

J&K KHADI & VILLAGE INDUSTRIES BOARD
SRINAGAR

Subject:- Re-organisation of the Central and regional offices of J&K Khadi and Village Industries Board.

Reference:- Board Decision under item 2 Sub-para 3 of the minutes of the 15th Board Meeting dated 23rd and 25th March, 1968.

BOARD ORDER No. I-ADM of 1968
DATED 12-4-1968

Sanction is hereby accorded to the re-organisation of the Central and regional offices of J & K Khadi and Village Industries Board as under :-

1. The Secretary of the Board will be Principal functionary/Chief Executive Officer of the Board under whose over all control and superintendence the entire staff of the Board will function.
2. The Secretary will be assisted by the F.A and C.A.O in respects of the matters pertaining to the Finance and accounts and the Executive in the matters pertaining to the administration.
3. (i) The Central office, to be called as the Direction office, will have two wings viz.
 - a) Administration
 - b) Finance and Accounts
- (ii) The Executive Officer will be incharge of the Administration wing and the Financial Advisor and Chief Accounts Officer that of the Finance and Accounts wing.

4. (i) The Administration wing will comprise of the following sections and each section will have the staff as indicated against each :-

A) Administration

i)	Superintendent	1
ii)	Head Clerk	1
iii)	Stenographer	1
iv)	Record Keeper	1
v)	Receipt and Despatch Clerk	1

B) Co-operative Section

i)	Co-operative Assistant	1
ii)	Record Keeper	1

Note:- The papers of the Co-operative Section will be routed through the Dy. Registrar available at Head Quarters at Srinagar/Jammu.

C) Statistical Section

i)	Statistician	1
ii)	Junior Statistical Asstt.	1

D) Public Relation Sections

i)	Field Publicity Officer	1
ii)	Clerk	1

4. (ii) The Finance and Accounts Section will have the following staff :-

i)	Superintendent Accounts	1
ii)	Senior Auditors	2
iii)	Accountant	1
iv)	Junior Auditor	1
v)	Account Clerks	2
vi)	Record Keeper	1
vii)	Cashier	1
viii)	Typist	1

4. iii)

- a) For disposal of office routine the Secretariat manual of the Government will be adopted.
- b) All orders will issue from the Administration Wing. Orders involving Financial and Accounts matters will, before issued be got examined and vetted by the F.A & C.A.O whose observations should be got recorded on the Note files.

5. The regional set up for Jammu/Kashmir will be as follows :-

i)	Asstt. Executive Officer	1
ii)	Head Clerk	1
iii)	Accountant	1
iv)	Senior Assistant	1
v)	Typist	1
vi)	Co-operative Assistant	Attached to the Dy.
	Registrar	
vii)	Orderlies	2

6. District Set Up :

The present Technical Organizors excepting Organizer Beekeeping and Khadi will be re-designated as District Organizors and posted in the Districts. Their Head quarters will be fixed in the Distt. At the place where the Head quarters of the Distt. Planning Officers of C. D. & N. E. S. are located at present. They will be incharge of all the Co-operative Societies in their respective jurisdiction.

The district organisers will function and under the direct control superintendence of the Regional A.E.O's.

7. Administration of Co-operative Law :

a) The Deputy Registrar will function under and the assist the Executive Officer in all matters pertaining to Co-operative Laws and other allied matters.

b) Matters pertaining to co-operative law will be referred by the A. E. O's to the concerned Deputy Registrars for necessary action and administrative matters will be referred by Dy. Registrars to A. E. O's for similar action.

c) Co-operative Section in the office of the A. E. O's will function under the concerned Dy. Registrars.

8. Finance and Accounts Wing

1) The Financial Advisor and Chief Accounts Officer will be incharge of this wing in the direction office.

2) The work in this wing will be re-organized in a manner that the Accounts Clerk is put incharge of all the phases concerned with a particular society.

3) The Superintendent Accounts will provide cent percent check on all the entries etc.

9. Operation of Accounts

1) The Chief Accounts Officer will be incharge of the chest of the Board, which is maintained in the Finance and Accounts wing of the Direction Office.

2) The Bank account will be operated upon by cheques signed by the Chief Accounts Officer upto Rs.5000/- and above Rs.5,000/- on jointly by the Chief Accounts Officer and the Executive Officer or Secretary, when the Executive Officer is out of station.

10. Imprest

The amount of Rs. 5,000/- will be kept with each of the A. E.O's. This amount will be kept in the Co-operative Bank and operated upon by the concerned A.E.O's. through cheques to be signed by them for petty expenditure which they are either authorised to spend or are empowered to disburse on pre-audited bills i.e T. A. Contingencies, advances etc. A detailed account will be maintained by A. E. O's and statements thereof duly supported by original paid vouchers will be submitted by them within the first week of each succeeding month to the Chief Accounts Officer for check, compilation and reimbursement.

11. Audit

- 1) The Chief Accounts Officer will be personally responsible for the Audit of all the Co-operative Societies and offices of the Board atleast once in a year.
- 2) The Audit cell comprising of two Senior Auditors and one Junior Auditor will function under the direct control and superintendence and guidance of the Chief Accounts Officer.
- 3) The Chief Accounts Officer will formulate programme for the audit of the co-operative Societies and offices in such a manner that he will utilize the Audit Cell in a province when he himself is working in that province.
- 4) All Administrative and co-operative officers will be responsible for accounts and audit purposes to the Chief Accounts Officer.

G. N. Naik,
Secretary,
J&k Khadi & Village Industries Board
Srinagar.

No. KVIB/360-78

dated: 17-4-68

Copy to :-

1. Financial Advisor and Chief Accounts Officer.
2. Executive Officer.
3. Asstt. Executive Officer, Jammu/Kashmir.
4. Dy. Registrars, Jammu/Kashmir.
5. Superintendent Administration.
6. Superintendent Accounts.
7. All Sectional Incharges.
8. Order File.
9. Board meeting Section.
10. All District Organizers.