

# **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, Odisha, 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**  
(up dated on 08.08.2018)

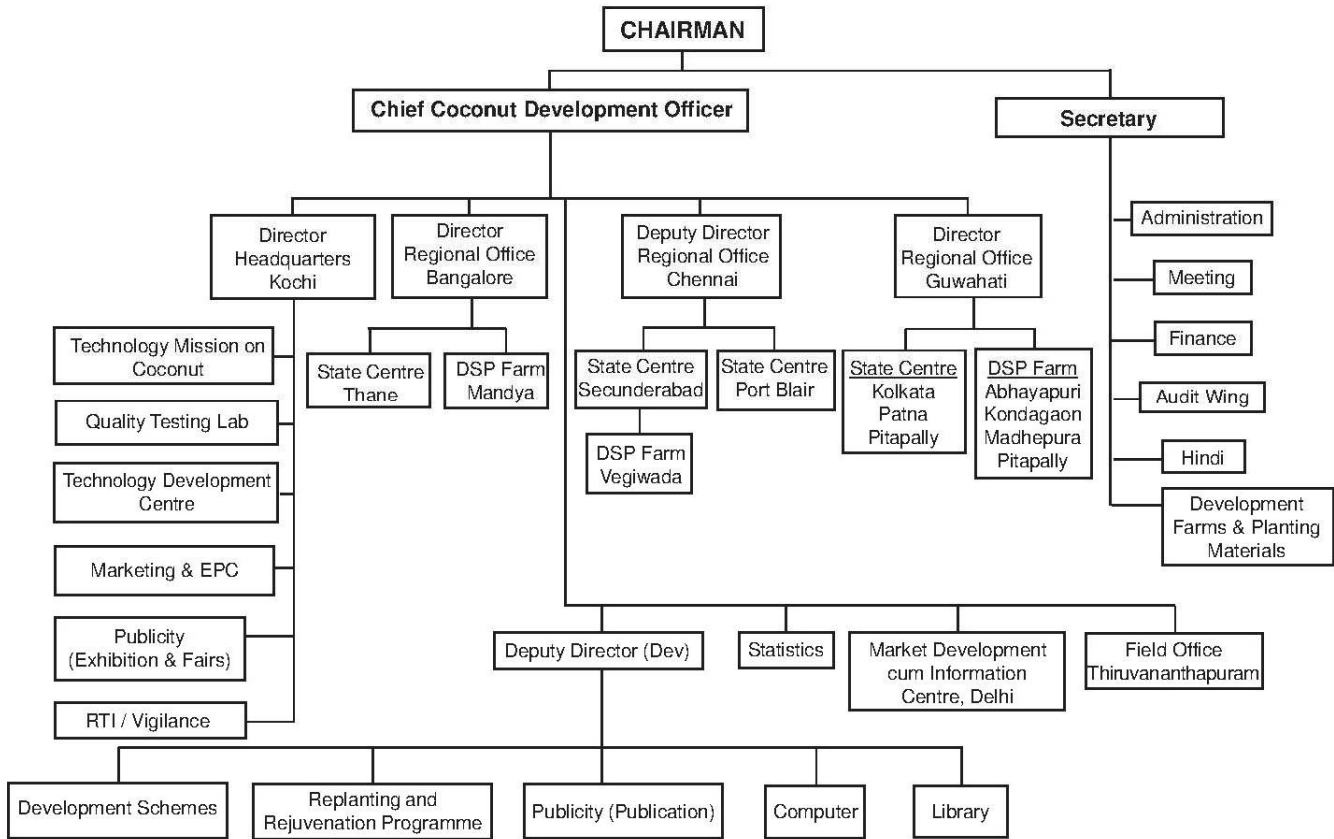
1.	Dr.Raju Narayana Swamy IAS Chairman Coconut Development Board Kera Bhavan, Kochi-682 011
2.	Shri M.R. Shankara Narayan Reddy Vice Chairman, Coconut Development Board No.1408, "Panchavati", Vijay Nagar, 3 <sup>rd</sup> Cross, Bangarpet-563 114, Kolar District, Karnataka
3.	Dr.B.N.Srinivasa. Murthy Horticulture Commissioner Government of India Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi-110 114
4.	Dr. P. Chowdappa Director, Central Plantation Crops Research Institute, Kasargod-671 124
5.	Shri C.P. Radhakrishnan Chairman Cair Board M.G. Road, Ernakulam, Kochi-682 016
6.	Shri Pullela Nageswara Rao IRS Principal Commissioner Central Excise, Customs & Service Tax Central Revenue Building I.S. Press Road, Kochi-682 018
7.	Shri S.S. Thakur 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
8.	Shri. Teeka Ram Meena IAS Principal Secretary & Agriculture Production Commissioner Government of Kerala Agriculture Department, Government Secretariat Thiruvananthapuram-695 001

9.	Shri Gagandeep Singh Bedi IAS Agricultural Production Commissioner & Secretary to the Government Government of Tamilnadu Agriculture Department Secretariat, Fort St. George Chennai-600 009
10.	Shri M. Maheshwar Rao IAS Principal Secretary (Horticulture & Sericulture), Government of Karnataka MS Building (Top Floor) Secretariat, Bengaluru-560 248
11.	Shri Chiranjiv Choudhary IFS Commissioner of Horticulture & Sericulture Government of Andhra Pradesh Public Gardens, Nampally Hyderabad-500 004
12.	Shri K.K. Mittal IAS Additional Chief Secretary & Agricultural Production Commissioner Agriculture Department Government of Assam Secretariat, Dispur, Guwahati-781 006
13.	Dr. P.K. Pramanick Director (Horticulture) Directorate of Horticulture Mayukh Bhavan (Top Floor) Government of West Bengal Bidhan Nagar, Kolkata-700 091
14.	Shri Anjan Kumar Das Director of Agriculture Directorate of Agriculture Andaman & Nicobar Administration Haddo, Port Blair-744 102
15.	Shri Pokale Prahlad Director (Horticulture) Commissionerate of Agriculture Government of Maharashtra K.B. Joshi Marg, Shivaji Nagar Pune-411 005

16.	Shri P.C. Mohanan Master "Aravindam", Nenmeni P.O., Sulthan Bathery, South Wayanad-673 592
17.	Shri P.R. Muraleedharan Pathalil House S.N. Puram P.O. Kottayam-686 502
18.	Shri S. Mohan Raj 7/2, Mudaliar Street Vettaikaranpudur (Post) Pollachi-642 129. Coimbatore
19.	Smt. Daksha Rami Nandanvan Mahila Group Adivasi Aughyogik Co-operative Society Ambaji Mandir Gate No.7 Ambaji-385 110 North Gujarat
20.	Dr. Biswanath Rath Barabati Nua Sahi, P.O. Puri, Puri District Odisha-752 001
21.	Shri Sanjeev Kumar Singh Kala Dumra Post, Siwan District Bihar-841 416

## Annexure II

### Organizational Chart - Coconut Development Board



## **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 Annual 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)	<p>i) <u>For farm office</u> Full powers to pass muster rolls once the engagement is approved by the Chairman.</p> <p>ii) Full powers for engagement of workers on contractual basis in the farm for operational activities subject to</p> <p>a) Engagement should not exceed the No. of mandays for each activity as approved in the Annual Action Plan.</p> <p>b) Same person should not be engaged more than 180 days during a calendar year.</p>	--

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)**

<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</b>					
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, Odisha, 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.

## HEAD OFFICE, KOCHI

Sl. No.	Name	Designation
1.	Dr. Raju Narayana Swamy IAS	Chairman
2.	Shri Saradindu Das	Chief Coconut Development Officer
3.	Shri R. Madhu	Secretary
4.	Shri E. Aravazhi	Deputy Director (Dev.)
5.	Shri R. Jnanadevan	Deputy Director (Dev.)
6.	Smt. Deepthi Nair S.	Deputy Director (Marketing)
7.	Smt. S. Beena	Assistant Director (O.L.)
8.	Shri K.S. Sebastian	Assistant Director (Marketing)
9.	Smt. Radha P.G.	Audit Officer
10.	Shri P. Sabareenathan	Finance Officer
11.	Shri Vasanthakumar V.C.	Statistical Officer
12.	Shri Melton Correya	Administrative Officer
13.	Smt. Shilamma Sebastian	Administrative Officer
14.	Shri Sebastian M.A.	Administrative Officer
15.	Smt. Mini Mathew	Publicity Officer
16.	Shri K.K. Subhash	Assistant Library and Information Officer
17.	Shri Supriya Guha	P.S. to Chairman
18.	Smt. Jayashree A.	Development Officer
19.	Shri S.S. Selvakumar	Development Officer
20.	Shri Kumaravel S.	Development Officer
21.	Smt. Leenamol M.A.	Market Promotion Officer
22.	Smt. Sangeetha T.S.	Senior Translator
23.	Smt. Sobha V.	Junior Accounts Officer
24.	Smt. Joycy Chacko	Junior Accounts Officer
25.	Smt. Sona John	Sub Editor
26.	Smt. Renu P. Viswam	Statistical Investigator
27.	Smt. Preetha Kumari P.V.	Statistical Investigator
28.	Shri Vijayan R.	Statistical Investigator
29.	Smt. Vincy Varghese	Technical Officer

30.	Shri K.S. James	Assistant
31.	Shri Johnson K.K.	Assistant
32.	Smt. Lekshmi Devi M.P.	Assistant
33.	Smt. K.K. Vasantha Kumari	Assistant
34.	Smt. Umadevi K.G.	Assistant
35.	Smt. Beena Antony	Assistant
36.	Shri Abdul Azeez M.A.	Assistant (Store)
37.	Smt. Vindu Rani N.	Hindi Translator
38.	Dr. Surya Prathyush	Junior Translator
39.	Smt. Syamala Raveendran	Senior Field Officer
40.	Smt. J. Rajakani	Stenographer Grade II
41.	Shri Biju L.	Stenographer Grade II
42.	Shri P. Chandrasekharan	Special Grade Driver
43.	Shri T.G. Pavanan	Driver Grade I
44.	Shri P.X. Raphel	Driver Grade I
45.	Shri P.K. Umeswaran	Driver Grade I
46.	Shri M.P. Gangadharan Pillai	Upper Division Clerk
47.	Shri Kannadas K.	Upper Division Clerk
48.	Shri P.P. Budhanathan	Upper Division Clerk
49.	Shri Binu Philip Cherian	Upper Division Clerk
50.	Smt. Suni Mol B.	Upper Division Clerk
51.	Smt. Sheeba M.G.	Upper Division Clerk
52.	Smt. Jisha Manjula K.A.	Upper Division Clerk
53.	Kum. Ambily E.V.	Upper Division Clerk
54.	Shri V.K. Sudheesh	Data Entry Operator
55.	Shri T. Balakrishna	Junior Stenographer
56.	Shri P. Jayakumar	Driver Grade II
57.	Smt. Maya P.	Lower Division Clerk
58.	Shri P.J. Bejoy	Lower Division Clerk
59.	Smt. Nisha P.L.	Lower Division Clerk
60.	Smt. Nimisha P.	Lower Division Clerk
61.	Smt. Hyrooneesa P.C.	Lower Division Clerk

62.	Smt. Sherine V.J.	Lower Division Clerk
63.	Smt. Bijitha V.R.	Lower Division Clerk
64.	Smt. Vidya P.L.	Lower Division Clerk
65.	Smt. Nija K.M.	Lower Division Clerk
66.	Smt. Priya B.S.	Lower Division Clerk
67.	Shri Soman T.K.	Multi-Tasking Staff
68.	Shri M.J. Xavier Gabriel	Multi-Tasking Staff
69.	Shri N. Sreenivasan	Multi-Tasking Staff
70.	Shri Sankar Manoj M.	Multi-Tasking Staff
71.	Shri Shaji K.R.	Multi-Tasking Staff
72.	Shri P. Jayakumar	Multi-Tasking Staff
73.	Smt. Omana C.V.	Multi-Tasking Staff
74.	Smt. Preetha T.P.	Multi-Tasking Staff
75.	Smt. Nimmi T.R.	Multi-Tasking Staff
76.	Smt. Prameela Patinhare Muthuvat	Multi-Tasking Staff
77.	Shri Elias Baby	Multi-Tasking Staff

## **REGIONAL OFFICES**

### **I BENGALURU**

Sl. No.	Name	Designation
1.	Shri Hemachandra	Director
2.	Shri G.M. Siddarameswara Swamy	Assistant Marketing Officer
3.	Smt. Simi Thomas	Technical Officer
4.	Shri B.N. Keshava Murthy	Stenographer Grade II
5.	Smt. J.E. Latharani	Upper Division Clerk
6.	Shri H.B. Sadashivappa	Upper Division Clerk
7.	Shri M. Kempe Gowda	Driver Grade II
8.	Shri Nanje Gowda	Multi-Tasking Staff
9.	Smt. Thayamma	Multi-Tasking Staff

## II CHENNAI

Sl. No.	Name	Designation
1.	Shri Rajeev Bhushan Prasad	Director
2.	Smt. T. Bala Sudhahari	Deputy Director (Dev.)
3.	Shri A. Jeyapandi	Deputy Director (Mktg.)
4.	Shri T.N. Subramanian	Statistical Investigator
5.	Shri Sasikumar C.	Technical Officer
6.	Smt. M. Saraswathy	Stenographer Grade II
7.	Shri C.R. Raghu	Driver Grade I
8.	Shri R. Paramasivam	Field Officer
9.	Shri M.G. Prabhakaran	Upper Division Clerk
10.	Smt. D. Padmavathy	Lower Division Clerk
11.	Kum. Dhanalakshmi B.	Multi-Tasking Staff

## III GUWAHATI

Sl. No.	Name	Designation
1.	Shri Lunghar Obed	Director
2.	Shri Abdul Malek	Assistant
3.	Shri Raju Rai	Stenographer Grade II
4.	Shri Giten Goswami	Driver Grade I
5.	Shri Binoy Kumar Debbarma	Multi-Tasking Staff
6.	Shri Bolen Chandra Deka	Multi-Tasking Staff

## IV PATNA

Sl. No.	Name	Designation
1.	Dr. Amiya Debnath	Deputy Director (Dev.)
2.	Shri Ravindra Kumar	Technical Officer
3.	Shri Jamun Prasad Sah	Driver Grade I
4.	Shri Hariom Kumar	Junior Stenographer
5.	Shri Ashok Kumar	Lower Division Clerk
6.	Shri Prem Chandra Kumar	Multi-Tasking Staff

7.	Shri Bihari Singh	Multi-Tasking Staff
8.	Shri Rakesh Kumar	Trainee

## STATE CENTRES

### 1. Port Blair, Andaman & Nicobar Islands

Sl. No.	Name	Designation
1.	Smt. Jaya G.	Stenographer Grade I
2.	Shri Ramanand	Multi-Tasking Staff

### 2. Thane, Maharashtra

Sl. No.	Name	Designation
1.	Shri Sharad S. Aglawe	Field Officer
2.	Shri Girish Kumar Pal	Driver Grade II
3.	Shri Ramesh Kumar	Lower Division Clerk
4.	Kum. Pratibha Pandhari Patole	Multi-Tasking Staff

### 3. Vijayawada, Andhra Pradesh

Sl. No.	Name	Designation
1.	Shri Jayanath R.	Assistant Director
2.	Smt. B. Pushpanjali	Stenographer Grade I
3.	Smt. Marjana Beegum K.C.	Technical Officer
4.	Shri P. Jagadeesh	Assistant
5.	Shri K.N. Madappa Setty	Driver Grade II
6.	Shri A. Ashok Kumar	Multi-Tasking Staff

### 4. Pitapalli, Odisha

Sl. No.	Name	Designation
1.	Dr. Rajat Kumar Pal	Deputy Director (Dev.)
2.	Smt. Neethu Thomas	Technical Officer
3.	Shri Riazuddin Khan	Driver Grade I

4.	Kum. Sasmita Pallei	Lower Division Clerk
5.	Shri Omprakash Bhol	Multi-Tasking Staff
6.	Shri Purna Chandra Mishra	Multi-Tasking Staff

### 5. Kolkata, West Bengal

Sl. No.	Name	Designation
1.	Shri Khokan Debnath	Deputy Director (Dev.)
2.	Shri Lakshman Kujur	Assistant
3.	Shri Subodh Kumar Singh	Upper Division Clerk
4.	Shri Madan Singh	Driver Grade II
5.	Shri Budhi Ram Debbarma	Multi-Tasking Staff

### Market Development-cum-Information Centre, Delhi

Sl. No.	Name	Designation
1.	Shri Ved Pal Singh	Assistant Director
2.	Shri Jayakumar S.	Field Officer
3.	Smt. Durgesh Kumari	Lower Division Clerk
4.	Shri Sant Lal Sharma	Multi-Tasking Staff

### CDB Institute of Technology, Aluva, Kerala

Sl. No.	Name	Designation
1.	Shri Sreekumar Poduval	Processing Engineer
2.	Smt. Annie Eappen	Chemist
3.	Smt. Preetha D.	Lower Division Clerk
4.	Shri Shajahan K.M.	Multi-Tasking Staff

### Demonstration-cum-Seed Production Farms

#### 1. Mandya, Karnataka

Sl. No.	Name	Designation
1.	Shri B. Chinnaraj	Farm Manager
2.	Shri K. Haridas	Field Officer

3.	Smt. Janisha K.P.	Field Officer
4.	Shri J. Sidde Gowda	Multi-Tasking Staff
5.	Smt. M.G. Ningamma	Multi-Tasking Staff
6.	Shri N. Manjunath	Multi-Tasking Staff

**2. Abhayapuri, Bongaigaon Dist., Assam**

Sl. No.	Name	Designation
1.	Shri Bilichdan Bara	Development Officer
2.	Shri Ajanta Bharali	Field Officer
3.	Smt. Fariza Shireen Shaheed	Field Officer
4.	Shri Pranjal Tanti	Upper Division Clerk
5.	Shri Gajendra Nath Bora	Multi-Tasking Staff
6.	Shri Probhat Chandra Nath	Multi-Tasking Staff
7.	Shri Bono Nath	Multi-Tasking Staff
8.	Smt. Konila M. Sangma	Multi-Tasking Staff

**3. Singheshwar, Madhepura Dist., Bihar**

Sl. No.	Name	Designation
1.	Shri Ram Niwas Singh	Field Officer
2.	Shri Rajiv Ranjan Sinha	Lower Division Clerk
3.	Shri Minaketan Parida	Driver (Ordinary Grade)
4.	Shri Dineshwar Singh	Multi-Tasking Staff
5.	Shri Ganesh Prasad Sao	Multi-Tasking Staff
6.	Shri Prem Kumar Jha	Multi-Tasking Staff
7.	Shri Anil Kumar Singh	Multi-Tasking Staff

**4. Kondagaon, Chhattisgarh**

Sl. No.	Name	Designation
1.	Shri Ishwar Chandra	Farm Manager
2.	Shri Kamalendu Deb	Assistant
3.	Shri N. Surulimuthu	Field Officer



4.	Shri Yuwaraj Yadav	Lower Division Clerk
5.	Shri Fagu Badaik	Driver (Ordinary Grade)
6.	Shri Bhuvan Kumar Viswakarma	Multi-Tasking Staff
7.	Shri Tulsiram Sethiya	Multi-Tasking Staff

**5. Neriamangalam, Ernakulam Dist., Kerala**

Sl. No.	Name	Designation
1.	Smt. Resmi D.S.	Assistant Director
2.	Shri K.M. Vijayan	Senior Field Officer
3.	Shri George Peter J.	Senior Field Officer
4.	Shri B. Reji	Lower Division Clerk
5.	Shri P.A. Simon	Multi-Tasking Staff
6.	Shri P.K. Krishnan	Multi-Tasking Staff

**6. Vegiwada, West Godavari Dist., Andhra Pradesh**

Sl. No.	Name	Designation
1.	Shri Mukund Kumar Singh	Assistant Director
2.	Shri Babu Varkey	Field Officer
3.	Shri Vipin P.	Field Officer
4.	Shri M. Babu Rao	Upper Division Clerk
5.	Shri Hawa Singh	Driver (Ordinary Grade)
6.	Shri K. Satyanarayana	Multi-Tasking Staff

**7. Pitapalli, Khurda Dist., Odisha**

Sl. No.	Name	Designation
1.	Shri Rabi Narayana Das	Senior Field Officer
2.	Shri Manoranjan Panda	Assistant
3.	Shri G. Dhanasekhar	Field Officer
4.	Shri Hazibur Raheman Khan	Driver (Ordinary Grade)

**8. Palghar, Thane Dist., Maharashtra**

Sl. No.	Name	Designation
1.	Shri Pramod P. Kurian	Assistant Director
2.	Shri Amar Kumar Shrivastava	Field Officer
3.	Shri Shekhar Shiolal Bansod	Multi-Tasking Staff
4.	Shri Pankaj Ashok Apsunde	Multi-Tasking Staff

**9. Dhali, Udumalpet, Tamil Nadu**

Sl. No.	Name	Designation
1.	Shri G. Ragothuman	Technical Officer
2.	Shri Sajan T. Varghese	Senior Field Officer
3.	Shri P. Muruganandam	Field Officer
4.	Shri V. Mohanraaj	Upper Division Clerk

**10. Hichachara, South Tripura Dist., Tripura**

Sl. No.	Name	Designation
1.	Shri Babul Chakraborty	Stenographer Grade I
2.	Shri Mrinal Kanti Nath	Field Officer
3.	Shri Mangal Deb Barma	Multi-Tasking Staff
4.	Shri Chandan Paul	Multi-Tasking Staff
5.	Shri Bishu Deb Barma	Multi-Tasking Staff

**[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**).

**Pay & Allowances of Officers & Estt., HQ, Kochi for November 2017**

Sl. No.	Name	Designation	Basic Pay	DA @ 5%	HRA @ 16%	Transport Allowance	Personal Pay	Grand Total
1	SARADINDU DAS	CCDO	130400	6520	20864	0	0	157784
2	Dr. A. K. NANDI	SECRETARY	112400	5620	17984	7560	0	143564
3	ARAVAZHI E.	DY. DIRECTOR	88400	4420	14144	7560	0	114524
4	JNANADEVAN R.	DY. DIRECTOR(DEV.)	91100	4555	14576	7560	0	117791
5	SARDAR SINGH CHOYAL	DY. DIRECTOR	80900	4045	12944	7560	0	105449
6	BEENA S.	AD(OL)	75400	3770	12064	7560	0	98794
7	K.S. SEBASTIAN	ASST. DIRECTOR	75400	3770	12064	7560	0	98794
8	P. SABAREENATHAN	FINANCE OFFICER	72100	3605	11536	3780	0	91021
9	MELTON CORREYA	AO	66000	3300	10560	3780	0	83640
10	MINI MATHEW	PUBLICITY OFFICER	72100	3605	11536	3780	0	91021
11	V. C. VASANTHKUMAR	STATISTICAL OFFICER	68000	3400	10880	3780	0	86060
12	SHILAMMA SEBASTIAN	AO	70000	3500	11200	3780	0	88480
13	SUPRIYA GUHA	P.S. TO CHAIRMAN	71300	3565	11408	7560	0	93833
14	K. K. SUBHASH	ALIO	66000	3300	10560	3780	0	83640
15	M. A. SEBASTIAN	AO	70000	3500	11200	3780	0	88480
16	V. SOBHA	JAO	56900	2845	9104	3780	0	72629
17	JOYCY CHACKO	JAO	44900	2245	7184	3780	0	58109
18	SONA JOHN	SUB EDITOR	52000	2600	8320	3780	0	66700
19	SANGEETHA T. S.	SENIOR TRANSLATOR	62200	3110	9952	3780	0	79042
20	VINDU RANI	HINDI TRANSLATOR	55200	2760	8832	3780	0	70572
21	DR.SURYA PRATHYUSH	JUNIOR TRANSLATOR	42300	2115	6768	3780	0	54963
22	RENU P. VISWAM	STAT. INVESTIGATOR	36500	1825	5840	0	420	44585
23	R.VIJAYAN	STAT. INVESTIGATOR	46200	2310	7392	3780	0	59682
24	PREETHA KUMARI P. V.	STAT. INVESTIGATOR	41100	2055	6576	3780	0	53511
25	BABU N. SREENILAYAM	ASST.	52000	2600	8320	3780	0	66700
26	JAMES K.S	ASST.	53600	2680	8576	3780	0	68636
27	JOHNSON K. K.	ASST.	47600	2380	7616	7560	0	65156
28	M. P. LAKSHMI DEVI	ASST.	46200	2310	7392	3780	0	59682
29	K. K.VASANTHAKUMARI	ASST.	46200	2310	7392	3780	0	59682
30	JAYASREE A.	DEVELOPMENT OFFICER	66000	3300	10560	3780	0	83640
31	KUMARAVEL S.	DEVELOPMENT OFFICER	56900	2845	9104	3780	0	72629
32	LEENAMOL M. A.	MKT. PROMOTION OFFICER	58600	2930	9376	3780	0	74686
33	DEEPTHI R.	TECHNICAL OFFICER	42300	2115	6768	0	0	51183
34	MRIDULA K.	TECHNICAL OFFICER	43600	2180	6976	3780	0	56536
35	VINCY VARGHESE	TECHNICAL OFFICER	41100	2055	6576	3780	0	53511
36	SOMASUNDARAN V.K	STENOGRAPHER GR. II	64100	3205	10256	3780	0	81341
37	J. RAJAKANI	JR. STENO	60400	3020	9664	3780	0	76864
38	BIJU L.	JR. STENO	32300	1615	5168	7560	0	46643
39	SYAMALA RAVEENDRAN	SENIOR FIELD OFFICER	60400	3020	9664	3780	0	76864
40	K. G. UMADEVI	UDC	41600	2080	6656	3780	0	54116
41	BEENA ANTONY	UDC	41600	2080	6656	3780	0	54116
42	M. P. GANGADHARAN PILLAI	UDC	41600	2080	6656	3780	0	54116
43	BINU PHILIP CHERIAN	UDC	38100	1905	6096	3780	0	49881
44	P. P. BUDHANATHAN	UDC	38100	1905	6096	3780	0	49881
45	B. SUNIMOL	UDC	38100	1905	6096	3780	0	49881
46	V. K. SUDHEESH	DATA ENTRY OPERATOR	48200	2410	7712	7560	0	65882
47	MAYA P.	LDC	25200	1260	4032	3780	0	34272
48	JISHA MANJULA	LDC	25200	1260	4032	3780	0	34272
49	AMBILY	LDC	25200	1260	4032	3780	0	34272
50	SHEEBA M. G.	LDC	25200	1260	4032	0	0	30492
51	BEJOY P. J .	LDC	25200	1260	4032	3780	0	34272
52	NISHA P. L.	LDC	21700	1085	3600	1418	0	27803
53	NIMISHA P.	LDC	21700	1085	3600	1418	0	27803
54	BIJITHA V. R	LDC	21700	1085	3600	1418	0	27803
55	HYROONEESA P. C.	LDC	21700	1085	3600	1418	0	27803
56	VIDYA P. L.	LDC	21700	1085	3600	1418	600	28403
57	SHERINE V. J.	LDC	21700	1085	3600	1418	0	27803
58	PREETHA D.	LDC	21700	1085	3600	1418	0	27803
59	NIJA K. M.	LDC	21700	1085	3600	1418	0	27803
60	PRIYA B. S.	LDC	21700	1085	3600	1418	0	27803
61	P. CHANDRASEKHARAN	SPL. G. DRIVER	56900	2845	9104	3780	0	72629
62	C. SREEKUMAR	DRIVER GR. I	52000	2600	8320	3780	0	66700
63	T. G. PAVANAN	DRIVER GR. I	50500	2525	8080	3780	0	64885
64	P. X. RAPHEL	DRIVER GR.II	42800	2140	6848	3780	0	55568
65	P. JAYAKUMAR	DRIVER GR.II	40400	2020	6464	3780	0	52664
66	T. K. SOMAN	MTS	35300	1765	5648	3780	0	46493
67	SREENIVASAN N.	MTS	33000	1650	5280	3780	0	43710
68	M. J. XAVIER GABRIEL	MTS	34000	1700	5440	3780	0	44920
69	P. V. PHILOMINA	WASH GIRL	32000	1600	5120	3780	0	42500
70	SHANKAR MANOJ M.	MTS	27600	1380	4416	3780	0	37176
71	K. R. SHAJI	MTS	26800	1340	4288	3780	0	36208
76	OMANA C. V.	MTS	26000	1300	4160	3780	0	35240
73	NIMMI T. R.	MTS	18500	925	3600	1418	0	24443
74	PREETHA T.P	MTS	18500	925	3600	2835	0	25860
75	ELIAS BABY	MTS	18500	925	3600	2835	0	25860
76	PRAMEELA PADINHARE	MTS	18500	925	3600	1418	0	24443
<b>Grand Total</b>			<b>3558000</b>	<b>177900</b>	<b>572992</b>	<b>282088</b>	<b>1020</b>	<b>4592000</b>

**Pay & Allowances to Officers & Estt. , CDB, RO, Bangalore for November 2017**

Sl. No.	Name	Designation	Pay	DA @ 5%	HRA @ 24%	Transport Allowance	Grand Total
1	Hemachandra	Dy. Director	96600	4830	23184	7560	132174
2	Siddarameswara Swamy	Astt. Marketing officer	70000	3500	16800	3780	94080
3	D.C. Krupashankar	Astt.	58600	2930	14064	3780	79374
4	B.N. Keshava Murthy	Stenographer Gr. II	60400	3020	14496	3780	81696
5	Simi Thomas	Technical Officer	39900	1995	9576	3780	55251
6	J.E. Latha Rani	UDC	38100	1905	9144	3780	52929
7	Sadashivappa H.B	UDC	38600	1930	9264	3780	53574
8	Kempe Gowda	Driver Gr.II	35300	1765	8472	3780	49317
9	Nanjegowda	MTS	33000	1650	7920	3780	46350
10	Thayamma	MTS	27600	1380	6624	1418	37022
<b>Total</b>			<b>498100</b>	<b>24905</b>	<b>119544</b>	<b>39218</b>	<b>681767</b>

**Pay & Allowances to Officers & Estt. , CDB, RO, Chennai for November 2017**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 24%</b>	<b>Transport Allowance</b>	<b>Deputation Allowance</b>	<b>Grand Total</b>
1	T. Bala Sudhahari	Dy. Director (Dev)	105600	5280	25344	7560	0	143784
2	A. Jeyapandi	Dy. Director (Mkg)	99500	4975	23880	7560	4500	140415
3	T. N. Subramanian	Statistical Investigator	55200	2760	13248	3780	0	74988
4	Venugopalan K V	Assistant	50500	2525	12120	3780	0	68925
5	M.Saraswathy	Stenographr Gr II	60400	3020	14496	3780	0	81696
6	R. Paramasivam	Field Officer	42800	2140	10272	3780	0	58992
7	M.G. Prabhakaran	UDC	38600	1930	6382	2898	0	49810
8	Subodh Kumar Singh	UDC	28700	1435	6888	3780	0	40803
9	D Padmavathy	LDC	21700	1085	5400	1418	0	29603
10	C. R. Raghu	Driver Gr. II	41600	2080	9984	3780	0	57444
11	B. Dhanalakshmi	MTS	18500	925	5400	1418	0	26243
<b>Total</b>			<b>563100</b>	<b>28155</b>	<b>133414</b>	<b>43534</b>	<b>4500</b>	<b>772703</b>

**Pay & Allowances Officers & Estt. , CDB, RO, Guwahati for November 2017**

Sl. No.	Name	Designation	Pay	Personal Pay	DA @ 5%	HRA 8%	Transport Allowance	SCA	SDA	Grand Total
1	Lunghar Obed	Director	130600	0	6530	20896	3780	600	13060	175466
2	Ravindra Kumar	Tech. Officer	58600	0	2930	9376	1890	480	5860	79136
3	Raju Rai	Stenographer	53600	1600	2680	8576	1890	480	5360	74186
4	Abdul Malek	Assistant	46200	1300	2310	7392	1890	480	4620	64192
5	Giten Goswamy	Driver	52000	0	2600	8320	1890	480	5200	70490
6	Binoy Kr. Debbarma	MTS	32000	0	1600	5120	1890	480	3200	44290
7	Bolen Ch. Deka	MTS	28400	0	1420	4544	1890	480	2840	39574
<b>Total</b>			<b>401400</b>	<b>2900</b>	<b>20070</b>	<b>64224</b>	<b>15120</b>	<b>3480</b>	<b>40140</b>	<b>547334</b>

**Pay & Allowances to Officer & Estt., CDB, RO, Patna for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 16%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	R B Prasad	Deputy Director	99500	4975	15920	7560	127955
2	Ashok Kumar	LDC	19900	995	3120	1292	25307
3	Jamun Prasad Sah	Driver	47600	2380	7616	3780	61376
4	Premchandra Kumar	MTS	33000	1650	5280	3780	43710
5	Bihari Singh	MTS	32000	1600	5120	3780	42500
<b>Total</b>			<b>232000</b>	<b>11600</b>	<b>37056</b>	<b>20192</b>	<b>300848</b>



**Pay & Allowances Officers & Estt., CDB, SC, Odisha for November 2017**

Sl. No.	Name	Designation	Pay	DA @ 5%	HRA 16%	Transport Allowance	Grand Total
1	Dr. Rajat Kumar Pal	Dy. Director	96600	4830	15456	3780	120666
2	Madhab Chandra Sahoo	Steno Gr. I	69200	3460	11072	3780	87512
3	Neethu Thomas	Technical Officer	37600	1880	0	1890	41370
4	Sasmita Pallei	LDC	22400	1120	0	945	24465
5	Riazuddin Khan	Driver Gr.I	52000	2600	8320	1890	64810
6	Omprakash Bhol	MTS	37500	1875	6000	1890	47265
7	Purna Ch. Mishra	MTS	33000	1650	5280	1890	41820
<b>Total</b>			<b>348300</b>	<b>17415</b>	<b>46128</b>	<b>16065</b>	<b>427908</b>

**Pay & Allowances Officers & Estt., CDB, SC, Vijayawada for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>D.A. 5%</b>	<b>HRA 16%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	Jayanath R.	Asst. Director	63100	3155	10096	3780	80131
2	Marjana Beegum K.	Tech. Officer	37600	1880	6016	1890	47386
3	B. Pushpanjali	Steno Gr.II	52000	2600	8320	1890	64810
4	P. Jagadeesh	UDC	40400	2020	6464	1890	50774
5	P. K. Umeswaran	Driver Gr.II	42800	2140	6848	1890	53678
6	A. Ashok Kumar	MTS	31100	1555	4976	1890	39521
<b>Total</b>			<b>267000</b>	<b>13350</b>	<b>42720</b>	<b>13230</b>	<b>336300</b>

**Pay & Allowances to Officers & Estt., CDB, SC, Kolkata for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 24%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	Khokan Debnath	Dy. Director	88400	4420	21216	7560	121596
2	Sasikumar C	Technical Officer	53600	2680	12864	3780	72924
3	Lakshman Kujur	Asst.	44900	2245	10776	3780	61701
4	Madan Singh	Driver	26800	1340	6432	3780	38352
5	Budhiram Deb Barma	MTS	33000	1650	7920	3780	46350
6	Mithu Banerjee	Supernumery	19100	955	5400	1418	26873
<b>Total</b>			<b>265800</b>	<b>13290</b>	<b>64608</b>	<b>24098</b>	<b>367796</b>

**Pay & Allowances to Estt., CDB, SC, Port Blair for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 16%</b>	<b>Transport Allowance</b>	<b>SCA</b>	<b>ISDA @ 10%</b>	<b>Grand Total</b>
1	Jaya G.	Steno Gr.II	62200	3110	0	1890	4100	6220	77520
2	Ramanand	MTS	35300	1765	5648	1890	4100	3530	52233
<b>Total</b>			<b>97500</b>	<b>4875</b>	<b>5648</b>	<b>3780</b>	<b>8200</b>	<b>9750</b>	<b>129753</b>

**Pay & Allowances to Officer & Estt., CDB, SC, Thane for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA 24%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	Mangala Gupta	Steno Gr.I	62200	3110	14928	3780	84018
2	Sharad S. Aglawe	Field Officer	47600	2380	11424	3780	65184
3	Paresh Nath Shaw	Driver Gr. II	53600	2680	12864	3780	72924
4	Pratibha P. Patole	MTS	19100	955	5400	1418	26873
<b>Total</b>			<b>182500</b>	<b>9125</b>	<b>44616</b>	<b>12758</b>	<b>248999</b>

**Pay & Allowances to Officers & Estt., CDB, MDIC, Delhi for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>D.A @ 5%</b>	<b>HRA @ 24%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	S. Jayakumar	Field Officer	42800	2140	10272	3780	58992
2	Sant Lal Sharma	MTS	32000	1600	7680	3780	45060
<b>Total</b>			<b>74800</b>	<b>3740</b>	<b>17952</b>	<b>7560</b>	<b>104052</b>

**Pay & Allowances to Officers & Estt., CIT, Vazhakkulam for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Basic Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 16%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	SREEKUMAR PODUVAL	PROCESING ENGINEER	105600	5280	16896	7560	135336
2	ANNIE EAPEN	CHEMIST	74300	3715	11888	3780	93683
3	M. A.ABDUL AZEEZ	ASSISTANT	53600	2680	8576	3780	68636
4	K. M.SHAJAHAN	MTS	32000	1600	5120	3780	42500
<b>Grand Total</b>			<b>265500</b>	<b>13275</b>	<b>42480</b>	<b>18900</b>	<b>340155</b>

**Pay & Allowances of Officers & Estt., CDB, DSP Farm, Abhayapuri for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 8%</b>	<b>Transport Allowance</b>	<b>SDA @ 10%</b>	<b>Grand Total</b>
1	Bilich Dan Bara	Dev. Officer	66000	3300	5280	1890	6600	83070
2	Ajanta Bharali	Field Officer	56900	2845	0	1890	5690	67325
3	Fariza Shireen Saheed	Field Officer	29600	1480	0	1890	2960	35930
4	Pranjal Tanti	LDC	25200	1260	2016	945	2520	31941
5	Kanteswar Ray	Driver Gr. II	35300	1765	2824	1890	3530	45309
6	Gajendra Nath Bora	MTS	33000	1650	2640	1890	3300	42480
7	Prabhat Ch. Nath	MTS	34000	1700	2720	1890	3400	43710
8	Bono Nath	MTS	33000	1650	2640	1890	3300	42480
9	Konila M. Sangma	MTS	20300	1015	1800	945	2030	26090
<b>Total</b>			<b>333300</b>	<b>16665</b>	<b>19920</b>	<b>15120</b>	<b>33330</b>	<b>418335</b>



**Pay & Allowances of Officer & Estt., CDB, DSP Farm, Dhali for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 8%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	G. Ragothuman	Technical Officer	50500	2525	4040	1890	58955
2	Sajan T Varghese	Sr. Field Officer	60400	3020	4832	1890	70142
3	P. Muruganandam	Field Officer	42800	2140	3424	1890	50254
4	V. Mohanraj	LDC	31100	1555	2488	1890	37033
<b>Total</b>			<b>184800</b>	<b>9240</b>	<b>14784</b>	<b>7560</b>	<b>216384</b>

**Pay & Allowances of Officer & Estt., CDB, DSP Farm, Kondagaon for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 8%</b>	<b>Transport Allowance</b>	<b>Tribal Area Allowance</b>	<b>Grand Total</b>
1	Vedpal Singh	Assistant Director	56100	2805	4488	3780	1200	68373
2	Kamalendu Deb	Assistant	44900	2245	3592	1890	1000	53627
3	N. Surulimuthu	Field Officer	41600	2080	3328	1890	1000	49898
4	Yuvraj Yadav	LDC	33000	1650	2640	1890	1000	40180
5	Fagu Badaik	Driver	33000	1650	0	1890	1000	37540
6	Tulsiram Sethiya	MTS	33000	1650	0	1890	1000	37540
7	Rakesh Kumar	Trainee	19100	955	0	945	1000	22000
<b>Total</b>			<b>260700</b>	<b>13035</b>	<b>14048</b>	<b>14175</b>	<b>7200</b>	<b>309158</b>

**Pay & Allowances of Officer & Estt., CDB, DSP Farm, Madhepura for November 2017**

Sl. No.	Name	Designation	Pay	DA @ 5%	Transport Allowance	HRA @ 8%	Grand Total
1	Amar Kumar Srivastava	Field Officer	56900	2845	1890	0	61635
2	Ram N. Singh	Field Officer	47600	2380	1890	3808	55678
3	Vipin P.	Field Officer	28700	1435	1890	0	32025
4	Rajiv Ranjan Sinha	LDC	33000	1650	1890	2640	39180
5	Minaketan Parida	Driver	21100	1055	945	0	23100
6	Dineshwar Singh	MTS	37500	1875	1890	0	41265
7	Ganesh Prasad Sao	MTS	34000	1700	1890	0	37590
8	Premkumar Jha	MTS	34000	1700	1890	0	37590
9	Avadesh Prasad Singh	MTS	33000	1650	1890	0	36540
10	Anil Kumar Singh	MTS	32000	1600	1890	0	35490
<b>Total</b>			<b>357800</b>	<b>17890</b>	<b>17955</b>	<b>6448</b>	<b>400093</b>

**Pay & Allowances of Officers & Estt., DSP Farm, Mandya for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 8%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	Chinnaraj B	Farm Manager	67000	3350	5360	3780	79490
2	George Peter	Field Officer	58600	2930	4688	1890	68108
3	Janisha K P	Field Officer	27100	1355	795	1890	31140
4	Mayanna	Assistant	46200	2310	3696	1890	54096
5	Kannadas	UDC	37000	1850	4638	2961	46449
6	Manjunath N.	MTS	27600	1380	2208	1890	33078
7	J. Sidda Gowda	MTS	37500	1875	3000	1890	44265
8	Anne Gowda	MTS	37500	1875	0	1890	41265
9	M. G. Ningamma	MTS	27600	1380	2208	1890	33078
<b>Total</b>			<b>366100</b>	<b>18305</b>	<b>26593</b>	<b>19971</b>	<b>430969</b>

**Pay & Allowances of Officers & Estt.,DSP Farm, Neriamangalam for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 8%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	Resmi D S	Assistant Director	59500	2975	4760	3780	71015
2	K. Haridas	Field officer	42800	2140	3424	1890	50254
3	B. Reji	LDC	32000	1600	2560	1890	38050
4	P. A. Simon	MTS	34000	1700	2720	1890	40310
5	P. K. Krishnan	MTS	28400	1420	2272	1890	33982
<b>Total</b>			<b>196700</b>	<b>9835</b>	<b>15736</b>	<b>11340</b>	<b>233611</b>

**Pay & Allowances of Officers & Estt., DSP Farm, Palghar for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 8 %</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	Pramod P Kurian	Assistant Director	63100	3155	5048	3780	75083
2	K. M. Vijayan	Sr. Field Officer	58600	2930	4688	1890	68108
3	Pankaj Apsunde	MTS	19100	955	1528	945	22528
4	Shekhar Bansod	MTS	19100	955	1528	945	22528
<b>Total</b>			<b>159900</b>	<b>7995</b>	<b>12792</b>	<b>7560</b>	<b>188247</b>

**Pay & Allowances of Officers & Estt.,DSP Farm, Pitapally for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>DA @ 5%</b>	<b>HRA @ 16%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	Ishwar Chandra	Farm Manager	68000	3400	10880	1890	84170
2	Rabi Narayana Das	Sr. Field officer	58600	2930	9376	1890	72796
3	Manoranjan Panda	UDC	44900	2245	0	1890	49035
4	Hazibur Raheman Khan	Driver	21100	1055	3600	945	26700
5	B. K. Vishawkarma	MTS	33000	1650	5280	1890	41820
<b>Total</b>			<b>225600</b>	<b>11280</b>	<b>29136</b>	<b>8505</b>	<b>274521</b>

**Pay & Allowances of Officers & Estt., DSP Farm, Vegiwada for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>D.A 5%</b>	<b>HRA @ 8%</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	M K Singh	Assistant Director	71100	3555	5688	3780	84123
2	Babu Varkey	Field Officer	58600	2930	4688	1890	68108
3	G. Dhanasekhar	Field Officer	47600	2380	3808	1890	55678
4	M. Babu Rao	UDC	38100	1905	3048	1890	44943
5	K .N. Madappa Shetty	Driver	33000	1650	2640	1890	39180
6	Jayakumar P.	MTS	26000	1300	2080	1890	31270
7	K. Sathya Narayana	MTS	30200	1510	2416	1890	36016
<b>Total</b>			<b>304600</b>	<b>15230</b>	<b>24368</b>	<b>15120</b>	<b>359318</b>



**Pay & Allowances of Officers & Estt., DSP Farm, Hichachara for November 2017**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay</b>	<b>D.A 5%</b>	<b>HRA @ 8%</b>	<b>SDA 10%</b>	<b>SCA</b>	<b>Transport Allowance</b>	<b>Grand Total</b>
1	S. S. Selvakumar	Farm Manager	62200	3110	4976	0	1800	1890	73976
2	Babul Chakraborty	Stenographer	67200	3360	5376	6720	2250	3780	88686
3	Mrinal Kanti Nath	Field Officer	42800	2140	3424	4280	1800	1890	56334
4	Mangal Debbarma	MTS	33000	1650	2640	3300	1800	1890	44280
5	Chandan Paul	MTS	32000	1600	2560	3200	1800	1890	43050
6	Bishu Debbarma	MTS	32000	1600	2560	3200	1800	1890	43050
<b>Total</b>			<b>269200</b>	<b>13460</b>	<b>21536</b>	<b>20700</b>	<b>11250</b>	<b>13230</b>	<b>349376</b>

**[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**).

**Coconut Development Board, Kochi-11**  
**Ministry of Agriculture**  
**Department of Agriculture & Cooperation**

**Revised Estimate for 2017-18 & Budget Estimate for 2018-19 (MIDH-Coconut Development Board Programmes)**

( ₹ in lakhs)

S. No.	Name of the Scheme (as per Demand Book)	Actual 2015-16	Actual 2016-17	BE 2017-18 (Object Head-wise as per Demand Book)	Actual upto 31.8.2017	Proposed RE 2017-18 (Plan/Non-Plan)	Proposed Budget Estimate 2018-19	Reasons for variation in RE
1	2	3	4	5	6	7	8	9
<b>1</b>	<b>Production and Distribution of Planting Material</b>							
a)	Establishment of DSP Farms	257.703	256.120	320.000	150.660	320.000	349.000	
b)	Estt. of Nurseries and Seed Gardens	42.307	21.592	52.500	15.730	42.500	57.000	Low demand for the scheme from the private sector.
c)	Establishment of Regional Coconut Nurseries	46.800	50.000	400.000	124.580	260.000	320.000	Govt. of Karnataka expressed their inability to implement the scheme, since state Govt. funded programmes are there. Unspent balance and sale proceeds share of the Board in the previous years under Production and Distribution of hybrids scheme are adjusted in the case of Tamil Nadu & Kerala.
d)	Production and Distribution of Hybrid Seedlings	18.000	18.000	-	-	-	-	Scheme discontinued from 2017-18 onwards
<b>2</b>	<b>Expansion of Area under Coconut</b>	184.279	171.496	250.520	36.010	250.520	275.000	
<b>3</b>	<b>Integrated Farming in Coconut holdings for Productivity improvement</b>	3,407.847	4,393.466	7,410.450	316.360	7,410.450	8,867.000	
<b>4</b>	<b>Technology Demonstration</b>	46.550	27.686	42.000	28.400	77.500	60.000	Due to purchase of furniture and renovation works at CIT, Vazhakkulam by CPWD

S. No.	Name of the Scheme (as per Demand Book)	Actual 2015-16	Actual 2016-17	BE 2017-18 (Object Head-wise as per Demand Book)	Actual upto 31.8.2017	Proposed RE 2017-18 (Plan/Non-Plan)	Proposed Budget Estimate 2018-19	Reasons for variation in RE
1	2	3	4	5	6	7	8	9
5	Market Promotion, Statistics & EPC	70.585	62.134	200.000	19.750	200.000	200.000	
6	Information and Information Technology	1,077.823	556.058	750.000	208.860	900.000	1,000.000	For undertaking the skill development training programmes.
7	Infrastructure & Administration	1,785.971	1,975.711	3,000.000	1,377.920	3,300.000	3,500.000	Due to disbursement of 7th CPC arrears
8	Technical Service & Project Management	97.655	359.133					
9	Technology Mission on Coconut	1,641.432	857.339	1,500.000	635.770	1,500.000	1,600.000	
10	Replanting and Rejuvenation	5,481.115	3,458.359	5,326.530	289.100	5,476.530	6,244.000	To meet the committed expenditure under Rejuvenation componet in Kerala. Proposal to include Pudukcherry for implementation of the scheme.
11	Coconut Palm Insurance Scheme	39.000	27.500	40.000	20.500	40.000	40.000	
12	Kera Suraksha Insurance Scheme	7.964	6.213	8.000	1.280	8.000	8.000	
13	Estt. of Field Research Centre	84.328	5.431	-	-	-	-	Scheme discontinued from 2017-18 onwards
14	Estt. of Centre of Excellence	-	-	300.000	-	300.000	700.000	
15	Estt. of new coconut orchards	51.000	45.293	-	-	-	-	Scheme discontinued from 2017-18 onwards
<b>GRAND TOTAL</b>		<b>14,340.360</b>	<b>12,291.531</b>	<b>19,600.000</b>	<b>3,224.920</b>	<b>20,085.500</b>	<b>23,220.000</b>	

Secretary

**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.

<http://www.coconutboard.gov.in/scheme.htm>

## **[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](http://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**  
(Under Section 5 of the Right to Information Act, 2005)

Sl. No	Name and Address	Contact Nos. & E-mail	Region
<b>CENTRAL PUBLIC INFORMATION OFFICER</b>			
1	Dr. Rajat Kumar Pal, Deputy Director (Dev.), Coconut Development Board, Government of India, Ministry of Agriculture & Farmers Welfare, P.B. No.1021, Kera Bhavan, SRV Road, Kochi – 682 011, Kerala	Phone: Office PABX: (0484) 2376265, 2376553, 2377266 & 2377267. Extn. 139 Mob: 9401135639 Fax: (0484) 2377902 Grams: KERABOARD E-mail: cdbrti@gmail.com Website: <a href="http://www.coconutboard.gov.in">http://www.coconutboard.gov.in</a>	National level, Kerala and Laksha- dweep Islands
<b>TRANSPARENCY OFFICER</b>			
	Shri Melton Correya, Administrative Officer, Coconut Development Board, Government of India, Ministry of Agriculture & Farmers Welfare, P.B. No.1021, Kera Bhavan, SRV Road, Kochi – 682 011, Kerala.	Phone: Office PABX: (0484) 2376265, 2376553, 2377266 & 2377267. Extn. 125 Mob: 9645693352 Fax: (0484) 2377902 Grams: KERABOARD E-mail: cdbrti@gmail.com Website: <a href="http://www.coconutboard.gov.in">http://www.coconutboard.gov.in</a>	

**Appellate Authority**  
(Under Section 19 of the Right to Information Act, 2005)

- Shri. Saradindu Das**  
Chief Coconut Development Officer  
Coconut Development Board  
(Ministry of Agriculture & Farmers Welfare, Government of India)  
Kera Bhavan, Kochi -682 011, Kerala.  
Phone: (0484) 2375999  
Mob: 9447175999  
E-mail: cdbkochi@gmail.com  
Website: <http://www.coconutboard.gov.in>

## DEEMED PUBLIC INFORMATION OFFICERS

Sl. No.	Name, Designation and Address of the Officer	Designated as	Jurisdiction
1.	Shri Hemachandra, Director, Coconut Development Board, Regional Office cum Technology Centre, Hulimavu, Bannerghatta Road, Bangalore-560 076.	Deemed Public Information Officer	Karnataka and Goa
2.	Shri Rajeev Bhushan Prasad, Director, Coconut Development Board, Regional Office, No. 47/F 1, Dr. Ramasami Salai, K.K. Nagar, Chennai-600 078.	-do-	Tamil Nadu, Puducherry and Andaman & Nicobar Islands
3.	Shri Lunghar Obed, Director, Regional Office, Housefed Complex (Sixth Floor), Beltola Road, Last Gate, Dispur, Guwahati-781 006, Assam.	-do-	Assam, Tripura, Arunachal Pradesh, Manipur, Nagaland, Meghalaya and Sikkim
4.	Shri Jayanath R, Assistant Director, Coconut Development Board, State Centre, D. No. 4-123, Rajula Bazar, Ramavarappadu P.O., Near Zilla Parishad High School, Vijayawada-521 108, Krishna District (Andhra Pradesh).	-do-	Andhra Pradesh and Telangana
5.	Dr. Amiya Debnath, Deputy Director , Coconut Development Board, Regional Office, Jagdev Path, Phulwari Road, Patna - 800 014, Bihar.	-do-	Bihar, Chhattisgarh, Madhya Pradesh and Jharkhand
6.	Shri Khokan Debnath, Deputy Director, Coconut Development Board, State Centre. BJ-108, Sector-II, Salt Lake, Kolkata-700 091.	-do-	West Bengal
7.	Dr. Rajat Kumar Pal, Deputy Director, Coconut Development Board, State Centre, Pitapalli, Post Kumarbasta, District Khurda, Orissa-752 055.	-do-	Odisha

8.	Shri Pramod P. Kurian, Assistant Director, Coconut Development Board, State Centre, Road No.16, Z Lane, Waggle Estate, Thane, Maharashtra-400 604.	-do-	Maharashtra and Gujarat
9.	Shri Ved Pal Singh, Assistant Director, Coconut Development Board, Market Development- cum- Information Centre, 120, Hargobind Enclave, Delhi-110 092.	-do-	Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Rajasthan, Uttar Pradesh and Uttarakhand.

### **Details of Previous First Appellate Authority (FAA) and CPIO**

#### **First Appellate Authority (FAA)**

- 01.01.2015 to 18.05.2016 - Shri T.K. Jose IAS,  
Chairman, Coconut Development Board.
- 19.05.2016 to 27.04.2017 - Dr. A.K. Singh,  
Chairman, Coconut Development Board.
- 28.04.2017 to 30.07.2017 - Dr. Shakil P. Ahammed IAS,  
Chairman, Coconut Development Board.
- 31.07.2017 to 07.08.2018 - Dr. B.N. Srinivasa Murthy,  
Chairman, Coconut Development Board.
- 13.08.2018 to till date - Shri Saradindu Das,  
Chief Coconut Development Officer,  
Coconut Development Board.

#### **CPIO**

- 01.01.2015 to 02.07.2015 - Shri Hemachandra,  
Deputy Director (Mkg.)
- 03.07.2015 to 31.05.2016 - Shri Rajeev P George,  
Director
- 01.06.2016 to 30.09.2016 - Dr. G.R. Singh,  
Chief Coconut Development Officer
- 01.10.2016 to 30.10.2018 - Shri Sardar Singh Choyal,  
Deputy Director (Dev.)
- 01.11.2018 to 27.11.2018 - Shri E. Aravazhi,  
Deputy Director (Dev.)
- 28.11.2018 to till date - Dr. Rajat Kumar Pal,  
Deputy Director (Dev.)

**RTI Annual Return Information System**  
**Quarterly Return Form**

**Public Authority** : **COCONUT DEVELOPMENT BOARD, KOCHI**  
**Quarter** : **1<sup>ST</sup> Quarter** **Year** : **2017 – 18**

<b>Block I (Details about the requests and appeals )</b>						
<b>Progress during Quarter</b>						
	Opening Balance as on beginning of 2 <sup>nd</sup> Quarter	No. of applications received as transfer from other Pas u/s 6 (3)	Received during the quarter (including cases transferred to other Pas )	No. of cases transferred to other Pas u/s 6(3)	Decisions where requests/ appeals rejected	Decisions where requests / appeals accepted
Requests	<b>0</b>	<b>5</b>	<b>21</b>	<b>0</b>		<b>21</b>
First Appeals	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
	Total no.of <b>CAPIOs</b> designated		Total no.of <b>CPIOs</b> designated		Total no.of <b>AA</b> s designated	
	<b>9</b>	<b>1</b>	<b>1</b>			

<b>Block II (Details about fees collected, penalty imposed and disciplinary action taken )</b>			
Registration Fee Collected ( in Rs. ) u/s 7 (1)	Addl.Fee collected ( in Rs. ) u/s 7 (3)	Penalty Amount Recovered ( in Rs.) as directed by CIC u/s 20(1)	No. of cases where disciplinary action taken against any officer u/s 20(2)
<b>190=00</b>	<b>3066=00</b>		

<b>Block III (Details of various provisions of section 8 while rejecting the requested information)</b>													
<b>No. of times various provisions were invoked while rejecting requests</b>													
<b>Relevant Sections of RTI Act, 2005</b>													
<b>Section 8 (1)</b>											<b>Sections</b>		
a	b	c	d	e	f	g	h	i	j	9	11	24	Other

<b>Block IV (Details regarding compliance of direction/recommendation of the Commission)</b>			
Sl.No	Reference no. of cases wherein commission made specific recommendation as per section 25(5) (max.20 chars)	Whether action is initiated to comply with recommendation of commission	Details, thereof (max.250 chars)
1			
2			
3			
4			
5			
6			
7			
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9			
10			

If the Public Authority made any changes in regard to its rules/regulations/procedures as a result of requested information by the citizens, please provide summarized details of the changes (max. 500 chars)

--

**Block V (Details regarding compliance of direction/recommendation of the Commission)**

Last date of uploading the Pro-active Disclosures on the website of PA	Name of the person who is entering /updating data	Designation of the person who is entering /updating data

Chief Public Information Officer

**RTI Annual Return Information System**  
**Quarterly Return Form**

**Public Authority** : **COCONUT DEVELOPMENT BOARD, KOCHI**  
**Quarter** : **2<sup>nd</sup> Quarter** **Year** : **2017 – 18**

<b>Block I (Details about the requests and appeals )</b>						
<b>Progress during Quarter</b>						
	Opening Balance as on beginning of 2 <sup>nd</sup> Quarter	No. of applications received as transfer from other Pas u/s 6 (3)	Received during the quarter (including cases transferred to other Pas )	No. of cases transferred to other Pas u/s 6(3)	Decisions where requests/ appeals rejected	Decisions where requests / appeals accepted
Requests	<b>5</b>	<b>5</b>	<b>12</b>	<b>0</b>		<b>15</b>
First Appeals	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>		<b>3</b>
	Total no.of <b>CAPIOs</b> designated		Total no.of <b>CPIOs</b> designated		Total no.of <b>AA</b> s designated	
	<b>9</b>		<b>1</b>		<b>1</b>	

<b>Block II (Details about fees collected, penalty imposed and disciplinary action taken )</b>			
Registration Fee Collected ( in Rs. ) u/s 7 (1)	Addl.Fee collected ( in Rs. ) u/s 7 (3)	Penalty Amount Recovered ( in Rs.) as directed by CIC u/s 20(1)	No. of cases where disciplinary action taken against any officer u/s 20(2)
<b>100=00</b>	<b>200=00</b>		

<b>Block III (Details of various provisions of section 8 while rejecting the requested information)</b>													
<b>No. of times various provisions were invoked while rejecting requests</b>													
<b>Relevant Sections of RTI Act, 2005</b>													
<b>Section 8 (1)</b>										<b>Sections</b>			
a	b	c	d	e	f	g	h	i	j	9	11	24	Other

<b>Block IV (Details regarding compliance of direction/recommendation of the Commission)</b>			
Sl.No	Reference no. of cases wherein commission made specific recommendation as per section 25(5) (max.20 chars)	Whether action is initiated to comply with recommendation of commission	Details, thereof (max.250 chars)
1			
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If the Public Authority made any changes in regard to its rules/regulations/procedures as a result of requested information by the citizens, please provide summarized details of the changes (max. 500 chars)

--

**Block V (Details regarding compliance of direction/recommendation of the Commission)**

Last date of uploading the Pro-active Disclosures on the website of PA	Name of the person who is entering /updating data	Designation of the person who is entering /updating data

Chief Public Information Officer

**RTI Annual Return Information System**  
**Quarterly Return Form**

**Public Authority** : **COCONUT DEVELOPMENT BOARD, KOCHI**  
**Quarter** : **3<sup>rd</sup> Quarter** **Year** : **2017 – 18**

<b>Block I (Details about the requests and appeals )</b>						
			<b>Progress during Quarter</b>			
	Opening Balance as on beginning of 3 <sup>rd</sup> Quarter	No. of applications received as transfer from other Pas u/s 6 (3)	Received during the quarter (including cases transferred to other Pas )	No. of cases transferred to other Pas u/s 6(3)	Decisions where requests/ appeals rejected	Decisions where requests / appeals accepted
Requests	<b>2</b>	<b>7</b>	<b>10</b>	<b>0</b>		<b>17</b>
First Appeals	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1</b>
		Total no.of <b>CAPIOs</b> designated	Total no.of <b>CPIOs</b> designated	Total no.of <b>AA</b> s designated		
		<b>9</b>	<b>1</b>	<b>1</b>		

<b>Block II (Details about fees collected, penalty imposed and disciplinary action taken )</b>			
Registration Fee Collected ( in Rs. ) u/s 7 (1)	Addl.Fee collected ( in Rs. ) u/s 7 (3)	Penalty Amount Recovered ( in Rs.) as directed by CIC u/s 20(1)	No. of cases where disciplinary action taken against any officer u/s 20(2)
<b>80=00</b>			

<b>Block III (Details of various provisions of section 8 while rejecting the requested information)</b>													
<b>No. of times various provisions were invoked while rejecting requests</b>													
<b>Relevant Sections of RTI Act, 2005</b>													
<b>Section 8 (1)</b>											<b>Sections</b>		
a	b	c	d	e	f	g	h	i	j	9	11	24	Other

<b>Block IV (Details regarding compliance of direction/recommendation of the Commission)</b>			
Sl.No	Reference no. of cases wherein commission made specific recommendation as per section 25(5) (max.20 chars)	Whether action is initiated to comply with recommendation of commission	Details, thereof (max.250 chars)
1			
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If the Public Authority made any changes in regard to its rules/regulations/procedures as a result of requested information by the citizens, please provide summarized details of the changes (max. 500 chars)

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**Block V (Details regarding compliance of direction/recommendation of the Commission)**

Last date of uploading the Pro-active Disclosures on the website of PA	Name of the person who is entering /updating data	Designation of the person who is entering /updating data

Chief Public Information Officer