

MANUAL – 1
Particulars of Organization, Functions & Duties
[Section-4 (1) (b) (i)]

The Department of Textiles and Handloom has been created in pursuance of G.A. Department Resolution No. RB-19/91-251/Gen. dated 02.01.1991 consequent upon bi-function from Industries Department. This Department implements various Programmes and schemes of Handloom Textiles and sericulture Sector, through filed functionaries.

2. The organization chart of the Officers in descending hierarchy is indicated below;

- I. Commissioner-cum-Secretary to Government.
- II. Additional Secretary to Government/Joint Secretary to Government.
- III. Deputy Secretary to Government.
- IV. Under Secretary to Government.
- V. AFA-cum-Under Secretary to Government.

A graphical map on organizational set up of this Department is attached.

3. Normal working hours both for office and public, except Sunday and public holiday is from 10.00 A.M. to 5.00 P.M.

4. The grievance of public is heard on every Saturday, (if it is not a holiday) by the Commissioner-cum-Secretary.

ESTABLISHMENT SECTION

1	Name of the Section	Office Establishment
2	Branch Officer	Under Secretary to Government.
3	Section Officer	Dibakar Mishra
4	Asst. Section Officer	Kanhu Charan Das & Pramod Kumar Acharya.
5	Subjects dealt in the section loans,	Sanction of various types of Advances, loans, Service Condition, Office Contingency & purchase etc.

FIELD ESTABLISHMENT SECTION

1	Name of Section	Field Establishment Section
2	Branch Officer	Deputy Secretary
3	Name of Desk officer	Sri Subrat Kumar Samal
4	Name of Dealing Assistant	Sri Parkas Chandra Barik
5	Subjects dealt in the Section	<ul style="list-style-type: none"> a) Transfer, Posting & Promotion of Class-II Textiles & Sericulture Cadre Officers. b) Pension, Recruitment, Appointment, Retirement. c) Pay fixation, stepping up of Pay, Antedate of pay etc. d) G.P.F. / HBA sanction etc

SPINNING MILL SECTION

1	Name of Section	Spinning Mill Section
2	Branch Officer	Deputy Secretary
3	Name of Section Officer	Sri Sampad Chran Mohanty
4	Name of Dealing Assistant	Sri Bhaskar Chran Jena
5	Subjects dealt in the Section	a) Matters relating to Spinning Mills, Power looms, O.T.M., B.T.M. etc.

PLAN & BUDGET SECTION

1	Name of Section	Plan & Budget Section
2	Branch Officer	AFA-cum-Under Secretary
3	Name of Desk Officer	Sri Mrutyunjaya Kanhar.
4	Name of Dealing Assistant	Sri Rabindra Kumar Panda
5	Subjects dealt in the Section Budget of	a) Matters relating to Plans & The Department.

HANDLOOM SECTION

1	Name of Section	Handloom Section
2	Branch Officer Government.	Under Secretary to
3	Name of Desk Officer	Sri Mrutyunjaya Kanhar
4	Name of Dealing Assistant	Sri Sarat Chandra Rath
5	Subjects dealt in the Section	a) all schemes, sanction related to Handloom Section.

SERICULTURE SECTION

1	Name of Section	Sericulture Section
2	Branch Officer Government.	Deputy Secretary /Under
3	Name of Desk Officer	Sri Subrat Kumar Samal
4	Name of Dealing Assistant	Sri Umasankar Das
5	Subjects dealt in the Section	a)Sericulture b) O.F.F.D.I. c) O.S.H.D. Ltd. d) SERIFED

I.M.U. /INFORMATION ON R.T.I. ACT. SECTION

1	Name of Section	I.M.U./Information on R.T.I. Act. Section
2	Branch Officer Government.	Deputy Secretary
3	Name of Desk Officer	Sri Kaluram Tudu
4	Name of Dealing Assistant	Sri Pramod Kumar Acharya
5	Subjects dealt in the Section	Information relating to Miscellaneous Matters. b) Information relating to R.T.I. Act. c) Supply of information to information Seeker

ACCOUNT SECTION

1	Name of Section	Account Section
2	Branch Officer Government.	Under Secretary
3	Name of Desk Officer	Sri Mrutyunjaya Kanhar
4	Name of Dealing Assistant	Sri Sadasiva Parija
5	Subjects dealt in the Section	a) Accounts b) Cash

ORGANISATIONAL SET UP OF TEXTILES AND HANDLOOM DEPARTMENT