

## **ATIRA POWERLOOM SERVICE CENTER (PSC) Ahmedabad**

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

### **MANUAL - ( I )**

#### **The Particulars of organization, functions and duties.**

#### **Organization :**

ATIRA Powerloom Service Centre.  
ATIRA, P.O. Ambawadi Vistar,  
Ahmedabad-380015  
Ph: (079) 26307921/22/23.26305132,  
Fax: (079) 26301969/4677.  
E-mail: [psc@atira.in](mailto:psc@atira.in)  
Website: [www.atira.in](http://www.atira.in)

#### **Objectives of the PSC:**

- ❑ Speedy diffusion of knowledge and technique in the industry.
- ❑ Attainment of achievable healthy standards of productivity and operational efficiency.
- ❑ Attainment of achievable standards of product quality.
- ❑ Generation of sensitivity to market and consumer demands, expectation.
- ❑ Maintaining economic viability operation of Powerloom unit.
- ❑ To impart refresher training to worker (weavers, jobbers, etc.) of Powerloom units for improving their knowledge, work method, operational efficiency, fabric quality, etc. and full training in all aspects of the jobs to those fresh candidates who are interested in taking up this vocation.
- ❑ To conduct seminars/workshops/short duration courses for speedy dissemination of knowledge and information to Powerloom owners for improving profitability, awareness about various Govt. schemes, etc.
- ❑ To provide timely and quality all-round service for the balanced and holistic development and growth of the decentralized Powerloom sector, including its preparatory and allied segments.
- ❑ 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.

## **Functions of the organization:**

- Training : Powerloom Weaver, Jobber and Entrepreneurs
- Testing of yarn, fabric, and fabric defect analysis.
- Trouble shooting / Consultancy services for solving their day to day problems.
- Design development and product development services on loom.
- Survey report of the Powerloom industry for knowing status of the Powerloom Industry, modernization under TUF scheme, details of machinery and their products etc.
- Seminar / Workshop / Sensitization Programme/ on 'Modern machinery and development and TUF scheme of Govt. of India.
- Powerloom Programme Cluster Implementation Committee (PPCICC) meeting at every quarter.
- Implementation of Group Insurance scheme for the Powerloom workers

## **MANUAL - (II)**

### ***Powers and duties of officers and employees.***

#### **1. Officer- In -Charge**

- ⇒ Planning for different activities of PSC.
- ⇒ To fulfill the activity targets defined by the Txc's office.
- ⇒ Follow-up and implementation of the decisions taken in the different of the meetings out ATIRA, TXC'S office and related agencies.
- ⇒ To Organize and conduct different training & technical activities in Powerloom concentrated areas.
- ⇒ To Plan, Organize and conduct different training programme.
- ⇒ To hold PPCICC meeting at every quarter in consultation with chairman.
- ⇒ To organize seminars, workshops, sensitization programme, facilitation programme, awareness programme, etc. as per target as well as need based.
- ⇒ To plan liaison visit, Survey work, trouble shooting etc. in the Powerloom industry.
- ⇒ To prepare various technical reports time to time when required.
- ⇒ Co-ordinations with Industry Associations and Government Agencies.
- ⇒ To prepare training material as per requirement.
- ⇒ Correspondence with Govt. agencies, Industry Associations and Powerloom units, minutes of all the meetings.
- ⇒ To organize and bring out the pamphlets, publicity materials etc of Govt. Schemes for benefit of Powerloom units as and when required.
- ⇒ Sanction of leave and conveyance of the PSC staff.
- ⇒ To evaluate the performance of the PSC staff with help of co-ordinator.
- ⇒ To collect testing fees and the consultation fees from the Powerloom units.

## **2. Technical Assistant.**

- ⇒ To carry out testing of the samples and prepare reports in time.
- ⇒ To assist in preparing training material.
- ⇒ To assist in conducting the training programme.
- ⇒ To assist in special technical studies in the industry.
- ⇒ To assist in planning and organizing the different PSC activities.
- ⇒ To maintain the testing equipment.
- ⇒ Sample development and trials.
- ⇒ To maintain records and files.
- ⇒ To co-ordinates with the expert weavers to fulfill the targets.
- ⇒ To prepare QPR/ QRN in time.
- ⇒ To prepare draft minutes of the meetings and attendance sheets.
- ⇒ Maintenance of the various records / entries of the PSC activities.
- ⇒ Maintenance of the different registers pertaining to technical activities.

## **3. Expert Weaver**

- ⇒ To maintain the machineries in running condition in the centre.
- ⇒ To conduct practical training in the training programme.
- ⇒ To conduct on-job training in the factories.
- ⇒ To make liaison consultation visits to Powerloom units.
- ⇒ To assist technical team in conducting the consultancy and survey report.
- ⇒ To assist in other activities of centre.
- ⇒ Sample developments and trials.

## **4. Weaver Helper**

- ⇒ To maintain housekeeping of office premises, laboratory, workshop, and also to help in office work (inside and out side).
- ⇒ To assist in maintaining of machines, in workshop and equipments in the laboratory.
- ⇒ To assist Expert weavers and Technical assistants to carry out shop floor / training room activity.

## **5. Office Assistant**

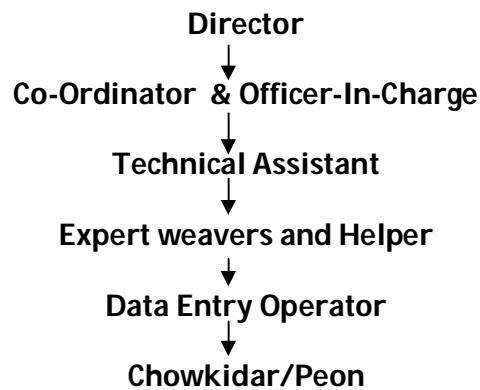
- ⇒ To type / entry of all correspondence, letters, reports, minutes, and other reports.
- ⇒ Maintaining file work of the PSC
- ⇒ Record keeping.

## **6. Fitter cum Jobber**

- ⇒ To maintain the machineries in the centre.
- ⇒ To conduct on-job training in the factories.
- ⇒ To assist technical team in conducting the consultancy
- ⇒ To assist in other activities of centre.
- ⇒ Sample developments and trials.

### **MANUAL - ( III)**

#### **Procedure followed in the decision making process including channels of supervision and accountability.**



### **MANUAL – ( IV)**

#### **Norms set by it for the discharge of its functions.**

Following norms (target) set by Govt. of India, Ministry of Textiles, the Office of the Textile Commissioner, Mumbai.

- |    |                              |                  |
|----|------------------------------|------------------|
| a. | Training ( man days )        | : 3017           |
| b. | Testing ( revenue )          | : Rs. 1.64 Lakhs |
| c. | Trouble shooting ( revenue ) | : Rs. 0.17 Lakhs |
| d. | Seminar/Workshop/Exhibition  | : 12             |
| e. | PPCICC Meeting               | : 04             |
| F. | Utilization of Machinery     | : Rs. 0.20 Lakhs |
| g. | No. of design developed      | : Rs. 0.5 Lakhs  |

## **MANUAL – ( V )**

### **Rules, regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its function.**

- ⇒ Rules and regulation of ATIRA for its various administrative matters.
- ⇒ Functions of the Centre governed by the office of the Textile Commissioner, Mumbai.
- ⇒ Work instructions, duties and responsibilities of various categories are given in detail in Manual (II).
- ⇒ PSC maintains the files for various administrative instructions received from ATIRA Management.
- ⇒ PSC also maintains the instructions and notices issued time to time by Govt. of India, Ministry of Textiles / Office of the Textile Commissioner, Mumbai.

## **MANUAL – (VI)**

### **Statement of the categories of document that are held by it or under its control**

#### **We are maintaining following documents.**

- ⇒ Syllabus for training programme for the weavers, jobbers and entrepreneurs.
- ⇒ Testing of yarn, fabric and fabric defect analysis.
- ⇒ Trouble shooting.
- ⇒ Monthly & Quarterly performance report (MPR & QPR).
- ⇒ Survey report of the Ahmedabad Powerloom industry.
- ⇒ Annual report Performance.
- ⇒ Modernization of Powerloom units under TUFS and without TUFS.
- ⇒ Training records.
- ⇒ Register for utilization of each and every instruments and machine under the control of PSC.
- ⇒ Register for books in the PSC library.
- ⇒ PSC Budget
- ⇒ Advisory Committee ( PPCICC )
- ⇒ Textile policy ( MOT & GOG )
- ⇒ Loom developments
- ⇒ Consultancy report
- ⇒ Register for keeping record of testing samples, charges and report given to the party.

## **MANUAL – (VII)**

### **Particulars of any arrangement that exists for consultation with, or representation by numbers of the public in relation to the formulation of its policy or Implementation there of.**

- ⇒ PPCICC members provide necessary guidance for the functioning of the Centre as well as represent the level industry and its requirements from the centre.
- ⇒ All India Powerloom Board (AIPB ) chaired by the Honorable Minister of Textile represents the industry nation wide and formulate the policy and its implementation methods for the welfare of the centre.

## **MANUAL – (VIII)**

### **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 advise, 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 Co-ordinate committee (PPCICC) has been constituted for the PSC. The PPCICC meet every quarter and discussed about PSC activities and problems faced by the Powerloom industry. It is also minuted and circulated to the members & TXC office, Mumbai,

**Constitution of Powerloom Programme Cluster Implementation and Co-ordination committees(PPCICC) for the Powerloom Service Centre.**

<b>Office in Charge &amp; Dy .Director</b> Regional Office of Textile Commissioner, Ahmedabad	Chairman
<b>Shri Navinbhai K.Patel</b> President. Ahmedabad Powerloom Owners Assn. 12, Bharat Colony, Nr. Sardar Patel Colony P.O. Navjivan, AHMEDABAD 380 014.	Member
<b>Shri Prahladbhai N. Patel</b> President Kalol-Chhatral Powerloom Association 13, Dave Tenament, Behind Ambika Bus Stop, Kalol-Mehsana High, Kalol(N.G.), Dist. Gandhinagar Pin. 382721	Member
<b>Shri Bhogilal Motibhai Patel</b> President Vijapur Taluka Powerloom Association 117, New Cloth Market,(Maliya), Ahmedabad 380 002.	Member
<b>Shri Bhupendra Butani</b> President, Sardar Patel Powerloom Owner association, 27, Muktidham Estate, Nikolgam Road, Ahmedabad.	Member
<b>General Manager</b> Small Industries Development Bank of India (SIDBI) Navjivan Amrit Jyoti Bhavan, P.O. Navjivan Ahmedabad 380 014.	Member
<b>Deputy Director,</b> Textile Committee, 'Ankur' 2 <sup>nd</sup> Floor, Opp. Dinbai Tower, Mirzapur Road, Lal Darwaja, Ahmedabad – 380 001	Member
<b>General Manager (Tech)</b> Industrial Extension Bureau iNDEXTb) Block No. 1 & 2, 2 <sup>nd</sup> floor, Sector -11 Udyog Bhavan, Gandhinagar 382 011.	Member
<b>Shri Ashwinbhai P. Patel</b> President, Ahmedabad Sizing Association, 5/Shripath Society, Opp. Swati Society. St. Xavier's School Road, Navrangpura, Ahmedabad 380 009.	Member

<p><b>Dr Yamunadatt A. Agarwal</b>  President,  Ahmedabad Textile Processors' Association  "Suryarath", Panchvati, First Lane, Ambawadi,  Ahmedabad-06</p>	Member
<p><b>Shri Kantilal A. Patel</b>  Vice President,  Ahmedabad Powerloom Owners Associationn.  67, Ashirwad Estate, Naroda Road, Nr. Forge &amp; Blower  AHMEDABAD 380 025.</p>	Member
<p><b>Shri Gangaram M. Patel (CDA)</b>  B-9, Radhe Krishna Appartemanet,  B/h. Circuit house, Shahibaugh, Ahmedabad-380 004</p>	Member
<p><b>Shri P. B. Patel</b>  <b>Director,</b>  M/s Dhaval Fabrics Pvt Ltd.  3, Madhav Estate, Nr. Muktidham Estate,  Nikol Road, Ahmedabad-24</p>	Member
<p><b>Shri Hemangbhai Sanghvi</b>  M/s Laxmi Textile Stores,  Manufacturer of Weaving Machine,  22/23, Punmaji Ind. Estate, Dhobighat, Shapur  Ahmedabad-380 004</p>	Member
<p><b>Shri Porasbhai Shah</b>  M/s. New Spentrx,  47, Anar Industrial Estate, Nr. Vijay Mill, Naroda Road,  Ahmedabad-25</p>	Member



<b>Shri Lalit Chamariya</b> Secretary Ahmedabad Textile Processors Association 177/ B, Shahwadi, Octroi Naka, Narol, Ahmedabad-382405	Member
<b>Dr. Harish Bisht</b> Director, ATIRA	Member
<b>Mrs Vrunda Wala</b> In- Charge, CAD Centre, Ahmedabad,	Member Secretary
<b>Hasmukh Patel ( Member Secretary )</b> Officer-In- Charge, ATIRA PSCs, Ahmedabad, Indore & Dholka	Member Secretary

## MANUAL – (IX)

### *Directory of the officers and employees*

Sr. No.	Name	Category	Address	Qualification
1.	Mr. Hasmukh Patel	Officer -In-charge	ATIRA, P.O. Ambawadi Vistar, Ahmedabad 380015	DTM
2.	Mr. G.M.Patel	Technical Assistant		HCW
3.	Mr. D.K.Patel	Technical Assistant		HCW
4.	Mr. Anand Pandey	Expert weaver		11 <sup>th</sup>
5.	Mr. H.R.Vora	Office Assist.		B.Sc.
6.	*	Technical Assistant		
7.	*	Fitter cum Jobber		
8.	*	Weaver Helper		
9.	*	Chowkidar/ Peon		

\* position is vacant & recruitment under procedure

**MANUAL – (X)**

**Monthly remuneration received by each of its officers and employees,  
including the system of compensation as provided in its regulation**

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>	<b>Gross Monthly Remuneration in Rs.</b>
1.	Mr. Hasmukh P. Patel	Officer-In-charge	27000 (fix)
2.	Mr. G.M.Patel	Technical Assistant	13200 (fix)
3.	Mr. D.K.Patel	Technical Assistant	14400 (fix)
4.	Mr. Anand Pandey	Expert Weaver	13500(fix)
5.	Mr. H.R.Vora	Office Asst.	9130/-

**MANUAL – (XI)**

**Budget allocated to each its agency, indicating the particulars of all  
plans, proposed expenditures and reports on disbursement made**

Annual budget allocation under plan funds from GOI,MOT to the PSC, Ahmedabad is as per the following Heads of Expenses.

(Rupees in Lakh.)

a) Salary	: 10.00
b) General office Expenses	: 1.00
c) Rent, Rate & Taxes	: 1.00
d) Spares, Stores & Consumables	: 1.00
e) AMC/Maintenance cost of machinery & equipments	: 5.00
<b>Total</b>	<b>: 18.00</b>

## **MANUAL – (XII)**

### **Manner of execution of subsidy programme including the amounts allocated and the details of beneficiaries of such programme**

- ⇒ Subsidy is given for insurance of Powerloom workers by the Ministry of Textiles, Govt. of India under the Group Insurance Scheme. ( Universal Insurance Scheme- PMJJY & PMBSY )

## **MANUAL – (XIII)**

### **Particulars of recipients concessions, permits or authorizations granted by it.**

Various services provided by the center as per the Manual ( I ) ( Functions of the organization) to the Powerloom and allied industries are on concessional rates / subsidized rates. A number of services are provided to the Powerloom people in the locality free of charges

## **MANUAL – (XIV)**

### **Details in respect of the information, available to or held by it, reduced in an electronic form.**

Information regarding the objectives, functions in various achievements of PSC are displayed in the website of ATIRA ( [www.atira.in](http://www.atira.in) ). Activity reports, Test reports, Quarterly progress report, Quarterly review note on modernizations, Minutes of the PPCICC meetings etc are all computer generated and preserved with back up files. Registration of beneficiaries under the group insurance scheme ( GIS/UIS ) is also computerized.

## **MANUAL – (XV)**

### **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Technical books are available in the PSC library to the Powerloom people for obtaining information about preparatory, weaving norms and allied books. This library reference facility is available during the working hours of the PSC.

## **MANUAL – (XVI)**

### **The name designation and other particulars of the public information officers.**

Hamukh Patel  
Officer-In-Charge,  
ATIRA Powerloom Service Centre , Ahmedabad  
P.O. : Ambawadi vistar, Ahmedabad – 380015.  
Ph : (079) 26307921/22/23, 26305132  
Fax : (079) 26301969/4677  
[E-mail- psc@atira.in](mailto:psc@atira.in)

## **MANUAL – (XVII)**

### **Such other information as may be prescribed.**

Powerloom service Centre, Ahmedabad also provided the following services / information to the other people as per their need :

- ⇒ Information regarding the cluster development
- ⇒ Information regarding the various wet processing related problems and assistance
- ⇒ Assistance of technical type to the handloom section.
- ⇒ Assistance in the selecting second-hand old machines.
- ⇒ Publication of the NEWS, Letters in local language from time to time.
- ⇒ Publication to various developments schemes other than Govt. of India, Ministry of Textiles, e. g. scheme of Govt. of Gujarat, NSIC etc.

**Testing and Training Infrastructure facility available at PSC/ATIRA are as under.**

**\* Testing Equipments**

<b>Sr. No</b>	<b>Name of the machinery/Lab. Equipment &amp; No.</b>
1.	Digital Portable battery operated moisture meter with needle prongs, Model MIP-313
2.	Electronic yarn tension meter Model BD 435
3.	Eureka crimp tester Model EY-07
4.	Electronic twist tester Model EY-06A
5.	Motorized automatic wrap reel Model EY-02
6.	Projectina micro-macro projector MMP-1000 A. Surage spike suppressor (protector ) 220V AC, 50 Hz, 1 PH
7.	Metzer Biomedical Vernier traveling microscope, Model VFM 9023
8.	Mattler electronic balance, Model B204-S
9.	Precision fibre microtome
11.	Line (cloth) gratings, Shirely
12.	Line (cloth) gratings, Wedco
13.	Reed gratings (Wedco)
14.	Photocopying machine
15.	Personal computer
16.	HVI DO VER. 2
17.	USTER AFIS
18.	USTER TENSOJET
19.	USTER TESTER 4-SX

**\* Weaving and other Machineries for training etc.**

<b>Sr. No</b>	<b>Name of the machinery/Lab. Equipment &amp; No.</b>
1.	Sulzer projectile weaving machine
2.	Splice unit
3.	Cone winding machine
4.	Pirn winder
5.	Auto cop changing loom with dobby and terry towel attachment
6.	Sectional warping
7.	Vacuum cleaner
10.	Humidifier
11.	D. G. Set ( 25 KVA)
12.	Dobby Card Punching Machine

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