

**INFORMATION MANUAL**  
**DIRECTORATE OF HANDLOOM & TEXTILES**  
**GOVERNMENT OF ASSAM**  
(Under Section 4 (1) (B) of the Right to Information Act 2005)

**CHAPTER – I**

**PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES:-**

The Directorate of Handloom & Textiles, Assam is headed by a Senior ACS officer as Director, Handloom & Textiles. The Additional Director, Joint Director and Deputy Directors including the post of Chief Textile Officers are technically qualified officers in the field of Handloom and Textile Technology. The others officers like Research Officers, Asstt. Research Officer, Exhibition Officers, Public Relation Officer, Planning Officer and Statistical Officer are Non-Technical Officers. Similarly the Assistant Executive Engineer (C), Assistant Engineer (C), Assistant Engineer (M) as Technical Officers of Civil and Mechanical field and are assisted by Jr. Engineers, Architect and by tracers etc. Apart from these, the Deputy Registrar of Cooperative Societies is supported by a group of officers like Assistant Registrar of Co-operative Societies and several Sr. Inspector / Auditor & Jr. Inspector / Auditor to smooth administration of the Handloom Co-operative sector.

The officer's are-

1. Smti Kabita Deka, ACS, Director, Handloom & Textiles, Assam
2. Shri Mizanur Rahman, Additional Director, Handloom & Textiles, Assam
3. Shri Dibakar Goswami, Joint Director, Handloom & Textiles, Assam
4. Shri Giren Sarkar, Joint Director, Handloom & Textiles, Assam
5. Shri Dibya Jyoti Mazumder, Joint Director, Handloom & Textiles, Assam
6. Shri Jayanta Deva Sarma, Deputy Director, Handloom & Textiles, Assam
7. Shri Kulen Ch. Deka, Deputy Director, Handloom & Textiles, Assam
8. Shri Maheswar Kalita, Deputy Director, Directorate of Handloom & Textile, Assam
9. Shri Bidyut Dutta, Deputy Director, Handloom & Textiles, Assam
10. Smti Rita Devi, Chief Textile Officer, Directorate of Handloom & Textiles, Assam
11. Shri Pranjal Barua, Research Officer, Directorate of Handloom & Textiles, Assam
12. Shri Diganta Bordoloi, Asstt. Research Officer, Directorate of Handloom & Textiles
13. Shri Akhil Kr. Sarma, Exhibition Officer, Directorate of Handloom & Textiles, Assam
14. Shri Dilip Goswami, Asstt. Engineer (C), Directorate of Handloom & Textiles, Assam
15. Shri Ashok Das, I/C Asstt. Engineer (C), Directorate of Handloom & Textiles, Assam
16. Shri Dinesh Buragohain, Asstt. Engineer (M), Directorate of Handloom & Textiles
17. Shri A R. Choudhury, Public Relation Officer, Directorate of Handloom & Textiles
18. Shri Rana Bora, I/c DRCS, Directorate of Handloom & Textiles, Assam
19. Shri Deva Kr. Das, Registrar, Directorate of Handloom & Textiles, Assam

The above officers are also assisted by the respective Branch Superintendent as well as Sr. Administrative Asstt., Junior Administrative Asstt. (Including Typist), Grade-IV employees and Drivers of the Directorate.

### CHAPTER - 2&3

#### **POWER, DUTIES OF ITS OFFICERS AND EMPLOYEES PROCEDURES, CHANNELS OF SUPERVISION AND ACCOUNT ABILITY**

Sl. No	Name and Designation	Power & Duties
1.	Smti K. Deka, ACS, Director, Handloom & Textiles, Assam.	Head of the Directorate
2.	Md. M. Rahman, Addl. Director, Handloom & Textiles, Assam	He will be overall in-charge of the Planning Branch, General Branch & Accounts Branch, Engineering & Monitoring Cell and Exhibition and Publicity cell along with the following works: a) All matters relating to the meeting of the Board of Directors of ARTFED, AGMC, Khadi Board, NEC, NHDC, etc. b) Supervision of all Court Cases. c) Matter relating to the State Assembly, Parliament and their Committees, Sub-Committees, etc. d) Preparation of Finance Ministers Budget Speech, Governor Address, etc. e) Matter relating to NABARD and other financial Institution, Arrangement of credit linkage with Banks, Financial Institutions for Handloom and Power loom sector. f) Matter relating to organization of Expo and Exhibition. g) Assembly and Parliament matters. h) Approved of Tour programme of all Gazetted & Nod-gazetted staff. i) E.L. & Commuted Leave. j) Submission of Pension Papers of employees & GPF proposal of Gazetted officials to Govt. k) Supervision of all works of Dist./Sub-divisional officers. l) Any other matters to be entrusted by the DHT.
3.	Shri Dibakar Goswami Joint Director, Handloom & Textiles, Assam	i) He will be the In-charge of Establishment Branch in addition to Exhibition & Publicity Cell. ii) Any other matters to be entrusted by the Director.
4.	Shri Giren Sarkar Joint Director, Handloom & Textiles, Assam	a) Matter relating to Planning & General Branch b) World Bank Project, APART, Yarn Bank scheme c) All other State Plan Schemes d) Inspection of all departmental officers, Centers, Units including the scheme under implementation in Nagaon, Morigaon and Kamrup district. e) Any other matters to be entrusted by the DHT. f) He will endorse files to the Director through the Addl. Director, H&T.
5.	Shri D. Mazumdar Joint Director, Handloom & Textiles, Assam	a) He will be in-charge of Accounts Branch b) Drawing & Disbursing officer c) Inspection and supervision of all Departmental offices, Centers, Units including the schemes under implementation in Nalbari, Udalguri, Baksa and Chirang districts. d) Any other matters to be entrusted by the Director. He will endorse files through Additional Director other than the files to be endorsed as DDO.

6.	<b>Shri Jayanta Deva Sarma</b> Deputy Director, Handloom & Textiles, Assam	<ul style="list-style-type: none"> <li>a) He will act as SPIO of the office of the Director, Handloom &amp; Textiles, Assam</li> <li>b) Matters relating to General Branch excluding Cooperative matters.</li> <li>c) Inspection &amp; supervision of all departmental offices, Centres, Units including the schemes under implementation in Barak Valley and Hill districts.</li> <li>d) Any other matters to be entrusted by the Director.</li> </ul>
7.	<b>Shri Kulen Ch. Deka</b> Deputy Director, Handloom & Textiles, Assam	<ul style="list-style-type: none"> <li>a) All subject matters relating to APART as Coordinating Officer.</li> <li>b) Inspection and supervision of all departmental offices, Centers, Units including the schemes under implementation in Tinsukia, Dibrugarh, Sivsagar, Jorhat and Golaghat districts.</li> <li>c) Any other matter as entrusted by the Director. He will endorse all files through the concerned Joint Director, H&amp;T.</li> </ul>
8.	<b>Shri Maheswar Kalita</b> Deputy Director, Handloom & Textiles, Assam	<ul style="list-style-type: none"> <li>a) Matter relating to Planning Branch.</li> <li>b) All matters of State Plan.</li> <li>c) Matters relating to Clusters.</li> <li>d) Inspection and supervision of all Departmental Officers, Centers, Units including the schemes under implementation in North Lakhimpur, Dhemaji, Sonitpur and Darrang District</li> <li>e) Any others matters to be entrusted by the Director. He will endorse files through Jt. Director concerned.</li> </ul>
9.	<b>Shri Bidyut Dutta</b> Deputy Director, Handloom & Textiles, Assam	<ul style="list-style-type: none"> <li>a) Matters of establish Branch relating to Non-technical officers and staff.</li> <li>b) Inspection &amp; supervision of all departmental offices, Centres, Units including the schemes under implementation in Barpeta, Dhubri, Goalpara districts.</li> <li>c) Any other matter as entrusted by the Director. He will endorse files directly to the Director.</li> </ul>
10.	<b>Smti Rita Devi</b> Chief Textile Officer, DHT	<ul style="list-style-type: none"> <li>a) Matters relating to Handloom (Reservation of Articles for Production) Act, 1985</li> <li>b) Matters relating to training of officers and staff.</li> <li>c) All power loom related matters. She will endorse files through Deputy Director concerned.</li> </ul>
11.	<b>Shri Pranjal Baruah</b> Research Officer, Directorate of Handloom & Textiles, Assam	<ul style="list-style-type: none"> <li>a) Matter relating to Central Sector Schemes other than BLC/Clusters.</li> <li>b) Matter relating to SAMARTH Schemes as Asstt. Nodal Officer</li> <li>c) Matter relating to submission of periodic report on the performance of Handloom Sector.</li> <li>d) Preparation of reports for various meeting, seminar, workshop, etc.</li> <li>e) Matter relating to Website Management.</li> <li>f) Preparation of Finance Ministers Budget Speech &amp; Governor Address, etc.</li> <li>g) Preparation of Administrative Report.</li> <li>h) All matters relating to statistics of the Directorate.</li> <li>i) Other Misc, matters to be entrusted by the DHT. He will endorse files through the Deputy Director, H&amp;T concerned.</li> </ul>
12.	<b>Shri Akhil Kr. Sarma</b> Exhibition Officer, Directorate of Handloom & Textiles, Assam	<ul style="list-style-type: none"> <li>a) All matters relating to Expo and Exhibition.</li> <li>b) Any other Misc. matters entrusted by the DHT. He will endorse files through the concerned officer.</li> </ul>

13.	<b>Shri Diganta Bardaloi</b> Asstt. Research Officer, Directorate of Handloom & Textiles, Assam	a) Matters relating to all Court cases. b) Matter relating to General TSP & SCSP and scheme of Economic Up-liftmen. c) Matter relating to arrangements of meeting, seminar, workshop and other programmes of Expos / Exhibitions. d) Matters relating to Monitoring and compilation of data regarding implementation of all the schemes, 20 point programme, distribution of target on 20 point programme. e) Any other Misc. matters entrusted by the DHT.  He will endorse files through Deputy Director concerned.
14.	<b>Shri Abdul Rahman Choudhury</b> Public Relation Officer, Directorate of Handloom & Textiles, Assam	a) All matters relating to Publicity. He will act as Nodal Officer for publicity works also. b) Any other matters to be entrusted by the DHT. He will endorse files through officers concerned.

**N.B. :** As per Order No. DHTE. 43/97/131 dated 15-10-2019, the work allotment was issued to Sri Jayanta Kr. Das, Deputy Director, H&T, Assam. But, he retired from the Govt. service on dt. 31-10-2019



## CHAPTER – 4

### NORMS FOR DISCHARGE OF DUTIES AND FUNCTIONS :

All cases of grant-in-aid proposals/ sanction proposals of schemes/ Financial Assistant Proposals etc. are processed expeditiously on receipt of necessary proposals/ reports from Assistant Director/ Superintendent, Handloom & Textiles/ AGMC Ltd./ ARTFED and Assam Khadi & Village Industries Board and forwarded to Govt. for sanctions. On receiving sanctions, proposals moved to Govt. for release of ceiling against sanctions.

## CHAPTER – 5

### RULES, REGULATIONS, INSTRUCTION, MANUAL RECORDS HELD BY ITS EMPLOYEES FOR DISCHARGING FUNCTIONS OF HANDLOOM TEXTILES AND SERICULTURE DEPARTMENT ARE AS FOLLOWS :

1. The Assam Cooperative Societies Act, 1949 (Act – I of 1950)
2. The Assam Cooperative Societies Rules, 1953.
3. The Bye-laws of Assam Apex Weavers and Artisans Cooperative Federation Ltd.
4. The Assam Khadi & Village Industries Board Act, 1955.
5. Assam Financial Rules.
6. Fundamental Rules and Subsidiary Rules.
7. Assam Services (Discipline & Appeal) Rules 1964.
8. Assam Civil Service Conduct Rules, 1965.
9. Ministerial Service Rules, 1973.

Apart from these, there are some office Memo/ Notification/ Circular which are followed in disposal of certain cases.

## CHAPTER – 6

### CATEGORIES OF DOCUMENTS UNDER ITS CONTROL :

1. Category wise Roster Register for maintaining record of promotional post under reserved categories.
2. Annual Budget.
3. Ceiling Register.
4. Incumbency Register of Officials under its control.

## CHAPTER – 7

PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH THE REPRESENTATION OF THE MEMBERS OF THE PUBLIC IN RELATION WITH THE FORMULATION OF IMPLEMENTATION THEREOF:

1. No. such arrangement exist.

## CHAPTER – 8

BOARDS, COUNCIL, COMMITTEES, OTHER BODIES CONTRIBUTION FOR THE PURPOSE ADVISING WHETHER THE MEETING OF THESE COUNCILS, BODIES ARE OPEN TO OR ACCESSIBLE FOR PUBLIC:

The Boards and councils under its control are as follows:

- (i) Assam Khadi and Village Industries Board (AKVIB).
- (ii) Assam Apex Weavers & Artisans Cooperative Federation Ltd. (ARTFED).
- (iii) Assam Govt. Marketing Corporation Ltd. (AGMC).

## CHAPTER – 9

DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Sl. No.	Name of Officers / Staff	Designation	Phone Numbers
1	2	3	4
1	SmtiKabitaDeka	Director, Handloom & Textiles, Assam	0361-2736550
2	Md. MizanurRahman	Addl. Director, Handloom & Textiles, Assam	9435726206
3	ShriDibakarGoswami	Joint Director, Handloom &Textiless, Assam	9435041037
4	ShriGirenSarkar	Joint Director, Handloom & Textiles, Assam	9435367831
5	ShriDibyajyotiMazumdar	Joint Director, Handloom & Textiles, Assam	8724947381
6	ShriJayanta Deva Sarma	Deputy Director, Handloom & Textiles, Assam	9435041684
7	ShriKulen Ch. Deka	Deputy Director, Handloom & Textiles, Assam	7002151882
8	ShriMaheshwarKalita	Deputy Director, Handloom & Textiles, Assam	9854970772
9	ShriBidyutDutta	Deputy Director, Handloom & Textiles, Assam	9864365864
10	Smti Rita Devi	Chief Textile Officer, Directorate of Handloom & Textiles, Assam	8638317114
11	ShriPranjalBarua	Research Officer	9706066842
12	ShriDigantaBordoloi	Assistant Research Officer	9864038242
13	ShriAkhil Kr. Sarma	Exhibition Officer	9435148611
14	ShriDilipGoswami	Assistant Engineer, Civil	0361-2736550
15	Shri Ashok Das	I/c, Assistant Engineer, Civil	9101408549
16	Shri Dinesh Buragohain	Assistant Engineer, Mechanical	9954052650
17	Shri Abdul R. Choudhury	Public Relation Officer	8134996166
18	ShriRana Bora	I/c, DRCS, Directorate of H&T, Assam	9435060566
19	ShriDeba Kr. Das	Registrar, Directorate of H&T, Assam	6000969636
20	Shri Ashraf H. Bhuyan	Junior Engineer (E)	9854165740
21	SmtiMalabikarChoudhury	Architect	9864217115
22	ShriJitendraKalita	Office Superintendent	9613193982
23	ShriMukulDutta	Office Superintendent	9435046350
24	SmtiAfrooza Begum	Office Superintendent	9954102320
25	ShriGopalDeka	Office Superintendent	9435402506

26	SmtiSitala Das	Loan Superintendent	9435301143
27	ShriMadan Kr. Baishya	Planning Officer	9435301406
28	ShriPhanidhar Barman	Stenographer	9508209626
29	ShriRatneswarKalita	Sub Registrar (Coop)	9864191084
30	Shri Abdul Karim	Senior Inspector / Auditor (Coop)	0361-2736550
31	ShriApurbaJyotiBhuyan	Senior Inspector / Auditor (Coop)	0361-2736550
32	ShriBijoy Kr. Borthakur	Senior Inspector / Auditor (Coop)	0361-2736550
33	ShriGunindraSarma	Senior Inspector / Auditor (Coop)	0361-2736550
34	ShriKanak Ch. Kalita	Senior Inspector / Auditor (Coop)	9101516378
35	ShriUddhab Ch. Mali	Senior Inspector / Auditor (Coop)	8011939161
36	ShriChinmoy Das	Senior Inspector / Auditor (Coop)	9864054874
37	Shri Shankar P. Baishya	Senior Inspector / Auditor (Coop)	0361-2736550
38	ShriSarbeswar Das	Upper Division Assistant	9435349880
39	ShriNirodaLahkar	Upper Division Assistant	9401691575
40	ShriParulPatowari	Upper Division Assistant	9954621190
41	ShriTarun Ch. Deori	Upper Division Assistant	9859086314
42	ShriSurenNeog	Upper Division Assistant	9864780408
43	ShriDilipTalukdar	Upper Division Assistant	9864269168
44	SmtiSewali Das	Upper Division Assistant	9954149401
45	SmtiKabita Das Bhuyan	Upper Division Assistant	9435191533
46	Shri Kamal Ch. Das	Upper Division Assistant	9864267189
47	ShriKhanindraThakuria	Upper Division Assistant	9854610404
48	SmtiMafida Ahmed	Upper Division Assistant	9435933818
49	ShriMokhtar Ali	Upper Division Assistant	9864186478
50	ShriMridul Kr. Sarma	Upper Division Assistant	9859103695
51	ShriPurusuttamMedhi	Upper Division Assistant	8011187594
52	ShriDebaramPatir	Accountant	9859451871
53	ShriSumvanjemHrangkhol	Upper Division Assistant	7399830672
54	ShriThanuramSaikia	Upper Division Assistant	9706109424
55	ShriMrinalKalita	Upper Division Assistant	9864142346
56	ShriRabenChoudhury	Mechanic	9954044904
57	ShriHirenPatgiri	Sub Inspector (Statistics)	9957418628
58	SmtiNibeditaGogoi	Internal Auditor	0361-2736550
59	ShriRinaTalukdarBaruah	Upper Division Assistant	8876861744
60	ShriNakul Ch. Daimary	Upper Division Assistant	8011402015
61	ShriDilip Kr. Das	Upper Division Assistant	9864412749
62	Smti Malaya Deka	Publicity Officer	9678915441
63	SmtiGopaBasak	Lower Division Assistant	9864761629
64	ShriManoj Das	Lower Division Assistant	9954360228
65	ShriPadmanava Barman	Lower Division Assistant	9435314502
66	ShriLachitThakuria	Lower Division Assistant	9706566309
67	ShriDebajit Barman	Lower Division Assistant	9864726062
68	SmtiGeetanjaliDutta	Lower Division Assistant	9864052676
69	SmtiSmritiGogoi	Lower Division Assistant	8723875525
70	SmtiTutumaniBaruah	Lower Division Assistant	9864274033
71	ShriDipak Das	Lower Division Assistant	0361-2736550
72	Shri Dennis L. Channate	Lower Division Assistant	9954399485
73	Smti Krishna Basumatary	Lower Division Assistant	8136026513
74	Shri Ganesh Ch. Deka	Driver	9864846289
75	ShriPabitra Kr. Das	Driver	9864489266
76	ShriPhanidharKalita	Driver	9954621190
77	ShriProsenDeka	Driver	9854583305
78	ShriRanjitNath	Driver	8876861744
79	ShriBapukanDeka	Driver	9854489266
80	ShriGopi Ram Das	Driver	9957182657
81	Md. Khorshed Ali	Driver	8723050830
82	Md. Rahim Ali	Driver	9864492654
83	ShriShefalSarkar	Driver	9613845264
84	ShriBenudhar Das	Driver	9508788302
85	ShriDharani Barman	Driver	9435329077
86	Shri Babul Kalita	Driver	8876975742
87	ShriBhupatiTalukdar	Duftry	8876437980

88	ShriManiramBharali	Duftry	9707136549
89	Shri Anil Ch. Das	Peon	9957469094
90	Shri Dinesh Ch. Deka	Peon	8486711463
91	SmtiLili Bora	Peon	9613841061
92	SmtiBabitaDeka	Peon	9854063287
93	ShriDhaneswarHaloi	Peon	0361-2736550
94	ShriGirindraNathTalukdar	Peon	9508709621
95	ShriJogen Das	Peon	0361-2736550
96	ShriKulenBordoloi	Peon	0361-2736550
97	ShriSanatan Barman	Peon	0361-2736550
98	ShriSashiTalukdar	Peon	9859832781
99	ShriAbhijit Kumar	Peon	7636809091
100	SmtiAmilaBasumatary	Peon	9954120944
101	Smti Anita Talukdar	Peon	9577727080
102	ShriBidyut Kr. Deka	Peon	9854686296
103	ShriChabin Barman	Peon	9577169021
104	ShriGopalBaishya	Peon	9864275868
105	ShriGopiNathTalukdar	Peon	8751977260
106	ShriHimangshu Barman	Peon	0361-2736550
107	ShriPankajSarmah	Peon	9085548723
108	ShriSanjibBaishya	Peon	0361-2736550
109	SmtiSaradaBaruah	Peon	9954820681
110	ShriBirenKalita	Peon	9864134280
111	SmtiPakhila Barman	Peon	9864328448
112	SmtiSumitra Singh	Sweeper	0361-2736550



**CHAPTER - 10**

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS EMPLOYEES INCLUDING SYSTEM OF COMPENSETION PROVIDED IN ITS REGULATION, MONTHLY REMUNERATION IS CONVERED EACH OF ITS OFFICERS / STAFF MEMBER AS PER THE PAY SCALE SHOWN AGAINST THEIR NAME:

Sl. No.	Name of Officers / Staff	Pay Per Month
1	SmtiKabitaDeka	122859.00
2	Md. MizanurRahman	110134.00
3	ShriDibakarGoswami	99529.00
4	ShriGirenSarkar	85724.00
5	ShriDibyajyotiMazumdar	93433.00
6	ShriJayanta Deva Sarma	95325.00
7	ShriKulen Ch. Deka	xxxxx.00
8	ShriMaheshwarKalita	92595.00
9	ShriBidyutDutta	73405.00
10	Shri Rita Devi	63537.00
11	ShriDeba Kr. Das	76594.00
12	Shri Dinesh Buragohain	96062.00
13	ShriPranjalBarua	97382.00
14	ShriDigantaBordoloi	83223.00
15	ShriAkhil Kr. Sarma	97382.00
16	ShriArun Ch. Deka	90588.00
17	Shri Abdul R. Choudhury	67945.00
18	ShriJitendraKalita	72860.00
19	ShriMukulDutta	78359.00
20	SmtiSitala Das	71869.00
21	SmtiAfrooza Begum	76035.00
22	ShriGopalDeka	69888.00
23	SmtiMalabikarChoudhury	79858.00
24	Shri Ashraf HussainBhuyan	65037.00
25	ShriDilipGoswami	97675.00
26	Shri Ashok Kr. Das	82233.00
27	ShriRana Borah	88378.00
28	ShriRatneswarKalita	79540.00
29	Shri Abdul Karim	81902.00
30	ShriBijoy Kr. Borthakur	72860.00
31	ShriKanak Ch. Kalita	64325.00
32	Md. Nurmahammad Ali	70739.00
33	Shri Harish Medhi	81902.00
34	ShriHitendraNabish	68174.00
35	ShriUddhab Ch. Mali	64821.00
36	ShriChinmoy Das	64795.00
37	Shri Shankar Prasad Baishya	68720.00
38	ShriMadan Kr. Baishya	74117.00
39	ShriPhanidhar Barman	91809.00
40	ShriSarbeswar Das	61202.00
41	ShriNirodaLahkar	67717.00
42	ShriParulPatowari	64896.00
43	ShriTarun Ch. Deori	55677.00
44	ShriSurenNeog	54677.00
45	ShriDilipTalukdar	67202.00
46	SmtiSewali Das	54077.00
47	SmtiKabita Das Bhuyan	51144.00
48	Shri Kamal Ch. Das	59437.00
49	ShriKhanindraThakuria	54077.00
50	SmtiMafida Ahmed	54077.00
51	ShriMokhtar Ali	54077.00
52	ShriMridul Kr. Sarma	59437.00
53	ShriPurusuttamMedhi	54077.00
54	ShriDebaramPatir	59437.00

55	ShriSumvanjemHrangkhol	38850.00
56	ShriThanuramSaikia	51067.00
57	ShriMrinalKalita	49670.00
58	SmtiNibeditaGogoi	45275.00
59	ShriRinaTalukdarBaruah	40819.00
60	ShriNakul Ch. Daimary	38634.00
61	ShriDilip Kr. Das	38634.00
62	Smti Malaya Deka	37872.00
63	SmtiGopaBasak	35307.00
64	ShriManoj Das	36307.00
65	ShriPadmanava Barman	35307.00
66	ShriLachitThakuria	31433.00
67	ShriDebajit Barman	31433.00
68	SmtiGeetanjaliDutta	31433.00
69	SmtiSmritiGogoi	31433.00
70	SmtiTutumaniBaruah	31433.00
71	ShriDipak Das	31433.00
72	Shri Dennis L. Channate	31433.00
73	Smti Krishna Basumatary	31433.00
74	Shri Ganesh Ch. Deka	41161.00
75	ShriPabitra Kr. Das	43638.00
76	ShriPhanidharKalita	45233.00
77	ShriProsenDeka	47638.00
78	ShriRanjitNath	46267.00
79	ShriBapukanDeka	46267.00
80	ShriGopi Ram Das	56782.00
81	Md. Khorshed Ali	46267.00
82	Md. Rahim Ali	52007.00
83	ShriShefalSarkar	47638.00
84	ShriBenudhar Das	43938.00
85	Prabhat Ch. Deka	42381.00
86	ShriDharani Barman	50809.00
87	Shri Babul Kalita	41161.00
88	ShriBhupatiTalukdar	40807.00
89	ShriManiramBharali	43258.00
90	Shri Anil Ch. Das	39587.00
91	Shri Dinesh Ch. Deka	38444.00
92	SmtiLili Bora	34215.00
93	SmtiBabitaDeka	37340.00
94	ShriDhaneswarHaloi	41962.00
95	ShriGirindraNathTalukdar	41962.00
96	ShriJogen Das	37340.00
97	ShriKulenBordoloi	38444.00
98	ShriSanatan Barman	34215.00
99	ShriSashi Talukdar	37340.00
100	ShriAbhijit Kumar	23458.00
101	SmtiAmilaBasumatary	23458.00
102	Smti Anita Talukdar	23458.00
103	ShriChabin Barman	23458.00
104	ShriGopalBaishya	23458.00
105	ShriGopiNathTalukdar	29580.00
106	ShriHimangshu Barman	23458.00
107	ShriPankajSarmah	30580.00
108	ShriSanjibBaishya	23458.00
109	SmtiSaradaBaruah	39587.00
110	ShriBirenKalita	37340.00
111	SmtiPakhila Barman	38444.00
112	SmtiSumitra Singh	38713.00

## CHAPTER 11

**Budget allocated to each of its agency indicating particulars of all Plans,  
proposed expenditure and reports on disbursement made**

**A. SOPD-G Budget of the Directorate for 2019-20 and expenditure made :**

Sl. No.	Head of expenditure	Allocation- ( SOPD-G)	Expenditure	Remarks
1	001-Direction & Administration	1230.00	721.6518	
2	003-Training-1814-HTC/HTI	485.00	297.64004	
3	004-H.R.D.C.	2.00	0.00	
4	103-Handloom Industries-13- DDS	5407.62	3122.75	
5	103-Handloom Industries-3018- HPC/Unit	1540.00	1154.925	
6	4851-Capital Outlay on Vill. & Small Inds.103-Handloom Industries-13-Major Works	1042	641.73323	
7	4851-Capital Outlay on N.E. Areas-237-HTS Deptt.	355.96	306.8778	
8	105-Khadi & Village Inds.Board	4820.00	385.00	
	<b>Total</b>	<b>14882.58</b>	<b>6630.57787</b>	

## CHAPTER 11

Budget allocated to each of its agency indicating particulars of all Non Plans proposed expenditure and reports on disbursement made

B. The Establishment Expenditure Budget Allocation and Expenditure Made during 2019-2020 (Head Quarter and Dist/ Sub Division) Salary and Non Salary.

Sl. NO.	Head of Account	Allocation (E.E.)	Expenditure	Remarks
1	2	3	4	5
1	001- Direction & Administrative - 1810 - Directorate of Handloom & Textiles	1308.44000	679.76753	
2	003- Training - 1814 - Handloom Training Institute & Centre	2164.31000	1500.58844	
3	004 - HRDC	246.90000	183.96294	
4	0011 - Regional Development Scheme	161.62000	118.77701	
5	0013 - District Development Scheme	3237.02000	2272.25575	
6	3018 - HPC & UNIT	2980.84000	2068.54890	
7	3019 - SDHO	1826.85000	1104.34834	
8	108 - POWERLOOM	75.40000	54.77830	
9	105 - AKVIB - General, Karbi- Anglong, N. C. Hills and B. T. C.	3658.39000	2887.73898	
10	3496- AGMC	130.93000	27.45000	
	<b>Grand Total</b>	<b>15790.70000</b>	<b>10898.21619</b>	



## **CHAPTER – 12**

### **MANNER OF EXECUTION OF THE SUBSIDY PROGRAMME INCLUDING THE AMOUNT ALLOCATED AND DETAILS OF THE BENEFICIARIES OF SUCH PROGRAMME:**

On receipt of Re-imbusement grant from Govt. of India, sanction are issued to the Director, Handloom & Textiles after observing all formalities and rebate is also accorded as per guidelines given by Govt. of India to certain selected schemes for the benefit of weavers societies.

## **CHAPTER – 13**

### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS & AUTHORIZATION GRANTED BY IT:**

No concessions, permits or authorization are issued.

## **CHAPTER – 14**

### **DETAILS TO INFORMATION REDUCED IN AN ELECTRONIC FORM;**

No such information is available.

## **CHAPTER – 15**

### **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR ATTAINING INFORMATION INCLUDING THE WORKING HOURS OF LIBRARY AND READING ROOM IF MAINTAINED FOR THE PUBLIC;**

No such facility is available.

## **CHAPTER – 16**

### **NAME DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS UNDER RTI ACT, 2005:**

Sl. No.	Name & Designation	Duty performed as
1.	SmtiKabitaDeka, Director, Handloom & Textiles, Assam	Appellant Authority for Handloom & Textiles Directorate
2.	Sri Jayanta Deva Sarma Dy. Director, Handloom & Textiles, Assam	State Public Information Officer, Handloom & Textiles Directorate

## **CHAPTER – 17**

### **SOME USEFUL INFORMATION:**

The State Public Information Officer (SPIO) of the Department will maintain a register on the number of application received from the members of the public. The register will be maintained date wise. Applications submitted will be maintained chronologically by the State Information Officer and for each application will open one file which will be noted on the receipt handed over to the applicant for making future reference.