

ATIRAPOWERLOOM SERVICE CENTRE
(PSC) INDORE.

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 its organization, functions and duties.

⇒ **Organization:**

ATIRA Powerloom Service Centre,
Shri Vaishnav Polytechnic Campus,
M.O.G.Lines, Indore-452002
Telefax: 0731- 2788232
E-mail: atiraindore@dataone.in

⇒ **Objectives of the Powerloom Service Centre(PSC):**

- To provide technical services namely, consultancy, training and testing to the Powerloom industries of Indore, Ujjain & Dewas.
- 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, Entrepreneurs
- Testing of yarn, fabrics and fabric defect analysis
- Design development and product development services on loom
- Trouble shooting, consultancy services for solving day to day problems
- Survey report of the powerloom industry for knowing status of the powerloom industry,
- Modernization under TUF Scheme, details of machinery, 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.

MANUAL-(II)

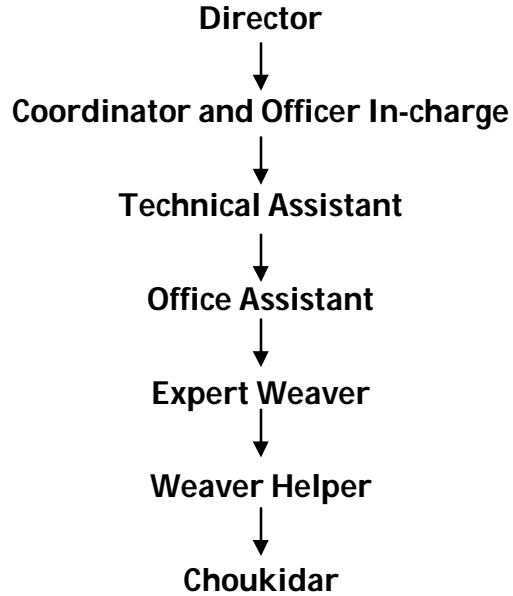
Powers & duties of officers and employees.

S.No.	Category	Powers and duties
1	In-charge	<ul style="list-style-type: none">• Supervision of the overall activities of the Centre.• To guide in fulfilling the activity targets defined by the TxC's Office and to review the progress made by the Centre.• To hold PPCICC meeting at every quarter in consultation with Chairman.• Sanction leave and conveyance to the PSC staff• To evaluate the performance of the PSC staff• To fulfill the activity targets defined by the TxC's Office.• To plan liaison visits, survey work, trouble shooting, etc.• To organize and conduct different training and technical activities in powerloom concentrated areas.• To plan, organize and conduct different training programmes of specific objectives• Follow-up and implement the actions and decisions taken in meetings with ATIRA, TxC Office, PPCICC meetings and related agencies.• To organize seminars, workshops, sensitization programmes, facilitation programmes, awareness programmes, etc. as per targets as well as need based.• To prepare various technical reports from time to time• Coordination with industry associations and Government agencies.• To prepare training material as per need• To organize and bring out pamphlets, publicity materials of Govt. Schemes for benefit of powerloom industry as and when required.• To collect testing fees and consultation fees from the powerloom units.• To prepare MPR/MRN in time
2	Technical Assistant	<ul style="list-style-type: none">• To assist in the above activities• To maintain records and files

		<ul style="list-style-type: none"> • To co-ordinate with expert weavers to fulfill targets • To draft minutes of the meetings and attendance sheets • Maintenance of various records/ entries of the PSC activities • Maintenance of different registers pertaining to technical activities. • To assist in training programmes, consultancies and trouble shooting and also in testing of samples. • To test samples received from powerloom units and conduct fabric defect analysis
3	Office Assistant	<ul style="list-style-type: none"> • To type/entry of all correspondence, letters, reports, minutes and other reports • Record keeping • To perform various administrative jobs allotted by the In-charge
4	Expert Weaver	<ul style="list-style-type: none"> • To maintain the machineries in the Centre • To conduct practical training programmes • To conduct on-job training in units • To make liaison-consultation visits to units • To assist technical team in training programmes, consultancies and trouble shooting • To assist in sample development • To help in GIS activities
5	Weaver Helper	<ul style="list-style-type: none"> • To maintain housekeeping of office premises, laboratory, workshop, and also to help in office work(inside and outside) • To assist in maintaining of machines on shop floor and laboratory equipments • To assist expert weaver and technical assistants to carry out shop floor/training room activity.
6	Choukidar	<ul style="list-style-type: none"> • To take care of PSC office, laboratory and workshop. • To guide visitors of the PSC coming from the powerloom industry. • To check and close office and laboratory of the PSC.

MANUAL-(III)

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



MANUAL-(IV)

Norms set by it for discharge of its functions

Following norms (targets) set by the office of the Textile Commissioner, Ministry of Textile Commissioner, Mumbai.

S.No.	Item	Target
1.	Revenue Generation Rs.	47000
2.	Training – No. of Mandays	3012
3.	Revenue- Technical Trouble Shooting, Rs	25000
4.	Design Development, Rs.	Nil
5.	Seminar/Workshop/ Exhibition	9
6.	Meeting of PPCICC	4

MANUAL-(V)

Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

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

LIST OF FILES AT POWERLOOM SERVICE CENTRE,INDORE

File Name	File No.
Addresses of Powerloom industries	D-1
Training Programmes	D-2
Quotations	G-3
Correspondence with Govt. deptt.	P-1
Workshop/Seminars	P-8
Trouble Shooting	P-18
Monthly GIS List	P-9
PPCICC	P-3
List of holidays	B-3
Circulars from ATIRA	P-14
Liaison Visits	D-4
Monthly Performance Report (MPR)	P-4
News paper cuttings	G-8
Correspondence with TxC office	P-2
Vaishnav Polytechnic	G-4
Correspondence with PSCs In charge (PSC Coordinator)	A-6
TUF Scheme	P-6
Insurance Claims	P-10
General	P-22
Machines at PSC	P-17
Target for PSC and Grant-in-Aid	P-13
Shiksha Sahayog Yojana	P-11
Correspondence regarding Insurance	C-15
Design Development Assignments	D-5

Settlement of Claims	P-12
Partial/Permanent Disability	D-6
Upgradation of PSC	P-16
Certificates issued to trainees	G-19
Exposure Visit	P-7

MANUAL-(VI)

Statement of the categories of documents that are held by its or under its control

Name of Register	No.
Attendance	1
Inward	2
Outward	3
Outgoing	4
Visitors – General	5
Visitors from TXC Office	6
Training	D-2
Seminar/Workshop – TUF/Modern Machinery	P-8
Trouble Shooting	P-18
Sensitization (GIS)	P-9
Survey of Closure of Looms	P-19
PPCICC Meeting	P-3
Design Development	D-5
Testing of Samples	P-20
CM-R Rapier/Semi Auto Loom	P-17

MANUAL-(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 implementation thereof.

Various activities are implemented by the suggestions from Powerloom Programme Cluster Implementation and Co-ordination Committee (PPCICC) through its quarterly meetings.

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

A committee consisting of the following members monitors the activities of the Centre through the quarterly meetings. The minutes of the meetings are circulated to the members of the committee. However, the suggestions of the committee are informed to the powerloom owners as and when required.

LIST OF PPCICC MEMBER

Sr.No.	Name/Designation
1	The Additional Collector, Indore District – Chairman
2	The President, Indore Powerloom Cloth Mfg. Association
3	The President, Ujjain Powerloom Cloth Mfg. Association
4	The President, Malwa Powerloom Cloth Mfg. Association, Dewas
5	The Asstt. Director, Textile Committee, Indore
6	The General Manager, State Bank Of India, Ujjain
7	The Asstt. Director, District Handlooms Office, Indore
8	The Managing Director, M.P.A.K.V.N., Indore
9	The General Manager, D.T.I.C., Indore
10	The Sr. Branch Manager, N.S.I.C
11	The Asstt. Director, Handloom Office, Ujjain
12	The Head of the Department of Textiles, S.V.P.C, Indore
13	The General Manager, D.T.I.C., Ujjain.
14	The Director, ATIRA, Ahmedabad-25
15	(Member Secretary), Officer-In-Charge, ATIRAPSC's, Ahmedabad, Indore & Dholka
16	In-charge PSC, Indore

MANUAL-(IX)

Directory of the officers and employees

S.No.	Name of Staff member	Category	Address	Qualification
1.	Jitendra Chaudhary	In-charge	ATIRA Powerloom Service Centre, Shri Vaishnav Polytechnic Campus, M.O.G.Lines, Indore	M.A., A.T.A.
2.	Satish Sen	TO	ATIRA Powerloom Service Centre, Shri Vaishnav Polytechnic Campus, M.O.G.Lines, Indore-452002	HSC
3.	Pradeep Shinde	Expert Weaver	ATIRA Powerloom Service Centre, Shri Vaishnav Polytechnic Campus, M.O.G.Lines, Indore	HSC
4.	Ganesh Kolli	Choukidar	ATIRA Powerloom Service Centre, ShriVaishnav Polytechnic Campus, M.O.G.Lines, Indore	7 th standard

MANUAL-(XI)

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

Annual Budget allocation under loan funds from GOI, MOT to the PSC, Indore is as per the following heads of expenses:

	(Rupees in Lakhs)	
a. Salary	: 9.00	
b. General Office Expenses	: 0.80	
c. Rent and Taxes	: 1.00	
d. Stores, Spares & Consumables	: 1.00	
e. AMC/Maintenance cost of machinery & equipments	:4.00	
Total	: 15.80	

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

MANUAL-(XII)

Manners 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 Scheme For Powerloom Workers. The total amount of subsidy is given in national level for more than one lakh beneficiaries all over the country.

MANUAL-(XIII)

Particulars of recipients concession, permits or authorization 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-(XIV)

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

Information regarding the objectives, functions and various achievements of the PSC are displayed on the ATIRA website (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-(XV)

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

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

MANUAL-(XVI)

The names, designations and other particulars of the Public Information Officers.

Sr. No.	Name of Staff member	Designation	Address
1.	Jitendra Chaudhary	In-charge	ATIRA Powerloom Service Centre, Shri Vaishnav Polytechnic College Campus, M.O.G.Lines, Indore-452002 Telefax- 0731-2788232

MANUAL-(XVII)

Such other information as may be prescribed.

- Powerloom Service Centre, Indore also provides following Services/information to other people as per need:
- Information regarding various spinning or wet processing related problems
 - Assistance to handloom sector
 - Assistance to educational institutions
 - Publication of newsletter

Powerloom Service Centre is having the following infrastructural facilities :

Testing Equipments:

1. UT4-S/X
2. UTR-3
3. Twist Tester
4. Pilling Tester

Machinery for Training & Other Services

1. CM-R Flexible Rapier Loom
2. Semi-Auto Shuttle Loom
3. Pirn winding
4. Card Punching Machine