

J&K KHADI AND VILLAGE INDUSTRIES BOARD SRINAGAR

ORDER NO: KVIB/191 OF 1992

Dated: 08 -10- 1992

Subject: Re-organisational set up of the J&K Khadi and Village Industries Board.

As approved by the Board in its 73rd and 74th meetings, following will be the organizational set up of the J&K Khadi and Village Industries Board at State/Divisional/District level. This is in supersession to all the previous orders issued in this behalf:-

- 1/ Secretary of the Board will be principal functionary/Chief Executive Officer of the Board under whose over all control and superintendency entire staff of the Board will function.
- 2/- Secretary will be assisted by the F.A & C.A.O in respect of matters pertaining finance, accounts and audit.
- 3/- Two Dy. Chief Executive Officer posted in the Direction office will assist the Secretary in the matters pertaining to :-
 - i. Administration
 - ii. Implementation of Board schemes (sanction of loan to Individuals/Cooperatives)
 - iii. Planning and Development

Central Office will be called Direction office and have following wings:-

- a/ Finance, accounts and audit
- b/ Establishment and public relations.
- c/ Loans
- d/ Planning and statistics

F.A & C.A.O will be incharge of finance, accounts and audit and he will be assisted by the Accounts officer in his work.

One of the Dy. C.E.O will be incharge of administration and other Dy. C.E.O will be incharge of implementation of schemes (sanction of loans). The Dy. C.E.O (Adm) will be assisted by the Administrative Officer in respect of administrative matters and Asstt. Director (Sts) in respect of Planning and Statistics.

Secretary of the Board will issue job sheet to the Dy. C.E.O's to discharge their functions and duties. Each section will be headed by Section officer, who will be assisted by the Head Assistant and other staff related from time to time.

For the disposal of office routine, secretariat manual will be adopted.

All the orders will be issued by the Administrative section. Orders involving finance and accounts matters will before issue be got examined and vetted by the Financial Advisor and Chief Accounts Officer, whose observations will be got recorded in the note file.

Financial Assistance will be sanctioned in accordance with the pattern and procedure of the KVIC.

OPERATION OF ACCOUNTS

- i/ Chief Accounts Officer of the Board will be incharge of the chest, which is maintained in the Finance and accounts wing of the Direction office.
- ii/ Bank account will be operated upon by cheques signed by the C.A.O upto Rs.5000/- and above Rs.5000/- jointly by the Secretary and C.A.O of the Board or by the C.A.O and Dy. C.E.O (Adm) when Secretary is out of station.

IMPREST

An amount of Rs.10,000/-, will be kept as imprest with each of the divisional offices and same will be deposited in the J&K Bank and operated upon by the Divisional officer through cheques to be signed by him for meeting petty expenditure, which they are either authorised to spend or empowered to disburse on pre audited bills i.e T.A bills, contingencies, Advance etc. A detailed account will be maintained by the Divisional officer and statement thereof duly supported with original paid vouchers will be submitted to the F.A & C.A.O by them by 10th of succeeding month for check, compilation and re-imburement.

AUDIT

C.A.O will ensure test check, internal audit of accounts of the societies. The C.A.O will formulate programme for the audit of the cooperative societies and offices in such a manner that he will utilise audit wing in division where the Direction office is located.

All the Dy. C.E.O's and District Officers will be responsible for accounts and audit purposes to the F.A & C.A.O of the Board.

DIVISIONAL SET UP

There will be two Divisional offices one each at Jammu and Srinagar. The Dy. C.E.O be incharge of the division. He will be over all incharge of administration of the division and all the District offices will work under his administrative control. He will be assisted by the officers/staff given in Annexure-A.

DISTRICT SET UP

Executive Officer/Assistant Executive Officers will be incharge of District and the concerned sub office will work under administrative control of the respective District office. The District officer will be assisted in his work in the District by the staff given in Annexure- 'B' District Officer will route all the papers through Division officers, where as the incharge sub office will be route papers through the concerned District Officer to Divisional Office. Staff to be posted in the sub office is given in Annexure- 'B'.

Sd/-
(Naeem Akhtar)
Secretary,
J&K Khadi & Village Ind. Board.

No.KVIB/Estt/3582-102

Dated. 8.10.1992

Copy to the :-

1. Pvt. Secretary to Financial Commissioner, Planning and Dev. Department (Chairman KVIB).
2. F.A. & C.A.O KVIB, Srinagar.
3. Dy. C.E.O KVIB, Jammu/Kashmir/Adm.
4. Development Officer KVIB_____.
5. E.O/A.E.O Sgr.
6. Office .Order file.

STAFF STRENGTH FOR DIVISIONAL OFFICES

S.No.	Name of the Post	Jammu	Kashmir
1	Dy. Chief Executive Officer	1	1
2	Recovery Officer	1	1
3	Assistant Registrar	1	1
4	Head Assistant	1	1
5	Senior Assistants	2	2
6	Junior Assistants	2	2
7	Senior Accountant	1	1
8	Jr. Accountant	1	1
9	Jr. Cashier	1	1
10	Accounts Clerk	3	3
11	Sr./Jr. Auditors	2	2
12	Misteries (Oil)	2	2
13	Orderlies	3	3

Sd/-

Secretary/Chief Executive Officer,
J&K Khadi & Village Industries Board,
Srinagar.

STAFF STRENGTH FOR DISTRICT OFFICES OF J&K KHADI & V.I BOARD

S.No	District	EO/AEO	Head Asstt.	Sr. Asstt	Jr. Asstt	Acctt/Jr. Auditor	Jr. Cashier	Zonal Organisor	Sr/Jr. Supervisor	Orderly
KASHMIR DIVISION										
1	Anantnag	EO	1	1	2	1	-	2	6	2
2	Baramulla	AEO	1	1	2	1	-	2	6	2
3	Budgam	EO	1	1	2	1	-	1	4	2
4	Kupwara	EO	1	1	1	1	-	2	4	1
5	Pulwama	AEO	1	1	1	1	-	2	5	2
6	Srinagar	AEO	1	1	1	1	-	2	4	2

JAMMU Division

7	Jammu	AEO	1	2	1	1	-	1	4	2
8	Kathua	AEO	-	1	-	1	1	1	3	1
9	Doda	AEO	-	-	1	1	-	1	4	1
10	Rajouri	AEO	-	-	1	1	-	1	4	2
11	Poonch	AEO	-	-	1	1	-	1	3	2
12	Udhampur	EO	1	1	0	1	1	1	4	2
13	Leh		-	-	-	-	-	1	2	1
14	Kargil	-	-	-	-	-	-	1	2	1

SUB OFFICES

1	Sopore	-	-	-	-	-	-	1	4	1
2	Ganderbal	-	-	-	-	-	-	1	4	1
3	Kulgam	-	-	-	-	-	-	1	3	1
4	Beerwah	-	-	-	-	-	-	1	3	1
5	Ramban	-	-	-	-	-	-	1	3	1
6	Billawar	-	-	-	-	-	-	1	2	1

Sd/-
Secretary/Chief Executive Officer,
J&K Khadi & Village Industries Board,
Srinagar.