

## Chapter – 3

### 3.1. Powers and Duties of Officers and Employees

#### DUTIES

##### 1. Joint Director of Sericulture, Thiru.G.Rajappa, M.Sc.,

- 1) He will assist Director of Sericulture in all Technical Sections files.
- 2) He will assist Director of Sericulture in sending Plan and Non-Plan Schemes to Government.
- 3) The MIS Section of the Directorate will be under his direct supervision.

##### 2. Deputy Director – I (PRC)

**Thiru. I. Devasagayam, Deputy Director (PRC) will be responsible for the following:**

1. JICA III Phase, Bivoltine production programme and Seed Cocoon Production Programme.
2. Research Co-ordination activities / SSTL / Germplasm Section.
3. Credit mobilisation for sericulture during the Tenth and Eleventh Plan period with Nationalised banks, Co-operative Banks, NABARD, etc.,
4. HRD Training and CSR&TI Training.
5. All activities related to Farmers Training Centre, Demonstration Cum Training Centres, Grainages.
6. All sanction, write off and ratification for all activities in the pre-cocoon sector.
7. Mass disinfection and Disease management.
8. Preparation of New proposals for all sections.
9. Sericulture Extension activities in the State including Publicity and Propaganda, Publication of pamphlets, Exhibition and maintenance of Library and Magazines.
10. Monitoring and reviewing activities relating to all Chawkie rearing centres, Technical Service Centres and Govt. Silk Farms.

### **3. Deputy Director – II (POC)**

#### **Thiru. S.J.Selvaraj, Deputy Director (POC)**

He will be responsible for the following:

1. Development and Monitoring of markets, Reeling Training Centre, Reeling units, Twisting units, powerloom and other post cocoon activities including societies, Multi-end Reeling, Automatic Reeling units.
2. Sanction, ratification write off all activities relating to post cocoon including cocoon market, reeling unit, societies.
3. All matters relating to land for Govt. use and their utilization and civil works.
4. Silk Exchange and TANSILK.
5. All externally aided projects like Swiss Development Cooperation, Ford Foundation, IFAD, ILO, SQCs, Women Training in CSRT&I Mysore, MANAGE Training etc.,
6. Bye product auctions and disposal in the state, Silk rate (CSB & Silk Exchange).
7. Purchase of machinery, equipments, materials pertaining to all Schemes, stock maintenance and verification.
8. Action sale of usufruits, silk byproducts, etc.,
9. Tapal distribution including D.O., Govt. references, Special Registers , Fair copying and Despatch Section.

#### **4. Deputy Director – III (PLS)**

##### **Thiru. V.Ramasamy, Deputy Director (PLS)**

He will be responsible for the following:

1. All Area Development Programmes like Hill Area Development Programme, Western Ghats Development Programme, THADCO, Catalytic Development Programme, etc., and random verification of beneficiaries assisted under those schemes.
2. He will be responsible for fixation of norms and evolving control orders to all Technical activities.
3. Eleventh Plan, Annual Plan, Part-II Schemes and follow-up actions/ Non-plan.
4. Review of Plan progress and submission of report to Government for review including 20 Point Programme.
5. Preparation of Policy Note, Performance budget and Annual Administration Report.
6. Submission of diaries of Asst. Directors of Sericulture, Deputy Directors of Sericulture and Zonal Officers reports to Commissioner.

5. Accounts Officer (Budget)

**Thiru. G.Lourdhusamy, Accounts Officer (Budget)**

He will be responsible for the following in addition to the existing subjects dealt with by him.

1. Sanction of rent, electricity, telephone of Commissionerate and Subordinate Offices.
2. Motor Vehicle purchase, Maintenance and allocation of fuel, ratification of excess expenditure / Fund.
3. Purchase of stationery and stock maintenance in the Commissionerate.
4. All matters related to labour in various Government Units including EPF and ESI.

Files relating to the above subjects to be routed through Joint Director of Sericulture to Commissioner of Sericulture.

## **6. Accounts Officer (Audit), Thiru.K.R.Sundararajan**

Conducting audit of all subordinate offices and submission of audit reports to Director of Sericulture for approval – Review of audit paras and submission of report to Director of Sericulture – Submission of progress report of pending audit paras to Director of Sericulture during monthly review meeting – Arranging discussion through Committee to reduce the pendency of audit paras.

**7. Regional Level Officers / Regl. Deputy Director & Regl. Joint Director**

Control Order E.11

8) Asst. Director of Sericulture

Control Order E-10

9) Inspector of Sericulture

Control Order E5, E6, E7, E8, E9.)

## **POWERS**

Delegation of Financial and other powers to Director of Sericulture and his subordinate officers 1) as per G.O.Ms.No.1073, Industries Department, dt.15.9.1984 and

**To be added the Annexures of G.O.1073 and 24.**