

| Directorate of Coir Development, Thiruvananthapuram | | | | |
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| ANNEXURE-1 | | | | |
| (vide office order NO CE1/ 908 /18 | | | dated : 06 -06-2018 | |
| PART-A . List of sections with subjects/Works re-assigned to Clerks with routing of files. | | | | |
| Sl. No | Seat & Name of Clerks | | Subject | Routing of files |
| | I. | <u>ADMINISTRATION WING</u> | | |
| 1 | CE1 | a | All Establishment matters (including GOs &NGOs)related with Directorate and Sub offices(Pension, Leave, Service Book, Transfer and Posting etc) | JS II-SS(E)-AA-ADCD-DCD |
| | | b | Vigilance matters and papers relating to disciplinary action against staff under the control of Directorate of Coir Development | |
| | | c | Maintenance of casual leave register and safe custody of attendance register | |
| 2 | CE2 | a | All Establishment Pay bills including P.T.Sweeper. | JS1-SS(E)-AA-ADCD-DCD |
| | | b | All Contingent Bills (Plan and Non Plan) | |
| | | c | All bills of GPF/ Medical Reimbursement /HBA / GIS/ FBS etc, relating to all employees | |
| | | d | Advance of all kinds, Motor Cycle advance / HBA / Cycle advance, Mosquito Net Advance etc. (copy of proceedings to be intimated to CE1) | |
| | | e | Income tax & Professional tax of all Employees | |
| | | f | Closure Application of SLI, FBS, GIS, LIC GPF, GPAIS etc (The details of closure should be got recorded in the Service Books maintained in the CE1 Section | |
| | | g | Reconciliation work in respect of expenditure and receipts of all Project offices and DCD | |
| 3 | CE 3 | a | Administration Report | JS 11-SS(E)-AA-ADCD-DCD |
| | | b | O&M Inspection | |
| | | c | Malayalam as official language and its Report | |
| | | d | Annual Property Statement | |
| | | e | Sanction of payment of water / electricity / telephone/filling of digital franking machine/postage charges | |

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| | | f | Construction and maintenance of Coir Bhavan and Sub Offices | JS 11-SS(E)-AA-ADCD-DCD |
| | | g | Pending files co ordination | |
| | | h | Training to the department staff | |
| | | i | Business Statement | |
| | | j | Miscellaneous papers relating to establishment matters except those marked to other seats in the CE wing | |
| | | k | Confidential Report (Performance Appraisal) | |
| 4 | CE4 | a | Handling of cash | JS1-SS(E)-AA-ADCD-DCD |
| | | b | Maintenance of cash book and connected records (such as Acquittance register, Treasury bill book, Register of valuables, Receipts books, Advance register, DD Register, Chalan book, Salary recovery register etc.) | |
| | | c | Approval of Tour Programme / Diary of all the employees concerned in the Directorate and those of the Coir Project Officers | |
| | | d | T.A.BILLS of all staff in Directorate and of the Project Offices (Coir) (T.A Bill should be supported by approved tour diary) | |
| | | e | Sanction of payment claims/ Reimbursement of office expense except those related to department Vehicles | |
| | | f | Maintenance of record room | |
| | | g | Valuables in safe custody | |
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| 5 | CE5 | a | Repair and maintenance of Department vehicle | JS 1-SS(E)-AA-ADCD-DCD |
| | | b | Sanction and payment of fuel charges | |
| | | c | Maintenance of Stock registers and physical verification of stock and stores | |
| | | d | Procurement/Local Purchase/ Distribution of Stationery articles/ Forms/Registers/Furniture and office equipments | |
| | | e | Medical Reimbursement claim | |
| | | f | Sanction of GPF advance, NRA and Closure | |
| 6 | P G Cell | | Public Grievances Cell | JS IV/SS Planning(RTI, RTS, Petitions except co |
| | | a | RTI, Right to Service Act | |
| | | b | Sutharya Keralam | |

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| | | c | Petitions/ Except vigilance case | operative matters)/AR(co operative matters) /ADCD/ DCD Co Operative Matters DCI(2)-AR- ADCD-DCD |
| | | d | Court cases(Suit Registration) | |
| 7 | IT Division(i/c) | a | Files related to Electronic Data Processing (EDP) | JS III-AO-ADCD-DCD |
| | | b | Files related to e-Governance, KSWAN | |
| | | c | Monitoring and uploading of data in the Website and Maintenance/WAN/LAN etc | |
| | | d | ID cards to employees | |
| | | e | Technical matters relating to Computers & Peripherals, Photostat, Fax, Digital Franking Machine, TV, updating of Web sites, etc | |
| 8 | Tappal & Despatch | a | Receipt and Distribution of Tapals to sections after numbering | FCS/SS/AA |
| | | b | Maintenance of Distribution Register | |
| | | c | Maintenance of Despatch - Cum- Stamp Account Register | |
| | | d | Maintenance of Digital Franking Machine | |
| 9 | CA1 | | Finance Budget | JS III--AO-ADCD-DCD |
| | | a | Non Plan budget | |
| | | b | Plan Space/ BMS/Preparation of expenditure Statement (Plan & Non Plan) | |
| | | c | Allotment of funds/ BAMS | |
| | | d | Appropriation Accounts/ Re-appropriation of funds/ Additional Authorisation | |
| | | e | Fixation of final grant/ Supplementary Demands of Grants | |
| 10 | CA2 | a | Inspection report ,Audit Objections of AG | |
| | | b | Audit report and draft paras relating to both the Director of Coir Development and Coir Project offices and coir inspectorates | |
| | | c | Paper relating to PAC,C &AG | |

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| | | d | Internal Audit and Inspection of the Directorate of Coir Development and Sub Offices | JS IV-AO-ADCD-DCD |
| | | e | Preparation of DCB Statement of Defaulted Loan | |
| | | f | Papers relating to accounts of all sub offices and Directorate of Coir Development | |
| | | g | Loan repayment and other connected papers | |
| | CP1 | | Projects | DC6- SS (Plan) -ADCD-DCD |
| 11 | | a | Product diversification and Technology development | |
| | | b | Assistance to NCRMI and Schemes related to Research projects. | |
| | | c | Technology for pith utilization, production of energy and pollution control. | |
| | | d | Additional Central Assistance Coir Board Schemes except MDA | |
| | | e | Coir Geo Textiles ,Research and all type of its applications | |
| | | f | Coir composite Board (FOMIL) | |
| | | g | Jute blend Coir Products. | |
| 12 | CP 2 | a | Economic Review | DC3/SS(P)/ADCD/DCD |
| | | b | Performance report of Coir Co operatives | |
| | | c | Collection and review of DO Narrative reports of Project Officers (Coir) | |
| | | d | All type of statistical data collection | |
| | | e | PRC meeting and all other meetings | |
| | | f | Mobile APP development | |

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| | | g | All Training proposals including departmental staffs & Coir Workers, Director Board Members of Coir Co operatives. | |
| | | h | All papers except of schemes connected to Coir Board, FOMIL, KSCC etc and establishment and allied matters related to FOMIL, KSCC | |
| | | i | All miscellaneous papers relating to Planning Section | |
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| 13 | CP3 | | Mechanization | DC2/DR/ADCD/DCD |
| | | a | Proposals for coir machinery manufacturing | |
| | | b | Mechanization of Coir co operative Societies and Coir Apex and PSUs | |
| | | c | Proposals for setting up of alternate power systems in Coir Co operatives | |
| | | d | AMC for coir machineries supplied by KSCMMC | |
| | | e | Assistance for setting up of mechanical defibering mills and Automatic spinning units . | |
| | | f | Establishment of new DF Mills | |
| | | g | Renovation & Modernization of Existing DF Mills (New Scheme 2009-10 onwards) | |
| | | h | Special Investment subsidy to mechanized DF Mills | |
| | | i | Automatic spinning machine, willowing machine, Ratt etc | |
| | | j | Mechanization - innovation in Coir industry | |

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| | | k | All matters connected with Mechanization of Coir Industry All Type of Construction works In coir co operatives and PSUS AND Monitoring of works. | |
| | | l | Setting up of Common Facility Service Centre(CFSC) | |
| | | CP4 | Planning & Monitoring | |
| 14 | CP4 | a | Preparation of Annual Plan, 5 years plan, Budget speech | DC5/AR/DR/ADCD/DCD |
| | | b | Working group meetings, Annual conference of Heads of Departments and District Collectors | |
| | | c | MPs/MLAs conference | |
| | | d | Subject Committee Meeting | |
| | | e | NCRMI- Governing body meeting, Executive Committee Meeting, State level R&D Committee meeting and Geo textiles development committee meeting | |
| | | f | State level Bankers committee meeting | |
| | | g | All Board meetings of KSCC FOMIL NCRMI except Coirfed | |
| | | CP5 | Marketing & Incentives | |
| 15 | CP5 | a | Market Development Assistance (MDA) | DC1/AO/ADCD/DCD |
| | | b | Production and Marketing Incentives (PMI) | |
| | | c | Welfare Insurance Scheme to Coir workers. | |
| | | d | Welfare fund and Welfare Schemes and other schemes related with the Kerala Coir Worker's Welfare fund Board Board Meeting , Establishment & allied matters of KCWWFB and contribution to the Fund. | |
| | | e | Rebate on coir products | |

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| | | CP6 | Publicity Propoganda | DC3/DR/ADCD/DCD |
| 16 | CP6 | a | Publicity & propaganda and Exhibition & Trade Fair. | |
| | | b | Brand Building & Brand logo | |
| | | c | Coir Newsletter, Vyavasaya keralam files - maintenance of printed publication and other documents relating to Coir Industry. | |
| | | d | Kerala Coir Marketing Marketing Company | |
| | | e | Coir Museum, Coir Awards etc | |
| | | f | Expansion of Domestic market of Coir products of Coirfed , KSCC, FOMIL through Co-operative banks & Other Co-operative Societies | |
| | | g | Coir Kerala, IITF and All other domestic and International Coir Fests. | |
| | | CP7 | Financial Support | DC2/DR/ADCD/DCD |
| 17 | CP7 | a | Revival of Sick Coir Co-operative Societies | |
| | | b | Margin money Loan to Co-operative Societies | |
| | | c | Revitalization of Coir Mats & Mattings society & Coir Co operatives) | |
| | | d | Margin Money loan to Private Entrepreneurs | |
| | | e | Husk Collection Scheme | |
| | | f | State Coir Advisory Committee | |
| | | g | Managerial Grant, Subsidies to co-operative societies | |
| | | h | Apex Body for Coir (ABC)- (New Scheme 2009-10 | |
| | | CP8 | | |
| 18 | | a | Income Support Scheme | |

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| | CP8 | b | IFAD , ACCDS/IIUS Endogenous Coir Gramam | DC 1/DR/ADCD/DCD |
| | | c | Cluster Development / Consortium | |
| | | d | Government of India Scheme - SFURTI | |
| | | e | Production Enhancement linked Coir workers Welfare Scheme | |
| | | f | Government Share Participation of Coir Co-operatives | |
| | | CP9 | | DC5/AR/ADCD/DCD |
| 19 | CP9 | a | Price Fluctuation Fund (New Scheme 2009-10 onwards) | |
| | | b | Debt Relief for Coir Workers (New Scheme 2009-10 onwards) | |
| | | c | Purchase price Stabilisation Scheme (PPSS) | |
| | | d | Cess in Coir Sector | |
| | | e | Implementation of ISO in the Coir Development Department | |
| | | f | LA Interpellation | |
| CP 10 | | | CP new section 2 | DC4/DR/ADCD/DCD |
| | CP10 | a | NCDC Loan 2018 | |
| | | b | All Papers of Project Monitoring Unit (PMU) | |
| | | c | NCDC loan(old) | |
| | | d | Conversion of Govt. NCDC loan into equity/ share | |
| | | | Coir Co operatives | |
| | | CS1 | CS1 Section | |
| 21 | | a | O.Ps relating to primary co-operative spinning society | |

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| | | b | Election - Super cession of committees - appointment of Administrator etc . | DC1/AR/ADCD/DCD |
| | | c | Registration of Primary CVCS, COIR MATTINGS, YCVCS etc. | |
| | | d | Collection of statistical details of coir co-operatives | |
| | | e | Registration of coir units in private sector | |
| | | f | Amendment of bylaws of all Coir Co-operative Societies except COIRFED Petitions from Trade Unions related to the issues in coir Industry | |
| | | CS2 | CS2 Section | |
| 22 | CS2 | a | Approval of appointment of staff of COIRFED | DC6/DR/ADCD/DCD |
| | | b | All court cases and disputes related to COIRFED | |
| | | c | Board meeting of COIRFED | |
| | | d | Annual stock verification of COIRFED | |
| | | e | Amendment of bylaws of COIRFED | |
| | | f | Rectification report of Audit certificate of COIRFED, NABARD etc | |
| | | g | Approval of officials tours of officers and committee members of COIRFED | |
| | | CS3 | CS3 Section | |
| 23 | | a | All inspection reports of coir M&M, SSPC,YCVCS etc - Follow up action | |
| | | b | Issue of orders of sec.65 enquiry, Section 66 inspection and follow up action | |
| | | c | All process related to liquidation. Amalgamation of Coir co operatives | |

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| | CS3 | d | All papers on ARBITRATION / EXECUTION cases / Petitions - follow up actions | DC5/AR/ADCD/DCD |
| | | e | Issue of permission for disposal of land of coir co-operative societies | |
| | | f | Declaration of dividend, refund of shares of Coir Co-operative Societies | |
| | | g | All papers / representations / petitions (not court cases) relating to primary Co-operative societies except the subjects related to CS1 | |
| | | CS4 | CS4 Section | DC4/AR/ADCD/DCD |
| 24 | CS4 | a | Collection of thrifts details and maintenance of thrift registers | |
| | | b | Refund of Thrift /Share to members of societies, Gratuity to employees | |
| | | c | Approval of appointments in the Coir Co-operatives (Paid Secretary, Business Manager, Mechanic Supervisor etc) | |
| | | d | Pay revision in respect of employees in the Coir Co-operatives. | |
| | | e | Papers relating to PF, ESI, Bonus in respect of members and staff of coir co-operatives | |

| Sl.No. | Name & Designation as JCI or SCI | The DCI No. assigned | Supervision of seats assigned |
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| 1 | Smt Mini E | DCI - 1 | CP8, CS1,CP5 |
| 2 | Sri Rojimon T R | DCI -2 | CP3,CP7,PG |

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| 3 | Kum. Parvathy Prasad | DCI -3 | CP2,CP6 |
| 4 | Smt Bindu V | DCI - 4 | CP10, CS4 |
| 5 | Sri Nisamudheen T U | DCI - 5 | CP4, CP9, CS3 |
| 6 | DCI 6 | DCI - 6 | CP1 CS 2 |

Director of Coir Development