

# **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.

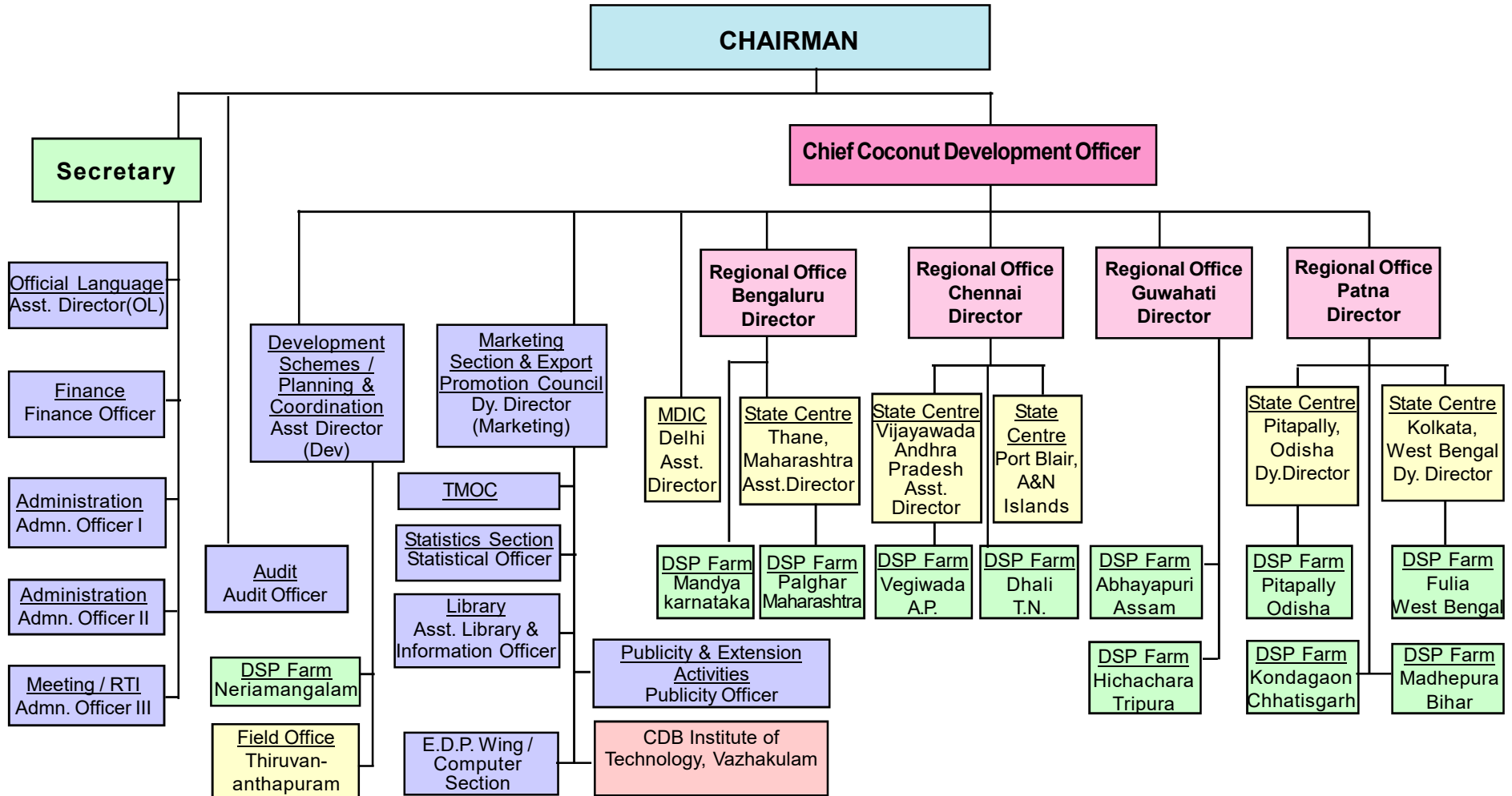
(13) Such other measures as may have regard to the purposes of the Coconut Development Board Act, 1979, be prescribed by the Central Government in consultation with the Governments of the States where coconut is grown on a large scale.

**List of Members of Coconut Development Board**

- 1. Shri Rajbir Singh Panwar IFS**  
Chairman  
Coconut Development Board, Kochi-682 011
- 2. Dr. B.N. Srinivasa Murthy**  
Horticulture Commissioner, Government of India,  
Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation &  
Farmers Welfare, Krishi Bhavan, New Delhi-110 114
- 3. Dr. Anitha Karun**  
Director, Central Plantation Crops Research Institute, Kasaragod-671 124
4. The Chairman  
Coir Board, M.G. Road, Ernakulam, Kochi-682 016  
**Shri Sudhir Garg**  
Joint Secretary, ARI & Chairman Coir Board, Ministry of MSME, Udyog Bhavan,  
New Delhi-110 011
- 5. Shri K.K. Ragesh**  
Member of Parliament (Rajya Sabha), Praxix, Koodali P.O., Kannur-670 592
- 6. Shri Gangasandra Siddappa Basavaraj**  
Member of Parliament (Lok Sabha), Gandhi Nagar, Opp. Park, Tumkur,  
Karnataka-572 101
- 7. Smt. Anuradha Chinta**  
Member of Parliament (Lok Sabha), D.No.I-99, Main Road, Mogallamuru,  
Village Allavaram, Mandalam, Amalapuram, Andhra Pradesh-533 210
- 8. Shri K.R. Uday Bhaskar**  
Principal Commissioner, Central Excise, Customs & Service Tax,  
Central Revenue Building, I.S. Press Road, Kochi-682 018
- 9. Shri Abhay Kumar**  
Director, Department of Consumer Affairs, Ministry of Consumer Affairs,  
Food and Public Distribution, Government of India, Krishi Bhawan, New Delhi
- 10. Dr. Devendra Kumar Singh IAS**  
Additional Chief Secretary and Agricultural Production Commissioner,  
Government of Kerala, State Secretariat, Thiruvananthapuram-695 001
- 11. Shri Gagandeep Singh Bedi IAS**  
Agricultural Production Commissioner & Principal Secretary to the Government,  
Government of Tamilnadu, Agriculture Department, Secretariat,  
Fort St. George, Chennai-600 009

- 12. Shri B. Venkatesh**  
Director of Horticulture, Government of Karnataka, Lal Bagh, Bengaluru – 560 004, Karnataka
- 13. Shri Chiranjiv Choudhary IFS**  
Commissioner of Horticulture, Government of Andhra Pradesh, TTPC Building, 1<sup>st</sup> Floor, Old Market Yard, Chuttugunta (Beside Mini Rythu Bazar), Guntur, Andhra Pradesh-522 004
- 14. Shri Naba Kishore Tad**  
Deputy Director of Horticulture, Government of Odisha, Udyan Bhawan, Nayapalli, Bhubaneswar-751 015, Odisha
- 15. Shri Kuldeep Singh Gangar**  
Secretary (Agriculture), Department of Agriculture, Government of Goa  
Goa Secretariat, Porvorium, Goa-403 521
- 16. Shri Om Prakash Mishra**  
Secretary (Agriculture), Department of Agriculture, Lakshadweep Administration  
Old DP Building, Ground Floor, Secretariate, Kavaratti-682 555
- 17. Dr. B. Ramakichenin @ Balagandhi**  
Director of Agriculture and Farmers Welfare, Directorate of Agriculture & FW of  
Puducherry, 1/7 New Light House Road, Vambakeerapalayam, Puducherry-605 001
- 18. Shri P. Reghunath**  
Achyutham House, Malalaparamba Post Office, Kozhikode-673 009
- 19. Shri K. Narayanan Master**  
Koyattil House, Ozhur Post Office, Tanalur Via, Malappuram-676 307
- 20. Shri S.V. Muthuramalingam**  
Sirukalanthai Post, Kinathukadavu, Coimbatore-642 202
- 21. Shri Renukumar B.H**  
S/o Shri Halgegowda B.S, Bennur Village & Post, Kasaba Hobli, Belur Taluk, Hassan, Karnataka-573 115
- 22. Shri H.L. Aswathnarayana**  
Annapura, Halepalya Post, Tiptur, Karnataka-572 202
- 23. Shri Guruswamy D.**  
S/o Shri Dayamappa, Mavinakatte, Beesanahalli Post, Hosadurga Taluk, Chitradurga, Karnataka-577 527
- 24. Shri R. Elango**  
No.157, Perumal Koil Street, Pattukkotai, Tamilnadu-614 601

# 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)**

<b>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.</b>							
Sl. No	Item Of Expenditure	Monetary limit upto which expenditure can be incurred					Remarks
		C C D O	Secretary	Director, Ros	Dy.Director, SCs	Sr Farm Manager/ Farm Manager of DSP Farms	
1	Purchase of bicycle	Full powers	Full powers (for HQ)	Full powers (for ROs, SCs & DSP farms)	----	----	Subject to specific provision included in the budget of the respective office. Purchase to be effected by observing codal formalities.
2	Conveyance hire taxis	Rs.1000/- at a time subject to a maximum of Rs.5000/- per annum	Rs.1000/- at a time subject to a maximum of Rs.2500/- per annum (for HQ only)	Rs.500/-at a time subject to a maximum of Rs.2500/- per annum per office (in respect of ROs, SCs & DSP farms)	1000  2500	500  1000	For providing conveyance to VIPs/ Board's guests / in the absence / inadequacy of Board's own vehicles.
3	Electric, Gas and water charges	---	Full Power ( For HQ Only)	Full Power For ROs	Full Power For SCs	Full Power For DSP Farms	-
4	Furniture and fixtures	Upto Rs.10,000/- Full powers for sanctioning purchase and incurring expenditure in each case subject to specific provision in the budget	Upto Rs.5,000/- Full powers for sanctioning purchase and incurring expenditure in each case subject to specific provision in the budget	Upto Rs.5,000/- full powers for sanctioning purchase and incurring expenditure in each case in respect of ROs, SCs, DSP farms subject to specific provision in the budget. Full powers for effective payment above Rs.5,000/- in each case with prior financial sanction from headquarters.	-----	-----	-----
5	Freight charges	Up to Rs.10000/- full powers in each case subject to specific provision in the Budget	Up to Rs.5000/- Full powers in each case subject to specific provision in the budget	Up to Rs.5000/- Full powers in each case in respect of Regional Office, State Centres and DSP farms subject to specific provision in the budget. Full powers for effecting payment above Rs.5000/- in each case with the prior financial sanction from headquarters.	Rs.2500/-	Up to Rs.2500 Full powers in each case for transporting materials for operational purpose of the farm and disposal of farm produce.	---



6	Demurrage/ wharfage charges	Full powers in respect of HQ	---	Full powers in respect of Regional Offices	Full powers in respect of State centres	Full powers in respect of DSP farms	Director, ROs/ Dy.Directors, SCs/ SFM/ FM, DSP Farms should get the ratification of HQ after making payment with full justification for making payment.
7	Legal charges for Law suites to which Board is a party including fees to Advocates and other legal charges	Full powers	--	--	--	--	--
8	i) Maintenance, unkeep and repairs of motor vehicles including tractors, tillers and 2 wheelers	20000/- per vehicle in a year subject to specific provision in the budget	Rs.10,000/-per vehicle in a year subject to specific budget provision(in respect of HQ)	Rs.10,000/- per vehicle in a year in respect of ROs, SCs and DSP farms subject to specific budget provision. Full powers for effecting payment above Rs.10000/- per vehicle with the prior financial sanction from HQs.	Upto Rs.5,000/- per vehicle in an year subject to specific budget provision	Rs.2,500/- per vehicle in a year subject to specific budget provision.	---
	ii) Purchase of petroleum products	Full powers subject to budget provision	Rs.2,000/- per vehicle at a time subject to budget provision (in respect of HQ)	Rs.2,000/- per vehicle at a time subject to budget provision (in respect of RO)	Rs.2,000/- per vehicle at a time subject to budget provision (in respect of SC)	Rs.1,500/- per tractor/tiller at a time and Rs.250/- per two wheeler at a time subject to budget provision(in respect of DSP farm)	---
9	Municipal or cantonment rates and taxes	---	Full powers(HQ)	Full powers in respect of Regional Offices	Full powers in respect of state centres	Full powers in respect of DSP farms	---
10	Petty works and repairs including sanitary and electrical installation, repairs of office building and staff quarters etc. owned by Board	Rs.50,000/- in each case subject to specific provision in the budget	Rs.20,000/- in each case subject to specific provision in the budget(in respect of HQ)	Rs.10,000/- in each case in respect of ROs, SCs and DSP farms subject to specific provision in the budget(in respect of RO)	Rs.5,000/- in each case in respect of SCs, subject to specific provision in the budget (in respect of SC)	Rs.2,500/- in each case in respect of DSP farms subject to specific provision in the budget (in respect of DSP farms)	---
11	Repairs and alternations to hired and requisitioned building	Rs.20,000/- in each case per annum	--	--	--	--	--
12	Post and telegraph charges including commission on money orders, etc.	Full powers	Full powers subject to specific provision in the budget in respect of HQ	Full powers subject to specific provision in the budget in respect of Regional Office	Full powers subject to specific provision in the budget in respect of State Centres.	Full powers subject to specific provision in the budget in respect of DSP farms	--

13	Printing and binding of Annul Reports, Audit Reports, Journals, Periodicals and ad-hoc publications & printing leaflets & forms	Full powers subject to specific provision in the budget and observing codal formalities for awarding printing works.	Rs.25,000/-	Rs.10,000/-	Rs.10,000/-	Rs.5,000/-	---
14	Purchase of books, periodicals, official publications	Full powers subject to specific provision in the budget(HQ)	Full powers for purchase of office manuals, books on accounts, etc. upto Rs.10000 per year.	Full powers subject to specific provision in the budget (ROs)	Full powers subject to specific provision in the budget in respect of State Centres.	Full powers subject to specific provision in the budget(DSP farms)	---
15	Rent for ordinary office accommodation	--	Full powers for making payment as per agreement executed by the Board(HQ)	Full powers for making payment as per agreement executed by the Board (ROs)	Full powers for making payment as per agreement executed by the Board (SCs)	Full powers for making payment as per agreement executed by the Board (DSP farms)	---
16	Repairs to plant and machinery, equipments, pumpsets, etc.	Rs.25,000/- in each case subject to specific budget provision(HQ)	Rs.10,000/-	Rs.7,500/- in each case in respect of ROs, SCs, DSP farms subject to specific budget provision. Full powers for effecting payment above Rs.7500/- in each case with the prior sanction from HQ	Rs.2,000/- in each case in respect of State centres subject to specific budget provision.	Rs.2,000/- in each case subject to specific provision in the budget (DSP farms)	--
17	Staff paid from contingencies	Full powers	Full powers to pass muster rolls once the engagement is approved by the Chairman (HQ)	Full powers to pass muster rolls once the engagement is approved by the Chairman (ROs)	Full powers to pass muster rolls once the engagement is approved by the Chairman (SCs)	<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.	Shri Rajbir Singh Panwar, IFS	Chairman
2.	Shri Saradindu Das	Chief Coconut Development Officer
3.	Shri R. Madhu	Secretary
4.	Smt. Deepthi Nair S.	Deputy Director (Marketing)
5.	Smt. S. Beena	Assistant Director (O.L.)
6.	Shri Pramod P. Kurian	Assistant Director
7.	Shri K.S. Sebastian	Assistant Director (Marketing)
8.	Smt. Radha P.G.	Audit Officer
9.	Shri P. Sabareenathan	Finance Officer
10.	Shri Vasanthakumar V.C.	Statistical Officer
11.	Shri Melton Correya	Administrative Officer
12.	Smt. Shilamma Sebastian	Administrative Officer
13.	Shri Sebastian M.A.	Administrative Officer
14.	Smt. Mini Mathew	Publicity Officer
15.	Shri Subhash K.K.	Assistant Library and Information Officer
16.	Smt. Jayashree A.	Development Officer
17.	Shri S.S. Selvakumar	Development Officer
18.	Shri Kumaravel S.	Development Officer
19.	Smt. Leenamol M.A.	Market Promotion Officer
20.	Smt. Sangeetha T.S.	Senior Translation Officer
21.	Smt. Vindu Rani N.	Senior Translation Officer
22.	Smt. Joycy Chacko	Accounts Officer
23.	Smt. Sona John	Sub Editor
24.	Smt. Renu P. Viswam	Statistical Investigator
25.	Smt. Preetha Kumari P.V.	Statistical Investigator
26.	Shri Vijayan R.	Statistical Investigator
27.	Smt. Deepthi R.	Technical Officer
28.	Smt. Vincy Varghese	Technical Officer
29.	Shri K.S. James	Assistant
30.	Smt. Lekshmi Devi M.P.	Assistant
31.	Smt. Beena Antony	Assistant
32.	Shri Abdul Azeez M.A.	Assistant (Store)
33.	Dr. Surya Prathyush	Junior Translation Officer
34.	Smt. J. Rajakani	Stenographer Grade II
35.	Shri Biju L.	Stenographer Grade II
36.	Shri T.G. Pavanan	Driver Grade I
37.	Shri Kannadas K.	Upper Division Clerk
38.	Smt. Suni Mol B.	Upper Division Clerk
39.	Smt. Sheeba M.G.	Upper Division Clerk
40.	Smt. Jisha Manjula K.A.	Upper Division Clerk
41.	Kum. Ambily E.V.	Upper Division Clerk
42.	Smt. Maya P.	Upper Division Clerk
43.	Smt. Vidya P.L.	Upper Division Clerk
44.	Shri V.K. Sudheesh	Data Entry Operator
45.	Shri T. Balakrishna	Junior Stenographer
46.	Shri P.J. Bejoy	Lower Division Clerk
47.	Smt. Nisha P.L.	Lower Division Clerk

48.	Smt. Nimisha P.	Lower Division Clerk
49.	Smt. Hyrooneesa P.C.	Lower Division Clerk
50.	Smt. Sherine V.J.	Lower Division Clerk
51.	Smt. Bijitha V.R.	Lower Division Clerk
52.	Smt. Nija K.M.	Lower Division Clerk
53.	Smt. Priya B.S.	Lower Division Clerk
54.	Shri Shajahan K.M.	Driver (Ordinary Grade)
55.	Shri M.J. Xavier Gabriel	Multi-Tasking Staff
56.	Shri N. Sreenivasan	Multi-Tasking Staff
57.	Shri Sankar Manoj M.	Multi-Tasking Staff
58.	Shri Shaji K.R.	Multi-Tasking Staff
59.	Shri P. Jayakumar	Multi-Tasking Staff
60.	Smt. Omana C.V.	Multi-Tasking Staff
61.	Smt. Preetha T.P.	Multi-Tasking Staff
62.	Smt. Nimmi T.R.	Multi-Tasking Staff
63.	Smt. Prameela Patinhare Muthuvat	Multi-Tasking Staff

## REGIONAL OFFICES

### I BENGALURU

Sl.No	Name	Designation
1.	Shri E. Aravazhi	Deputy Director (Dev.)
2.	Shri Nanje Gowda	Multi-Tasking Staff
3.	Smt. Thayamma	Multi-Tasking Staff

### II CHENNAI

Sl.No.	Name	Designation
1.	Smt. T. Bala Sudhahari	Deputy Director (Dev.)
2.	Shri Sasikumar C.	Development Officer
3.	Shri C.R. Raghu	Driver Grade I
4.	Smt. D. Padmavathy	Lower Division Clerk
5.	Kum. Dhanalakshmi B.	Multi-Tasking Staff

### III GUWAHATI

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

### IV PATNA

Sl.No	Name	Designation
1.	Shri Rajeev Bhushan Prasad	Director
2.	Shri Ravindra Kumar	Development Officer
3.	Shri Hariom Kumar	Junior Stenographer
4.	Shri Rajiv Ranjan Sinha	Lower Division Clerk
5.	Shri Prem Chandra Kumar	Multi-Tasking Staff
6.	Shri Bihari Singh	Multi-Tasking Staff
7.	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.	Dr. Amiya Debnath	Deputy Director (Dev.)
2.	Smt. M. Saraswathy	Stenographer Grade II
3.	Shri Sharad S. Aglawe	Field Officer
4.	Shri Girish Kumar Pal	Driver Grade II
5.	Shri Ramesh Kumar	Lower Division Clerk
6.	Kum. Pratibha Pandhari Patole	Multi-Tasking Staff

### 3. Vijayawada, Andhra Pradesh

Sl. No.	Name	Designation
1.	Smt. B. Pushpanjali	Stenographer Grade I
2.	Shri P. Jagadeesh	Assistant
3.	Shri K.N. Madappa Setty	Driver Grade II
4.	Shri A. Ashok Kumar	Multi-Tasking Staff

### 4. Pitapalli, Odisha

Sl. No.	Name	Designation
1.	Dr. Rajat Kumar Pal	Deputy Director (Dev.)
2.	Smt. Sasmita Pallei	Lower Division Clerk
3.	Shri Minaketan Parida	Driver (Ordinary Grade)
4.	Shri Omprakash Bhol	Multi-Tasking Staff

### 5. Kolkata, West Bengal

Sl. No.	Name	Designation
1.	Shri Lakshman Kujur	Assistant
2.	Shri Subodh Kumar Singh	Upper Division Clerk
3.	Shri Madan Singh	Driver Grade II
4.	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.	Smt. Durgesh Kumari	Lower Division Clerk
3.	Shri Sant Lal Sharma	Multi-Tasking Staff

### CDB Institute of Technology, South Vazhakulam, Aluva, Kerala

Sl. No.	Name	Designation
1.	Smt. Annie Eappen	Chemist
2.	Smt. Preetha D.	Lower Division Clerk
3.	Shri P.A. Simon	Multi-Tasking Staff

## Demonstration-cum-Seed Production Farms

### 1. Mandya, Karnataka

Sl. No.	Name	Designation
1.	Shri Jayanath R.	Assistant Director
2.	Shri K. Haridas	Field Officer
3.	Smt. Janisha K.P.	Field Officer
4.	Smt. M.G. Ningamma	Multi-Tasking Staff
5.	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 Rabi Narayana Das	Senior Field Officer
2.	Shri Ram Niwas Singh	Field Officer
3.	Shri Ashok Kumar	Lower Division Clerk
4.	Shri Dineshwar Singh	Multi-Tasking Staff
5.	Shri Ganesh Prasad Sao	Multi-Tasking Staff
6.	Shri Anil Kumar Singh	Multi-Tasking Staff

### 4. Kondagaon, Chhattisgarh

Sl. No.	Name	Designation
1.	Shri Ishwar Chandra	Farm Manager
2.	Shri N. Surulimuthu	Field Officer
3.	Shri Yuwaraj Yadav	Lower Division Clerk
4.	Shri Bhuvan Kumar Viswakarma	Multi-Tasking Staff
5.	Shri Tulsiram Sethiya	Multi-Tasking Staff

### 5. Neriamangalam, Ernakulam Dist., Kerala

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

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

Sl. No.	Name	Designation
1.	Shri Babu Varkey	Senior Field Officer
2.	Shri Vipin P.	Field Officer
3.	Shri Hawa Singh	Driver (Ordinary Grade)
4.	Shri K. Satyanarayana	Multi-Tasking Staff

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

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

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

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

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

Sl. No.	Name	Designation
1.	Shri G. Ragothuman	Development Officer
2.	Shri Sajjan 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 B. Chinnaraj	Farm Manager
2.	Shri Mrinal Kanti Nath	Field Officer
3.	Shri R. Paramasivam	Field Officer
4.	Shri Mangal Deb Barma	Multi-Tasking Staff
5.	Shri Chandan Paul	Multi-Tasking Staff
6.	Shri Bishu Deb Barma	Multi-Tasking Staff

**11. Fulia, Nadia Dist., West Bengal**

Sl. No.	Name	Designation
1.	Shri Jayakumar S.	Field Officer
2.	Shri Shailendra Appasaheb Khilare	Field Officer
3.	Shri M.G. Prabhakaran	Upper Division Clerk

**[X]**

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

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

## Annexure VI

Ref. No.	Employee Name		Month/ Year	BASIC	HRA	DA	CONVE- YANCE	PP	SCA	SDA/ ISA	Tribal All	Total Earning
0002D	SARADINDU DAS	Chief Coconut Development Officer	Oct-20	1,42,400	22,784	24,208	0	0	0	0	0	1,89,392
0003A	Madhu R	Secretary	Oct-20	83,300	13,328	14,161	0	0	0	0	0	1,10,789
0004A	ARAVAZHI.E	Deputy Director (Dev)	Oct-20	96,600	23,184	16,422	8,424	0	0	0	0	1,44,630
0010	BEENA S	Assistant Director (OL)	Oct-20	85,800	13,728	14,586	8,424	0	0	0	0	1,22,538
0010AA	S DEEPTHI NAIR	Deputy Director (Mktg.)	Oct-20	74,000	11,840	12,580	8,424	0	0	0	0	1,06,844
0010AB	RADHA P G	Audit Officer	Oct-20	96,600	15,456	16,422	8,424	0	0	0	0	1,36,902
0010B	SEBASTIAN K S	Assistant Director(Mkg)	Oct-20	82,400	13,184	14,008	8,424	0	0	0	0	1,18,016
0011	SABAREENATHAN P	Finance Officer	Oct-20	78,800	12,608	13,396	4,212	0	0	0	0	1,09,016
0011A	MELTON CORREYA	Administrative Officer	Oct-20	72,100	11,536	12,257	4,212	0	0	0	0	1,00,105
0012	MINI MATHEW	Publicity Officer	Oct-20	78,800	12,608	13,396	4,212	0	0	0	0	1,09,016
0012A	VASANTHAKUMAR V C	Statistical Officer	Oct-20	74,300	11,888	12,631	4,212	0	0	0	0	1,03,031
0015	SHILAMMA SEBASTIAN	Administrative Officer	Oct-20	76,500	12,240	13,005	4,212	0	0	0	0	1,05,957
0016	SUBHASH K K	Assistant Library and Info. Officer	Oct-20	72,100	11,536	12,257	4,212	0	0	0	0	1,00,105
0019	SEBASTIAN M A	Administrative Officer	Oct-20	76,500	12,240	13,005	4,212	0	0	0	0	1,05,957
0021	JOYCY CHACKO	Accounts Officer	Oct-20	49,000	7,840	8,330	4,212	0	0	0	0	69,382
0024	SONA JOHN	Sub Editor	Oct-20	56,900	9,104	9,673	4,212	0	0	0	0	79,889
0025	SANGEETHA T S	Senior Translation Officer	Oct-20	68,000	10,880	11,560	4,212	0	0	0	0	94,652
0026	VINDU RANI N	Senior Translation Officer	Oct-20	60,400	9,664	10,268	4,212	0	0	0	0	84,544
0027	DR SURYA PRATHYUSH	Junior Translation Officer	Oct-20	46,200	7,392	7,854	4,212	0	0	0	0	65,658
0027A	RENU P VISWAM	Statistical Investigator	Oct-20	41,100	6,576	6,987	4,212	0	0	0	0	58,875
0028	VIJAYAN R	Statistical Investigator	Oct-20	50,500	8,080	8,585	4,212	0	0	0	0	71,377
0029	PREETHA KUMARI P V	Statistical Investigator	Oct-20	44,900	7,184	7,633	0	0	0	0	0	59,717
0033A	JAMES K.S	Assistant	Oct-20	58,600	9,376	9,962	4,212	0	0	0	0	82,150
0034	JOHNSON K K	Assistant	Oct-20	53,600	8,576	9,112	8,424	0	0	0	0	79,712
0035	LEKSHMI DEVI M P	Assistant	Oct-20	52,000	8,320	8,840	4,212	0	0	0	0	73,372
0037A	JAYASREE A	Development Officer	Oct-20	72,100	11,536	12,257	8,424	0	0	0	0	1,04,317
0037AA	Selvakumar S S	Development Officer	Oct-20	70,000	11,200	11,900	4,212	0	0	0	0	97,312
0037B	KUMARAVEL S	Development Officer	Oct-20	62,200	9,952	10,574	4,212	0	0	0	0	86,938
0038	LEENAMOL M A	Market Promotion Officer	Oct-20	64,100	10,256	10,897	4,212	0	0	0	0	89,465
0039A	Deepthi R	Technical Officer	Oct-20	46,200	7,392	7,854	4,212	0	0	0	0	65,658
0041A	VINCY VARGHESE	Technical Officer	Oct-20	44,900	7,184	7,633	4,212	0	0	0	0	63,929
0045	RAJAKANI J	Stenographer Grade -II	Oct-20	68,000	10,880	11,560	4,212	0	0	0	0	94,652
0046	BIJU L	Stenographer Grade -II	Oct-20	37,600	6,016	6,392	8,424	0	0	0	0	58,432
0046A	BALAKRISHNA T	Junior Stenographer	Oct-20	27,900	4,464	4,743	4,212	0	0	0	0	41,319
0051	BEENA ANTONY	Assistant	Oct-20	46,200	7,392	7,854	4,212	0	0	0	0	65,658
0055	GANGADHARAN PILLAI M P	Upper Division clerk	Oct-20	45,400	7,264	7,718	4,212	0	0	0	0	64,594
0056A	Kannadas K	Upper Division clerk	Oct-20	42,800	6,848	7,276	4,212	0	0	0	0	61,136
0059	SUNIMOL B	Upper Division clerk	Oct-20	41,600	6,656	7,072	4,212	0	0	0	0	59,540
0060A	SUDEESH V K	Data Entry Operator	Oct-20	52,600	8,416	8,942	8,424	0	0	0	0	78,382
0063	MAYA P	Upper Division clerk	Oct-20	28,700	4,592	4,879	4,212	0	0	0	0	42,383
0064	JISHA MANJULA K A	Upper Division clerk	Oct-20	28,700	4,592	4,879	4,212	0	0	0	0	42,383
0065	AMBILY E V	Upper Division clerk	Oct-20	28,700	4,592	4,879	4,212	0	0	0	0	42,383

0066	SHEEBA M G	Upper Division clerk	Oct-20	28,700	4,592	4,879	4,212	0	0	0	0	42,383
0067	BEJOY PJ	Lower Division Clerk	Oct-20	27,600	4,416	4,692	4,212	0	0	0	0	40,920
0068	NISHA PL	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0069	NIMISHA P	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0070	BIJITHA V.R	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0071	HYROONEESA PC	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0072	VIDYA P L	Lower Division Clerk	Oct-20	26,300	4,208	4,471	4,212	1,400	0	0	0	40,591
0073	SHERINE V J	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0074	PREETHA D	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0074A	NIJA K M	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0074B	PRIYA B.S	Lower Division Clerk	Oct-20	23,800	3,808	4,046	1,580	0	0	0	0	33,234
0078	PAVANAN T G	Driver Grade I	Oct-20	55,200	8,832	9,384	4,212	0	0	0	0	77,628
0084	SOMAN T K	Multi-Tasking Staff	Oct-20	38,600	6,176	6,562	4,212	0	0	0	0	55,550
0086	SREENIVASAN N	Multi-Tasking Staff	Oct-20	37,500	6,000	6,375	4,212	0	0	0	0	54,087
0087	XAVIER GABRIEL	Multi-Tasking Staff	Oct-20	38,600	6,176	6,562	4,212	0	0	0	0	55,550
0090	SANKAR MANOJ M	Multi-Tasking Staff	Oct-20	30,200	4,832	5,134	4,212	0	0	0	0	44,378
0091	SHAJI K R	Multi-Tasking Staff	Oct-20	29,300	4,688	4,981	4,212	0	0	0	0	43,181
0091A	JayaKumar P	Multi-Tasking Staff	Oct-20	29,300	4,688	4,981	4,212	0	0	0	0	43,181
0092	OMANA C V	Multi-Tasking Staff	Oct-20	28,400	4,544	4,828	4,212	0	0	0	0	41,984
0096	NIMMI T R	Multi-Tasking Staff	Oct-20	20,300	3,600	3,451	1,580	0	0	0	0	28,931
0097	PREETHA T P	Multi-Tasking Staff	Oct-20	20,300	3,600	3,451	3,159	0	0	0	0	30,510
0099	PRAMEELA PATINHARE MUTHUVAT	Multi-Tasking Staff	Oct-20	20,300	3,600	3,451	1,580	0	0	0	0	28,931
2101	Sreekumar Poduval	Deputy Director(TD &E)	Oct-20	1,19,000	19,040	20,230	8,424	0	0	0	0	1,66,694
2102	Annie Eapen	Chemist	Oct-20	81,200	12,992	13,804	4,212	0	0	0	0	1,12,208
2103	Abdul Azeez M A	Asssitant (Store)	Oct-20	58,600	9,376	9,962	4,212	1,172	0	0	0	83,322
2104	Shajahan K M	Driver (Ordinary Grade )	Oct-20	35,000	5,600	5,950	4,212	0	0	0	0	50,762
3101	Hemachandra	Director	Oct-20	76,875	24,600	13,069	0	0	0	0	0	1,14,544
3105	Simi Thomas	Technical Officer	Oct-20	30,825	0	5,240	0	0	0	0	0	36,065
3109	Nanjegowda	Multi-Tasking Staff	Oct-20	37,500	9,000	6,375	4,212	0	0	0	0	57,087
3110	Thayamma	Multi-Tasking Staff	Oct-20	30,200	7,248	5,134	4,212	0	0	0	0	46,794
3201	Rajeev Bhushan Prasad	Director	Oct-20	1,12,400	17,984	19,108	8,424	0	0	0	0	1,57,916
3202	Bala Sudhahari T	Deputy Director(Dev.)	Oct-20	1,15,500	27,720	19,635	8,424	0	0	0	0	1,71,279
3203	Subramanian T N	Statistical Investigator	Oct-20	60,400	14,496	10,268	4,212	0	0	0	0	89,376
3204	Saraswathy M	Stenographer Grade -II	Oct-20	68,000	16,320	11,560	4,212	0	0	0	0	1,00,092
3205	Paramasivam R	Field Officer	Oct-20	45,400	3,632	7,718	2,106	0	1,800	4,540	0	65,196
3206	Prabhakaran M G	Upper Division clerk	Oct-20	42,200	3,376	7,174	2,106	0	0	0	0	54,856
3207	Padmavathy D	Lower Division Clerk	Oct-20	23,800	5,712	4,046	1,580	0	0	0	0	35,138
3208	Raghu C R	Driver Grade-I	Oct-20	45,400	10,896	7,718	4,212	0	0	0	0	68,226
3209	Dhanalakshmi B	Multi-Tasking Staff	Oct-20	20,300	5,400	3,451	1,580	0	0	0	0	30,731
3210	Sasikumar C	Development Officer	Oct-20	58,600	14,064	9,962	4,212	0	0	0	0	86,838
3303	Raju Rai	Stenographer Grade -II	Oct-20	58,600	9,376	9,962	2,106	0	480	5,860	0	86,384
3304	Abdul Malek	Asssitant	Oct-20	52,000	8,320	8,840	2,106	0	480	5,200	0	76,946
3305	Giten Goswami	Driver Grade-I	Oct-20	56,900	9,104	9,673	2,106	0	480	5,690	0	83,953
3306	Binoy Kumar Debbarma	Multi-Tasking Staff	Oct-20	35,000	5,600	5,950	2,106	0	480	3,500	0	52,636
3307	Bolen Chandra Deka	Multi-Tasking Staff	Oct-20	31,100	4,976	5,287	2,106	0	480	3,110	0	47,059
3401	Ravindra Kumar	Technical Officer	Oct-20	64,100	10,256	10,897	4,212	0	0	0	0	89,465



3403	Ashok Kumar	Lower Division Clerk	Oct-20	21,700	1,800	3,689	1,053	0	0	0	0	28,242
3404	Premchandra Kumar	Multi-Tasking Staff	Oct-20	37,500	6,000	6,375	4,212	0	0	0	0	54,087
3405	Bihari Singh	Multi-Tasking Staff	Oct-20	35,000	5,600	5,950	4,212	0	0	0	0	50,762
3406	Rakesh Kumar	Trainee	Oct-20	20,900	3,600	3,553	1,580	0	0	0	0	29,633
4102	Jayanath R	Assistant Director	Oct-20	69,000	5,520	11,730	4,212	0	0	0	0	90,462
4105	Marjana Beegum	Technical Officer	Oct-20	41,100	6,576	6,987	4,212	0	0	0	0	58,875
4108	Pushpanjali B	Stenographer Grade -II	Oct-20	56,900	9,104	9,673	4,212	0	0	0	0	79,889
4111	Jagadeesh P	Asssitant	Oct-20	44,900	7,184	7,633	2,106	0	0	0	0	61,823
4117	Ashok Kumar A	Multi-Tasking Staff	Oct-20	34,000	5,440	5,780	2,106	0	0	0	0	47,326
4201	Khokan Debnath	Deputy Director	Oct-20	68,325	21,864	11,615	0	0	0	0	0	1,01,804
4202	Lakshman Kujur	Assistant	Oct-20	49,000	11,760	8,330	4,212	0	0	0	0	73,302
4203	Subodh Kr Singh	Upper Division clerk	Oct-20	31,400	7,536	5,338	4,212	0	0	0	0	48,486
4204	Madan Singh	Driver Grade-II	Oct-20	30,500	7,320	5,185	4,212	0	0	0	0	47,217
4205	Budhiram Debbarma	Multi-Tasking Staff	Oct-20	36,100	8,664	6,137	4,212	0	0	0	0	55,113
4301	Rajat Kumar Pal Dr	Deputy Director (Dev.)	Oct-20	1,05,600	16,896	17,952	4,212	0	0	0	0	1,44,660
4303	Sasmita Pallei	Lower Division Clerk	Oct-20	24,500	0	4,165	2,106	0	0	0	0	30,771
4305	Omprakash Bhol	Multi-Tasking Staff	Oct-20	41,000	6,560	6,970	2,106	0	0	0	0	56,636
4306	Purna Chandra Mishra	Multi-Tasking Staff	Oct-20	37,500	6,000	6,375	2,106	0	0	0	0	51,981
4401	Jaya G	Stenographer Grade -I	Oct-20	68,000	0	11,560	2,106	0	1,600	6,800	0	90,066
4402	Ramanand	Multi-Tasking Staff	Oct-20	38,600	6,176	6,562	2,106	0	1,600	3,860	0	58,904
4501	Sharad S Aglawe	Field Officer	Oct-20	52,000	12,480	8,840	4,212	0	0	0	0	77,532
4502	Pratibha Pandhari Patole	Multi-Tasking Staff	Oct-20	20,900	5,400	3,553	1,580	0	0	0	0	31,433
5101	Bilich Dan Bara	Development Officer	Oct-20	72,100	5,768	12,257	2,106	0	0	7,210	0	99,441
5102	Ajanta Bharali	Field Officer	Oct-20	62,200	0	10,574	2,106	0	0	6,220	0	81,100
5103	Fariza S Saheed	Field Officer	Oct-20	32,300	0	5,491	2,106	0	0	3,230	0	43,127
5104	Pranjal Tanti	Upper Division clerk	Oct-20	28,700	0	4,879	2,106	0	0	2,870	0	38,555
5106	Gajendra Nath Bora	Multi-Tasking Staff	Oct-20	37,500	3,000	6,375	2,106	0	0	3,750	0	52,731
5107	Probhat Chandra Nath	Multi-Tasking Staff	Oct-20	38,600	3,088	6,562	2,106	0	0	3,860	0	54,216
5108	Bono Nath	Multi-Tasking Staff	Oct-20	36,100	2,888	6,137	2,106	0	0	3,610	0	50,841
5109	Konila M Sangma	Multi-Tasking Staff	Oct-20	22,100	1,800	3,757	1,053	0	0	2,210	0	30,920
5201	Ragothuman G	Development Officer	Oct-20	56,900	4,552	9,673	2,106	0	0	0	0	73,231
5202	Sajan T Varghese	Senior Field Officer	Oct-20	68,000	5,440	11,560	2,106	0	0	0	0	87,106
5203	Muruganandam P	Field Officer	Oct-20	46,800	3,744	7,956	2,106	0	0	0	0	60,606
5204	Mohanraaj V	Upper Division clerk	Oct-20	34,300	2,744	5,831	2,106	0	0	0	0	44,981
5303	Mrinal Kanti Nath	Field Officer	Oct-20	46,800	3,744	7,956	2,106	0	1,800	4,680	0	67,086
5304	Mangal Deb Barma	Multi-Tasking Staff	Oct-20	36,100	2,888	6,137	2,106	0	1,800	3,610	0	52,641
5305	Chandan Paul	Multi-Tasking Staff	Oct-20	35,000	2,800	5,950	2,106	0	1,800	3,500	0	51,156
5306	Bishu Debbarma	Multi-Tasking Staff	Oct-20	35,000	2,800	5,950	2,106	0	1,800	3,500	0	51,156
5401	Vedpal Singh	Asssitant Director	Oct-20	61,300	14,712	10,421	8,424	0	0	0	0	94,857
5403	Surulimuthu N	Field Officer	Oct-20	45,400	3,632	7,718	2,106	0	0	0	1,000	59,856
5404	Yuvraj Yadav	Lower Division Clerk	Oct-20	37,500	3,000	6,375	2,106	0	0	0	1,000	49,981
5405	Fagu Badaik	Multi-Tasking Staff	Oct-20	36,100	0	6,137	2,106	0	0	0	1,000	45,343
5406	Tulsiram Sethiya	Multi-Tasking Staff	Oct-20	36,100	0	6,137	2,106	0	0	0	1,000	45,343
5407	Bhuvan Kumar Visewakarma	Multi-Tasking Staff	Oct-20	36,400	0	6,188	2,106	0	0	0	1,000	45,694
5501	Amar Kumar Shriwastva	Field Officer	Oct-20	62,200	4,976	10,574	2,106	0	0	0	0	79,856
5502	Ram Niwas Singh	Field Officer	Oct-20	52,000	4,160	8,840	2,106	0	0	0	0	67,106

5503	Rajiv Ranjan Sinha	Lower Division Clerk	Oct-20	36,100	5,776	6,137	4,212	0	0	0	0	52,225
5504	Minaketan Parida	Driver	Oct-20	23,100	3,696	3,927	1,053	0	0	0	0	31,776
5505	Dineshwar Singh	Multi-Tasking Staff	Oct-20	41,000	0	6,970	2,106	0	0	0	0	50,076
5506	Ganesh Prasad Sao	Multi-Tasking Staff	Oct-20	38,600	0	6,562	2,106	0	0	0	0	47,268
5508	Anil Kumar Singh	Multi-Tasking Staff	Oct-20	35,000	0	5,950	2,106	0	0	0	0	43,056
5701	Resmi D S	Assistant Director	Oct-20	65,000	5,200	11,050	4,212	0	0	0	0	85,462
5702	VIJAYAN K M	Senior Field Officer	Oct-20	66,000	5,280	11,220	2,106	0	0	0	0	84,606
5703	George Peter J	Senior Field Officer	Oct-20	64,100	5,128	10,897	2,106	0	0	0	0	82,231
5704	Reji B	Lower Division Clerk	Oct-20	35,000	2,800	5,950	2,106	0	0	0	0	45,856
5705	Simon P A	Multi-Tasking Staff	Oct-20	38,600	6,176	6,562	4,212	0	0	0	0	55,550
5706	Krishnan P K	Multi-Tasking Staff	Oct-20	32,000	2,560	5,440	2,106	0	0	0	0	42,106
5801	Pramod P Kurian	Assistant Director	Oct-20	69,000	11,040	11,730	8,424	0	0	0	0	1,00,194
5802	Pankaj Ashok Apsunde	Multi-Tasking Staff	Oct-20	20,900	1,800	3,553	1,053	0	0	0	0	27,306
5803	Shekhar Bansod	Multi-Tasking Staff	Oct-20	20,900	1,800	3,553	1,053	0	0	0	0	27,306
5901	Ishwar Chandra	Farm Manager	Oct-20	74,300	5,944	12,631	2,106	0	0	0	1,000	95,981
5902	Rabi Narayan Das	Senior Field Officer	Oct-20	62,200	4,976	10,574	0	0	0	0	0	77,750
5903	Dhansekhar G	Field Officer	Oct-20	52,000	8,320	8,840	2,106	0	0	0	0	71,266
5904	Manoranjan Panda	Assistant	Oct-20	49,000	0	8,330	2,106	0	0	0	0	59,436
5905	Hazibur Raheman Khan	Multi-Tasking Staff	Oct-20	23,100	3,696	3,927	1,053	0	0	0	0	31,776
6001	Mukund Kumar Singh	Assistant Director	Oct-20	77,700	6,216	13,209	4,212	0	0	0	0	1,01,337
6002	Babu Varkey	Senior Field Officer	Oct-20	64,100	5,128	10,897	2,106	0	0	0	0	82,231
6003	Vipin P	Field Officer	Oct-20	0	2,440	0	0	0	0	0	0	2,440
6006	Satyanarayana K	Multi-Tasking Staff	Oct-20	34,000	2,720	5,780	2,106	0	0	0	0	44,606
6007	Madappa Setty K N	Driver Grade -II	Oct-20	36,400	5,824	6,188	2,106	0	0	0	0	50,518
6101	CHINNARAJ B	Farm Manager	Oct-20	72,100	5,768	12,257	4,212	0	2,250	7,210	0	1,03,797
6103	Haridas K	Field Officer	Oct-20	46,800	3,744	7,956	2,106	0	0	0	0	60,606
6104	Janisha K P	Field Officer	Oct-20	29,600	2,368	5,032	0	0	0	0	0	37,000
6106	Manjunath n	Multi-Tasking Staff	Oct-20	30,200	2,416	5,134	2,106	0	0	0	0	39,856
6108	Ningamma M G	Multi-Tasking Staff	Oct-20	30,200	2,416	5,134	2,106	0	0	0	0	39,856
7101	Jayakumar S	Field Officer	Oct-20	46,800	3,744	7,956	2,106	0	0	0	0	60,606
7102	Sant Lal Sharma	Multi-Tasking Staff	Oct-20	35,000	8,400	5,950	4,212	0	0	0	0	53,562
8000	Hariom Kumar	Junior Stenographer	Oct-20	53,600	8,576	9,112	4,212	0	0	0	0	75,500
8001	Girish Kumar Pal	Driver Grade-II	Oct-20	45,400	10,896	7,718	4,212	0	0	0	0	68,226
8002	Ramesh Kumar	Lower Division Clerk	Oct-20	41,600	9,984	7,072	4,212	0	0	0	0	62,868
8003	Durgesh Kumari	Lower Division Clerk	Oct-20	38,600	9,264	6,562	4,212	0	0	0	0	58,638
8004	Hawa Singh	Driver	Oct-20	41,600	3,328	7,072	2,106	0	0	0	0	54,106
8006	Dr Amiya Debnath	Deputy Director (Mkg)	Oct-20	91,100	21,864	15,487	8,424	0	0	0	0	1,36,875
8014	Shailendra Appasaheb Khilare	Multi-Tasking Staff	Oct-20	26,300	2,104	4,471	2,106	0	0	0	0	34,981
			Total	82,65,925	12,04,496	14,09,134	5,77,051	2,572	16,850	94,020	6,000	1,15,76,048

**[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 &amp; Farmers Welfare Department of Agriculture, Cooperation &amp; Farmers Welfare

Revised Estimate for 2020-21 and Budget Estimate for 2021-22 (MIDH-Coconut Development Board Programmes) (Rs. in lakhs)

S. No.	Name of the Scheme (as per Demand Book)	Actual 2018-19	Actual 2019-20	BE 2020-21 (Object Head-wise as per Demand Book)	Actual upto August 2020	Proposed RE 2020-21	Proposed Budget Estimate 2021-22	Reasons for variation
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	212.933	282.054	297.000	59.790	297.000	322.000	
b)	Estt. of Nurseries and Seed Gardens	24.550	45.863	65.000	1.000	65.000	83.000	
c)	Establishment of Regional Coconut Nurseries	289.315	579.477	500.000	13.000	600.000	800.000	Additional proposals anticipated
<b>2</b>	<b>Expansion of Area under Coconut</b>	163.171	284.879	425.830	67.780	400.000	614.000	Due to less applications
<b>3</b>	<b>Integrated Farming in Coconut holdings for Productivity improvement</b>	6,288.308	848.647	1,716.920	256.600	1,743.000	263.000	Additional proposals anticipated
<b>4</b>	<b>Technology Demonstration</b>	51.586	37.266	72.000	11.510	50.000	85.000	
<b>5</b>	<b>Market Promotion, Statistics &amp; EPC</b>	44.232	130.217	200.000	10.790	150.000	225.000	Due to Pandemic situation
<b>6</b>	<b>Information and Information Technology</b>	728.128	552.038	400.000	62.480	372.000	500.000	Due to Pandemic situation
<b>7</b>	<b>Infrastructure, Administration &amp; Technical Service &amp; Project Management</b>	3,360.767	3,109.444	3,655.000	1,406.180	3,655.000	4,800.000	
<b>8</b>	<b>Technology Mission on Coconut</b>	535.637	995.387	1,400.000	114.290	1,400.000	1,500.000	
<b>9</b>	<b>Replanting and Rejuvenation</b>	6,779.111	6,049.553	5,396.250	7.360	5,396.000	5,140.000	
<b>10</b>	<b>Coconut Palm Insurance Scheme</b>	95.544	19.700	37.000	-	37.000	50.000	
<b>11</b>	<b>Kera Suraksha Insurance Scheme</b>	3.899	1.388	2.000	0.490	2.000	3.000	
<b>12</b>	<b>Spl. Assistance for Gaja Cyclone - Tamil Nadu</b>	9,200.163	-	-	-	-	-	
<b>GRAND TOTAL</b>		<b>27,777.344</b>	<b>12,935.913</b>	<b>14,167.000</b>	<b>2,011.270</b>	<b>14,167.000</b>	<b>14,385.000</b>	

**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.	Shri Pramod P. Kurian Assistant Director Coconut Development Board Kera Bhavan Kochi-682 011 Kerala	Phone Office PABX: (0484) 2376265, 2377267, 2376553, 2377266 Extn: 139 Mob: 9446067354 Fax: 91 484-2377902 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 Lakshwadeep
<b>TRANSPARENCY OFFICER</b>			
1.	Shri Melton Correya Administrative Officer Coconut Development Board Kera Bhavan, Kochi-682 011 Kerala	Phone: Office PABX: (0484) 2376265, 2377267, 2376553, 2377266 Extn: 125 Mob: 9645693352 Fax: 91 484-2377902 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, Kera Bhavan,  
Kochi-682 011, Kerala  
Phone: (0484) 2375999  
Mob : 9447175999  
E-mail : [ccdodb@gmail.com](mailto:ccdodb@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 Lunghar Obed Director Coconut Development Board Regional Office Housefed Complex (Sixth Floor) Beltola Road, Last Gate, Dispur Guwahati-781 006	Deemed Public Information Officer	Assam, Tripura, Arunachal Pradesh, Manipur, Nagaland, Mizoram, Meghalaya and Sikkim
2.	Shri Rajeev Bhushan Prasad Director Coconut Development Board Regional Office Jagdev Path, Phulwari Road Patna, Bihar-800 014	Deemed Public Information Officer	Bihar, Jharkhand, Chhattisgarh, Madhya Pradesh and West Bengal
3.	Shri E. Aravazhi Deputy Director (Dev.) Coconut Development Board Regional Office cum Technology Centre Hulimavu, Bannerghatta Road Bengaluru-560 076	Deemed Public Information Officer	Karnataka and Goa
4.	Smt. T. Bala Sudhahari Dy. Director (Dev.) Coconut Development Board Regional Office No.47, F1, Dr. Ramasami Salai K.K. Nagar, Chennai-600 078 Tamilnadu	Deemed Public Information Officer	Tamilnadu, Puducherry and Andaman & Nicobar Islands
5.	Dr. Rajat Kumar Pal Deputy Director Coconut Development Board State Centre Pitapally, Post Kumarbasta District Khurda, Odisha-752 055	Deemed Public Information Officer	Odisha
6.	Shri M.K.Singh 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	Deemed Public Information Officer	Andhra Pradesh and Telangana

7.	Dr. Amiya Debnath Deputy Director Coconut Development Board State Centre Flat No.203, 2 <sup>nd</sup> Floor Eucalyptus Building, Ghodbundar Road, Thane West Maharashtra-400 610	Deemed Public Information Officer	Maharashtra, Gujarat, Dadra and Nagar Haveli and Daman and Diu
8.	Shri Ved Pal Singh Assistant Director Coconut Development Board Market Development cum Information Centre, 120, Hargobind Enclave Delhi-110 092	Deemed Public Information Officer	Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Rajasthan, Uttar Pradesh, Uttarakhand and Chandigarh

### **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

#### **Central Public Information Officer (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<br>Deputy Director (Dev.)     |
| 28.11.2018 to 31.03.2019 | - Dr. Rajat Kumar Pal<br>Deputy Director (Dev.)  |
| 01.04.2019 to 18.07.2019 | - Shri E. Aravazhi<br>Deputy Director (Dev.)     |
| 19.07.2019 to 29.07.2019 | - Smt. Deepthi Nair S<br>Deputy Director (Mktg.) |
| 30.07.2019 to till date  | - Shri Pramod P. Kurian<br>Assistant Director    |

## RTI Annual Return Information System

### Quarterly Return Form

Public Authority : **COCONUT DEVELOPMENT BOARD, KOCHI**

Quarter : **1<sup>st</sup> Quarter (April - June)** Year : **2020 - 21**

Block I (Details about the requests and appeals )						
			Progress during Quarter			
	Opening Balance as on beginning of 1 <sup>st</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	13	8	4	0	0	24
First Appeals	0	N/A	0	N/A	0	0
		Total no. of <b>CAPIOs</b> designated	Total no. of <b>CPIOs</b> designated		Total no. of <b>AAs</b> designated	
		<b>7</b>	<b>1</b>		<b>1</b>	

Block II (Details about fees collected, penalty imposed and disciplinary action taken )			
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)
Nil	Nil	Nil	Nil

Block III (Details of various provisions of section 8 while rejecting the requested information)													
No. of times various provisions were invoked while rejecting requests													
Relevant Sections of RTI Act, 2005													
Section 8 (1)										Sections			
a	b	c	d	e	f	g	h	i	j	9	11	24	Other
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Block IV (Details Regarding Mandatory Disclosures)		
A.	Is the Mandatory Disclosures under Section 4 (1) (b) posted on the Website of Public Authority?	Yes
B.	Last Date of updating of Mandatory disclosure under Section 4 (1) (b)	05.06.2020
C.	Has the Mandatory Disclosure been audited by third part as per DoPT vide OM No. 1/6/2011—IR, dated 15.04.2013?	No. Board's Administrative Ministry (viz. Ministry of Agriculture and Farmers Welfare) has requested ICAR-Indian Agriculture Research Institute, New Delhi to conduct the third party audit of <i>suo motu</i> disclosure in respect of the Board and other organizations under the Ministry.
D.	Date of audit of Mandatory disclosures under Section 4 (1) (b)	

**Central Public Information Officer**

## RTI Annual Return Information System

### Quarterly Return Form

Public Authority : **COCONUT DEVELOPMENT BOARD, KOCHI**

Quarter : **II<sup>nd</sup> Quarter (July – Sept.)** Year : **2020 - 21**

Block I (Details about the requests and appeals )						
			Progress during Quarter			
	Opening Balance as on beginning of 1 <sup>st</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	1	26	13	0	0	40
First Appeals	0	N/A	4	N/A	0	4
		Total no. of <b>CAPIOs</b> designated	Total no. of <b>CPIOs</b> designated		Total no. of <b>AAs</b> designated	
		<b>7</b>	<b>1</b>		<b>1</b>	

Block II (Details about fees collected, penalty imposed and disciplinary action taken )			
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>50</b>	<b>148</b>	Nil	Nil

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

Block IV (Details Regarding Mandatory Disclosures)		
A.	Is the Mandatory Disclosures under Section 4 (1) (b) posted on the Website of Public Authority?	Yes
B.	Last Date of updating of Mandatory disclosure under Section 4 (1) (b)	05.06.2020
C.	Has the Mandatory Disclosure been audited by third part as per DoPT vide OM No. 1/6/2011— IR, dated 15.04.2013?	No, Board's Administrative Ministry (viz. Ministry of Agriculture and Farmers Welfare) has requested ICAR-Indian Agriculture Research Institute, New Delhi to conduct the third party audit of suo motu disclosure in respect of the Board.
D.	Date of audit of Mandatory disclosures under Section 4 (1) (b)	

**Central Public Information Officer**

## RTI Annual Return Information System

Quarterly Return Form

Public Authority : **COCONUT DEVELOPMENT BOARD, KOCHI**

Quarter : **3rd Quarter (October – December)** Year : **2020 - 21**

Block I (Details about the requests and appeals )						
Progress during Quarter						
	Opening Balance as on beginning of 1 <sup>st</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	0	2	22	0	0	19
First Appeals	0	N/A	1	N/A	0	0
	Total no. of <b>CAPIOs</b> designated		Total no. of <b>CPIOs</b> designated		Total no. of <b>AAs</b> designated	
	<b>7</b>		<b>1</b>		<b>1</b>	

Block II (Details about fees collected, penalty imposed and disciplinary action taken )			
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>220</b>	<b>40</b>	Nil	Nil

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

Block IV (Details Regarding Mandatory Disclosures)		
A.	Is the Mandatory Disclosures under Section 4 (1) (b) posted on the Website of Public Authority?	Yes
B.	Last Date of updating of Mandatory disclosure under Section 4 (1) (b)	09.12.2020
C.	Has the Mandatory Disclosure been audited by third part as per DoPT vide OM No. 1/6/2011—IR, dated 15.04.2013?	No, Board's Administrative Ministry (viz. Ministry of Agriculture and Farmers Welfare) has requested ICAR-Indian Agriculture Research Institute, New Delhi to conduct the third party audit of suo motu disclosure in respect of the Board.
D.	Date of audit of Mandatory disclosures under Section 4 (1) (b)	

**Central Public Information Officer**

## RTI Annual Return Information System

### Quarterly Return Form

Public Authority : **COCONUT DEVELOPMENT BOARD, KOCHI**

Quarter : **4<sup>th</sup> Quarter (January – March)** Year : **2020 - 21**

Block I (Details about the requests and appeals )						
			Progress during Quarter			
	Opening Balance as on beginning of 1 <sup>st</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 replied
Requests	5	3	13	0	0	19
First Appeals	1	N/A	0	N/A	0	1
		Total no. of <b>CAPIOs</b> designated	Total no. of <b>CPIOs</b> designated		Total no. of <b>AAs</b> designated	
		<b>7</b>	<b>1</b>		<b>1</b>	

Block II (Details about fees collected, penalty imposed and disciplinary action taken )			
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>50</b>	<b>150</b>	Nil	Nil

Block III (Details of various provisions of section 8 while rejecting the requested information)													
No. of times various provisions were invoked while rejecting requests													
Relevant Sections of RTI Act, 2005													
Section 8 (1)											Sections		
a	b	c	d	e	f	g	h	i	j	9	11	24	Other
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Block IV (Details Regarding Mandatory Disclosures)		
A.	Is the Mandatory Disclosures under Section 4 (1) (b) posted on the Website of Public Authority?	Yes
B.	Last Date of updating of Mandatory disclosure under Section 4 (1) (b)	19.3.2021
C.	Has the Mandatory Disclosure been audited by third part as per DoPT vide OM No. 1/6/2011—IR, dated 15.04.2013?	No. Board's Administrative Ministry (viz. Ministry of Agriculture and Farmers Welfare) has requested the ICAR-Indian Agriculture Research Institute, New Delhi to conduct the third party audit of <i>suo motu</i> disclosure in respect of the Board.
D.	Date of audit of Mandatory disclosures under Section 4 (1) (b)	

**Central Public Information Officer**