



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

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OFFICE ORDER No.....18..... DATED. 03.09.2020

Sub: Restructuring of Coir Board Head Office, Sub Offices & SR & SDs - reg.

In order to ensure development of coir industry on a faster pace, it is essential to streamline the staff structure in Head Office of the Board at Kochi and strengthen the field offices of the Board, which are the scheme implementing offices. Considering the remote possibility for creation of new posts, it is necessary to rationalize the existing staff strength in HQ of the Board for sparing excess manpower for supplementing the strength of Sub Offices. Accordingly, it has been decided to bring about few modifications in the hierarchical order in the HQ. The Section Officers who will also act as dealing hands will be allocated with important/priority area of works, so that they have to contribute to the output of the Sections and monitoring the targets. The Dealing Hands shall put up the files directly to the Branch Level Officers. On return of such files, the Section Officers will see the file for ensuring proper and prompt implementation of the decisions. Thus they will retain their overall control on the Section and its performance, also. As a part of rationalization of the staff strength in HQ, it has been decided to refix the staff pattern for each Section as per the details given in the Table below:-

Sl. No:	Name of the Section	Existing Staff Structure	Revised Staff Structure	Sparable Staff	Deficit Staff
1	ADMINISTRATION (PERSONNEL) SECTION	Branch Officer(ADM OFFICER)-01 Section Officer-01 Dealing Hands-05	The Administration Personnel and Establishment Sections stand merged as Administration Department. The revised staff pattern of the Department will be as below: Branch Officer-01 Section Officer-02 Dealing Hands-07 MTS EDP -02 Common Services: Store-01 PBX Operator-01 Internal Receipt Unit-01 Jr. Gestetner Operator-01 Gardener(Lift Operator)-01	DH 2	02 EDP
2	ADMINISTRATION (ESTABLISHMENT) SECTION	Section Officer-01 Dealing Hands-03 MTS-1 Common Services: Store-01 PBX Operator-01 Internal Receipt Unit-01 Jr. Gestetner Operator-01 MTS-01 Gardener(Lift Operator)-01	The Accounts Section, Showroom Accounts Section and Internal Audit Section stand merged as Accounts Department.	DH 2	1 EDP
3	ACCOUNTS SECTION	Senior Accounts Officer-01 Accounts Officer (B&A)-1 Accounts Manager-01 Dealing Hands-06 Contingents-01	The Accounts Section, Showroom Accounts Section and Internal Audit Section stand merged as Accounts Department.	DH 2	1 EDP

4.	SHOWROOM ACCONTS SECTION	Section Officers-01 Dealing Hands-04	Sr. AO-01 Branch Officer-02 Accounts Manager-01		
5	INTERNAL AUDIT WING	Accounts Officer(IA) Dealing Hands-04	Section Officer-01 Dealing Hands-08 EDP -01 Sr. Auditor-02 (one addl. Charge) Jr. Auditor-02(addl. Charge) Contingents		
6	SCIENCE & TECHNOLOGY SECTION	Branch Officer Section Officer-01 Dealing Hands-02	Branch Officer Section Officers-01 Dealing Hands-02 EDP - 01		EDP - 1
7	INDUSTRIAL DEVELOPMET SECITON	Branch Officer Section Officer-01 Dealing Hands-05 MTS 1 Contingent/edp-02	Branch Officer Section Officers-01 Dealing Hands-03 EDP -01	DH -02 MTS-01	EDP - 1
8	PUBLICITY SECTION	Branch Officer Section Officer-01 DESIGNER-01 Dealing Hands-02 EDP-01	Branch Officer Section Officer-01 DESIGNER-01 Dealing Hands-02 EDP - 01		EDP - 1
9	ECONOMIC RESEARCH & STATISTICS SECTION	Branch Officer Section Officer-01 Dealing Hands-03 EDP -04	Branch Officer Section Officers-01 Dealing Hands-03 EDP-04		EDP - 4
10	DOMESTIC MARKETING SECTION	Branch Officer Section Officers-01 Dealing Hands-03 EDP-01	Domestic Marketing Section will be split in to two – I -SHOWROOM SECTION Section Officer – 1 Dealing Hands -2 II- DIGITAL MARKETING SECTION Dealing Hand – 01 EDP -2 DOMESTIC MARKETING I & II SECTIONS Branch Officer-01 Section Officer-01 Dealing Hands-03 Contingent/EDP-02		1 SO or DH EDP - 2 Exe- Asst. 1

11	EXPORT MARKETING SECTION	Branch Officer Section Officers-2 Dealing Hands-04 Contingent-01	Branch Officer-01 Section Officer-01 Dealing Hands-03 EDP-01	SO- 01 DH-01	EDP - 1
12	SFURTI SECTION	Branch Officer Section Officer-01 Dealing Hands-03 Contingent-01	Regional Officer(Ker) Branch Officer-01 Section Officer-01 Dealing Hands-05 EDP - 2		DH - 2 EDP - 2
13	CHAIRMAN'S PERSONAL SECTION	P.S. To Chairman-01 Dealing Hand-01 Salesman-01 MTS-01	P.S. To Chairman/SO- 01 Senior/Junior Steno-01 MTS-01	DH-01 Salesman- 01	Senior/ Junior Steno- 01 SO/PS- 01
14	SECRETARY'S SECTION	Dealing Hands-01 Gr. C - 01	The Secretary's Office, Secretary's Personal staff and MRS Section stand merged as SECRETARY'S SECTION Section Officer -01 Dealing Hands- 01 Senior Driver -01 Gr.C -01		
15	MEETING & REVIEW SECTION	Section Officer-1 Driver(Sr.)-01			
16	PLANNING & PARLIAMENTARY MATTERS SECTION	Joint Director(P), Research Officer-01 Dealing Hand-01	Vigilance, Planning & Champion Cell stand merged to form a CHAMPIONS and Co-ordination Cell, headed by JD(P). Research Officer/Section Officer- 01 Dealing Hands-02 Executive Assistants - 5		EDP-4
17	VIGILANCE SECTION	Research Officer-01 (Addl.Charge) Dealing Hand-01			
18	CHAMPIONS CONTROL ROOM	The CHAMPIONS CONTROL ROOM is proposed to be continued with the existing arrangement of staff working on addl. Charge on rotation basis.			
19	HINDI SECTION	Hindi Officer-01 Hindi Translators-02 Hindi Typist-01	Hindi Officer-01 Hindi Translator-01 EDP - 1	Hindi Translator- 01 Hindi Typist-01	EDP -1

The Marketing Wing will be headed by Director (M), reporting to Development Officer (Marketing). Accordingly, all the Branch Officers shall list out the important works in their respective branches and prepare an equitable and judicious work allocation, seat-wise (not employee-wise) as earmarked for each Sections as above, setting apart the priority areas of works (upto 30%) to the Section Officers (supervisory levels in the grade/hierarchy), immediately, but in any case not later than 09/09/2020, for ensuring smooth and systematic working of all the Sections. The Action Taken Report shall be sent to the Administration Personnel Section for compilation/records.

II Regional Offices/Sub-Regional Offices/CCRI/CICT/NCT&DC/REC

The Revised Staff Pattern in the Regional/Sub regional Offices, CCRI and CICT, will be as given in Table II –A below:

Table II – A

Sl.No	Name of Office	Revised Staff Pattern
I	Regional Offices	Regional Officer -01 Technical Team-04 Administrative Staff – Section Officer (01) DH (01) and one EDP.
II	Sub-Regional Offices	Officer in Charge-01 Technical Team-03 Administrative Staff-one DH and one EDP
III	Central Coir Research Institute (CCRI), Kalavoor	Director, RDT&E, Joint Director, (Res.), Senior Scientific Officers (04), Section Officer (01), Stores Officer(01), Accounts Manager (01), DHs.(05) and EDP-1
IV	Central Institute of Coir Technology(CICT), Bengaluru	Joint Director (Technical), Senior Scientific Officers -02, Technical Team(04), Section Officer-01, Dealing Hand-02 and one EDP
V	National Coir Training & Design Centre, Kalavoor	Assistant Director/Officer in Charge, Technical Team(03), DHs-02 and EDP-01
VI	Regional Extension Centre, Thanjavur	Officer in Charge, Technical Team (3), DH-02, and EDP-01

Accordingly, the tabulated statement of the existing and revised staff pattern in each of the Sub-Offices will be as given in Table II-B below:

TABLE No.II-B

Sl. No	Name of the Office	Existing Staff		Revised Staff Pattern
		Technical	Administrative	
01	Regional Offices, at Alappuzha, Pollachi, Bengaluru, Rajamundry, and Bhubaneswar.	07	02	Each Regional Offices shall have: Regional Officer -01 Technical Team-04 Administrative Staff - Section Officer (01) DH (01) and one EDP.
02	Sub-Regional Offices at Kannur, Kavarathi, Port Blair, Sindhudurg and Guwahati	02	--	Each Sub regional Offices shall have: Officer in Charge-01 Technical Team-03 Administrative Staff-one DH and one EDP
03	Central Coir Research Institute, Kalavoor	23	06	Director, RDT&E, Joint Director, (Res.), Senior Scientific Officers (04), Section Officer (01), Stores Officer(01), Accounts Manager (01), DHs.(05)
13	Central Institute of Coir Technology, Bengaluru	05	02	Joint Director (Technical), Senior Scientific Officers -02, Technical Team(04), Section Officer-01, Dealing Hand-02 and one EDP
14	NCT & DC, Kalavoor	04	02	Assistant Director/Officer in Charge-01 Technical Team(03), DHs-02 and EDP-01
15	REC, Thanjavur	04	03	Officer in Charge, Technical Team (3), DH-02, and EDP-01
16	Hindustan Coir & Dye House(CCRI)	09	02	Section Officer (01) Dealing Hand (01)

In addition to the above, Faculty consisting of three Members, one each of Office Assistant, Fitter Mechanic and Machine Operators shall also be permitted in all the Regional Offices, NCT&DC, Kalavoor and REC, Thanjavur.

The requirements of further additional staff in Sub Offices shall be considered on finalization of the direct recruit process. The spareable services available as shown in the Table above shall be shifted for catering to the requirements in other offices, immediately.

III Showrooms & Sales Depots

The Board at its meeting held on 03/07/2020 has taken a decision to continue only 19 selected SR&SDs and to strengthen these showrooms by deploying more staff. Hence the other 10 SR&SDs will be wound up and the staff working in these showrooms will be redeployed to the above 19 Showrooms being retained/or other Offices wherever found essential, to enable these SR&SDs/Offices, to function in a better and more efficient manner, in accordance with the revised staff structure. In addition to the revised staff strength, one Marketing Executive (MBA) will be attached in all the 19 Showrooms and One Executive Assistant will be attached to all the Zonal Directors. The revised staff structure in each of the 19 showrooms to be continued will be s given in Table III below:

TABLE- No. III

Sl. No.	Name of the showroom	Existing Staff	Revised Staff Structure	Marketing Executives	Executive Assts.
01	Connaught Place, New Delhi.	07	Zonal Director (01) Sr. Manager/ASM/Salesman (01) Liaison Officer(01) Dealing Hand(01) Group © (01)	01	01
02	Jammu Tawi	02	Sr. Manager I/C Manager/ASM/Salesman (01) Group C (01)	01	
03	Navi Mumbai	02	Sr. Manager (01) Manager/ASM/Salesman (01) Group C (01)	01	
04	Ahmadabad	02	Sr. Manager I/C (DR.SR.Mgr.01) ASM/Salesman (01) Group C (01)	01	
05	Bhubaneswar	03	Sr. Manager I/C ASM/Salesman (01) Group C (01)	01	
06	Bengaluru	03	Zonal Director ASM/Salesman (DR.SR.Mgr.01) Group C (01)	01	01
07	Kolkata	02	Zonal Director ASM/Salesman (01) Group C (01)	01	01
08	Chandigarh	03	Sr. Manager I/C ASM/Salesman (01) Group C (01)	01	
09	Chennai	01	Zonal Director ASM/Salesman (01) Group C (01) DH (01)	01	01
10	Guntur	02	Sr. Manager I/C ASM/Salesman (DR-SM) (01) Group C (01)	01	
11	Hyderabad	05	Zonal Director ASM/Salesman (DR-SM-01) Group C (01) DH (01)	01	01

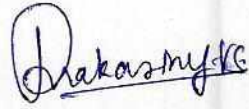
12	Lucknow	02	Sr. Manager I/C ASM/Salesman (01) Group C (01)	01	
13	Patna	02	Sr. Manager I/C ASM/Salesman (DR-SM) (01) Group C (01)	01	
14	Thrissur	03	Sr. Manager I/C ASM/Salesman(01) Group C (01)	01	
15	Thiruvananthapuram	03	Zonal Director ASM/Salesman(01) Group C (01)	01	
16	Visakhapatnam	02	Sr. Manager I/C ASM/Salesman(01) Group C (01)	01	
17	Guwahati	02	Sr. Manager I/C (DR-SR Mgr.01) ASM/Salesman (01) Group C (01)	01	
18	Varanasi	01	Sr. Manager I/C (DR-SM Mgr.01) ASM/Salesman (DR-SM) (01) Group C (01)	01	
19	Ernakulam	02	Sr. Manager I/C ASM/Salesman Group C (01)	01	

The Domestic Marketing Section shall take further action for implementation of the decision of the Board mentioned above, subject to clearance from the CA/Ministry, as the case may be and draw up a list of surplus staff. A committee consisting of Secretary as Chairman, Dir (M) and DO (M) as Members shall prepare a full fledged proposal for transfer and posting of these surplus staff immediately, but in any case not later than 09/09/2020 to post them to any one of the retained SR&SDs, or any other Offices, wherever found essential/suitable, as per the revised staff pattern indicated above.

This issues with the approval of Chairman, Coir Board vide file No. A-22020/1/2020-ADM(PERSONNEL) dtd 30.08.2020.

Approved for Issue
Sd/-

SECRETARY


for ADMINISTRATIVE OFFICER

To

1. All Sections/Branch Officers in the Head Office
2. All Sub Offices and SR&SDs
3. Stock file
4. E-office Notice Board
5. Coir Board Website

(Issued from file No. A-22020/1/2020-ADM(PERSONNEL))