

Coconut Development Board Manual

(Published as per provisions of Section 4 of the Right to Information Act 2005)

[I]

Particulars of Organization, Functions & Duties of the Board

The Coconut Development Board was established under an Act of Parliament viz. Coconut Development Board Act, 1979. It came into existence on 12.01.1981. The total membership of the Board is 24 consisting of a Chairman, three Ex-officio Members (viz. Horticulture Commissioner, Government of India, Director, Central Plantation Crops Research Institute and Chairman, Coir Board), two Members of Parliament from Lok Sabha and one from Rajya Sabha, one Member each from the Central Ministries dealing with Revenue and Civil Supplies, one Member each representing the State Governments of Kerala, Tamil Nadu and Karnataka, five Members to represent the State Governments of Andhra Pradesh, Assam, Maharashtra, Orissa, Goa, West Bengal and Union Territories of Andaman & Nicobar Islands, Daman & Diu, Lakshadweep and Pondicherry (by rotation), two representatives of coconut growers from Kerala, one representative each of coconut growers from Tamil Nadu and Karnataka, one Member representing coconut processing industry and two Members representing other interests connected with Coconut Industry.

2. The term of appointment of the Board Members is for three years except for that of the ex-officio Members.
3. List of Board Members attached as **Annexure-I**.
4. The organizational structure of the Board is attached (**Annexure II**).

Functions of the Board

The functions of the Board are laid down in the Coconut Development Board Act, 1979. The functions are:

- (1) Adopting measures for the development of coconut industry so that farmers, particularly small farmers, may become participants in and beneficiaries of the development and growth of coconut industry.
- (2) Recommending measures for improving the marketing of coconut and its products in India.
- (3) Imparting technical advice to any person who is engaged in the cultivation of coconut or the processing or the marketing of coconut and its products.
- (4) Providing financial or other assistance for the development of high yielding coconut hybrids, adoption of improved methods of cultivation of coconut, modern technology for

processing of coconut and extension of area under coconut cultivation (including replanting) with a view to improve the growth of coconut industry.

(5) Adopting such measures as may be practicable for assisting coconut growers to get incentive prices including recommending as and when necessary, minimum and maximum prices for coconut and its products.

(6) Recommending measures for regulating import and export of coconut and its products.

(7) Collecting statistics from growers of coconut, dealers in coconut, manufacturers of coconut products and such other persons and institutions as may be prescribed, on any matter relating to coconut industry and publishing the statistics so collected or portions or extracts therefrom.

(8) Fixing grades, specifications and standards for coconut and its products.

(9) Financing suitable schemes in consultation with the Central Government and the Governments of the States where coconut is grown on large scale so as to increase the production of coconut and to improve its quality and yield and for this purpose evolving schemes for award of prizes or grant of incentives to growers of coconut and the manufacturers of its products and for providing marketing facilities for coconut and its products.

(10) Assisting, encouraging, promoting or financing agricultural, technological, industrial or economic research on coconut and its products in such manner as the Board may deem fit by making use of available institutions.

(11) Undertaking such publicity and publishing such periodicals, books or bulletins, on the research and development of coconut and its products, as may be found necessary.

(12) Setting up of Regional Offices and other agencies for the promotion and development of production, grading and marketing of coconut and its products in coconut growing States and Union Territories for the efficient discharge of the functions and objectives of the Board.

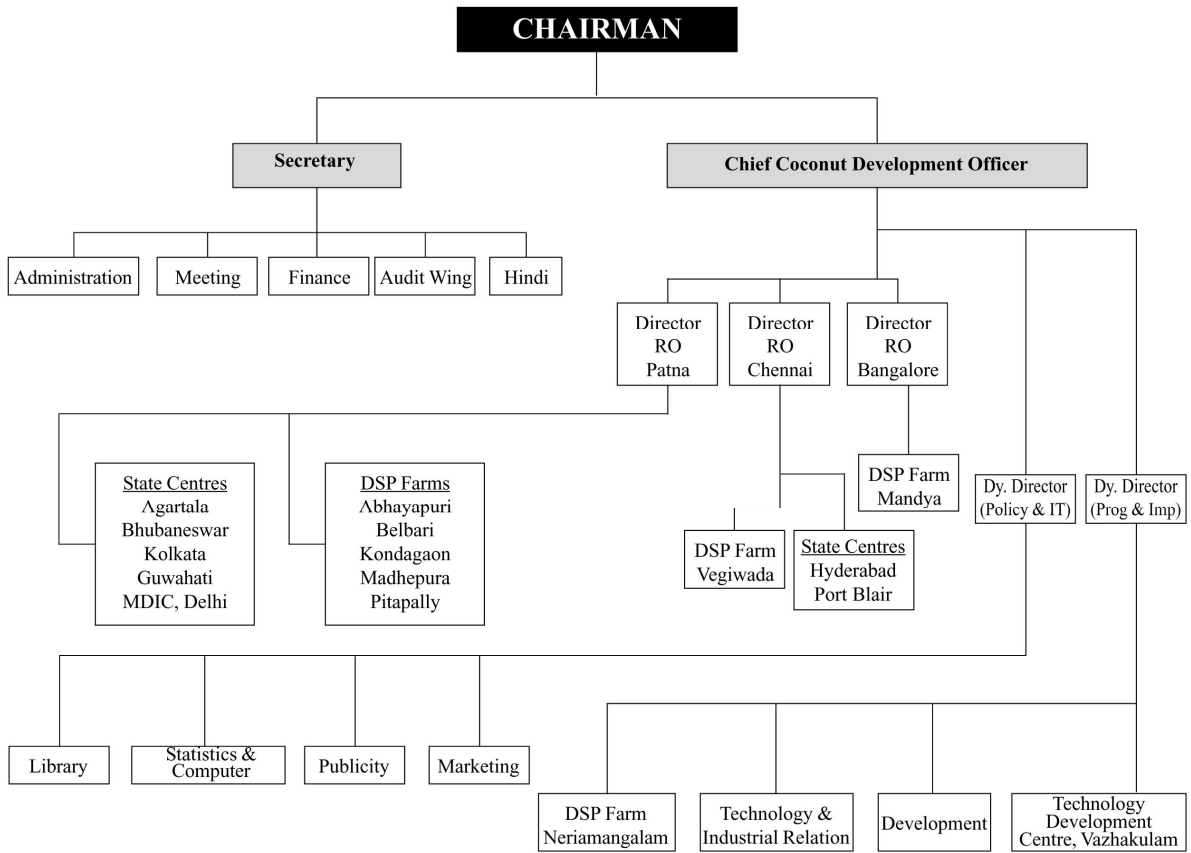
(13) Such other measures as may have regard to the purposes of the Coconut Development Board Act, 1979, be prescribed by the Central Government in consultation with the Governments of the States where coconut is grown on a large scale.

LIST OF MEMBERS OF THE COCONUT DEVELOPMENT BOARD

1. Shri T.K. Jose IAS
Chairman
Coconut Development Board
Kochi-682 011
2. Shri Mani C. Kappan
Vice Chairman, Coconut Development Board
Kappil House, Palai-686 575
Kottayam District
3. Dr. Gorakh Singh
Horticulture Commissioner
Government of India, Ministry of Agriculture
Department of Agriculture & Cooperation
Krishi Bhavan, **New Delhi-110 114**
4. Dr. George V. Thomas
Director
Central Plantation Crops Research Institute
Kasargod-671 124
5. Shri V.S. Vijayaraghavan
Chairman
Coir Board, M.G. Road, Ernakulam
Kochi-682 016 (chairmancoirboard@gmail)
6. Shri A.A. Jinnah
Member of Parliament (Rajya Sabha)
No.2, J-Block, 2nd Street
Anna Nagar East, **Chennai-600 102**
7. Shri G.S. Basavaraj
Member of Parliament (Lok Sabha)
Gandhi Nagar, Opposite Park
Tumkur-572 101, **Karnataka**
8. Dr. Charles Dias
Member of Parliament (Lok Sabha)
'Tinaar Dale', Major Road, Vyttila
Kochi-682 019
9. Smt. V. Rama Mathew
Commissioner, Central Excise, Customs & Service Tax
Central Revenue Building
I.S. Press Road, **Kochi-682 018**

10. Dr. A.K. Misra
Director (Cooperation)
Ministry of Consumer Affairs,
Food & Public Distribution
Government of India
(Department of Consumer Affairs)
Room No.7, 12-A, Jam Nagar House
New Delhi-110 014
11. Dr. K. Arulmozhi IAS
Agricultural Production Commissioner &
Principal Secretary to Government
Agriculture Department
Government of Tamil Nadu
Secretariat, Fort St. George
Chennai-600 009
12. The Director of Horticulture
Commissionerate of Agriculture (Horticulture)
Government of Maharashtra
Shivajinagar, **Pune-411 005**
13. Shri K. Dharmarajan
'Poornima', Panangad, Punaloor
Kollam-691 305
14. Adv. Varkala B. Ravikumar
Balakrishna Building
Malloor Road, Vanchiyoor
Thiruvananthapuram-695 035
15. Smt. K.R. Nethravathi
Sree Renuka Devi Office
H.M. Road, Davangere
Karnataka-577 001
16. Shri R. Kalaiselvan
24, Kunjammal Colony
Nadimuthunagar-614 602
Pattukkottai
Tamil Nadu
17. The Chairman
KERAFED
Aristo Junction
Thiruvananthapuram-695 014 (kerafed@giasmd01.vsnl.net.in)
18. Shri Vasant Vishnu Limaye
A-8, Lokamanya Apartment
Tilak Lane, Ratnagiri-415 612, **Maharashtra**

Annexure II



[II]**Powers and Duties of Officers and Employees****(a) Powers and duties of Chairman: -**

- (1) The Chairman shall, as the Chief Executive of the Board, be responsible for the proper functioning of the Board implementing the Board's policies and the discharge of its functions as provided under the Act and the duties under these rules and the regulations framed by the Board.
- (2) It shall be the responsibility of the Chairman to ensure that in carrying out the functions and duties under sub-rule (1), the Board works in close liaison with the State Governments, Union and other Agencies institutions and authorities such as the Indian Council of Agricultural Research, Directorate of Marketing and Inspection, Coir Board, the Agricultural Universities in the coconut growing States, the Kerala State Coconut Development Corporation and other institutions and organizations concerned with the coconut industry and avoids duplication of efforts. It shall also be the responsibility of the Chairman to ensure that in carrying out the functions and duties under sub-rule (1), appropriate measures are taken to protect the interests of small farmers and producers so that they may become participants in and beneficiaries of the development and growth of coconut industry.
- (3) Subject to the provision of these rules, the Chairman may delegate his powers under this rule to any other officer of the Board.
- (4) The Chairman shall have the power to grant leave to all officers and employees of the Board and may delegate this power to any other officer of the Board subject to such conditions as he thinks fit.
- (5) The Chairman shall exercise administrative control over all departments and officers of the Board including the Chief Coconut Development Officer and the Secretary.
- (6) The Chairman shall have powers:
 - (i) to call for documents and records and to inspect or cause to be inspected, accounts and places of storage or of business as required under the Act of these rules or as may be considered necessary for discharging properly any of the functions of the Board.
 - (ii) to sanction expenditure, subject to the provisions of rule 26, for contingencies, supplies and services and purchase of articles required for the maintenance and working of the office of the Board, and
 - (iii) to carry out the measures in furtherance of the objects of the Act, as provided for under section 10.
- (7) The Chairman may by order, in writing, delegate any of his powers under sub-rule (6) to any other officer of the Board.

- (8) The Chairman shall have power to require the Board or any committee thereof to defer taking action in pursuance of any decision taken by the Board or the committee, as the case may be, pending a reference to the Central Government on such decision.
- (9) Where a matter has to be disposed of by the Board or a committee thereof and decision in respect of that matter cannot wait till a meeting of the Board or the committee, as the case may be, is held or till completion of circulation of the relevant papers among the members of the Board or the committee, the Chairman may take required decision himself.
- (10) Where the Chairman takes such decision, he shall submit the same for ratification by the Board or the committee, as the case may be, at its next meeting.

Provided that, if the Board or the committee modifies or annuls the decision taken by the Chairman, such modification or annulment shall be without prejudice to the validity of any action taken before such modification or cancellation.

(b) Powers and duties of Chief Coconut Development Officer: -

The Chief Coconut Development Officer shall function as the Head of the technical wing of the Board under the Chairman and shall exercise such powers and perform such duties as may be delegated to him by the Chairman.

(c) Powers and duties of Secretary: -

- (1) The Secretary shall be responsible for the implementation of the decisions arrived at by the Board or by its committees and the discharge of the duties imposed on him under the Act or by these rules.
- (2) Subject to such powers and duties as may be delegated by the Chairman, the Secretary shall –
 - (a) cause all important papers and matters to be presented to the Board as early as practicable;
 - (b) issue directions, as to the method of carrying out the decisions of the Board;
 - (c) grant receipt on behalf of the Board for all moneys received under the Act;
 - (d) maintain or cause to be maintained an account of the receipt and expenditure of the Board and also the various registers that may be prescribed for the Board under the Act or these rules;
 - (e) present an annual draft report on the working of the Board to the Board for approval and submit the report in the form approved by the Board to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid on the table of both Houses of Parliament; and
 - (f) assist the Chairman in all administrative matters and in discharge of such other functions as the Chairman may direct.

Other Officers

Statement showing delegation of powers attached [**Annexure-III (a & b)**].

Annexure – III (a)

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres, Senior Farm manager/Farm Manager of DSP Farms of Coconut development Board.

Sl. No	Item Of Expenditure	Monetary limit upto which expenditure can be incurred					Remarks
		C C D O	Secretary	Director, Ros	Dy.Director, SCs	Sr Farm Manager/ Farm Manager of DSP Farms	
1	Purchase of bicycle	Full powers	Full powers (for HQ)	Full powers (for ROs, SCs & DSP farms)	----	----	Subject to specific provision included in the budget of the respective office. Purchase to be effected by observing codal formalities.
2	Conveyance hire taxis	Rs.1000/- at a time subject to a maximum of Rs.5000/- per annum	Rs.1000/- at a time subject to a maximum of Rs.2500/- per annum (for HQ only)	Rs.500/-at a time subject to a maximum of Rs.2500/- per annum per office (in respect of ROs, SCs & DSP farms)	1000 2500	500 1000	For providing conveyance to VIPs/ Board's guests / in the absence / inadequacy of Board's own vehicles.
3	Electric, Gas and water charges	---	Full Power (For HQ Only)	Full Power For ROs	Full Power For SCs	Full Power For DSP Farms	-
4	Furniture and fixtures	Upto Rs.10,000/- Full powers for sanctioning purchase and incurring expenditure in each case subject to specific provision in the budget	Upto Rs.5,000/- Full powers for sanctioning purchase and incurring expenditure in each case subject to specific provision in the budget	Upto Rs.5,000/- full powers for sanctioning purchase and incurring expenditure in each case in respect of ROs, SCs, DSP farms subject to specific provision in the budget. Full powers for effective payment above Rs.5,000/- in each case with prior financial sanction from headquarters.	-----	-----	-----

5	Freight charges	Up to Rs.10000/- full powers in each case subject to specific provision in the Budget	Up to Rs.5000/- Full powers in each case subject to specific provision in the budget	Up to Rs.5000/- Full powers in each case in respect of Regional Office, State Centres and DSP farms subject to specific provision in the budget. Full powers for effecting payment above Rs.5000/- in each case with the prior financial sanction from headquarters.	Rs.2500/-	Up to Rs.2500 Full powers in each case for transporting materials for operational purpose of the farm and disposal of farm produce.	---
6	Demurrage/ wharfage charges	Full powers in respect of HQ	---	Full powers in respect of Regional Offices	Full powers in respect of State centres	Full powers in respect of DSP farms	Director, ROs/ Dy.Directors, SCs/ SFM/ FM, DSP Farms should get the ratification of HQ after making payment with full justification for making payment.
7	Legal charges for Law suites to which Board is a party including fees to Advocates and other legal charges	Full powers	--	--	--	--	--
8	i) Maintenance, unkeep and repairs of motor vehicles including tractors, tillers and 2 wheelers	20000/- per vehicle in a year subject to specific provision in the budget	Rs.10,000/-per vehicle in a year subject to specific budget provision(in respect of HQ)	Rs.10,000/- per vehicle in a year in respect of ROs, SCs and DSP farms subject to specific budget provision. Full powers for effecting payment above Rs.10000/- per vehicle with the prior financial sanction from HQs.	Upto Rs.5,000/- per vehicle in an year subject to specific budget provision	Rs.2,500/- per vehicle in a year subject to specific budget provision.	---
	ii) Purchase of petroleum products	Full powers subject to budget provision	Rs.2,000/- per vehicle at a time subject to budget provision (in respect of HQ)	Rs.2,000/- per vehicle at a time subject to budget provision (in respect of RO)	Rs.2,000/- per vehicle at a time subject to budget provision (in respect of SC)	Rs.1,500/- per tractor/tiller at a time and Rs.250/- per two wheeler at a time subject to budget provision(in respect of DSP farm)	---
9	Municipal or cantonment rates and taxes	---	Full powers(HQ)	Full powers in respect of Regional Offices	Full powers in respect of state centres	Full powers in respect of DSP farms	---

10	Petty works and repairs including sanitary and electrical installation, repairs of office building and staff quarters etc. owned by Board	Rs.50,000/- in each case subject to specific provision in the budget	Rs.20,000/- in each case subject to specific provision in the budget(in respect of HQ)	Rs.10,000/- in each case in respect of ROs, SCs and DSP farms subject to specific provision in the budget(in respect of RO)	Rs.5,000/- in each case in respect of SCs, subject to specific provision in the budget (in respect of SC)	Rs.2,500/- in each case in respect of DSP farms subject to specific provision in the budget (in respect of DSP farms)	---
11	Repairs and alternations to hired and requisitioned building	Rs.20,000/- in each case per annum	--	--	--	--	--
12	Post and telegraph charges including commission on money orders, etc.	Full powers	Full powers subject to specific provision in the budget in respect of HQ	Full powers subject to specific provision in the budget in respect of Regional Office	Full powers subject to specific provision in the budget in respect of State Centres.	Full powers subject to specific provision in the budget in respect of DSP farms	--
13	Printing and binding of Annul Reports, Audit Reports, Journals, Periodicals and ad-hoc publications & printing leaflets & forms	Full powers subject to specific provision in the budget and observing codal formalities for awarding printing works.	Rs.25,000/-	Rs.10,000/-	Rs.10,000/-	Rs.5,000/-	---
14	Purchase of books, periodicals, official publications	Full powers subject to specific provision in the budget(HQ)	Full powers for purchase of office manuals, books on accounts, etc. upto Rs.10000 per year.	Full powers subject to specific provision in the budget (ROs)	Full powers subject to specific provision in the budget in respect of State Centres.	Full powers subject to specific provision in the budget(DSP farms)	---
15	Rent for ordinary office accommodation	--	Full powers for making payment as per agreement executed by the Board(HQ)	Full powers for making payment as per agreement executed by the Board (ROs)	Full powers for making payment as per agreement executed by the Board (SCs)	Full powers for making payment as per agreement executed by the Board (DSP farms)	---
16	Repairs to plant and machinery, equipments, pumpsets, etc.	Rs.25,000/- in each case subject to specific budget provision(HQ)	Rs.10,000/-	Rs.7,500/- in each case in respect of ROs, SCs, DSP farms subject to specific budget provision. Full powers for effecting payment above Rs.7500/- in each case with the prior sanction from HQ	Rs.2,000/- in each case in respect of State centres subject to specific budget provision.	Rs.2,000/- in each case subject to specific provision in the budget (DSP farms)	--

17	Staff paid from contingencies	Full powers	Full powers to pass muster rolls once the engagement is approved by the Chairman (HQ)	Full powers to pass muster rolls once the engagement is approved by the Chairman (ROs)	Full powers to pass muster rolls once the engagement is approved by the Chairman (SCs)	i) <u>For farm office</u> Full powers to pass muster rolls once the engagement is approved by the Chairman. ii) Full powers for engagement of workers on contractual basis in the farm for operational activities subject to a) Engagement should not exceed the No. of mandays for each activity as approved in the Annual Action Plan. b) Same person should not be engaged more than 180 days during a calendar year.	--
18	Local purchase of stationery, stores	Rs.20,000/- each case subject to specific budget provision	Rs.10,000/- in each case subject to specific budget provision(HQ)	Rs.5,000/- in each case in respect of ROs, SCs and DSP farms subject to Budget provision	Rs.1,000/- in each case subject to specific budget provision (SCs)	Rs.1,000/-in each case subject to specific provision in the budget (DSP farms)	---
19	Local purchase of rubber stamps and office seals	Full powers	Full powers subject to specific sanction from Chairman (HQ)	Full powers subject to specific sanction from Chairman(ROs)	Full powers subject to specific sanction from Chairman(SCs)	Full powers subject to specific sanction from Chairman(DSP farms)	---
20	Supply of Uniforms, badges and other articles of clothing,etc. and washing allowance.	---	Full powers subject to observance of relevant rules of the Hand Book on uniforms (HQ)	Full powers subject to observance of relevant rules of the Hand Book on Uniforms (Ros)	Full powers subject to the observance of relevant rules of the Hand Book on Uniforms (SCs)	Full powers subject to the observance of relevant rules of the Hand Book of Uniforms (DSP farms)	---
21	Telephone charges	Full powers subject to Budget provision (HQ)	---	Full powers upto Rs.10,000/- in respect of Regional Offices subject to specific provision in the budget	Full powers upto Rs.5,000/- in respect of State centres subject to specific provision in the budget.	Full powers upto Rs.3,000/- in respect of DSP farms subject to specific provision in the Budget.	---

22	Purchase of typewriters, calculating machines	Full powers	Full powers subject to specific budget provision and approval of Chairman for such purchases (HQ)	Full powers subject to specific budget provision and approval of Chairman for such purchases (ROs)	Full powers subject to specific budget provision and approval of Chairman for such purchases (SCs)	Full powers subject to specific budget provision and approval of Chairman for such purchases (DSP Farms)	---
23	Advertisement charges	Full powers for passing bills in respect of advertisements already approved by the Chairman (HQ)	--	Full powers for passing bills in respect of advertisements already approved by the Chairman (ROs)	Full powers for passing bills in respect of advertisements already approved by the Chairman (SCs)	Full powers for passing bills in respect of advertisements already approved by the Chairman (DSP farms)	---
24	Sanctioning of advances for various contingent expenditures	The authority competent to sanction contingent expenditure specified in this 'Schedule' is also competent to sanction advance.					
25	Passing of bills for payments of grant-in-aid for plan scheme/ projects implemented by the Board as already approved by the Chairman	---	Full powers(HQ)	Full powers (in respect of Regional Offices)	Full powers (in respect of State Centres)	Full powers (in respect of DSP farms)	---
26	Sanction of TA advances for approved tours	Full powers except for himself	Full powers(HQ)	Full powers(RO)	Full powers(SCs)	Full powers (DSP farms)	Authorities competent to approve tour programmes will be as specified in the Office Order No.F.20/95-Admn.(i)dated 23.1.1996
27	Sanctioning reimbursement of cancellation charges on unused railway/Air tickets.	---	Full powers(HQ)	Full powers(ROs)	Full powers(SCs)	Full powers(DSP farms)	---
28	Passing of bills for payment of TA and other allowances including LTC claims	---	Full powers(HQ)	Full powers (ROs)	Full powers (SCs)	Full powers(DSP farms)	Subject to provisions under item 30 in this schedule
29	Passing of bills for contingent expenditure already sanctioned.	--	Full powers (HQ)	Full powers (ROs)	Full powers (SCs)	Full powers (DSP farms)	---
30	Countersigning TA bills of non-officials and TA bills and LTC claims of officials	Full powers in respect of officers and staff including Director, RO, except self, Chairman and non-official Members of the Board	---	Full powers in respect of:- i) Officers & staff of RO (excluding self) ii) Dy. Director SC, SFM/FM of DSP farms	Full powers in respect of officers and staff excluding self	Full powers in respect of officers and staff excluding self	---

31	Pay and allowances of the Board employees in the regular establishment	---	Full powers in respect of Officers and staff in the regular establishment of HQ except for fixation of pay and grant of special pay	Full powers in respect of officers and staff in the regular establishment working under his administrative control including self except fixation of pay and grant of special pay for which prior concurrence of Chairman shall be obtained.	Full powers in respect of officers and staff in the regular establishment working under his administrative control including self except fixation of pay and grant of special pay for which prior concurrent of Chairman shall be obtained.	Full powers in respect of officers and staff in the regular establishment working under his administrative control including self except fixation of pay and grant of special pay for which prior concurrence of Chairman shall be obtained.	---
32	Expenditure on entertainment and light refreshments for meeting	Rs.750/- at a time subject to a maximum of Rs.5000/- per annum	Rs.500/- at a time subject to a maximum of Rs.5000 per annum(HQ)	Rs.500/- at a time subject to a maximum of Rs.5,000/- per annum per office (in respect of Ros, SCs, DSP farms)	Rs.350/- at a time subject to a maximum of Rs.2,500/- per annum	Rs.100/- at a time subject to a maximum of Rs.500/- per annum	---
33	Form of surety bond to be executed by a Board servant handling cash/ stores, etc. acceptance thereof.	---	Full powers (HQ)	Full powers (ROs)	Full powers (SCs)	Full powers (DSP farms)	---
34	Grant-in-aid to staff clubs	---	Full powers as per approved norms and rules	---	---	---	---
35	Advance payment to firms with whom annual contracts for servicing of air conditioners, water coolers, typewriters, etc. are entered into	Full powers for annual maintenance contract upto Rs.10,000/- in each case	Full powers for annual maintenance contract upto Rs..5000/- in each case	Full powers for annual maintenance contract upto Rs..5000/- in each case	Full powers for annual maintenance contract upto Rs.2,500/- in each case	Full powers for annual maintenance contract upto Rs.1000/- in each case.	---

36	Purchase of fertilizer, manures and plant protection chemicals	Full powers at HQ	---	---	---	i) Full powers subject to inclusion in the approved action plan. ii) Purchase should be effected from the Co-operative Societies/ manufacturer's Sales Depots.	---
37	Purchase of organic manures	Full powers in respect of DSP farms in Kerala as per approved action plan.	---	Full powers in respect of DSP farms under their jurisdiction as per approved action plan	---	Full powers upto Rs.1,000/- as per approved action plan	---
38	Disposal of farm produce. i) perishable	Full powers upto Rs.5,000/- on each item at a time in respect of DSP farms, Kerala	-----	Full powers upto Rs.5,000/- on each item at a time in respect of DSP farms under their jurisdiction.	---	Full powers upto Rs.500/- for each item at a time	---
	ii) Non-perishable excluding trees	Full powers upto Rs.5000/- on each item at a time in respect of DSP farms, Kerala		Full powers upto Rs.5,000/- on each item at a time in respect of DSP farms, under their jurisdiction.			
39	Grant of leave salary advance	---	Full powers (HQ)	Full powers (RO)	Full powers	Full powers	As per provision of Rule 42 of CCS Leave Rules, 1972
40	Reimbursement of medical expenses	---	Full powers in respect of officers and staff in HQ. Countersignature by CCDO	(i) Full powers for passing and countersignature of bills in respect of officers & staff (excluding self) of Regional Office. (ii) Full powers for passing bills in respect of self subject to counter signature by Chief Coconut Development Officer	Full powers in respect of officers and staff including self. Counter signature by Director, RO	Full powers in respect of officers and staff including self. Counter signature by Director, RO.	The claim shall be processed strictly in accordance with CS (MA) Rules, 1944

41	Grant of leave travel concession including sanctioning of advance	---	Full powers in respect of officers and staff excluding self, Director (HQ), CCDO and Chairman and Directors in ROs	Full powers in respect of officers and staff of the RO excluding self.	Full powers in respect of officers and staff excluding self. LTC of Dy. Director to be sanctioned by Director, RO	Full powers in respect of officers and staff excluding self. LTC of SFM/FM to be sanctioned by Director, RO.	---
42	Sanction of advances / withdrawal from GPF	(i) <u>Advances</u> Full powers to sanction advance where the quantum of advance exceeds subscribers' three months basic pay or 50% of the amount standing at subscribers credit in the fund but not exceeding 75%. (ii) <u>Withdrawals</u> Full powers as per Rules 16 of CDB (GPF) Regulations 1992.	<u>Advances</u> Full powers in case where the quantum of advance doesn't exceed subscribers 3 months basic pay or half the amount standing to subscribers credit in the fund.	---	---	---	---
43	Festival / cycle fan advance	---	Full powers in respect of HQ subject to budget provision.	Full powers in respect of Ros subject to budget provision	Full powers in respect of SC subject to budget provision	Full powers in respect of DSP Farms subject to budget provision.	While sanctioning such advances provision of GFR shall be adhered to.
44	Grant of Over time Allowances	---	Full powers subject to budget provision and approval of Chairman (HQ)	Full powers subject budget provision and approval of Chairman in respect of staff of Ros.	Full powers subject to budget provision and approval of Director (RO) in respect of staff of State Centres.	Full powers subject to budget provision and approval of Director (RO) in respect of staff of DSP farms.	---
45	Power to sanction expenditure on insurance	---	Full powers (HQ)	Full powers (RO)	Full powers (SC)	Full powers (DSP Farms)	
46	Recoupment of permanent imprest	---	Full powers (HQ)	Full powers (RO)	Full powers (SC)	Full powers (DSP Farms)	
Note:							
i)	Expression "upto" means upto and including the amount specified						
ii)	Sanction order should specify the relevant entry in this schedule under which sanction is accorded.						

iii)	All proposals involving financial commitments of the HQ and all proposal of Regional Offices (RO), State Centres (SC) and DSP Farms which require concurrence of the HQ shall be routed through Finance Section.	
iv)	No expenditure shall be incurred over and above the sanctioned budget provision without the approval of Chairman.	Secretary
v)	Purchases/ disposals shall be made after observing codal formalities.	By order of Chairman
vi)	Residuary powers (in respect of items not included in this schedule) shall vest with the Chairman.	
vii)	Regular establishment includes scheme bound regular employees too.	

Annexure – III (b)

**Delegation of administrative powers to the Directors of Regional Office, Deputy Directors of State Centres,
Administrative Officer of Headquarters and Sr. Farm Manager / Farm Manager of DSP Farms**

Sl. No	Item	Headquarters	Director, Regional Office	Dy. Director State Centre	Sr. Farm Manager / Farm Manager, DSP Farms
1	Maintenance of service books and leave accounts	Administrative Officer i) in respect of all employees and officers of HQ, Directors and Dy. Directors of Regional Offices ii) Attestation of entries in the service books (other than attesting entries at the time of initial appointment) except his own service book which will be attested by Secretary	Director maintenance of service book and leave accounts and attestation of entries in respect of all employees working in the RO, Dy. Directors of State Centres and Sr. Farm manager / farm manager of DSP farm under their administrative control (excluding self and DD of RO)	Dy Director maintenance of service books and leave accounts and attestation of entries in the service book in respect of staff working in the state centre excluding self.	Sr. Farm manager / Farm manager - maintenance of service books and leave accounts and attestation of entries in the service book in respect of staff working in the DSP farm (excluding self)
2	Sanction of annual increment and issue of increment certificate	Administrative Officer in all cases (except those involving crossing of Efficiency Bar) in respect of officers and staff whose service books and leave accounts are maintained in the HQ	Director - in all cases (except those involving crossing of Efficiency Bar) in respect of officers and employees whose service book and leave account are maintained in the Regional office.	Dy Director - in all cases (except those involving crossing of Efficiency Bar) in respect of officers and employees whose service book and leave account are maintained in the State Centre	Sr. Farm Manager / Farm Manager - in all cases (except those involving crossing of Efficiency Bar) in respect of officers and staff whose service books and leave accounts are maintained in the DSP Farm.
3	Casual leave / Compensatory holiday / restricted holiday) i) Group 'D' 'C' and 'B' employees - upto the scale of pay of Rs.5500-9000.	Sanction Heads in HQs. In respect of staff working under them excluding self	Director - in respect of Officers and staff working in the Regional office, Dy.Directors of state centres, Sr.Farm Manager/Farm Manager of DSP farms.	Dy.Director - in respect of staff working under the State centre.	Sr.Farm Manager/Farm Manager - in respect of staff working under the DSP farms.

	ii) Group 'B' (6500-10500 & above) and Group 'A' Officers	Respective controlling Officers.	Director - in respect of Dy.Director, (RO), Dy.Directors, Sr.Farm Manager & Farm Manager under his administrative control (excluding himself)	--	--
	iii) Director (Regional Offices)	C.C.D.O.	--	--	--
4	Earned Leave/Half Pay Leave/ Commuted Leave/ Maternity Leave	Administrative Officer- where leave has been recommended by the concerned controlling officer. The earned leave/half pay leave/commuted leave/maternity leave in respect of Director and Dy.Director of Regional Office will be sanctioned only if the leave is recommended by the CCDO	Director - All staff working in the Regional Office (excluding self and Dy.Director in the RO) Dy.Director of State Centre, SFM and FM of DSP Farms, whose service books are maintained by Regional Office.	Dy.Director - all staff working in the state centre (excluding self)	Sr.Farm Manager/Farm Manager in respect of staff working in the DSP farm (excluding self)
* If the compensatory holiday is not availed within a period of one month from the date of performance of duty for which CH is admissible, such cases shall be referred to Head Quarters.					

[III]**Procedure followed in decision making process including channels of supervision and accountability**

1. All policy matters are decided at the level of the Board. The approval of the Central Government is obtained in matters connected with Budget, Recruitments and sanction of posts and new schemes.
2. The executive powers of the Board are exercised by the Chairman in accordance with the provisions referred to against item II above.
3. The Chairman is assisted by Chief Coconut Development Officer (CCDO) in all matters connected to the implementation of programmes. CCDO also provides technical support in the formulation of policies.
4. The Secretary of the Board assists the Chairman in all matters relating to Administration & Finance.
5. The financial transactions of the Board are governed the Central Treasury Rules, the Delegation of Financial Power Rules and the General Financial Rules of the Central Government.

[IV]**Norms for discharge of functions**

The Board is governed by the Rules and Regulations of the Government of India in the discharge of its functions and also the provisions of the Coconut Development Board Act, 1979, the Coconut Development Board Rules, 1981 and Coconut Development Board Regulations 1982.

[V]**Rules, Regulations, instructions, manuals and records held or under its controls used by employees for discharge of functions**

The functioning of the Coconut Development Board is governed by:

1. Coconut Development Board Act, 1979;
2. Coconut Development Board Rules, 1981;
3. Coconut Development Board Regulations 1982;
4. Coconut Development Board Recruitment Regulations;
5. Coconut Development Board General Provident Funds Regulations;
6. Coconut Development Board Staff Regulations;
7. The Guidelines for implementation of Coconut Development Board Schemes;
and
8. The Guidelines for implementation of projects under Technology Mission on Coconut.

Other Rules and Regulations of the Government of India, which are not under the control of the Board, are also followed by the employees of the Board for the discharge of its functions.

[VI]**Statement of categories of documents held or under its control**

The following documents are held under the control of the Board

1. Coconut Development Board Act, 1979
2. Coconut Development Board Rules, 1981
3. Coconut Development Board Regulations 1982,
4. Coconut Development Board Recruitment Regulations,
5. Coconut Development Board General Provident Funds Regulations,
6. Coconut Development Board Staff Regulations,
7. Guidelines for implementation of Coconut Development Board Schemes
8. Guidelines for implementation of projects under Technology Mission on Coconut

[VII]**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or its implementation:**

As per the constitution of the Board three Members of Parliament (2 from Lok Sabha and one from Rajya Sabha), 4 representative of coconut growers (2 from Kerala and one each from Karnataka and Tamil Nadu), one representative of processing industries are included as Members of the Board. All policy matters are decided at the Board's level, where representatives of the Members of Parliament and representatives of the various interest groups are present.

The Board also periodically conducts seminars and workshops involving various interests groups such as farmers, entrepreneurs, women's groups etc. The recommendations emanating from such seminars are kept in view while formulating the policies and schemes of the Board.

[VIII]

A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of these Boards, Councils, Committees and other bodies are open to the public or the minutes thereof accessible to public:

The total membership of the Board is 24 consisting of Chairman, Coconut Development Board Horticulture Commissioner, Government of India, Director, Central Plantation Crops Research Institute and Chairman, Coir Board), two Members of Parliament from Lok Sabha and one from Rajya Sabha, one Member each from the Central Ministries dealing with Revenue and Civil Supplies, one Member each representing the State Governments of Kerala, Tamil Nadu and Karnataka, five Members to represent the State Governments of Andhra Pradesh, Assam, Maharashtra, Orissa, Goa, West Bengal and Union Territories of Andaman & Nicobar Islands, Daman & Diu, Lakshadweep and Pondicherry (by rotation), two representatives of coconut growers from Kerala, one representative each of coconut growers from Tamil Nadu and Karnataka, one Member representing coconut processing industry and two Members representing other interests connected with Coconut Industry.

There are four Functional Committees with the following composition.

(a) Executive Committee consisting of:-

- (i) The Chairman who shall be the *ex-officio* Chairman of the Committee
- (ii) A Vice-Chairman
- (iii) Three members representing the Government of the States of Kerala, Tamil Nadu and Karnataka appointed under clause (g) of sub-section (4) of section 4 of the Act.

[(iv)the Financial Adviser or Deputy Secretary (Finance) to the Government of India, Ministry of Agriculture, and two other members elected by the Board from amongst themselves who shall be representatives of growers.]

(b) Research and Development Committee consisting of: -

- (i) The Chairman who shall be the *ex-officio* Chairman of the Committee;
- (ii) A Vice-Chairman
- (iii) All the four members of the Board representing coconut growers appointed under clause (i) of sub-section (4) of section 4 of the Act;

[(iv) The Horticulture Commissioner, Government of India, *ex-officio*;

- (v) The Director, Central Plantation Crops Research Institute, *ex-officio*;

- (vi) Four other persons to be co-opted by the Board from amongst experts and scientists who are not members of the Board, or from institutions which are not represented on the Board provided that such co-opted persons shall have no right to vote.

(c) Processing and Marketing Committee consisting of:-

- (i) The Chairman who shall be the *ex-officio* Chairman of the Committee;
- (ii) A Vice-Chairman;
- (iii) The member of the Board representing the coconut processing industry appointed under clause (j) of sub section (4) of section 4 of the Act;
- (iv) The Chairman of the Coir Board, *ex-officio*;
- (v) Four members elected by the members of the Board from amongst themselves of whom two shall be representatives of growers;
- (vi) Four other persons to be co-opted by the Board to represent (1) the Department of Agriculture and Cooperation in the Ministry of Agriculture, Government of India; (2) the National Co-operative Development Corporation Limited; (3) the Kerala State Coconut Development Corporation Limited and (4) the Directorate of Marketing and Inspection, Government of India, who are not members of the Board provided that such co-opted persons shall have no right to vote.

(d) Publicity Committee consisting of:-

- (i) The Chairman who shall be the *ex-officio* Chairman of the Committee;
- (ii) A Vice-Chairman;
- (iii) Three members representing the Governments of Kerala, Tamil Nadu and Karnataka appointed under clause (g) of sub section (4) of section 4 of the Act;
- (iv) Three members appointed by the Board by election of whom one shall be representative of growers.
- (v) Four other persons to be co-opted by the Board to represent (1) the Department of Agriculture and Cooperation in the Ministry of Agriculture, Government of India and (2) such organizations as are engaged in Agricultural Information who are not members of the Board provided that such co-opted persons shall not have the right to vote.

The meeting of the Board and the Committees are not open to public and the minutes are also not accessible to public.

[IX]

Directory of Officers and Employees

List of Officers and employees of the Coconut Development Board is given in Annexure V.

HEADQUARTERS, KOCHI

Sl. No.	Name	Designation
1.	Shri T.K. Jose, I.A.S.	Chairman
2.	Shri Thomas Mathew M.	Chief Coconut Development Officer
3.	Dr. Anup Kumar Nandi	Secretary
4.	Dr. K. Muralidharan	Director
5.	Dr. T.I. Mathewkutty	Deputy Director (Dev.)
6.	Shri Rajeev P. George	Deputy Director (Dev.)
7.	Dr. Remany Gopalakrishnan	Deputy Director (Dev.)
8.	Shri Khokan Debnath	Assistant Director
9.	Shri R. Madhu	Audit Officer (On deputation)
10.	Smt. Deepthi Nair S.	Marketing Officer
11.	Dr. V.K. Kanakalatha	Hindi Officer
12.	Smt. Cicily George	Finance Officer
13.	Shri V.G. Chandrasekharan	Statistical Officer
14.	Smt. Mini Mathew	Publicity Officer
15.	Shri K.S. Sebastian	Assistant Marketing Officer
16.	Shri Melton Correya	Assistant Administrative Officer
17.	Shri K.K. Subhash	Assistant Library and Information Officer
18.	Shri Supriya Guha	P.S. to Chairman
19.	Smt. Shilamma Sebastian	Superintendent
20.	Shri Sebastian M.A.	Superintendent
21.	Smt. Saroja Devi C.S.	Superintendent
22.	Shri P. Sabareenathan	Junior Accounts Officer
23.	Smt. Sobha V.	Junior Accounts Officer
24.	Smt. Jayashree A.	Senior Technical Officer (Dev.)
25.	Shri Vasanthakumar V.C.	Statistical Investigator
26.	Shri T.N. Subramanian	Statistical Investigator
27.	Smt. S. Beena	Sub Editor (Hindi)
28.	Smt. Sona John	Sub Editor

29.	Shri Vijayakumaran Nair K.N.	Stenographer Grade I
30.	Shri V.K. Somasundaran	Stenographer Grade II
31.	Shri Pramod P. Kurian	Technical Officer
32.	Smt. Leenamol M.A.	Technical Officer
33.	Shri Jayanath R.	Technical Officer
34.	Shri C. Sasikumar	Technical Officer
35.	Smt. D.S. Resmi	Technical Officer
36.	Ms. Mridula K.	Technical Officer
37.	Kum. Deepthi R.	Technical Officer
38.	Shri Govindankutty M.S.	Assistant
39.	Smt. P. Lalitha	Assistant
40.	Smt. Mary Joys L.	Assistant
41.	Shri Sarvothama Prabhu V.	Assistant
42.	Smt. Casmireena Myurie D'cunha	Assistant
43.	Shri K.S. James	Assistant
44.	Shri Babu N. Sreenilayam	Assistant
45.	Shri K.V. Venugopalan	Assistant
46.	Smt. Sangeetha T.S.	Hindi Translator
47.	Smt. Vindu Rani N.	Hindi Translator (On deputation)
48.	Kum. Preetha Kumari PV	Statistical Assistant
49.	Shri Vijayan R.	Statistical Assistant
50.	Shri P. Chandrasekharan	Special Grade Driver
51.	Shri M.P. Joseph	Driver Grade I
52.	Shri C. Sreekumar	Driver Grade I
53.	Shri T.G. Pavanan	Driver Grade I
54.	Smt. J. Rajakani	Junior Stenographer
55.	Shri Biju L.	Junior Stenographer
56.	Shri P.P. Varghese	Upper Division Clerk
57.	Shri Johnson K.K.	Upper Division Clerk
58.	Smt. Lekshmi Devi M.P.	Upper Division Clerk
59.	Smt. K.K. Vasantha Kumari	Upper Division Clerk
60.	Smt. Umadevi K.G.	Upper Division Clerk

61.	Smt. Beena Antony	Upper Division Clerk
62.	Shri Ananthan P.P.	Upper Division Clerk
63.	Shri M.P. Gangadharan Pillai	Upper Division Clerk
64.	Smt. Joycy Chacko	Upper Division Clerk
65.	Smt. Syamala Raveendran	Field Officer
66.	Shri Sajan T. Varghese	Field Officer
67.	Shri K.M. Vijayan	Field Officer
68.	Shri George Peter J.	Field Officer
69.	Shri V.K. Sudheesh	Machine Operator
70.	Shri K.P. Antony	Driver Grade II
71.	Shri P.X. Raphel	Driver Grade II
72.	Shri Kannadas K.	Lower Division Clerk
73.	Shri P.P. Budhanathan	Lower Division Clerk
74.	Shri Binu Philip Cherian	Lower Division Clerk
75.	Smt. Suni Mol B.	Lower Division Clerk
76.	Shri G. Balakrishna Kurup	Lower Division Clerk
77.	Shri P.O. Baby	Lower Division Clerk
78.	Shri K.K. Jayaprasad	Lower Division Clerk
79.	Smt. Sheeba M.G.	Lower Division Clerk
80.	Smt. Jisha Manjula K.A.	Lower Division Clerk
81.	Kum. Ambily E.V.	Lower Division Clerk
82.	Smt. Maya P.	Lower Division Clerk
83.	Shri P.J. Bejoy	Junior Computer
84.	Smt. M.P. Ragini	Daftry
85.	Shri K.K. Gangadharan	Handyman
86.	Shri Devaraj N.K.	Peon
87.	Shri P. Kasilingam	Peon
88.	Shri V.A. Manoharan	Peon
89.	Shri M.K. Sasikumar	Peon
90.	Smt. C.P. Mani	Peon
91.	Shri M.J. Xavier Gabriel	Peon
92.	Shri N. Sreenivasan	Peon

93.	Shri Soman T.K.	Packer-cum-Despatcher
94.	Shri S.K. Ajith Kumar	Watchman
95.	Shri Sankar Manoj M.	Watchman
96.	Smt. P.V. Philomina	Wash Girl
97.	Shri Shaji K.R.	Mali
98.	Smt. Omana C.V.	Mali

REGIONAL OFFICES

I BANGALORE

Sl. No.	Name	Designation
1.	Shri Vijayakumar Hallikeri	Deputy Director (Dev.)
2.	Shri G.M. Siddarameswara Swamy	Senior Technical Officer (Marketing)
3.	Shri D.C. Krupa Shankar	Assistant
4.	Shri B.N. Keshava Murthy	Stenographer Grade II
5.	Shri P. Jayakumar	Driver Grade II
6.	Smt. J.E. Latharani	Lower Division Clerk
7.	Shri H.B. Sadashivappa	Lower Division Clerk
8.	Shri Nanje Gowda	Peon
9.	Smt. Thayamma	Watchman
10.	Smt. Vasanthamma	Safaiwala
11.	Shri Thimmaiah	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)

II GUWAHATI

Sl. No.	Name	Designation
1.	Shri Sugata Ghose	Director
2.	Shri Bilichdan Bara	Senior Technical Officer (Dev.)
3.	Shri Giten Goswami	Driver Grade I

4.	Shri Raju Rai	Junior Stenographer
5.	Shri Pranjal Tanti	Lower Division Clerk
6.	Shri Kabin Chandra Kalita	Peon
7.	Shri Bolen Chandra Deka	Watchman
8.	Shri Binoy Kumar Debbarma	Mali

III CHENNAI

Sl. No.	Name	Designation
1.	Shri Hemachandra	Assistant Director
2.	Shri S.S. Selvakumar	Technical Officer
3.	Smt. M. Saraswathy	Junior Stenographer
4.	Shri R. Paramasivam	Field Officer
5.	Shri M.G. Prabhakaran	Lower Division Clerk
6.	Shri Madan Singh	Driver (Ordinary Grade)
7.	Shri R. Muthalagu	Watchman (On <i>ad hoc</i> basis)

STATE CENTRES

1. Port Blair, Andaman & Nicobar Islands

Sl. No.	Name	Designation
1.	Smt. Jaya G.	Stenographer Grade II
2.	Shri Ramanand	Peon

2. Patna, Bihar

Sl. No.	Name	Designation
1.	Shri Paras Nath Rajak	Assistant
2.	Shri Rabi Narayana Das	Field Officer
3.	Shri Prem Chandra Kumar	Watchman

4.	Smt. Malti Devi	Safaiwala
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3. Thane, Maharashtra

Sl. No.	Name	Designation
1.	Shri Gajram Singh	Deputy Director (Dev.)
2.	Smt. Mangala P. Gupta	Stenographer Grade II
3.	Shri Sharad S. Aglawe	Field Officer
4.	Shri C.R. Raghu	Driver Grade II

4. Secundrabad, Andhra Pradesh

Sl. No.	Name	Designation
1.	Shri K.R. Kuttikrishnan	Deputy Director (Dev.)
2.	Shri G. Ragothuman	Technical Officer
3.	Smt. B. Pushpanjali	Stenographer Grade II
4.	Shri P. Jagadeesh	Upper Division Clerk
5.	Shri Bablu Sadhukhan	Driver (Ordinary Grade)
6.	Shri A. Ashok Kumar	Peon

5. Pitapally, Odisha

Sl. No.	Name	Designation
1.	Shri Lunghar Obed	Deputy Director (Dev.)
2.	Shri Madhab Chandra Sahoo	Stenographer Grade I
3.	Smt. Swapna Surendran	Technical Officer (Appointed against leave vacancy)
4.	Shri Riazuddin Khan	Driver Grade I
5.	Shri Subodh Kumar Singh	Lower Division Clerk
6.	Shri Omprakash Bhol	Peon
7.	Shri Purna Chandra Mishra	Watchman

6. Kolkata, West Bengal

Sl. No.	Name	Designation
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1.	Shri Rajeev Bhushan Prasad	Deputy Director (Dev.)
2.	Shri Babul Chakraborty	Stenographer Grade I
3.	Shri Ravindra Kumar	Technical Officer
4.	Shri Paresh Nath Shaw	Driver Grade I
5.	Shri Rajiv Ranjan Sinha	Lower Division Clerk
6.	Shri Budhi Ram Debbarma	Watchman
7.	Shri Buddhadev Mukherjee	Peon (On <i>ad hoc</i> basis)

Market Development-cum-Information Centre, Delhi

Sl. No.	Name	Designation
1.	Dr. Ravi Prakash	Deputy Director (Dev.)
2.	Shri Jayakumar S.	Field Officer
3.	Shri Anil Kumar	Driver Grade I
4.	Shri Santlal Sharma	Watchman

Field Office, Thiruvananthapuram

Sl. No.	Name	Designation
1.	Smt. G. Nisha	Technical Officer
2.	Shri P.K. Umeswaran	Driver Grade II

Technology Development Centre, Alwaye, Kerala

Sl. No.	Name	Designation
1.	Shri Sreekumar Poduval	Junior Processing Engineer
2.	Smt. Annie Eappen	Chemist
3.	Shri Abdul Azeez M.A.	Machine Operator
4.	Shri Shajahan K.M.	Helper

Demonstration-cum-Seed Production Farms

1. Vegiwada, West Godavari Dist., Andhra Pradesh

Sl. No.	Name	Designation
1.	Shri E. Aravazhi	Assistant Director
2.	Shri Amar Kumar Shrivastava	Field Officer
3.	Shri G. Dhanasekhar	Field Officer
4.	Shri M. Babu Rao	Upper Division Clerk
5.	Shri K.N. Madappa Setty	Driver (Ordinary Grade)
6.	Shri K. Satyanarayana	Peon
7.	Shri K. Ganga Raju	Watchman
8.	Shri P. Jayakumar	Mali

2. Mandya, Karnataka

Sl. No.	Name	Designation
1.	Shri Mukund Kumar Singh	Farm Manager
2.	Shri V. Ramesh	Field Officer
3.	Shri K. Haridas	Field Officer
4.	Shri Mayanna	Upper Division Clerk
5.	Shri K.R. Eswarappa	Driver Grade II
6.	Shri M. Kempe Gowda	Driver Grade II
7.	Shri N. Manjunath	Peon
8.	Shri J. Sidde Gowda	Pump Operator
9.	Shri N.S. Narayana	Watchman
10.	Shri Anne Gowda	Mali
11.	Shri A. Madhavan	Mali
12.	Smt. M.G. Ningamma	Mali
13.	Ms. Rajamma	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
14.	Shri Chowdashetty	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)

15.	Shri F. Mahadeva	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
16.	Ms. Gowramma	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
17.	Shri Immanual	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
18.	Shri Nagaraja	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
19.	Shri Venkatesh	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
20.	Smt. Sakamma	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
21.	Shri K. Mahadeva	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)
22.	Shri L. Mahadeva	Skilled Labourer (Group D, Non-pensionable, Supernumerary Post)

3. Kondagaon, Bastar Dist., Chhattisgarh

Sl. No.	Name	Designation
1.	Shri Ravindra Singh Sengar	Assistant Director
2.	Shri Mrinal Kanti Nath	Field Officer
3.	Shri Vivek S.	Field Officer
4.	Shri Kamalendu Deb	Upper Division Clerk
5.	Shri Fagu Badaik	Driver (Ordinary Grade)
6.	Shri Yuwaraj Yadav	Peon
7.	Shri Balaram Prasad Dhruvanshi	Peon
8.	Shri Bhuvan Kumar Viswakarma	Pump Operator
9.	Shri Tulsiram Sethiya	Watchman

4. Abhayapuri, Bongaigaon Dist., Assam

Sl. No.	Name	Designation
1.	Shri Ishwar Chandra	Farm Manager
2.	Shri Ajanta Bharali	Field Officer
3.	Shri Lakshman Kujur	Upper Division Clerk
4.	Shri Kanteswar Ray	Driver (Ordinary Grade)
5.	Shri Gajendra Nath Bora	Peon

6.	Shri Bono Nath	Watchman
7.	Shri Chandan Paul	Watchman
8.	Shri Bishu Deb Barma	Watchman
9.	Shri Probhat Chandra Nath	Mali
10.	Shri Mangal Deb Barma	Mali

5. Singheshwar, Madhepura Dist., Bihar

Sl. No.	Name	Designation
1.	Dr. Shyamlal	Assistant Director
2.	Shri P. Muruganandam	Field Officer
3.	Shri Abdul Malek	Upper Division Clerk
4.	Shri Jamun Prasad Sah	Driver Grade I
5.	Shri Dineshwar Singh	Peon
6.	Shri Anil Kumar Singh	Pump Operator
7.	Shri Awdesh Prasad Singh	Watchman
8.	Shri Kanhaiyalal Kayam	Watchman
9.	Shri Ganesh Prasad Sao	Mali
10.	Shri Prem Kumar Jha	Mali
11.	Shri Bihari Singh	Mali

6. Neriya Mangalam, Ernakulam Dist., Kerala

Sl. No.	Name	Designation
1.	Shri Sardar Singh Choyal	Assistant Director
2.	Shri T.K. Sasindran	Field Officer
3.	Shri Babu Varkey	Field Officer
4.	Shri V. Mohanraaj	Lower Division Clerk
5.	Shri B. Reji	Peon
6.	Shri P.A. Simon	Pump Operator
7.	Shri K.K. Krishnan	Mali

7. Pitapally, Khurda Dist., Odisha

Sl. No.	Name	Designation
1.	Shri B. Chinnaraj	Senior Technical Officer (Dev.)
2.	Shri Ram Niwas Singh	Field Officer
3.	Shri N. Surulimuthu	Field Officer
4.	Shri Manoranjan Panda	Upper Division Clerk

[X]

**Monthly remuneration received by each officer and employee,
including the system of compensation as provided in the
regulations:**

Details of remuneration of Officers and employees of the Coconut Development Board are attached (**Annexure-VI**).

[XI]

Budget allocated to each agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Details of the budget allocation (Scheme-wise/State-wise) and expenditure are attached (**Annexure VII**).

Annexure VII

Budget allotted to Unit Offices of the Board and proposed expenditure during the year 2007 - 2008 - (Rupees in lakhs)

Unit offices	Name of schemes	Expansion of area under coconut		Production & distribution of TxD hybrids other hybrids other released varieties (50:50)		Estt. Of DSP Farms (ha)		Estt. Of Regional coconut nurseries (lakh seedling) 50:50		Aid to Govt approved / registered / private nurseries				Integrated farming for productivity improvement								Total	% of allocation over state wise scheme
														Management of Disease affected palms		Laying out of demonstration plots				Organic manure units			
State	P (ha)	F	P (No)	F	P (ha)	F	P	F (50%)	P	F	P	F	P (lakhs)	F	P (ha) State	P (ha) Direct	F State	F Direct	P (Nos)	F			
HQ, Kochi	Kerala		36.00	0.75	9.375	20	7.00	2.50	31.25	1	3.75	5	19.00	0.10	25.00	1200.00	1345	497.223	279.375	100	20.00	927.973	47.11
	Lakshadweep															10.00		20.175		2	0.40	20.575	1.04
Regional Office, Bangalore	Karnataka	200	16.00	0.25	3.13	20				1	7.50	2	3.00	0.040	10.00	250.00	50	160.350	23.135	25	5.00	228.110	11.58
	Maharashtra															20.00		9.625		15	3.00	12.625	0.64
	Gujarat	25	2.00													10.00		7.535		4	0.80	10.335	0.52
	Goa	25	2.00													20.00		7.000		4	0.80	9.800	0.50
Regional Office, Chennai	Tamil Nadu	950	61.00	0.75	9.375			2.00	25.00	2	27.00	4	13.00	0.100	25.00	250.00	50	171.500	8.750	25	5.00	345.625	17.54
	Andhra Pradesh	300	24.00	0.5	6.25	40	14.50			1	5.25	2	3.00			100.00	230	52.500	52.017	25	5.00	162.517	8.25
	A & N Islands	25	1.70															18.390		2	0.40	20.490	1.04
	Puducherry	15	1.60													10.00		2.275		2	0.40	4.275	0.22
Regional Office, Patna	Orissa	400	38.00	0.25	3.125	40	9.00	1.50	18.75			1	1.00			50.00	25	15.750	8.750	20	4.00	98.375	4.99
	Bihar	25	2.50			40	5.00										20		3.500	4	0.80	14.800	0.75
	West Bengal	150	11.00													20.00	25	8.750	4.375	15	3.00	27.125	1.38
	Chatisgarh	25	2.50			40	1.00											3.850	0.375	2	0.40	8.125	0.41
	Assam	200	16.48			40	13.50										25		6.698	5	1.00	37.678	1.91
	Tripura	15	1.60					0.20	2.50			2	3.00			15.00	10	3.150	1.750	3	0.60	9.600	0.49
	Nagaland	100	9.00					0.20	2.50							15.00		3.150		3	0.60	15.250	0.77
	Arun. Pradesh	20	1.60					0.20	2.50							15.00		2.625		3	0.60	7.325	0.37
	Jharkand																	3.500				0.00	3.500
Others	25	1.40																			0.00	8.900	0.45
	Total	2500	228.38	2.50	31.25	240.00	50.00	6.60	82.50	6	48.00	16	42.00	0.24	60.00	1985.00	1780	987.348	388.725	259	51.80	1970.003	100.00

Common Schemes

Technology Demonstration
 Market Promotion & Statistics 10.00
 Information & Information Technology 400.00
 Infrastructure & Administration 585.00
 Technical Services, external evaluation & HRD 20.00

Total 3000.00

Technology Mission On Coconut

1000.00

G. Total**4000.00**

[XII]

The manner of execution of subsidy programmes, including amounts allocated and details of beneficiaries of such programmes

The programmes of the Board are implemented as per the conditions laid down by the Government of India while sanction the programmes and as per the Guidelines referred to above.

[XIII]

Particulars of concessions, permits or authorizations granted:

The Board is not granting any concessions, permits or authorizations.

[XIV]**Details of information available to or held by, reduced in an electronic form**

The Board is maintaining a Web Site: www.coconutboard.gov.in which contains information relating to its activities and other information of interests to the public.

[XV]**Particulars of facilities available to citizens for obtaining information, including working hours of a library, or reading room, if maintained, for public use**

An Information Centre of the Board functions in the headquarters from 1000 to 1200 and 1430 to 1630 hours. Officers of the Board are also available during the working hours on all working days. The Library of the Board is not accessible to public. However, Research students and other interested persons are granted permission to avail the library facilities during the working hours.

[XVI]**Names of the Public Information Officers**

Central Public Information Officer
[Under Section 5 of the Right to Information Act, 2005]

Sl. No	Name and Address	Contact Nos & email	Region
CENTRAL PUBLIC INFORMATION OFFICER			
1	DR. K. MURALIDHARAN DIRECTOR Coconut Development Board, Government of India, Ministry of Agriculture, P.B. No.1021, Kera Bhavan, SRVHS Road, Kochi – 682 011, Kerala, India	Phone: (0484) 2375237 Office PABX: 2376265, 2377267, 2376553, 2375266 – Extn: 117 Fax: 91 484-2377902 Grams: KERABOARD E-mail: cdbrti@gmail.com / director.cdb@gov.in cdbkochi@gmail.com Website:http://www.coconutboard.gov.in	National level, Kerala and Lakshwadeep Islands
TRANSPARENCY OFFICER			
2	SHRI M.A. SEBASTIAN SUPERINTENDENT Coconut Development Board, Government of India, Ministry of Agriculture, P.B. No.1021, Kera Bhavan, SRVHS Road, Kochi – 682 011, Kerala, India	Phone: Office PABX: 2376265, 2377267, 2376553, 2375266 Extn: 124 Fax: 91 484-2377902 Grams: KERABOARD E-mail: cdbrti@gmail.com Website:http://www.coconutboard.gov.in	

ASSISTANT CENTRAL PUBLIC INFORMATION OFFICERS			
3	SHRI. VIJAYAKUMAR HALLIKERI DEPUTY DIRECTOR Regional Office, Coconut Development Board, Hulimavu, Bannerghatta Road Bangalore South Taluk, Bangalore - 560 076, Karnataka	Ph: (080) 26593750, 26593743 Fax: 080-26594768 E-mail: coconut_dev@dataone.in, cdbroblr@gmail.com	Karnataka and Goa
4	SHRI SUGATA GHOSE DIRECTOR Regional Office, Coconut Development Board, Housefed Complex (Sixth Floor), Beltola Road, Last Gate, Dispur, Guwahati - 781 006. Assam.	Tele Fax (0361) 2220632 E-mail: cdbassam@gmail.com	Assam, Arunachal Pradesh, Manipur, Meghalaya, Nagaland and Tripura,
5	SHRI HEMACHANDRA DEPUTY DIRECTOR I/c Regional Office, Coconut Development Board, First Floor, Plot No.1579, A-1 Plot, J Block, 9th Street, 15th Main Road, Anna Nagar, Chennai-600 040, Tamil Nadu.	Ph: (044) 26164048 Fax: (044) 26164047 E-mail: cdbroc@gmail.com	Tamil Nadu, Puducherry and A&N Islands

6	SHRI K.R. KUTTIKRISHNAN DEPUTY DIRECTOR State Centre, Coconut Development Board, Plot No.49, Dr.Subba Rao Colony, Picket, PO West Maredpally Secundrabad- 500 026. Andhra Pradesh	Tele Fax: (040) 27807303 E-mail: cdbhyd@satyam.net.in	Andhra Pradesh
7	SHRI GAJ RAM SINGH DEPUTY DIRECTOR State Centre, Coconut Development Board, Road No.16, Z Lane, Waggle Estate, Thane - 400 604. Maharashtra.	Tele Fax: (022) 25834566 E-mail: cdbthane@gmail.com	Maharashtra and Gujarat
8	SHRI LUNGHAR OBED DEPUTY DIRECTOR State Centre, Coconut Development Board, Pitapally, Post Kumarbasta, District Khurda - 752 055, Orissa.	Ph: (06755) 320287 E-mail: cdborissa@gmail.com	Orissa
9	SHRI RAJEEV BHUSHAN PRASAD DEPUTY DIRECTOR State Centre, Coconut Development Board, BJ-108 - Sector - II, Salt Lake, Kolkata - 700 091.	Tele Fax: (033) 23599674 E-mail: cdbkol@sify.com	West Bengal
10	DR. RAVI PRAKASH DEPUTY DIRECTOR Market Development cum Information Centre, Coconut Development Board, 120, Hargobind Enclave, New Delhi - 110 092.	Tele Fax: (011) 22377805 E-mail: cdbmdic@gmail.com	Delhi, Uttar Pradesh, Uttaranchal, Punjab, Madhya Pradesh, Haryana, Himachal Pradesh, Jammu & Kashmir, Rajasthan and Chattisgarh
11	DR. SHYAMLAL ASSISTANT DIRECTOR DSP Farm, Coconut Development Board, P.O. Singheswar - 852 128, Madhepura District, Bihar.	Ph: (06476) 283015 E-mail: dspfms@gmail.com	Bihar and Jharkhand

Appellate authority

[Under Section 19 of the Right to Information Act, 2005]

1. **Shri. T.K. Jose, IAS**
Chairman, Coconut Development Board
(Ministry of Agriculture, Government of India)
Kera Bhavan, Kochi – 682 011
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