



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
HANDLOOM TEXTILES & SERICULTURE DEPARTMENT

NOTIFICATION

The 30th March, 2016

No. HTS. 253/2007/268.— In pursuance of the provision contained under Section 4 (1) (b) of Right to Information Act 2005, the required information are published for General Information in the Information Manual given herein below :

**INFORMATION MANUAL
DEPARTMENT OF HANDLOOM TEXTILES & SERICULTURE
GOVERNMENT OF ASSAM
(Under Section 4 (I) (b) of the Right to Information Act, 2005)**

(i) **Particulars of the Organization and Functions**

In Assam, governance of the handloom and sericulture sector was managed through the Department of Sericulture and Weaving and it continued till 1983. The Directorate of Handloom Textiles

& Sericulture was carved out from the erstwhile Sericulture and Weaving Department in 1983 and the remainder of it was renamed as the Directorate of Sericulture. Both the Directorates are accounted for in the Performance Budget under the Industries Head of Account; but are actually administered by a separate Department of Handloom Textiles & Sericulture.

The Directorate of Handloom & Textiles implements various schemes for promotion and development of the Handloom Sector and has been providing assistance to the handloom weavers, both within and outside the cooperative fold. Supply of yarn and providing marketing assistance to the weavers, imparting training as well as technical and design support to the weavers and research and development in handloom sector are main functions of the Directorate of Handloom & Textiles. There are four organisations under the control of the Directorate of Handloom & Textiles i.e. Assam Weavers & Artisans Cooperative Federation (ARTFED), Apex Level Powerloom Cooperative Federation (APCOFED), Assam Government Marketing Corporation Ltd. (AGMC) and Assam Khadi & Village Industries Board (AKVIB).

The Directorate of Sericulture implements various schemes for promotion and development of the Sericulture Sector in the State by developing and distributing silkworm seeds to the silkworm rearers, providing technical guidance to farmers and beneficiaries for improved method of silkworm food plantation, silkworm rearing, silk reeling and spinning. The Directorate of Sericulture also initiates measures for standardisation and quality control of silk and silk products and takes steps for rationalisation of marketing and stabilization of price of silk cocoon and raw silk.

ii) The Powers and duties of the Officers and Employees

The Addl. Chief Secretary of Handloom Textiles & Sericulture Department is the administrative head of the Department. He is assisted by the Commissioner & Secretary, Secretary, Joint Secretary, Deputy Secretary, Under Secretary, Superintendent and other subordinate staff of the Department. The Under Secretaries are the Branch Officers of the Department. The Superintendent supervises and guides the subordinate staff. The powers and duties of the officers and employees of Handloom Textiles & Sericulture Department are shown below:-

Name of Officers & Staff	Designation	Power and Duties
1. Shri R. T. Jindal, IAS	Additional Chief Secretary	Overall in charge of the Department.
2. Shri Preetom Saikia, IAS	Commissioner & Secretary	All matters relating to Plan & Non-Plan Schemes, establishment matters, Court Cases, matters relating to Audit, CAG Report, PAC, AC Drawal and Departmentally Related Standing Committee.

Name of Officers & Staff	Designation	Power and Duties
3. Smti. Roshan Ara Begum, IAS	Secretary	Plan & Non-Plan schemes of Handloom & Textiles, establishment matters of Handloom & Textiles, matters relating to AGMC, ARTFED and AKVIB, Court Cases relating to Handloom & Textiles, Public Grievances, matters relating to Audit, CAG, PAC, AC drawal etc. of Handloom & Textiles, Departmentally Related Standing Committee and Annual Administrative Report.
4. Smti. Debola Devi Das, IAS	Secretary	Plan & Non-Plan Schemes of Sericulture, establishment matters of Sericulture, Court cases, Public Grievances and Assembly Matters of Sericulture, matters relating to Compassionate Ground Appointments under the Department of Handloom, Textiles & Sericulture.
5. Smti. Kabita Deka, ACS	Joint Secretary	Plan & Non-Plan Schemes of Handloom & Textiles and Sericulture, matters relating to AGMC, ARTFED and AKVIB, Court Cases and Public Grievances relating to Handloom & Textiles and Sericulture, speeches of Governor and Chief Minister, matters relating to Audit, CAG, PAC, AC drawl etc. of Handloom & Textiles, Departmentally Related Standing Committee and Annual Administrative Report, Public Grievances and matters relating to compassionate ground appointment.
6. Shri Muchukunda Gogoi	Under Secretary	Plan & Non-Plan Schemes of Handloom & Textiles, matter relating to Audit, CAG Report, AC drawals, PAC matter, establishment matters of Sericulture and matters relating to appointment compassionate ground under the Department of Handloom, Textiles & Sericulture.
7. Shri Dwijen Kalita	Under Secretary	Plan & Non-Plan Schemes of Sericulture and establishment matters of Handloom & Textiles, RIDF, NEC, CSS and 20 Point Programme.
8. Smti. Kanta Lahkar Hazarika	Superiendent	Overall Supervision of works of the Assistants of Handloom Textiles & Sericulture Department.

Name of Officers & Staff	Designation	Power and Duties
9. Shri Babul Medhi	Sr. Administrative Assistant	Establishment matters relating to gazetted officer under the Directorate of Sericulture, Central Sector Schemes of Sericulture, matters relating to Service Association pertaining to the Directorate of Sericulture and ARTFED and Annual Administrative Report.
10. Shri Phanidhar Bhuyan	Sr. Administrative Assistant	Matters relating to gazetted officers of Handloom & Textiles, matter relating to Central Sector Schemes of Handloom & Textiles, Services Association matters and establishment matters pertaining to Handloom & Textiles and matters under RTI Act.
11. Shri Jayanta Das	Sr. Administrative Assistant	Establishment matters of the Engineering Cell of both the Directorates, matters relating to non-gazetted staff of Sericulture, retention of post under the Directorate of Sericulture, matters relating to Assembly Committee, Departmentally Related Standing Committee and Compassionate Ground appointments.
12. Shri Rabi Ch. Marang	Sr. Administrative Assistant	Matters relating to non refundable GPF Advance of the officers of both Directorates, Arrear salary of both the Directorates, matters relating to AGMC Ltd. and Medical Reimbursement to employees of both the Directorates.
13. Smti. F. K. Choudhury	Sr. Administrative Assistant	Matters relating to tour/Training/ Exhibition/ Trade Fair of both the Directorates, 20 Point Programme, Governor's Speech/ CM's Speech/ Budget Speech/ Republic Day Speech and matters relating to Draft Para/Audit/PAC/CAG of both the Directorates.
14. Shri Sandeep Talukdar	Jr. Administrative Assistant	Plan & Non Plan schemes of Handloom & Textiles, Budget, FoC and matters relating to Purchase Committee, Tender Committee and Departmental Finance Committee relating to Handloom & Textiles, 14th Finance Commission and matters relating to AKVIB.
15. Smti. Gitashree Talukdar	Jr. Administrative Assistant	Establishment matters of Non-Gazetted staff, retention of posts under the Directorate of Handloom & Textiles, matters relating to M.R. Worker of both the Directorate, matters relating to Physical Handicapped and Women Welfare of both the Directorates and RFD Matters.

Name of Officers & Staff	Designation	Power and Duties
16. Smti. Prativa Yein	Jr. Administrative Assistant	Plan & Non-Plan schemes of Sericulture, 14th Finance Commission, Budget, FoC and matters relating to Tender Committee, Purchase Committee and Departmental Finance Committee relating to Sericulture.
17. Shri Bhupen Deka	Jr. Administrative Assistant	Diary, Receipt and File movement and any other work that may be assigned from time to time.
18. Shri Shibu Nath	Computer Operator	Typing works of the Department
19. Shri Debajit Patowary	Computer Operator	Typing works of the Department
20. Shri Rahen Rahang	Head Peon	Miscellaneous duties
21. Shri Bhringeswar Bhuyan	Peon	Miscellaneous duties
22. Smti. P. Das	Peon	Miscellaneous duties

(iii) **Procedure followed in Decision-making Process including Channels of Supervision and Accountability**

The files in the Department are generally processed in the branch level and then submitted to the Under Secretary, Joint Secretary, Secretary, Commissioner & Secreatry, Additional Chief Secretary, Chief Secretary and Minister in charge of the Department of Handloom & Textiles as per requirement in each file.

(iv) **Norms for Discharge of Duties and Functions**

Efforts are made to deal with the cases/proposals/matters as expeditiously as possible in accordance with Rules, Regulations and other Instructions issued from time to time.

All cases of grant-in-aid/sanction of schemes/Financial Assistance etc. are processed expeditiously on receipt of necessary proposals/reports from Director, Handloom & Textiles/ Director of Sericulture/ AGMC Ltd./ ARTFED and Assam Khadi & Village Industries Board as per procedure and sanctions are issued accordingly. Concurrence of Finance Department is obtained prior to issue of sanctions as and when required.

All matters relating to establishment of the Directorate of Handloom & Textiles and Directorate of Sericulture are also dealt with expeditiously. In this regard, relevant O.M/ Notification/Office orders and circulars are followed and necessary advice from concerned Departments are obtained as required under the Rules of Executive Business.

Court Cases, Public Grievances and RTI Matter are disposed on priority basis as per Acts/ Rules/ Procedures etc.

(v) **Acts, Rules, Regulations, Instruction, Manuals and Records held by the Department or under it's control or used by it's employees for discharging their Functions**

Sl. No.	Name of the Acts, Rules, Regulations, Instruction, Manuals and Records	Subject covered
1	The Assam Cooperative Societies Act, 2007 (Act-IV of 2012)	Rules Governing Formation and working of cooperative Societies.
2	The Assam Cooperative Societies Rules, 1953	(Yet to be amended as per Assam Cooperative societies Act, 2007).
3	Bye-laws of Assam Apex Weavers and Artisans Cooperative Federation Ltd. (To be Amended as per Assam Cooperative Societies Act, 2007)	Rules Governing the formation, objects and functions of the Societie as well as power and functions of the board of directors.
4	The Assam Khadi & Village Industries Boad Act 1955.	Rules Governing functions and powers of the board, finance, accounts audit and debts of the board.
5	The Assam Handloom & Textiles(Recruitment and promotion) Service order 1988.	Rules regarding Appointment and Promotion of officials of Handloom &Textiles.
6	The Assam Directorate Establishment (Ministerial) Service Rules, 1973.	Rules relating to Appointment and Promotion of officials of Sericulture.
7	The Assam Sericulture Technical (Gazetted) Service Rules, 2013.	Rules relating to gazetted Technical officials of Sericulture.
8	Assam Sericulture Technical and Miscellaneous(Non-Gazetted) Service Rules, 2008.	Rules relating to non-gazetted technical officials of Sericulture.
9	Assam Rules of Executive Business, 1968	Guidelines for conducting government business.
10	Manual of Office Procedure, Secretariat, 1981	Procedures to be followed by the employees of the Secretariat.
11	Fundamental Rules & Subsidiary Rules	Set of important rules that govern the day-to-day issues relating to service.
12	Delegation of Financial Powers	Delegation of Financial Powers to the Heads of Departments.
13	Assam Financial Rules	Financial Procedure and norms for incurring public expenditure etc.
14	Assam Appropriation Act	Rules regarding the sums to be paid and applied from and out of the CF of the State of Assam.
15	Assam Service Confidential Rule, 1990	Procedure for Annual confidential Report of Government employees.
16	Assam Service Discipline and Appeal Rule, 1964	Rules relating to discipline of the State Government employees.
17	Manual of Departmental Proceeding	Departmental proceeding matters of State Government employees.

Sl. No.	Name of the Acts, Rules, Regulations, Instruction, Manuals and Records	Subject covered
18	Leave Rules, 1934 (as amended)	Leave matters of State Government employees.
19	Handbook of General Circulars	Compilation of various Circulars issued by different Departments.
20	Assam Civil Services (Conduct) Rules, 1965	Matters relating to the conduct of civil servants of the State.
21	Sericulture Manual	Standard Operating Procedure for Sericulture
22	Assam Secretariat Subordinate Service Rules, 1963.	Rules regulating recruitment and conditions of non-gazetted ministerial staff.
23	Assam Services Pension Rules, 1969	Matters relating to pension of State Government employees.
24	Service Rule of ARTFED, AKVIB and AGMC	Rules governing the employees of ARTFED, AKVIB and AGMC.
25	The Handloom (Reservation of Articles for Production) Act, 1985.	Rules dealing with protection of livelihood of Handloom Weavers and the rich cultural heritage of the Indian Handloom Industries from encroachment of the Powerloom and Mill Sector.
26	Office Memo/Notification/Circular which are followed in disposal of certain cases.	Miscellaneous matters

vi) **Categories of Documents held by or under the control of Handloom Textiles & Sericulture Department.**

1. Roster Register
2. Annual Budget
3. Ceiling Registrar
4. Incumbency Register
5. Register for Court Cases
6. Register for Assembly Questions
7. Register for RTI
8. Register for Public Grievances

vii) Particulars of arrangement that exists for Consultation with the Representation of the Members of the Public in relation with the Formulation of it's policy and implementation thereof.
For formulating policies, inputs are collected from the Stakeholders by holding Stakeholders Workshop etc.

viii) Boards, Council, Committees and Other Bodies constituted as its part for the purpose of it's advice and whether the meeting of these Bodies, councils etc. are open to public or the minutes of such meetings are accessible for public.

The Boards, Councils, committees and other Bodies etc. constituted under the Department are as follows :—

1. Departmental Promotion Committee
 2. Departmental Purchase Committee
 3. Departmental Finance Committee
 4. High Power Committee for RIDF
 5. State Level Committee for implementation of Mega Handloom cluster in the State of Assam
 6. State level Committee for implementation of the Garment Manufacturing Centre at Pachim Boragaon, Guwahati.
 7. State Level Committee for Project Implementation and Monitoring (SLCPIM) for Intensive Bivoltine Sericulture Development Project under NERTPS.
 8. Project Level Committee for Intensive Bivoltine Sericulture Development Project under NERTPS.
 9. State Level Committee for "Assam Silk Outreach Mission"
- (ix) **Directory of its Officers and Employees :—**
As given in Clause (ii)
- (x) **Monthly Remuneration received by each of its Officers and Employees as per the Pay Scale shown against there name.**

Name of Officer/Staff	<u>Pay Scale</u>
1. Sri R. T. Jindal, IAS, Addl Chief Secretary	: Apex level Rs.80000/- (Fixed)
2. Sri Preetom Saikia, IAS, Commissioner & Secretary	: PB-4, Rs.37400-67000, GP-8700
3. Smti Roshan Ara Begum, IAS, Secretary	: PB-3, Rs.15600-39100, GP-7600
4. Smti Debola Devi Das, IAS, Secretary	: PB-5 Rs.26000-45000, GP-8700
5. Smti Kabita Deka, ACS, Joint Secretary	: PB-4, Rs.12000-40000, GP-7400
6. Shri Dwijen Kalita, Under Secretary	: PB-4, Rs.12000-40000, GP-6300
7. Sri Muchukunda Gogoi, Under Secretary	: PB-4, Rs.12000-40000, GP-6300
8. Smti Kanta Lahkar Hazarika, Superintendent	: PB-3, Rs.8000-35000, GP-4900
9. Sri Babul Medhi, Sr. A.A	: PB-3, Rs.8000-35000, GP-4300
10. Sri Phanidhar Bhuyan, Sr. A.A	: PB-3, Rs.8000-35000, GP-4300
11. Sri Jayanta Das, Sr. A.A	: PB-3, Rs.8000-35000, GP-4300
12. Sri Rabi Ch. Marang, Sr. A.A	: PB-3, Rs.8000-35000, GP-4300
13. Smti Farida Khatun Choudhury, Sr. A.A	: PB-3, Rs.8000-35000, GP-4300
14. Sri Sandeep Talukdar, Jr. A.A	: PB-2, Rs.5200-20000, GP-3000
15. Smti Gitashree Talukdar, Jr. A.A	: PB-2, Rs.5200-20000, GP-3000
16. Smti Prativa Yein, Jr. A.A	: PB-2, Rs.5200-20000, GP-3000
17. Sri Bhupen Deka, Jr. A.A	: PB-2, Rs.5200-20000, GP-3000
18. Sri Shibu Nath, Computer Operator	: PB-2, Rs.5200-20000, GP-2400
19. Sri Debajit Patowary, Computer Operator	: PB-2, Rs.5200-20000, GP-2400
20. Sri Rahen Raheng, Head Peon	: PB-1, Rs.4560-15000, GP-1800
21. Sri Bhrigeswar Bhuyan, Peon	: PB-1, Rs.4560-15000, GP-1500
22. Sri Parulmoni Das, Peon	: PB-1, Rs.4560-15000, GP-1500

(xi) Budget allocated to each of its Agency, particulars of all Plans, Proposed Expenditure and Reports on Disbursement made :

Budget is allocated to each of its Agencies by the Department after it is released from finance (Budget) Department for meeting all Plan and Non-Plan expenditures proposed for the year. Ceiling is issued by the Department after it is released by Finance (Budget) Department to the concerned DDOs against each sanction for taking up the works proposal during the year.

(xii) Manner of execution of the Subsidy Programme including the Amount allocated and Details of the Beneficiaries of such Programmes.

On receipt of Reimbursement grant from Government of India, sanction are issued to the Director of Handloom & Textiles and Director of Sericulture after observing all formalities and rebate is also accorded as per guidelines given by Government of India to certain selected schemes for the benefit of the beneficiaries. The details of the beneficiaries are kept in the respective Directorate.

(xiii) Particulars of Concessions, Permits & Authorisation granted by the Department

No Concessions, Permits or authorization are granted by the Department.

xiv) Details to Information reduced in an Electronic Form

The Department is yet to have a website of its own. But the details of information relating to the Directorate of Handloom & Textiles and the Directorate of Sericulture are available in their websites i.e. www.handloomassam.com & www.sericultureassam.co.org respectively.

(xv) Particulars of Facilities available to Citizens for attaining Information including the Working Hours of Library and Reading Room if maintained for Public Use.

There are two State Public Information Officers in Handloom Textiles & Sericulture Department to provide information sought under RTI Act during office hours and working days. However, there are no facilities for a Library or Reading Room for public use in the Department.

(xvi) Name, Designation and other Particulars of the Public Information Officers under RTI Act 2005.

1. Roshan Ara Begum Secretary, Handloom Textiles & Sericulture Department.	1 st Appellate Authority
2. Sri Dwijen Kalita, Under Secretary, Handloom Textiles & Sericulture Department.	State Public Information Officer (I)
3. Sri Muchukunda Gogoi Under Secretary, Handloom Textiles & Sericulture Department.	State Public Information Officer (II)

(xvii) Some Useful Information

The Central Schemes of Handloom Textiles & Sericulture Department.

Central Schemes for Handloom & Textiles**(a) North Eastern Region Textiles Promotion Schemes (NERTPS)**

- (i) Setting-up of Apparel & Garmenting Units in Guwahati
- (ii) Cluster Development Project
- (iii) Marketing Promotion
- (iv) Handicrafted Bamboo, Natural Fibre and Artistic Textiles Cluster

(b) Schemes under Rural Infrastructure Development Fund (RIDF)

- (i) Infrastructure Development of 3 HTIs and 5 HTC's
- (ii) Establishment of High Value Modern Handloom Production-cum-Training Centre at Silchar.
- (iii) Silk Dyeing Unit at Sualkuchi
- (iv) 4 HTC's and Marketing complex at Jorhat, Kaziranga, Lakhimpur, Nagaon and Thelamara, Sonitpur.

(c) National Handloom Development Programme

- (i) Block Level Cluster Project (BLCP)
- (ii) Comprehensive Handloom Development Scheme (CHDS)
- (iii) Integrated Handloom Development Scheme (IHDS)
- (iv) Comprehensive Handloom Cluster Development Scheme (CHCDS)
- (v) Weavers Welfare Schemes– Mahatma Gandhi Bunker Bima Yojana

(d) Marketing Promotion Scheme**(e) Others Central Sector Schemes**

- i) Weavers Credit Card Scheme
- ii) Weavers Mudra Scheme
- iii) 10% Subsidy on Hank Yarn Scheme ,through NHDC

State Sector Schemes for Handloom & Textiles**(a) CM's Special Schemes**

- (i) CM's Special Package for distribution of Yarn and Blanket
- (ii) Setting-up of Yarn Bank
- (iii) Grant to passed-out trainees
- (iv) Training to Illiterate Unemployed Women

(b) Weavers' Economic Upliftment Programme

- (c) District Development Scheme
- (d) Publicity & Advertisement
- (e) Training Programme

Schemes for Sericulture

- (a) North Eastern Region Textiles Promotion Schemes (NERTPS)
 - (i) Integrated Sericulture Development Project (ISDP)
 - (ii) Intensive Bivoltine Sericulture Development Project (IBSDP)

- (b) **NEC Schemes**
 - (i) upgradation of Sericulture Training Institute, Titabar
 - (ii) Employable Skill Development in Sericulture Sector

- (c) **Schemes under Rural Infrastructure Development Fund (RIDF) for Sericulture**
 - (I) Revitalisation of 40 Nos. of Government Sericulture firms in 14 districts under RIDF XIX.

- (d) **Catalytic Development programme**
 - (i) Augmentation of Quality Silk Production of all Varieties

- (e) **Schemes under RKVY**
 - (I) Augmentation of Muga Silk Production

2. The Schemes under State Plan

- (a) **State Plan.**
 - (I) Appliances & Equipment Support to Farms and Centres for rearing, production of seeds etc.
 - (II) Providing Grants-in-aid to Eri, Muga & Mulberry Farmers
 - (III) Capacity Building

- (b) **CM's Special Scheme**
 - (I) Setting-up of 2 (two) Nos. of Technical Information Service Centres at Dhemaji.
 - (II) Development and Strengthening of Seri Fesd at Ghilamara
 - (III) Production & Commercialization of Eri culture at Dhakuakhana

- (c) **State Specific Schemes**
 - (i) Establishment of Sericulture, College at Titabar
 - (ii) Establishment of Sericulture Model Village for 10 districts.

- (d) **Special Plan Assistance**
- (i) Construction of community Hall
 - (ii) Construction of Grade IV Quarter
 - (iii) Construction of boundary Wall
- (e) **CM's Budget Announcement**
- (I) "Senehjori" - Assam Silk Outreach Mission.

P. SAIKIA,
Commissioner & Secretary to the Government of Assam,
Handloom Textiles & Sericulture Department,
Dispur. Guwahati-06.