

**ATIRA POWERLOOM SERVICE CENTER (PSC),**  
**DHOLKA**  
**RIGHT TO INFORMATION ACT - 2005**  
**MANUALS AS PER THE RTI BILL-2005 (SECTION 4(1)(b) ( i to xvii))**  
**OF THE POWERLOOM SERVICE CENTRE, DHOLKA**

**MANUAL- 1**

***PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES:***

**(A). NAME AND ADDRESS OF THE PSC :**

ATIRA Powerloom Service Centre, Dholka  
Railway Station Road,Opp: Marfatiya Office,  
Dholka – 387810  
Dist. Ahmedabad, Gujarat  
Phone : (02714) 222307

**(B). INTRODUCTION :**

Decentralised powerloom sector is the major fabric producer and employment provider in our country. Govt. of India, Ministry of Textiles has been supporting this sector in various ways by providing different financial schemes for modernization, growth and development. One major such support is establishment of Powerloom Service Centers (PSCs) to provide technical and other guidance to this sector. Central Government has established 44 PSCs in order to provide various services to the decentralized powerloom industry including training to weavers on the powerlooms, testing facilities, design development, technical consultancy and dissemination of information about modernization of looms, etc. These centers are spread all over the country at various clusters of powerlooms. These PSCs are operated by various agencies and Government. ATIRA is also administering three PSCs situated at Ahmedabad, established in July 1987, at Dholka in November 2000 ( earlier administrated by MANTRA, Surat) and at Indore in April 2003 (shifted from Jaipur, Rajasthan).

**(C). OBJECTIVES OF THE PSC :**

- To provide technical services namely, consultancy, training and testing to the powerloom industries of Dholka cluster.
- To be friend, philosopher and guide to the decentralized powerloom sector and its preparatory and allied segments at all times and in all their needs.

**(D). FUNCTIONS AND DUTIES OF THE PSC :**

- To impart practical training and skill to powerloom weavers and those who are interested in taking to this vocation, to help them acquire the requisite knowledge and skill in weaving / improve their efficiency and skill in producing better quality clothes and in stepping up their productivity.

- Training of entrepreneurs of the powerloom and sizing unit.
- To impart training in the various aspects of loom working, loom maintenance and tuning, loom repairs and servicing.
- To disseminate knowledge and techniques, to the powerloom weavers by visiting groups of such weavers on certain fixed days of every month, in increasing productivity and efficiency, reducing wastage, and minimizing cloth damage at minimum possible costs.
- To guide the powerloom weavers about modernization, the manner in which they may go about it and the agencies which they may approach for financial assistance for it.
- To carry out an annual survey to collect and complete statistical information on the number of powerloom units and looms and also **on the number of powerlooms modernized and make an assessment of the effect of such modernization on production, productivity and quality of the product of the unit.**
- To guide the powerloom weavers in marketing their product including availing themselves of the expert opportunities.
- To provide testing facilities to the decentralized sector for yarns, fabrics and fabric defect analysis .
- To conduct seminars / workshops and organise exhibitions for the benefit of the powerloom sector.
- To coordinate the powerloom development activities with the Government authorities, providing various information about Government schemes and policies, new development, announcements, etc
- To act as an agent to transmit the problems of the powerloom sector to appropriate quarters for solving them.
- To provide technical consultation facility by rendering technical service / trouble shooting services for day to day problems.
- Development of Weaving designs and to advise and guide powerlooms in design and product development and diversification of activities so as to facilitate their achieving economic scale of operations.
- Carrying out programmes for cluster development activities to compete in global competition.
- Any other activity / activities as per requirement of the cluster.

## **MANUAL-2**

### *THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEE/S :*

#### **(A) OFFICER IN-CHARGE :**

- Planning and implementation to carry out various activities of PSC and schemes of Government for the development and growth of the cluster.
- To achieve targets set by the office of textile commissioner.
- To organize periodically Powerloom Advisory Committee - PPCICC (Powerloom Programme Cluster Implementation & Co-ordination Committee ) meetings / other meeting/s, the minutes to be dispatched to all the members and to maintain appropriate records.
- Follow-up of the minutes of PPCICC meeting/ other meetings.
- To look after / carry out all technical as well as administrative work of PSC, communication (correspondence), etc.
- To plan, organize and conduct different training programs and preparation of training material as per need.
- Liaison with all the local powerloom association, manufacturer, traders, government bodies, all PPCICC members, etc.
- Dissemination of information through awareness workshop, seminar, facilitation programmes, etc.
- To get feedback, evaluate the same and the same as inputs in formalizing further guidance on the subject of the PSC.
- To provide leadership, guidance and advice to the PSC staff and monitor, coordinate and supervise various activities of PSC.
- To check properly and timely maintenance of the registers/ records and submission of reports to all concerned.
- To carry-out technical consultancy and trouble shooting assignment.
- Design & development and suitable display of the developed designs.
- To carry-out survey and to prepare survey reports & technical reports as per need.
- Publicity of PSC activities, Government schemes, preparation of leaflets, brochures, etc.

#### **(B) JUNIOR TECHNICAL OFFICER :**

- To assist Officer In-charge for all his activities.
- To follow instruction and work get done from expert weaver & weaver helper.
- To maintain records, files, various registers of PSC, Group Insurance Scheme registers, etc.
- Testing of samples and preparation of reports, to maintain all testing instrument / equipments, to maintain register of testing samples, etc.
- To assist in preparation of training material, training programmes, feed back forms fill-up, technical assignment & trouble shooting work, various PSC's activities, etc.

**(C) EXPERT WEAVER :**

- To conduct practical training at center and on job training in factories.
- To maintain machineries and equipments in good working condition.
- To assist in PSC's various activities like technical work, trouble shooting, liaison visit on looms, etc.
- To assist design development colleagues in carrying our different center's activities.
- To maintain housekeeping of the office premises, to assist in office work (inside & outside).

**(D) WEAVER HELPER :**

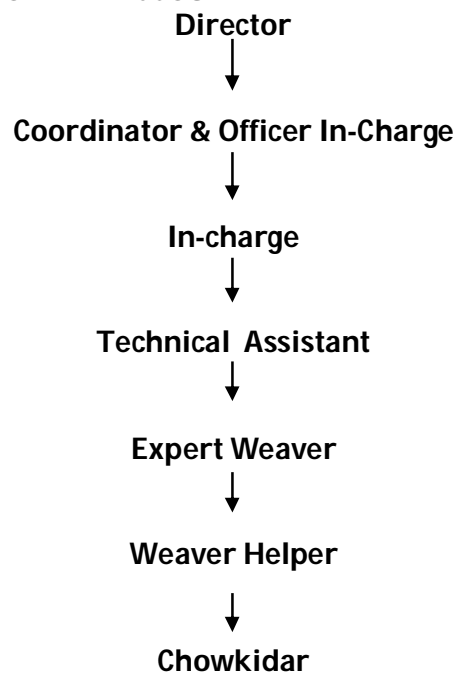
- To assist Officer In-Charge, Junior Technical Officer and Expert Weaver in PSC's various activities like technical work, trouble shooting, liaison visits, design development on looms, etc.
- To assist the colleagues in carrying our different center's activities.

**(E) CHOWKIDAR :**

- To take care of PSC office, laboratory and workshop.
- To guide visitors of the PSC and to keep / maintain record of visitors.
- To check and close office, workshop and laboratory of the PSC.

**MANUAL- 3**

***THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :***



#### **MANUAL- 4**

##### ***THE NORMS SET BY TXC, MUMBAI FOR THE DISCHARGE OF ITS FUNCTIONS :***

Sr. No.	Activities	Norms set / Target for the year
1.	Training Programme/s (No. of Trainee man-days)	2263
	Revenue generation in Rs.	Rs.25,000/-
2.	Testing of sample- revenue generation in Rs.	Rs.23,000/-
3.	No. of Design developed-revenue generation in Rs.	Rs.10,000/-
4.	Technical consultancy / Trouble shooting assignment in Rs.	Rs.6,000/-
5.	Survey of Powerloom units	400
6.	Seminar / workshop exhibition	9
7.	Programme under TUF	9
8.	Meeting of PPCICC	4
9.	Utilization of machinery in Rs.	Rs.10,000/-

#### **MANUAL- 5**

##### ***THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:***

- Rules and regulations of ATIRA for its various administrative matters.
- Functions of the Center are governed by the office of the Textile Commissioner, Mumbai.
- Work Instructions, duties and responsibilities of various categories are given in detail in manual -2.
- PSC maintains the file for various administrative instructions received from ATIRA management.
- PSC also maintains the instructions and notices issued time to time by the Government of India, Ministry of Textiles and by the office of the Textile Commissioners, Mumbai.

#### **MANUAL- 6**

##### ***A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :***

Manuals and records are available at the Centre. The Centre perform its activities as per the circulars / instructions received from ATIRA, Ahmedabad and Textile Commissioner Office from time to time. The Centre maintains following records of the activities.

<b>Sr. No.</b>	<b>Name of the files</b>
1.	Quarterly Performance Report (QPR), QRN - P - I and QRN - P – II
2.	Monthly Performance Report (MPR), Profile report, Annual reports
3.	PPCICC minutes, list of members, etc.
4.	General
5.	Modernization related
6.	TUF scheme related
7.	Communication (Correspondence) with TxC office
8.	Communication (Correspondence) with MOT office
9.	PDEXCIL
10.	Addresses of powerloom unit / unit details
11.	Participants / Trainees feedback forms
12.	List of participants / trainees
13.	Centre transfer correspondences / MANTRA related
14.	PSC Office owner's related ( Dasha Porwad Gnati Trust )
15.	Telephone Bills
16.	Electricity / Light bills / GEB
17.	Powerloom Vikas Patrika
18.	Fabric defects analysis reports
19.	Testing reports
20.	Cluster Development related
21.	Accounts and Finance related
22.	Technical material / Fabric sorts
23.	Leaflets
24.	Group Insurance Scheme circulars, details, etc
25.	Group Insurance Scheme Register - I & II
26.	Attendance Register ( Muster )
27.	Group Insurance Scheme -- SSY
28.	Workshed Schemes, Govt. Schemes, etc
29.	Training syllabuses, brochures, materials, etc
30.	Short term Training Programme
31.	Trouble Shooting
32.	Circulars from ATIRA
33.	News paper cuttings
34.	Visitors register
35.	Survey reports
36.	Trouble Shooting
37.	PSC Modernisation related

## **MANUAL- 7**

### ***THE 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 IMPLEMENTATION THEREOF :***

- PPCICC members provide necessary guidance for the functioning of the Center as well as represent the local industry and its requirements from the center.
- All India Powerloom Board (AIPB) chaired by the Hon. Minister for Textiles, Government Of India represents the industry nationwide and formulate the policy and its implementation methods for the welfare of the sector.

## **MANUAL- 8**

### ***A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTES AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC,OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:***

For providing effective service to the powerloom industries for its growth, development and Powerloom Programme Cluster Implementation and Co-ordination Committee ( PPCICC ) has been constituted for the PSC. The PPCICC meet every quarter and discuss about PSC activities and on various matters of the industry. The minutes of the meeting are sending to The Director ( Powerloom Development Cell ), Mumbai and all the members.

### **POWERLOOM PROGRAMME CLUSTER IMPLEMENTATION AND CO-ORDINATION COMMITTEE ( PPCICC ) OF ATIRA PSC, DHOLKA**

- |   |   |     |   |
|---|---|-----|---|
| 1 | <b>Shri M. G. Dave, GAS,</b><br>Chairman, PPCICC,<br>Dy. Collector ( SDM) & Prant Officer<br>of Dholka Prant, Kacheri, Dholka --<br>387 810 | 10. | <b>Shri Aabidbhai Momin</b><br>Director,<br>H.K. Textiles, Renwada,<br>Dholka - 387 810                                 |
| 2 | <b>The Manager,</b><br>District Industries Centre (DIC),<br>Ahmedabad – 380 001   | 11. | <b>Shri Momin Salim Bhagat,</b><br>Executive Member,<br>Bhagatwala Textiles,Near Badibu<br>Policeline, Dholka - 387 810 |
| 3 | <b>Shri Munavarhusen Gulamhusen Sheth</b><br>President,<br>Dholka Powerloom Association,<br>Lilazpur, Dholka – 387 810                      | 12. | <b>The Branch Manager,</b><br>Dena Bank, Mochi Bazar,<br>Dholka -- 387 810 Dist. Ahmedabad                              |

4. **Shri Mayuddin Rangwala**  
Vice President,  
Dholka Powerloom Association,  
Panara-was,  
Nr. Diwani Court, Kazi-tekra, Dholka.
5. **Shri Ganibhai Momin ( Bhadim ),**  
Secretary,  
Dholka Powerloom Association, Tanka  
Faliya, Dholka - 387 810
6. **Shri Mohammad-ali Dhudhwala**  
Executive Member,  
Dholka Powerloom Association,  
Kazi-tekra, Dholka – 387 810
7. **Shri Mohammadyunus G. Momin,**  
Executive Member,  
Dholka Powerloom Association, Buraj  
Road, Dholka - 387 810
8. **Shri Mohammad-Sidique A.  
Zabukwala,**  
Chief Executive,  
M/s. Zabukwala Textiles Industries,  
Bar-chora, Dholka - 387 810
9. **Shri Gulamkasam A. Momin  
(Bhagat),**  
Executive Members,  
Dholka Powerloom Association  
**Lilazpur, Dholka - 387 810**
13. **Shri Ashok Hazra,**  
Dy. Director & Officer-in-charge,  
Regional Office of the Textile  
Commissioner,  
2<sup>nd</sup> floor, People's Bank Building  
Bhadra, Ahmedabad -- 380 001
14. **Shri B. R.Rane,**  
Dy. Director & Officer-in-charge,  
Textile Committee ( MOT, GOI ),  
Ankur Building, Opp. Dinbai Tower,  
Mirzapur Road, Ahmedabad -- 380  
001.
15. **Dr. A. K. Sharma,**  
Director, ATIRA,  
Ahmedabad.
16. **Shri Hasmukh Patel,**  
Principal Scientific Officer &  
Officer In Charge, ATIRA PSCs  
( A, I & D ),  
ATIRA, Ahmedabad.
17. **Shri Vrunda Vala,**  
Sr. Scientific Officer &  
Officer In Charge, ATIRA PSCs ( A, I & D ),  
ATIRA, Ahmedabad.



**MANUAL- 9**

**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :**

<b>Sr. No</b>	<b>Name of the Staff</b>	<b>Category</b>	<b>Educational Qualification</b>	<b>Address</b>
1.	Mr. B. A. Prajapati	Technical Assistant	Certi. In Cotton Wvg.	109, Viratnagar Society, Saroda Road, Kalikund, DHOLKA 387 810 Distt. A'bad
2.	Mr. B. J. Dodiya	Technical Assistant	F. Y. B.A	28,Vrundavan Bunglows, Shiv-ashish School Road, Opp. Inductotherm, Bopal, A'BAD 380 051
3.	Mr. B. D. Dabhi	Chowkidar	S.S.C.	Wanakar Vas, At. Ranoda, Ta & Post DHOLKA 387 810 Distt. Ahmadabad

**MANUAL- 11**

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :**

Annual Budget allocation under grant- in - aid from GOI, MOT to the PSC, Dholka is as per the following heads of expenses :

<b>Sr. No.</b>	<b>HEADS OF EXPENDITURES</b>	<b>AMOUNT IN RS. ( IN LAKHS )</b>
<b>(A)</b>	1. Salaries	<b>7.00</b>
	2. General office expenses	<b>0.60</b>
	3. Rent, rates and taxes	<b>0.90</b>
	4. Spares, Stores & Consumables	<b>0.70</b>
	Sub Total	<b>9.20</b>
<b>(B)</b>	AMC / maintenance cost of machineries & equipments	<b>3.00</b>
<b>(C)</b>	<b>(A) + (B)</b>	<b>12.20</b>

The above grant-in-aid from the Govt. of India is received in two or three installments in quarter form.

## **MANUAL- 12**

### ***THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :***

- Subsidy is given for insurance of powerloom workers by the MOT, GOI, under the Group Insurance Schemes( GIS ). The Powerloom workers, those who are registered under the GIS, and if their children are studying from Std. 9 to 12, would get stipendiary assistance under Shiksha Sahayog Yojana ( SSY ) @ Rs.1200/- per annum per student up to maximum two children. The total amount of subsidy is given in national level for more than one lakh beneficiaries all over the country.

## **MANUAL- 13**

### ***PARTICULARS OF RECIPIENTS CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT :***

- Various services provided by the centre as per Manual –I (functions of the organization) to the powerloom and allied industries are at concessional rates/ subsidized rates. A number of services are provided to the powerloom people in the locality free of cost.

## **MANUAL- 14**

### ***DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM :***

#### **ATIRA WEBSITE : [WWW.atira.in](http://WWW.atira.in)**

- Information regarding the objectives, functions and various achievements of the PSC are displayed on the ATIRA website ([www.atira.in](http://www.atira.in) ). Activity reports, test reports, quarterly progress reports, review note on modernization, minutes of the PPCICC meetings, and information prepared by the Centre in respect of queries, correspondence, data, etc. are stored in the computer system. Registration of beneficiaries under Group Insurance Scheme (GIS) is also computerized.

**MANUAL- 15**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR THE PUBLIC USE :**

- Information is made available by the staff. No library / reading room facility is available at the Centre.

**MANUAL- 16**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS :**

Shri Hasmukh Patel,  
Public Information Officer & In-Charge,  
ATIRA Powerloom Service Centre

**MANUAL- 17**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR :**

Center also provide the following information / services to the other people as per their need :

- Information regarding Cluster Development.
- Assistance to handloom sector.
- Assistance in selecting second hand old machines
- Publication of News letters in local languages from time to time.
- Publication of various developmental schemes other than Govt. of India, Ministry of Textiles, e.g. Schemes of Govt. of Gujarat, NSIC, etc.

**Following infrastructure facilities are available at the center :**

<b>Sr. No.</b>	<b>a) Loom Shed Machinery</b>
1.	Laxmi Flexible Rapier loom (with four colors & dobby) No. – 1
2.	Laxmi Semi Automatic loom (with dobby & drop box) No. – 1
3.	Spencer Over pick loom–60” No. -1
4.	Premier Under pick loom–60” No. –1 With drop box & dobby
5.	Auto. Pirn Winding machine No. – 1- 4 spindles
6.	Vishnu Pirn winding Machine, No.–1 - 15 spindles
7.	Amoto Humidifier ( Atomizer ) No.–1
<b>Sr. No.</b>	<b>b). Lab. Equipments</b>
1.	Electronic Count balance ( Mettler Toledo )
2.	Electronic Twist tester ( MAG Solvics)
3.	Wrap reel for Cotton ( Kamal Metal )
4.	Wrap reel for synthetics ( Kamal Metal )
5.	Lea Strength tester ( Kamal Metal )
6.	Yarn Count Balance ( Kamal Metal )
<b>Sr. No.</b>	<b>c) Office automation Equipments</b>
1.	Computer with Printer No.–1
2.	Overhead projector No.–1