

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 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 officers are-

1. Shri Parag Moni Mahanta, ACS, Director, Handloom & Textiles, Assam
2. Shri Dibakar Goswami, Additional Director, Handloom & Textiles, Assam
3. Shri Ranjeet Kr. Deka, Joint Director, Handloom & Textiles, Assam
4. Shri Dibya Jyoti Mazumder, Joint Director, Handloom & Textiles, Assam
5. Dr. Jayanta Deva Sarma, Deputy Director, Handloom & Textiles, Assam.
6. Shri Maheswar Kalita, Deputy Director, Handloom & Textiles, Assam.
7. Shri Bidyut Dutta, Deputy Director, Handloom & Textiles, Assam.
8. Smti Rita Devi, Chief Textile Officer, Directorate of Handloom & Textile, Assam.
9. Shri Pranjal Baruah, Research Officer, Directorate of Handloom & Textiles, Assam.
10. Shri Diganta Bordoloi, Asstt. Research Officer, Directorate of Handloom & Textiles
11. Shri Arun Ch. Deka, Asstt. Executive Engineer (C), Directorate of Handloom & Textiles, Assam.
12. Smti Sitala Kumari 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.	Shri Parag Mani Mahanta, ACS, Director, Handloom & Textiles, Assam.	Head of the Directorate
2.	Shri Dibakar Goswami Additional Director, Handloom & Textiles, Assam	He will be the overall In-charge of Planning Branch, along with the following works: <ol style="list-style-type: none"> a. All matters related to the meeting of the Board of Directors of ARTFED, AGMC, Khadi Board. NEC, NHDC etc. b. Matter related to the State Assembly, Parliament and their Committees, Sub-Committees etc. c. Preparation of Finance Minister's Budget Speech, Governor Address etc. d. Preparation of Annual Budget (SOPD) e. Matter related to NABARD and other Financial Institutions, Arrangement of Credit linkage with Banks, Financial Institution for Handloom & Power Loom sectors. f. Matter relating to organization of Expo and Exhibition. g. Assembly and Parliament matters. h. Matter related to SWANIRBHANAARI Schemes. i. All the State plan schemes. j. Matter related to SAMARTH Scheme. k. Matter related to Handloom (Reservation of articles for production) Act. 1985 & G.I l. All matter related to Construction and monitoring cell. m. Matter related to preparation of periodic report on the performance of handloom sector. n. Any other matters to be entrusted by the Director. He will endorse files to the Director, H&T, Assam
3.	Shri Ranjeet Deka Joint Director, Handloom & Textiles, Assam	He will be the in-Charge of the Establishment Branch, Exhibition & Publicity cell and co-operative section along with the following additional works. <ol style="list-style-type: none"> a) Nodal Officer of World Bank Project, APART b) Inspection and Supervision of all departmental officers, including the implementation of all schemes in Lakhimpur, Dhemaji, Dibrugarh, Kamrup(M), Kamrup and Morigaon District. He will submit report directly to DHT. c) Zonal officer for monitoring the training program under SAMARTH Schemes of Dhemaji, Dibrugarh, Lakhimpur, Tinsukia district and Bishwanath sub division. He will submit report directly to DHT. d) Any other matters to be entrusted by the Director, H&T, Assam. He will endorse files to the Director, H&T, Assam
4.	Shri D.J. Mazumdar Joint Director, Handloom & Textiles, Assam	He will be in-charge of General Branch and Loan & Audit cell along with the following works. <ol style="list-style-type: none"> a) Inspection and Supervision of all departmental officers, including the implementation of all schemes in Tinsukia, Nagaon, karimganj, cachar and hailakandi district. . He will submit report directly to DHT. b) Zonal officer for monitoring the training program under SAMARTH Schemes of Cachar, Golaghat, Jorhat, Sibsagar, Darrang, Charaideo and Majuli

		<p>district. He will submit report directly to DHT.</p> <p>b) Any other matters to be entrusted by the Director H&T, Assam</p> <p>c) Manual and E-Tender processing.</p> <p>He will endorse files to the Director, H&T, Assam</p>
5.	Dr. Jayanta Deva Sarma Deputy Director, Handloom & Textiles, Assam	<p>a) All matter related to Planning branch.</p> <p>b) Matter related to state plan (all schemes)</p> <p>c) Matter related to disaster management</p> <p>d) Matter related to SWANIRBHAR NARI</p> <p>e) Preparation of Annual budget (SOPD)</p> <p>f) Nodal Officer for E-Samiksha to assist the Secretary to the Govt. of Assam, Handloom Textiles and Sericulture Dept. GHY-6</p> <p>g) Liasoning with the state protocol officer.</p> <p>h) Matter related to sustainable Development goals.</p> <p>i) Matter related to Handloom (Reservation of articles for production) Act. 1985 & G.I.</p> <p>j) All power loom related matter.</p> <p>k) Website management of this Directorate. He will endorse files directly to DHT.</p> <p>l) Inspection and Supervision of all departmental officers, including the implementation of all schemes in Dhubri, South Salmara, Goalpara, Hojai, and Bongaigaon district. He will submit report directly to DHT.</p> <p>m) E-Tendering (Uploading)</p> <p>n) Any other matters to be entrusted by the Director, H&T, Assam.</p> <p>He will endorse all files except point no. k, l, m through the Additional Director, H&T, Assam. In absence of the additional Director, he will endorse the files to the Director directly.</p>
6.	Shri Maheswar Kalita Deputy Director, Handloom & Textiles, Assam	<p>a. All matters relating to General Branch.</p> <p>b. Hr will act as SPIO of the office of the Directorate of Handloom & Textiles, Assam.</p> <p>c. Matter related to Examination of handloom Training Centers and Handloom training Institute.</p> <p>d. Nodal officer for state Assembly Session.</p> <p>e) Inspection and supervision of all departmental office including the implementation of all Scheme in Hojai, Jorhat, Sonitpur, Golaghat and Biswanath District. He will submit report directly to DHT.</p> <p>f) All matter related to Exhibition and Publicity Cell.</p> <p>g) Any other matters to be entrusted by the Director, H&T, Assam</p> <p>h) Matter related to Bench Marking of items for procurement under SWANIRBHAR NAARRI.</p> <p>i) Manual and E- Tender Processing he will endorse files through the concern Joint Director, Handloom & Textiles, Assam except point No.- v and through the Additional Director & concern Joint Director he will endorse the files to the Director directly.</p>
7.	Shri Bidyut Dutta Deputy Director, Handloom & Textiles, Assam	<p>He will be in-charge of the Accounts Branch, Record branch and vehicle related works. He will endorse file to the Director H&T, Assam directly.</p> <p>a) He will act as DDO. of the Directorate Handloom and Textile, Assam.</p> <p>b) Matters relating to Record branch.</p> <p>c) Cluster Development Programme under NHDP, Ministry of Textiles, Govt of India.</p> <p>d) All Block level Cluster under NHDP.</p> <p>e) Mega Handloom Cluster, Handloom Craft Village and Handloom Museum under NHDP.</p>

		<p>f) Inspection and supervision of all departmental office including the implementation of all Scheme in Darrang, Barpeta, Nalbari, Sibsagar, Charaideo and Bajali district. . He will submit report directly to DHT</p> <p>g) Matter related to Establishment branch.</p> <p>h) Any other matters to be entrusted by the Director, H&T, Assam</p> <p>He will endorse all related files of against point no. a to d directly to the Director H&T, Assam. Files related to point no. e he will endorse file through Additional Director H&T, Assam and all files related to Establishment branch through the concern Joint Director H&T, Assam. In absence of Additional Director H&T, Assam/ Joint Director H&T, Assam he will endorse Establishment related files to the Director directly.</p> <p>As D.D.O. he will ensure adherence of AFRBM/all financial rule etc. and all such are subject to approval of Director H&T, Assam</p>
10.	Smti Rita Devi Chief Textile Officer, DHT	<p>a) Matters relating to Handloom (Reservation of Articles for Production) Act. 1985 & G.I</p> <p>b) All power loom related matters.</p> <p>c) Matter related to the formation of Handloom producer company and registration under MSME etc.</p> <p>d) Matter related to registration under Handloom mark, silk mark etc.</p> <p>e) Nodal Officer for Handloom mark.</p> <p>f) Matter related to Examination of Handloom training Centers and Handloom Training Institute. She will endorse files through of point no. a to d through the Deputy Director(Planning Branch) H&T, Assam and against point no. f through the Deputy Director H&T, Assam (General Branch) of the Examination related matter.</p>
11.	Shri Pranjal Baruah Research Officer, Directorate of Handloom & Textiles, Assam	<p>a) Integrated Handloom Park, Kaziranga.</p> <p>b) CHCDS, Sivsagar</p> <p>c) Matter relating to SAMARTH Schemes as Asstt. Nodal Officer</p> <p>d) Matter relating to submission of periodic report on the performance of Handloom Sector.</p> <p>e) Preparation of Finance Ministers Budget Speech & Governor Address, etc.</p> <p>f) Preparation of Administrative Report.</p> <p>g) Nodal Officer CPGRAMS.</p> <p>h) Nodal Officer of "MISSION SADBHAVANA 2.0"</p> <p>i) Liaison with the State protocol Officer</p> <p>j) All matters relating to statistical data of all activities of the Department.</p> <p>k) Zonal Officer to look after and monitor the SAMARTH Scheme of Kamrup, Nagaon, Morigaon Hojai, Sonitpur, Goalpara and Karbi Anglong district. He will submit report directly to DHT.</p> <p>l) Monitoring of all departmental Schemes and preparation of outcome report of the central sector Schemes.</p> <p>m) Keeping records of all departmental assets, preparation and maintenance of asset register of the Deptt.</p> <p>n) Other Misc, matters to be entrusted by the DHT. He will endorse files through the Additional Director, H&T Assam.</p>

12.	Shri Diganta Bordoloi Asstt. Research Officer, Directorate of Handloom & Textiles, Assam	<ul style="list-style-type: none"> a) Matters relating to all Court cases. He will endorse file through the concerned Deputy Director, H&T, Assam. b) All Block Level Cluster under NHDP. c) Cluster Development Programme under NHDP, Ministry of Textiles, Govt of India. d) Mega Handloom Cluster, Handloom Craft Village and Handloom Museum under NHDP. e) Matters related to State Plan Schemes. f) Matter relating to submission of periodic report on the performance of Handloom Sector. g) Preparation of Finance Ministers Budget Speech & Governor Address, etc. h) Preparation of Administrative Report. i) All matters relating to statistical data of all activities of the Department. j) Monitoring of all departmental Schemes and preparation of outcome report of the central sector Schemes. k) Keeping records of all departmental assets, preparation and maintenance of asset register of the Deptt. l) Nodal Officer for Compliance burden exercise of the Directorate, H&T, Assam. He will endorse file through concern Deputy Director H&T, Assam. m) Zonal Officer to look after and monitor the SAMARTH Scheme of Baksa, Kokrajhar, Gossaigaon, Bongaigaon, Nalbari and Barpeta district. He will submit report directly to DHT. n) Other Misc. matters to be entrusted by the Director. <p>He will endorse file against point no. b,c and d through the Deputy Director H&T, Assam (Establishment Branch), against point no. e through the Deputy Director H&T, Assam (Planning branch) and against point no. f and k through the Research Officer, DHT, Assam.</p>
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CHAPTER – 4

NORMS FOR DISCHARGE OF DUTES AND FUNCTIONS:

All cases of grant- in- aid proposal/ 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 celling against sanctions.

CHATER – 5

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

1. The Assam Cooperative Societies Act, 1949 (ACT.- 1 of 1950)
2. The Assam Cooperative Societies Rules, 1953.
3. The Bye-laws of Assam Apex Weaver 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 promotionary 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 FORMALATION 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	Shri Parag Moni Mahanta, ACS	Director, Handloom & Textiles, Assam	0361-2736550
2	Sri Dibakar Goswami	Additional Director, Handloom & Textiles, Assam	97061-09242
3	ShriDibyajyoti Mazumdar	Joint Director, Handloom & Textiles, Assam	8724947381
4	Shri Ranjeet Deka	Joint Director, Handloom & Textiles, Assam	
5	ShriJayanta Deva Sarma	Deputy Director, Handloom & Textiles, Assam	9435041684
6	ShriMaheshwar Kalita	Deputy Director, Handloom & Textiles, Assam	9854970772
7	ShriBidyutDutta	Deputy Director, Handloom & Textiles, Assam	9864365864
8	ShriPranjal Baruah	Research Officer	9706066842
9	ShriDiganta Bordoloi	Assistant Research Officer	9864038242
10	Smti Rita Devi	Chief Textile Officer, Directorate of Handloom & Textiles, Assam	8638317114
11	Shri Arun Ch. Deka	Asstt. Executive Engineer	9435199550
12	Shri Ashraf H. Bhuyan	Junior Engineer (E)	9854165740
13	Smti Malabikar Choudhury	Architect	9864217115
14	Smti Sitala Das	Registrar,	9435301143
15	Shri GopalDeka	Office Superintendent	9435402506
16	Shri Parul Patowari	Planning Officer	9954621190
17	Shri Dilip Talukdar	Office Superintendent	9864269168
18	Sri Deba Ram Patir	Office Superintendent	9859451871
19	Shri Ranjit Kr. Barman	Senior Inspector / Auditor (Coop)	0361-2736550
20	Shri Paresh Kakoti	Senior Inspector / Auditor (Coop)	9954037069
21	Sri Ramen Das	Senior Inspector / Auditor (Coop)	9859536189
22	Shri Dwipen Bairagi	Senior Inspector / Auditor (Coop)	9864054874
23	Shri Naba Thakuria	Senior Inspector / Auditor (Coop)	7002409741
24	Shri SurenNeog	Upper Division Assistant	9864780408
25	Shri KhanindraThakuria	Upper Division Assistant	9854610404
26	Smti Mafida Ahmed	Upper Division Assistant	9435933818
27	Shri Mokhtar Ali	Upper Division Assistant	9864186478
28	Shri Mridul Kr. Sarma	Upper Division Assistant	9859103695
29	Shri Purusuttam Medhi	Upper Division Assistant	8011187594
30	Shri SumvanjemHrangkhol	Upper Division Assistant	7399830672
31	ShriThanuramSaikia	Upper Division Assistant	9706109424
32	Shri RinaTalukdarBaruah	Upper Division Assistant	8876861744
33	Shri Nakul Ch. Daimary	Upper Division Assistant	8011402015
34	Shri Dilip Kr. Das	Upper Division Assistant	9864412749
35	Smti Malaya Deka	Upper Division Assistant	9678915441
36	Smti Gopa Basak	Upper Division Assistant	9864761629
37	Shri Manoj Das	Upper Division Assistant	9954360228
38	Shri Padmanava Barman	Upper Division Assistant	9435314502
39	Shri Lachit Thakuria	Upper Division Assistant	9706566309
40	Shri Debajit Barman	Upper Division Assistant	9864726062
41	Smti Geetanjali Dutta	Upper Division Assistant	9864052676
42	Smti Smriti Gogoi	Upper Division Assistant	8723875525
43	Smti TutumaniBaruah	Upper Division Assistant	9864274033
44	Shri Dipak Das	Upper Division Assistant	0361-2736550
45	Smti Krishna Basumatary	Upper Division Assistant	8136026513
46	Shri Dennis L. Channate	Lower Division Assistant	9954399485

47	Shri Ganesh Ch. Deka	Driver	9864846289
48	Shri Pabitra Kr. Das	Driver	9864489266
49	Shri Phanidhar Kalita	Driver	9954621190
50	Shri Prosen Deka	Driver	9854583305
51	Shri Bapukan Deka	Driver	9854489266
52	Shri Gopi Ram Das	Driver	9957182657
53	Md. Khorshed Ali	Driver	8723050830
54	Shri Shefal ch Sarkar	Driver	9613845264
55	Shri Benudhar Das	Driver	9508788302
56	Shri Babul Kalita	Driver	8876975742
57	Shri Maniram Bharali	Duftry	9707136549
58	Shri Sashi Talukdar	Drafty	9859832781
59	Shri Dinesh Ch. Deka	Peon	8486711463
60	Sri Biren Kalita	Peon	9864134280
61	Smti Babita Deka	Peon	9854063287
62	Shri Girindra Nath Talukdar	Peon	9508709621
63	Shri Jogen Das	Peon	0361-2736550
64	Shri Kulen Bordoloi	Peon	0361-2736550
65	Shri Sanatan Barman	Peon	0361-2736550
66	Sri Sanjib Baishya	Peon	9707110005
67	Shri Abhijit Kumar	Peon	7636809091
68	Smti Amila Basumatary	Peon	9954120944
69	Smti Anita Talukdar	Peon	9577727080
70	Shri Bidyut Kr. Deka	Peon	9854686296
71	Shri Chabin Barman	Peon	9577169021
72	Shri Gopal Baishya	Peon	9864275868
73	Shri Gopi Nath Talukdar	Peon	8751977260
74	Shri Himangshu Barman	Peon	0361-2736550
75	Shri Pankaj Sarmah	Peon	9085548723
76	Smti Pakhila Barman	Peon	9864328448
77	Smti Sarada Baruah	Peon	9954820681
78	Sri Nabajyoti Deka	peon	9864016160
79	Smti Sumitra Singh	swiper	7002758810
80	Sri Pradip Borah	peon	9854736053

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 /STAFFMEMBER AS PER THE PAY SCALE SHOWN AGAINST THEIR NAME:

SL. No.	Name of Officers/Staff	Pay Per Month
1	Shri Parag Moni Mahanta, ACS	133502
2	Sri Dibakar Goswami	131208
3	ShriDibyajyoti Mazumdar	118762
4	Shri Ranjeet Deka	112102
5	ShriJayanta Deva Sarma	114262
6	ShriMaheshwar Kalita	110977
7	ShriBidyut Dutta	87948
8	ShriPranjal Baruah	127479
9	ShriDiganta Bordoloi	108929
10	Smti Rita Devi	76093
11	Shri Arun Ch. Deka	119487
12	Shri Ashraf H. Bhuyan	84852
13	Smti Malabikar Choudhury	107348
14	Smti Sitala Das	98384
15	Shri GopalDeka	93763
16	Shri Parul Patowari	93550
17	Shri Dilip Talukdar	85859
18	Sri Deba Ram Patir	83488
19	Shri Ranjit Kr. Barman	110225
20	Shri Paresh Kakoti	110225
21	Sri Ramen Das	84552
22	Shri Dwipen Bairagi	110225
23	Shri Naba Thakuria	61524
24	Shri SurenNeog	70503
25	Shri KhanindraThakuria	70503
26	Smti Mafida Ahmed	70503
27	Shri Mokhtar Ali	70503
28	Shri Mridul Kr. Sarma	80900
29	Shri Purusuttam Medhi	70503
30	Shri SumvanjemHrangkhoh	50591
31	ShriThanuramSaikia	66581
32	Shri RinaTalukdarBaruah	53175
33	Shri Nakul Ch. Daimary	50317
34	Shri Dilip Kr. Das	50317
35	Smti Malaya Deka	50226
36	Smti Gopa Basak	50226
37	Shri Manoj Das	51150
38	Shri Padmanava Barman	50150
39	Shri Lachit Thakuria	44921
40	Shri Debajit Barman	44921
41	Smti Geetanjali Dutta	44845
42	Smti Smriti Gogoi	44845
43	Smti TutumaniBaruah	44845
44	Shri Dipak Das	44845
45	Smti Krishna Basumatary	44845
46	Shri Dennis L. Channate	40893
47	Shri Ganesh Ch. Deka	55227
48	Shri Pabitra Kr. Das	57168
49	Shri Phanidhar Kalita	58856
50	Shri ProsenDeka	63952
51	Shri Bapukan Ch Deka	62097
52	Sri Prabhat Ch Deka	57168
53	Md. Khorshed Ali	62397
54	Shri Shefal ch Sarkar	64252

55	Shri Benudhar Das	56868
56	Shri Babul Kalita	53631
57	Shri Maniram Bharali	54751
58	Shri Sashi Talukdar	50875
59	Shri Dinesh Ch. Deka	50085
60	Sri Biren Kalita	48641
61	Smti Babita Deka	48641
62	Shri Girindra Nath Talukdar	54690
63	Shri Jogen Das	48641
64	Shri Kulen Bordoloi	50085
65	Shri Sanatan Barman	44552
66	Sri Sanjib Baishya	30492
67	Shri Abhijit Kumar	30492
68	Smti Amila Basumatary	30492
69	Smti Anita Talukdar	30492
70	Shri Bidyut Kr. Deka	37314
71	Shri Chabin Barman	30492
72	Shri GopalBaishya	30492
73	Shri GopiNathTalukdar	39642
74	Shri Himangshu Barman	30492
75	Shri PankajSarmah	40642
76	Smti Pakhila Barman	50085
77	Smti SaradaBaruah	51574
78	Sri Nabajyoti Deka	27938
79	Smti Sumitra Singh	51138
80	Sri Pradip Borah	48641

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 2022-23 and expenditure made :

Sl. No.	Head of expenditure	Allocation- (SOPD-G)	Expenditure	Remarks
1	001-Direction & Administration	540.55	264.792	
2	003-Training-1814-HTC/HTI	232.75	95.00	
3	004-H.R.D.C.	28.98	0.00	
4	103-Handloom Industries-13- DDS	9363.21	3957.72	
5	103-Handloom Industries-3018- HPC/Unit	887.30	24.75	
6	4511-Schemes under Scheduled Caste Component Plan	60.00	0.00	
7	105-Khadi & Village Inds.Board	603.62	20.19	
6	4851-Capital Outlay on Vill. & Small Inds.103-Handloom Industries-13-Major Works	2301.67	17.5487	
	Total	14018.080	4380.0007	

CHAPTER 11

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

B. The Establishment Expenditure Budget Allocation and Expenditure Made during 2022-2023 (Head Quarter and Dist/Sub Division) Salary and Non Salary)

(Rs. In Lakhs)

Sl. No.	Head of Account	Allocation (E.E.)	Expenditure Amount	Remarks
1	2	3	5	
1	001-Direction & Administrative - 1810 - Directorate of Handloom & Textiles	826.71000	556.58543	
2	003-Trainig - 1814 - Handloom Training Institute & Centre	2051.94000	1507.52067	
3	004 - HRDC	260.23000	186.86841	
4	0011 - Regional Development Scheme	154.45000	109.56289	
5	0013 - District Development Scheme	3152.70000	2363.30930	
6	3018 - HPC & UNIT	2967.50000	2173.34739	
7	3019 - SDHO	1510.38000	839.49193	
8	108 - Powerloom	99.42000	49.44973	
9	105 - AKVIB - General, Karbi-Anglong, N. C. Hills and B.T.C.	2795.00000	1953.99495	
10	3496 - AGMC	50.00000	42.79476	
	Grand Total	13868.33000	9782.92546	

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-imburement 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.	Shri Parag Moni Mahanta ,ACS Director, Handloom & Textiles, Assam	Appellant Authority for Handloom & Textiles Directorate
2.	Sri Maheshwar kalita 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.