचना अधिकारी की ओर सूचनार्थ व पालनार्थ ।

जिला रेशम अधिकारी
नरसिंहपुर

Sericulture Office organization Set up



1- B. Functions and duties of each unit of the office

S. No.	Unit/Section	Function performed
1	Technical	1. Mulberry/Tasar/Erri Cultivation and Cocoon Production Scheme
		2. List of Beneficiaries under Schem
		3. Monthly, Quartly, Scheme Progress
2	Account	1. Budget, & Expenditure Scheme wise
		2. Payment of Staff Chawkidor & Unit Contigency Bills
		3. Month wise & Yeqr Wise Expenditur
3	Establishment	1. Mantanion of Servic Record of Emploiyes
		2. Transfer, Posting of Staff
		3. Complains & reply
4	Audit	1. Reconlication of Budget from A.G. M.P.
		2. Audit & reply of Audit Para
5	Store	1. Purchase of equipments & Supply to the Formers & Centers
		2. Yearly verfication of Stock unit wise
6	Reshm kendra	1. Production of Mulberry Cocoon Through Farmers
		2. Technical Gaudience for Mulberry cultivation & Cocoon Production
		3. Extention work under Central catalytic development Programe
7	Kosabeez kendra	1. Technical Gaudience for Tasar Cultivation
		2. Production of Tasar Cocoon Through farmers
		3. Extention Work Through Forest Van Sameetee
8	Cocoon bank/Yarn bank	1. Purchase of Mulberry; Tasar Cocoon from Formers/producers
		2. Reeling of Cocoon & sell of Silk

2 Work distrobution order of each officer can be updated and put in

S. No.	Name	Designation	Remuneration	Duties
1	Shri A.K. Patel	Distt. Sericultur officer	11625/-	Technical administrative Control
2	" Rajeev Lochan Singh Thakur	AG III	3725/-	All Work of Technical Section
3	" R.K.Rajak	AG III	3800/-	All Work of Account & Audit
4	Shrimati Kamla Patel	AG III	3800/-	All Work of Establishment & Store
5	Shri J.P. Mehra	Field Officer	6350/-	All Work of Center Panari
6	" V.R. Gurgar	Field Officer	7425/-	All Work of Center Rahma
7	" P.R. Dohre	J.S.I	5900/-	All Work of Center of Nandner
8	" M.K. Ray	Demosteter	4380/-	All Work of Center Tendukheda & Dhilwar
9	" C.S. Mehra	S.S.I.	6800/-	All Work of Center Forest Area Kumbhroda & Extention Work
10	" Sarad Dubey	Opretive	3150/-	All Work of Center Devrikala
11	" P.C. Ghariya	J.S.I	4900/-	All Work of Center Mugwani, Panjra, Bhdour
12	" J.P. Pachouree	Opretive	3500/-	All Work of Center Panager
13	" P.C. Soni	Field man	3875/-	All Work of Center Kosha beez kendra Jyoteshwar
14	" H. G. S. Rajpoot	S.S.I.	6125/-	All Work of Cocoon Bank/ Yarn Bank
15	" D.P. Turker	Field Officer	7400/-	All Work of Extiension Area Bhtouly
16	"R.S. Patel	Field Officer	7600/-	All Work of Extiension Area Foolar
17	" A.C. Tekam	J.S.I	4800/-	All Work of Center's Raipura
18	" J.P. Jaisawal	Field man	4300/-	All Work of Center's Sarda & Drouly

3 Decision Making process in graphic from (one page)

Intiating the File Dealing Staff & the section	Channels Officers Handling the file at each level	Decision making authority
---''---	District Seri Officer	District Seri Officer

Supervisory Authority -
Officer to whom accountble

Center incharge of all Unit

4. A) Time norm, if decided by the organisation

B) Quality Norms, if decided by the organisation.

C) Quantity target, for the office work to be done in the year.

S.No.	Names of Unit	Target	
		D.F.L.S.	Cocoon Production
01	02	03	04
Resham kendra			
1	Resham kendra Rahma	13200	3970.000
2	Resham kendra Nandner	14400	4320.000
3	Resham kendra Panager	7200	2160.000
4	Resham kendra Panari	12600	3780.000
5	Resham kendra Mungwani	3600	1080.000
6	Resham kendra Panjra	2400	720.000
7	Resham kendra Bhdour	7200	2160.000
8	Resham kendra Devrikala	5400	1620.000
9	Resham kendra Dhilwar	4800	1440.000
10	Resham kendra Jyoteshwar	600	180.000
	Total	71400	21430.000
1	Resham kendra Sarda	3000	1000.000
2	Resham kendra Raipura	5400	1800.000
Extention Area			
1	Extention Area Rahma	53950	16290.000
2	Extention Area Nandner	10400	3120.000
3	Extention Area Panager	7300	2160.000
4	Extention Area Jyoteshwar	9950	3000.000
5	Extention Area Kumbhroda	20000	6000.000
6	Extention Area Chourakheda	5600	1680.000
	Total	107200.00	32250.00

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)

Acts	-	Nil
Rules	-	Nil
Regulations	-	Nil
Manuals	-	--
Circulars	-	1- Chauky Payment 2- Cocoon Purchase 3- Supply of disenfectin 4- Cost of D.F.L.S.

6 Statement of various categories of documents held by it of under its control

S.No	Name of Document	Kind of Document like microfilm, Register, Books, Diskette etc.	Nature & Content of Document	Duration of /Records
1	Mulberry Scheme	Pumplets	assistanu to be give to the Forms	
2	Tasar Scheme	--	--	
3	Eri Scheme	--	--	

7 **I Structure of consultaive committees in which public representatives are members including**

- Name of the Committee
- Copy of the orders/Circulars for formation
- Function
- Members
- Duties and responsibilities
- Accessibility of minutes for public

Nil
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II Proccedings, Minutes of the Meetings (copy to be made available and be given in the electronic form with hypertest link)

8 **Name of the Bord Council, Committees etc including members and their qualifications (Original text to be given in electronic form)**

S.No.	Name of the Body	Name of the Members	Qualifications
Nil	Nil	Nil	Nil

II Order of the formation

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

III Charter/Memorandum of Articles of Association

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

IV Govt. instruction for the way in which meeting will be conducted.

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

9 Directory of the officers and employees (to be linked with treasury data bank)

S. No.	Name	Designation	Address & Contact No. if any
1	Shri A.K. Patel	Distt. Sericultur officer	Narsinghpur Mo. No. 9425170187
2	" Rajeev lochan Singh Thakur	AG III	Narsinghpur
3	" R.K.RAJak	AG III	Narsinghpur
4	Shrimati Kamla Patel	AG III	Narsinghpur Ph.N0. 231667
5	Shri J.P. Mehra	Field Officer	Narsinghpur Ph.N0.
6	" V.RGurgar	Field Officer	Rahma Ph.N0.
7	" P.R. Dohre	J.S.I	Nandner Ph.N0.
8	" M.K. Ray	Demosteter	Tendukheda Ph.N0.
9	" C.S. Mehra	S.S.I.	Narsinghpur Ph.
10	" Sarad Dube	Opretive	Narsinghpur Ph.N0.
11	" P.C. Ghariya	J.S.I	Mungwani Ph.N0.
12	" j.p. Pachouree	Opretive	Panager Ph.N0.
13	" P.C. Sony	Field man	Jyoteshwar Ph.N0.
14	" H. G. S. Rajput	S.S.I.	Mungwani Ph.N0. 233467
15	" D.P. Turker	Field Officer	JabalPur Ph.N0. 242521
16	"R.S. Pstel	Field Officer	JabalPur Ph.N0. 2421714
17	" A.C. Tekam	J.S.I	Raipura Ph.N0.
18	" J.P. Jausawal	Field man	Sarda Ph.N0.

10 Monthly remuneration and compensation (to be linked with treasury Data Bank)

S. No.	Name		Remuneration	Compensation
1	Shri A.K. Patel	Distt. Sericultur officer	11625/-	—
2	" Rajeev lochan Singh Thakur	AG III	3725/-	—
3	" R.K.Rajak	AG III	3800/-	—
4	Shrimati Kamla Patel	AG III	3800/-	—
5	Shri J.P. Mehra	Field Officer	6350/-	—
6	" V.RGurgar	Field Officer	7425/-	—
7	" P.R. Dohre	J.S.I	5900/-	—
8	" M.K. Ray	Demosteter	4380/-	—
9	" C.S. Mehra	S.S.I.	6800/-	—
10	" Sarad Dube	Opretive	3150/-	—
11	" P.C. Ghariya	J.S.I	4900/-	—
12	" j.p. Pachouree	Opretive	3500/-	—
13	" P.C. Soni	Field man	3875/-	—
14	" H. G. S. Rajpoot	S.S.I.	6125/-	—
15	" D.P. Turker	Field Officer	7400/-	—
16	"R.S. Pstel	Field Officer	7600/-	—
17	" A.C. Tekam	J.S.I	4800/-	—
18	" J.P. Jausawal	Field man	4300/-	—

11 Annual Budget Allocation and Expenditure statement (to be linked with treasury Data Bank)

S.No	Budget Head	Name of Work	Year	Allocation	Expenditure
1	56/3778	Mulberry Programme for Development Seri	05-06	23.45	22.08
2	56/3777	Mulberry Programme for Development Seri	05-06	7.26	4.70
3.	56/2304	Direction & Adminstration	05-06	0.65	0.42
4	41/5146	Tasar Programme for Development Seri	05-06	20.98	1.83
5	64/3777	Mulberry Programme for Development Seri	05-06	1.95	1.72
6	56/2731	Research & Traning	05-06	0.12	0
7	56/3394	Mulberry Programme for Development Seri	05-06	0.95	0.67
8	80/3394	Mulberry Programme for Development Seri	05-06	31.70	14.13
9	82/5746	Tasar Programme for Development Seri	05-06	4.75	2.67
10	41/2731	Research & Traning	05-06	0.83	0
11	80/5850	Mulberry Self Group Scheme	05-06	9.30	0.86
12	64/3777	Mulberry Programme for Development Seri	05-06	9.00	0.09
13	56/6336	Errigation facility	05-06	8.70	0
14	56/6328	Catalytic Development Work	05-06	15.00	0
15	41/6328	Catalytic Development Work	05-06	3.13	0

12 Programmes and beneficiaries

A List of the programmes (In electronic form)

B Norms for Selection of the beneficiary (Original text of the circular to be given in electronic form)

C Detailed information

S-N0	Name of the Programme	Administrative Department	Year	Amt- Allotment	No of beneficiaries
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13 List of the recipients and nature of concession

S.No.	Nature of Concession	Address	Name	Year	Kind of Support	Approximate value of Concession
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14 Information available in the office (link with Item 6)

S.No	Categories	Hard Copy	Electronic form
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15 Facility available (library, public counter etc (to citizen for information

S.No	Facility	Name of Incharge	Duration of opening (Time to be given	Contact No. Telephone No.
---	---	---	---	---

16 Information about the PIO/Designation/Working experience

- * Name :- Shri A.K. Patel
- * Designation District Sericulture Officer
- Tel NO. MO.NO. 9425170187
- E mail address
- Place of Work and address Narsinghpur
- Contact hours for public 10.30 A.M. to 6.00 P.M.

17 Any other information in citizen related facilities

