

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



SERICULTURE DEPARTMENT



DEPARTMENT OF SERICULTURE

**FUNCTIONARY MANUAL
FOR
TECHNICAL OFFICERS**

**GOVERNMENT OF
ANDHRA PRADESH**

DEPARTMENT OF AGRICULTURE

FUNCTIONARY MANUAL
FOR
TECHNICAL OFFICERS

GOVERNMENT OF
ANDHRA PRADESH

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FUNCTIONARY MANUAL TECHNICAL OFFICERS

INTRODUCTION

Andhra Pradesh has many traditionally rich silk Handloom Weaving Centers like Dharmavaram, Pochampally, Gadwal, Naryanpet, Cuddapah, etc. The traditional heavy, broad-bordered rich with butta sarees of Dharmavaram have worldwide popularity. Similarly the tie and dye jamadhani fabrics and silk sarees produced in Pochampally are world-renowned and are earning lot of Foreign exchange. There are 35,000 Nos. of Silk Handlooms in Andhra Pradesh. The highest concentration is in Dharmavaram (Ananthapur) Cuddapah and Pochampalli in Nalgonda District.

Sericulture is an agro based labour intensive industry providing gainful employment mostly in rural areas. Andhra Pradesh occupies 2nd position in the country in production of silk. Sericulture enterprise in its totality, is a long chain industry. On the farm, two basic biological processes are put into operation, one is mulberry cultivation and the other one is cocoon production. On the Non-farm, industrial activities such as silk reeling, twisting, processing, weaving etc. are involved.

The following Technical Officers are working in the department.

- I. ADDL. DIRECTOR OF SERICULTURE
- II. JOINT DIRECTOR OF SERICULTURE
- III. DY. DIRECTOR OF SERICULTURE
- IV. ASST. DIRECTOR OF SERICULTURE
- V. INSPECTOR OF SERICULTURE

Chapter - 1

ADDITIONAL DIRECTOR

A. ORIGIN OF THE POST :

The post was created as Jt. Director initially under National Sericulture project and subsequently upgraded as Additional Director of Sericulture, Head Office. The reason for creating this post is to assist the Director of Sericulture in monitoring the various activities of the following units.

Technical Service Centers (On-Farm, Non-Farm and Seed)

Seed farms

Silkworm seed production center i.e., Grainages

Cocoon Markets

Silk Reeling Units

Tassar Seed Stations

Training Institutions

Monitoring and field inspections

B. POSITION IN THE ORGANISATION AND SPAN OF INTERACTION IN THE DEPARTMENT

The Addl. Director is a technical head of the Sericulture Department and assists the Director of Sericulture in both technical and administrative aspects. He interacts with the clientele and his officers/staff in departmental units. He also interacts with Director and takes appropriate actions for the overall growth of the industry in the State.

C. FUNCTIONS OF THE ADDL. DIRECTOR OF SERICULTURE

	Duties	Responsibilities
OFFICE	Supervision	Should supervise all activities related to Administration, Establishment, Accounts, Technical matters attended by staff/ officers in head office. He should make inspection for the growth of industry.
	Meetings	Should assist Director in review meetings.
	Review of Tours	Should review the tour reports/TA bills of staff/officers.
	Target/Achievements.	Should assist the Director in achieving both physical and financial targets
	Discipline and Decorum	Should ensure maintenance of discipline and decorum of the office.
	Implementation of schemes	Should ensure timely and proper implementation of various Govt. schemes.
	Inspections	Should conduct surprise inspections of societies.
	Tours	Should tour for 10 days in a month
	Others	Should attend all works as entrusted by the Higher authorities
	Computers	Attend Computer work as and when request.

D. OPERATIONAL JURISDICTION

Entire state of A.P.

E. ENACTMENTS, RULES AND REGULATIONS THAT ARE REQUIRED TO BE FOLLOWED :

The Department of Sericulture is governed with following Acts for discharging various duties. He shall assist the Director in discharging the duties.

1. AP Silkworm Seed and Cocoon (Control) Act 1956.
2. AP Co-Operative Societies Act 1964.

Some of the important sections, powers and powers vested under the Acts to the Officers are indicated below.

SECTION UNDER THE ACT	POWERS UNDER THE SECTION	POWERS VESTED WITH
A.P. Silkworm Seed and Cocoon (Control) Act 1956 and read with AP Silkworm seed and Cocoon (Control) Rules 1983.		
Section. 2 of the Act and Rule 5 of Rules	Issue of Licences	Director of Sericulture Regl. Jt. Director (s)
	A) Seed Rearers	
	B) CB Rearers	Director of Sericulture Asst/Dy. Director (s)
	C) Reelers / Twisters	Director of Sericulture Regl. Jt. Director (s)
Section. 2 of the Act and Rule 7 of Rules	Renewal of Licenses	Director of Sericulture Regl. Jt. Director (s)/Asst./ Dy. Director (s)
	A) Seed Rearers	
	B) CB Rearers	Director of Sericulture Asst/Dy. Director (s)
	C) Reelers / Twisters	Director of Sericulture Regl. Jt. Director (s) Asst./Dy. Director (s)

A.P. Silkworm Seed and Cocoon (Control) Act 1956 and read with AP Silkworm seed and Cocoon (Control) Rules 1983.		
Section 10-A of Act	Suspension and Cancellation of Licences A) Seed Rearers B) CB Rearers C) Reelers/Twisters	Director of Sericulture Director of Sericulture Director of Sericulture
Section 4 of the Act and Rule 3 of Rules	Issue of license to the Private silkworm seed producers	Director of Sericulture
Section 7 of the Act and Rule 7 of Rules	Renewal of license to the Private silkworm seed producers	Director of Sericulture
A.P. Co-operative Societies Act		
Section 7, 8	Registration and Registration certificate.	Director of Sericulture
Section 16	Amendment to Bye-laws	Director of Sericulture Asst / Dy. Director (s)
Section 51	Appointment of Enquiry Officer	Director of Sericulture Asst / Dy. Director (s)
Section 52	Conduct of inspections	Director of Sericulture Asst. / Dy. Director (s)
Section 60	Surcharge orders	Director of Sericulture Asst. / Dy. Director (s)\
Section 64	Winding of Societies	Director of Sericulture
Section 65	Appointment of Liquidator	Director of Sericulture Asst. / Dy. Director (s)
Section 76	Appeals	Director of Sericulture
Section 77	Revision	Director of Sericulture
Section 78	Review	Director of Sericulture

For other powers under the above Acts may be referred in the provisions of the Acts.

F. WHOM TO APPROACH FOR ASSISTANCE

The Jt. Director (s) shall approach the following officers/departments in case of genuine difficulties arised during discharging of his duties.

AREA/ACTIVITY	WHOM TO APPROACH
Mulberry Cuttings	Shall approach other State departments in case of non-availability of suitable cuttings for new plantation in the state.
Silkworm layings	Shall approach other State departments in case of non-availability of layings in the state.
Silkworm diseases	Shall take necessary measures in consultation with DOS.
Grievances of farmers/reelers	Shall entertain genuine grievances of farmers/reelers and take steps for redressal.

G. ADMINISTRATIVE ACCOUNTABILITY:

Unit/Duty	Area/Accountability	Omission	Accountability
OFFICE			
Supervision	Should supervise all activities related to Administration Establishment, Accounts, Technical matters attended by Staff/Officers in head Office. He should make inspection for the growth of industry.	Non compliance	Director of Sericulture/ Govt.
Meetings	Should assist Director in review meetings.	Non compliance	Director of Sericulture/ Govt.
Review of Tours	Should review the tour reports/TA bills of Staff/Officers.	Non compliance	Director of Sericulture/ Govt.
Targets/ Achievements	Should assist the Director in achieving both physical and financial targets.	Non compliance	Director of Sericulture/ Govt.
Discipline and Decorum	Should ensure maintenance of discipline and decorum of the office.	Non compliance	Director of Sericulture/ Govt.

Implementation of schemes	Should ensure timely and proper implementation of various Govt. Schemes.	Non compliance	Director of Sericulture/ Govt.
Inspections	Should conduct surprise inspections of societies	Non compliance	Director of Sericulture/ Govt.
Tours	Should tour for 10 days in a month.	Non compliance	Director of Sericulture/ Govt.
Others	Should attend all works as entrusted by the Higher authorities.	Non compliance	Director of Sericulture/ Govt.
Computers	Should attend Computer work as and when required	Non compliance	Director of Sericulture/ Govt.

H. QUANTIFICATION OF WORK-OUT PUT :

The performance will be assessed basing on his achievement for the works entrusted. The Assessment parameters of the functionary are indicated in the Annexure.

I. PERIODICAL REPORTING SYSTEM :

The Addl. Director (s) should ensure submission of reports regularly to the Govt. and CSB.

J. LIST OF REGISTERS TO BE MAINTAINED :

The Addl. Director(s) shall ensure maintenance and updating of all the registers in the head office as prescribed by the Department and Govt.

K. POSSIBLE AREAS OF INTERFACE :

The Addl. Director (s) will meet the clientele of the department and DOS/GOVT as and when required/called for to sort-out the grievances. He should furnish the required information and appraise performance time to time the DOS/GOVT. The Addl. Director interacts with the following officers/Agencies to facilitates in the process of sanction of loans.

S.No.	Organization/Agency	Purpose	Authority
1.	Rural Development/ Tribal welfare	Persue for sanction of schemes	Commissioner of the respective department
2	Govt.	Sanction of schemes	Prl. Secretary
3.	Industries Department	Sanction of Subsidy to Non-farm units.	Commissioner
4.	SC Corporation	Persue for sanction of schemes	Managing Director

Chapter - 2

JOINT DIRECTOR (S)

A. ORIGIN OF THE POST

The post was created when the sericulture was in Handlooms & Textiles Department. The post was subsequently re designated as Regl. Jt. Director (s) in the field and Jt. Director in Head Office in sericulture Department, which was created in the year 1981.

The reasons for creating this post is to monitor the various activities of the following units:

Technical Service Centers (On-Farm, Non-Farm and Seed)

Seed farms

Silk worm seed production center i.e. Grainages

Cocoon Markets

Silk Reeling Units

Tassar Seed Stations

Training Institutions

Monitoring the activities in the Divisions/Districts allotted.

B. POSITION IN THE ORGANISATION AND SPAN OF INTERACTION IN THE DEPARTMENT

The Jt. Director is regional officer to look after both technical and administrative aspects. He interacts with the farmers in the mulberry extension activities and his officers/staff in departmental units. He also interacts with Director and takes appropriate actions for the overall growth of the industry in his jurisdiction.

There are 4 nos. of Jt. Director of Sericulture working in the field and one in Head Office.

C. FUNCTIONS OF JT. DIRECTOR.

The functions of the Joint Directors of Sericulture are shown here under.

Unit	Duties	Responsibilities
HEAD OFFICE		
	Supervision	Should supervise all activities required to Administration, Accounts, Technical matters attended by Staff/Officers in head office.
	Meetings	Should assist Addl. Director/Director in review meetings.
	Review of Tours	Should review the tour reports/TA bills of staff/officers.
	Targets/Achievements.	Should assist the Addl. Director/ Director in achieving both physical and financial targets.
	Discipline and Decorum	Should ensure maintenance of discipline and decorum of the office.
	Implementation of schemes	Should ensure timely and proper implementation of various Govt. Schemes.
	Inspections	Should conduct surprise inspections of the units.
	Tours	Should tour for 10 days in a month
	Others	Should attend all works as entrusted by the Higher authorities.
	Computers	Should attend Computer work as and when required.

C. FUNCTIONS OF THE Jt. DIRECTOR OF SERICULTURE :

The Jt. Director has to discharge the following functions.

Unit	Duties	Responsibilities
OFFICE		
	Supervision	As overall Incharge of the Region and should supervise activities of staff/officers under his jurisdiction. He should inspect the units regularly in his region.
	Renewal of licenses	Empowered to renew the reelers/ Twisters licenses.
	Meetings	Should conduct review meetings with all unit Incharges once in a month (preferably during last week) and submit minutes to higher officers after critical review. Should attend all the meetings at Head Office.
	Review of Tours	Should review the tour reports/TA bills of subordinate staff/officers and leave sanctions.
	Targets/Achievements	Should achieve both physical and financial targets.
	Discipline/Decorum	Should maintain discipline and decorum of the office.
	Others	Should attend all other works entrusted by his higher authorities.
	Registration	Should submit proposal in full shape to the competent authority for registration of the societies.
	Loaning/financial Assistance	Should recommend proposals of the eligible societies for financial assistance through Director of Sericulture.
	Implementation of schemes	Should ensure timely and proper implementation various Govt. Schemes.

	Recovery	Should monitor recoveries from the concerned societies and maintaining rapport with funding agencies.
	General Body	Should ensure in conduct of General Body Meetings by all the societies.
	Inspections	Should conduct periodical inspections of all societies under his jurisdiction and report.
	Enquiries	Should conduct inquiries within stipulated period and award punishments as per Cooperative Act.
	Tours	Should tour for 15 days in a month and maintain tour diaries monthly basis.
	Others	Should attend all works as entrusted by the Higher authorities.
	Computers	Should attend Computer work as and when required.

D. OPERATIONAL JURISDICTION

The Jt. Director is having a definite jurisdiction as detailed here under :

Sl. No.	Office	Name of the Head Quarters	Jurisdiction	Type of Work
1.	Regl. Jt. Director of Sericulture	Anantapur	Anantapur, Kurnool Prakasam and Guntur Districts.	Supervisory/ Executive
2.	Regl. Jt. Director of Sericulture	Chittoor	Chittoor, Cuddapah and Nellore Districts.	Supervisory/ Executive
3.	Regl. Jt. Director of Sericulture	Warangal	Warangal, Kareemnagar Khammam, Adilabad, Hyderabad, Mahabubnagar, Medak, Ranga Reddy, Nalgonda and Nizamabad Districts.	Supervisory/ Executive
4.	Regl. Jt. Director of Sericulture	Vizag	Vizag, Vijayanagaram and Srikakulam, E. Godavari, W. Godavari and Krishna Districts.	Supervisory/ Executive

E. ENACTMENTS, RULES AND REGULATIONS THAT ARE REQUIRED TO BE FOLLOWED

The Department of Sericulture is governed with following Acts for discharging various duties.

3. A.P. Silkworm Seed and Cocoon (Control) Act 1956
4. A.P. Co-Operative Societies Act 1964.

Some of the important sections, powers and powers vested under the Acts to the Officers are indicated below.

SECTION UNDER THE ACT	POWERS UNDER THE SECTION	POWERS VESTED WITH
A.P. Silkworm Seed and Cocoon (Control) Act 1956 and read with A.P. Silkworm seed and Cocoon (Control) Rules 1983.		
Section. 2 of the Act and Rule 5 of Rules	Issue of Licenses C) Seed Rearers	Director of Sericulture Regl. Jt. Director (s)
	D) CB Rearers	Director of Sericulture Asst/Dy. Director (s)
	C) Reelers / Twisters	Director of Sericulture Regl. Jt. Director (s)
Section. 2 of the Act and Rule 7 of Rules	Renewal of Licenses C) Seed Rearers	Director of Sericulture Regl. Jt. Director (s) Dy. Director (s)
	D) CB Rearers	Director of Sericulture Asst / Dy. Director (s)
	C) Reelers/Twisters	Director of Sericulture Regl. Jt. Director (s) Asst. / Dy. Director (s)
Section 10-A of Act	Suspension and Cancellation of Licenses	
	C) Seed Rearers	Director of Sericulture
	D) CB Rearers	Director of Sericulture
	C) Reelers/Twisters	Director of Sericulture

Section 4 of the Act and Rule 3 of Rules	Issue of license to the Private silkworm seed producers	Director of Sericulture
Section 7 of the Act and Rule 7 of Rules	Renewal of License to the Private Silkworm seed producers	Director of Sericulture
A.P. Co-Operative Societies ACT		
Section 7, 8	Registration and Registration certificate	Director of Sericulture
Section 16	Amendment to Bye-laws	Director of Sericulture Asst./Dy. Director (s)
Section 51	Appointment of Enquiry Officer	Director of Sericulture Asst./Dy. Director (s)
Section 52	Conduct of Inspections	Director of Sericulture Asst./Dy. Director (s)
Section 60	Surcharge orders	Director of Sericulture Asst./Dy. Director (s)
Section 64	Winding of Societies	Director of Sericulture
Section 65	Appointment of Liquidator	Director of Sericulture Asst./Dy. Director (s)
Section 76	Appeals	Director of Sericulture
Section 77	Revision	Director of Sericulture
Section 78	Review	Director of Sericulture

For other powers under the above Acts may be referred in the provisions of the Acts.

F. WHOM TO APPROACH FOR ASSISTANCE :

The Jt. Director (s) shall approach the following officers/departments in case of genuine difficulties arised during discharging of his duties.

AREA/ACTIVITY	WHOM TO APPROACH
Mulberry Cuttings	Shall approach other RJD (S) in case of non-availability of suitable cuttings for new plantation in his jurisdiction.
Silkworm layings	Shall approach other RJD (S) with advance indent in case of non-availability of layings in his jurisdiction.

Silkworm diseases	Shall report out-break of diseases particularly pebrine to DOS and also take necessary measures.
Sanction of Loans	Shall approach concerned financial agencies and take the matter to the Collector in case of non-cooperation/sanction of loans by the banks.
Grievances of farmers/reelers	Shall entertain genuine grievances of farmers/reelers and take steps for redressal.
Grant/Renewal of Rearers License	Shall renew the license as per Rules.

G. ADMINISTRATIVE ACCOUNTABILITY :

Unit/Duty	Area/Accountability	Omission	Accountability
HEAD OFFICE			
Supervision	Should supervise all related to Administration, Accounts, Technical matters attended by Staff/Officers in head office. He should make inspection for the growth of industry.	Non Compliance	Director of Sericulture Govt.
Meetings	Should assist Addl. Director/Director in review meetings.	Non Compliance	Director of Sericulture/ Govt.
Review of Tours	Should review the tour reports/TA bills of staff/officers.	Non Compliance	Director of Sericulture/ Govt.
Targets/ Achievements	Should assist the Addl. Director/Director in achieving both physical and financial targets.	Non Compliance	Director of Sericulture/ Govt.
Discipline and Decorum	Should ensure maintenance of discipline and decorum of the Office.	Non Compliance	Director of Sericulture/ Govt.
Implementation of Schemes	Should ensure timely and proper implementation of various Govt. Schemes.	Non Compliance	Director of Sericulture/ Govt.

Inspections	Should conduct surprise inspections of the units.	Non Compliance	Director of Sericulture/ Govt.
Tours	Should tour for 10 days in a month	Non Compliance	Director of Sericulture/ Govt.
Others	Should attend all works as entrusted by the Higher authorities.	Non Compliance	Director of Sericulture
Computers	Should attend Computer works as and when required.	Non Compliance	Director of Sericulture
OFFICE			
Supervision	Should supervise activities of staff/officers under his jurisdiction. He should inspect the units regularly in his region.	No Compliance	Director of Sericulture
Renewal of Licenses	Empowered to renew the reelers/Twisters Licenses.	Non Compliance	Director of Sericulture
Meetings	Should conduct review meetings with all units Incharges once in a month (preferably during last week) and submit minutes to higher officers after critical review. Should attend all the meetings at Head office.	Non Compliance	Director of Sericulture
Review of Tours	Should review the tour reports/TA bills of subordinate staff/officers.	Non Compliance	Director of Sericulture
Targets/ Achievements and maintenance of Registers and Records	Should achieve both physical and financial targets	Non Compliance	Director of Sericulture
Discipline, Decorum and Others	Should maintain discipline and decorum of the office. Should attend all other works entrusted by his higher authorities.	Non Compliance	Director of Sericulture

Registration	Should submit proposal in full shape to the competent authority for registration of the societies	Non Compliance	Director of Sericulture
Loaning / Financial Assistance	Should recommend proposals of the eligible societies for financial assistance through Director of Sericulture.	Non Compliance	Director of Sericulture
Implementation of schemes	Should ensure timely and proper implementation of various Govt. Schemes.	Non Compliance	Director of Sericulture
Recovery	Should monitor recoveries from the concerned societies and maintaining rapport with funding agencies.	Non Compliance	Director of Sericulture
General Body Meetings	Should ensure in conduct of General Body Meetings by all the societies.	Non Compliance	Director of Sericulture
Inspections	Should conduct periodical inspections of all societies under his jurisdiction and report.	Non Compliance	Director of Sericulture
Enquiries	Should conduct inquiries within stipulated period and award punishments as per Cooperative Act.	Non Compliance	Director of Sericulture
Tours	Should tour for 15 days in a month and maintain tour diaries monthly basis.	Non Compliance	Director of Sericulture
Others	Should attend all works as entrusted by the Higher authorities.	Non Compliance	Director of Sericulture
Assistance	Should assist the Director and Addl. Director in discharging various duties of the department.	Non Compliance	Director of Sericulture
Computer	Should attend Computer work as and when required	Non Compliance	Director of Sericulture

H. QUANTIFICATION OF WORK-OUTPUT :

The Jt. Director (s) will be assigned with definite targets in the mulberry expansion, brushing of CBDFLs, Cocoon production of his jurisdiction. He is expected to achieve the targets fixed to him in the deptl. units. Besides above he should also concentrate on increasing of productivity and quality. He should discharge his duties as assigned by his officers from time to time. The performance will be assessed basing on his achievement for the works entrusted. The Assessment parameters of the above functionary are indicated in the Annexure.

I. PERIODICAL REPORTING SYSTEM :

The Jt. Director (s) should ensure submission of FFI, FFII and FFIII to the DOS regularly. Proformae are enclosed.

The Jt. Director (s) shall also ensure to furnish the consolidated reports duly review all the activities in prescribed Proformae regularly time to time.

J. LIST OF REGISTERS TO BE MAINTAINED :

The Jt. Director (s) shall ensure maintenance and updating of the registers in the Proformae as prescribed by the Department and Govt.

K. POSSIBLE AREAS OF INTERFACE :

The Jt. Director (s) will meet the sericulturists and his immediate superiors as and when required/called for to sort-out the grievances. He should furnish the required information and appraise his performance time to time. The Jt. Director interacts with the following officers/Agencies to facilitates in the process of sanction of loans.

S.No.	Organization/Agency	Purpose	Authority
1.	Revenue	Appraise the development of the industry	Dist. Collector
2.	Lead Bank	To obtain consent and assists in grounding	Lead Bank Officers
3.	DRDA/ITDA/SC Corporation	Persue for sanction of subsidy	Project Director/Project Officer/Executive Director respectively.
4	Agriculture department	For soil testings of the samples collected from farmers	Asst. Director of Agriculture
5.	Industries Department	Sanction of subsidy to Non-farm units.	General Manager

Chapter - 3

DY. DIRECTOR OF SERICULTURE

A. ORIGIN OF THE POST :

The post was created at the time of creation of sericulture wing in Industry & Commerce Department, and further continued in both Handlooms & Textiles Department. The post was originally designated as Sericulture Expert and subsequently re designated as Dy. Director (S) and is still continuing in sericulture Department, which was created in the year 1981.

The reason for creating this post is to monitor the various activities of the following units:

Technical Service Centres (On-Farm, Non-Farm and Seed)

Seed farms

Silk worm seed production center i.e. Grainages

Cocoon Markets

Silk Reeling Units

Tassar Seed Stations

Training Institutions

Monitoring the activities in the Divisions/Districts allotted.

B. POSITION IN THE ORGANISATION AND SPAN OF INTERACTION IN THE DEPARTMENT.

The Dy. Director is Dist./Zonal Officer to look after both technical and Administrative aspects. He interacts with the farmers in mulberry extension activities and his officers/ Staff in departmental units. He also interacts with his higher officers and takes appropriate actions for the overall growth of the industry in his jurisdiction.

There are 8 no. of Dy. Director of Sericulture working in the department.

C. FUNCTIONS OF THE Dy. DIRECTOR OF SERICULTURE :

The Dy. Director has to discharge the following functions.

Unit	Duties	Responsibilities
OFFICE		
	Supervision	As overall Incharge of the District/Zone should supervise all activities of staff/officers under his jurisdiction. He should inspect the units thoroughly under his jurisdiction.
	Renewal of Licenses	Empowered to renew the reelers/Twisters licenses.
	Meetings	Should conduct review meetings with all unit incharges once in a month (preferably during last week) and submit minutes to higher officers after critical review. Should attend all the meetings in the District and at Regional and Head Office.
	Review of Tours	Should review the tour reports/TA bills of subordinate staff/officers and leave sanctions.
	Targets Achievement and maintenance of Registers and Records.	Should achieve both physical and financial targets.
	Discipline Decorum Others	Should maintain discipline and decorum of the office. Should attend all other works entrusted by his higher authorities.
	Registration	Should submit proposal in full shape to the competent authority for registration of the societies.
	Loaning / Financial Assistance	Should recommend proposals of the eligible societies for financial assistance through Director of Sericulture.
	Implementation of schemes	Should ensure timely and proper implementation of various Govt. schemes.

	Recovery	Should monitor recoveries from the concerned societies and maintaining rapport with funding agencies.
	General Body Meetings	Should monitor for conducting of General Body Meetings with all societies at once in a year.
	Inspections	Should conduct periodical inspections of all societies under his jurisdiction and report.
	Enquiries	Should conduct inquiries within stipulated period and award punishments as per Cooperative Act.
	Tours	Should tour for 15 days in a month and maintain tour diaries monthly basis.
	Others	Should attend all works as entrusted by the Higher authorities.
	Computers	Should attend Computer work and when required.

D. OPERATIONAL JURISDICTION

The Dy. Director is having a definite jurisdiction as detailed hereunder.

Sl. No.	Office/Unit	Name of the Office With Location	Jurisdiction	Type of Work
1.	Dy. Director of Sericulture	Dy. Director of Sericulture Anantapur.	Entire Anantapur Dist.	Supervisory/ Executive
2.	Dy. Director of Sericulture	Dy. Director of Sericulture Chittoor	Chittoor Cuddapah and Nellore Districts.	Supervisory/ Executive
3.	Dy. Director of Sericulture	Dy. Director of Sericulture Kurnool	Kurnool, Prakasam and Guntur Districts	Supervisory/ Executive
4.	Dy. Director of Sericulture	Dy. Director of Sericulture Hyderabad	Hyderabad, Mahabubnagar, Ranga Reddy, Nalgonda, Medak and Nizamabad Districts.	Supervisory/ Executive

5.	Dy. Director of Sericulture	Dy. Director of Sericulture Karimnagar	Karimnagar and Adilabad Districts	Supervisory/ Executive
6.	Dy. Director of Sericulture	Dy. Director of Sericulture Warangal	Warangal and Khammam Districts	Supervisory/ Executive
7.	Dy. Director of Sericulture	Dy. Director of Sericulture Eluru	Krishna, East Godavari and West Godavari Districts	Supervisory/ Executive
8.	Dy. Director of Sericulture	Dy. Director of Sericulture Vizag	Vizag, Vijayanagaram and Srikakulam Districts	Supervisory/ Executive

E. ENACTMENTS, RULES AND REGULATIONS THAT ARE REQUIRED TO BE FOLLOWED

The Department of Sericulture is governed with following Acts for discharging various duties.

5. A.P. Silkwork Seed and Cocoon (Control) Act 1956
6. A.P. Co-Operative Societies Act 1964.

Some of the important Sections, powers and powers vested under the Acts to the Officers are indicated below.

SECTION UNDER THE ACT	POWER UNDER THE SECTION	POWER VESTED WITH
A.P. Silkworm Seed and Cocoon (Control) Act 1956 and read with A.P. Silkworm seed and Cocoon (Control) Rules 1983.		
Section. 2 of the Act and Rule 5 of Rules	Issue of Licenses E) Seed Rearers F) CB Rearers C) Reelers / Twisters	Director of Sericulture/ Regl. Jt. Director (s) Director of Sericulture/ Asst./Dy. Director (s) Director of Sericulture/ Regl. Jt. Director (s)

Section. 2 of the Act and Rule 7 of Rules	Renewal of License E) Seed Rearers	Director of Sericulture/ Regl. Jt. Director (s)/ Asst./ Dy. Director (s)
	F) CB Rearers	Director of Sericulture/ Asst./Dy. Director (s)
	C) Reelers/Twisters	Director of Sericulture/ Regl. Jt. Director (s)/ Asst. / Dy. Director (s)
Section 10-A of Act	Suspension and Cancellation of Licences	
	E) Seed Rearers	Director of Sericulture
	F) CB Rearers	Director of Sericulture
	C) Reelers / Twisters	Director of Sericulture
Section. 4 of the Act and Rule 3 of Rules.	Issue of License to the Private Silkworm seed producers	Director of Sericulture
A.P. Silkworm Seed and Cocoon (Control) Act 1956 and read with A.P. Silkworm seed and Cocoon (Control) Rules 1983.		
Section 7 of the Act and Rule 7 of Rules	Renewal of license to the Private silkworm seed producers	Director of Sericulture
A.P. Co-Operative Societies ACT		
Section 7, 8	Registration and Registration Certificate	Director of Sericulture
Section 16	Amendment to Bye-Laws	Director of Sericulture/ Asst. / Dy. Director (s)
Section 51	Appointment of Enquiry Officer	Director of Sericulture/ Asst. / Dy. Director (s)
Section 52	Conduct of inspections	Director of Sericulture/ Asst. / Dy. Director (s)
Section 60	Surcharge orders	Director of Sericulture/ Asst. / Dy. Director (s)
Section 64	Winding of Societies	Director of Sericulture

Section 65	Appointment of Liquidator	Director of Sericulture/ Asst. / Dy. Director (s)
Section 76	Appeals	Director of Sericulture
Section 77	Revision	Director of Sericulture
Section 78	Review	Director of Sericulture

For other powers under the above Acts may be referred in the provisions of the Acts.

F. WHOM TO APPROACH FOR ASSISTANCE :

The Dy. Director (s) shall approach the following officers/departments in case of genuine difficulties arised during discharging of his duties.

AREA/ACTIVITY	WHOM TO APPROACH
Mulberry Cuttings	Shall approach his RJD (S)/DOS in case of non- availability of suitable cuttings for new plantation in his jurisdiction.
Silkworm layings	Shall approach his RJD (S) with advance indent in case of non-availability of layings in his jurisdiction.
Silkworm disease	Shall report out-break of diseases particularly pebrine to his RJD (S)/DOS and also take necessary measures.
Sanction of Loans	Shall approach concerned financial agencies and take the matter to the Collector in case of non-cooperation/sanction of loans by the Banks.
Grievances of farmers/reelers	Shall entertain genuine grievances of farmers/reelers and take steps for redressal.
Grant/Renewal of Rearers Licence	Shall renew the license as per Rules.
Grant/Renewal of Reelers License	Shall approach Regl. Joint Director (s).

G. ADMINISTRATIVE ACCOUNTABILITY

OFFICE	Area/Accountability	Omission	Accountability
Supervision	Overall incharge of the Zone/District and should supervise all activities of staff/officers under his/her jurisdiction. He should inspect the units thoroughly under his/her jurisdiction.	Improper supervision	Director of Sericulture
Renewal of Licenses	Empowered to renew the reelers/Twisters licenses.	Non-Compliance	Director of Sericulture
Meetings	Should conduct review meetings with all unit incharges/Asst. Director once in a month (preferably during last week) and submit minutes after critical review to higher officers. Should attend all the meetings in the District/ Regional and Head Office.	Non-Compliance	Director of Sericulture
Review of Tours	Should review the tour reports/TA bills of subordinate staff/officers and leave sanctions.	Non-Compliance	Director of Sericulture
Targets, Achievement and maintenance of Registers and Records	Should achieve both physical and financial targets.	Non-Compliance	Director of Sericulture
Discipline Decorum Others	Should maintain discipline and decorum of the office- Should attend all other works as entrusted by the higher authorities.	Non-Compliance	Director of Sericulture

Registration	Should submit proposal in full shape to the competent authority for registration of the society.	Non-Compliance	Director of Sericulture
Loaning/Financial Assistance	Should recommend societies proposals for financial assistance to the eligible societies through Director of Sericulture.	Non-Compliance	Director of Sericulture
Implementation of Schemes	Should implement timely and properly various Govt. Schemes.	Non-Compliance	Director of Sericulture
Recovery	Should monitor recoveries from the concerned societies and maintaining rapport with funding agencies.	Non-Compliance	Director of Sericulture
General Body Meetings	Should ensure conduct of General Body Meetings by all societies.	Non-Compliance	Director of Sericulture
Inspections	Should conduct periodical inspections of all societies under his jurisdiction and report.	Non-Compliance	Director of Sericulture
Enquiries	Should conduct enquiries within stipulated period and award punishments as per Cooperative Act.	Non-Compliance	Director of Sericulture
Tours	Should tour for 15 days in a month and maintain tour diaries monthly basis.	Non-Compliance	Director of Sericulture
Others	Should attend all works as entrusted by the Higher authorities.	Non-Compliance	Director of Sericulture
Computers	Should attend Computer as and when required.	Non-Compliance	Director of Sericulture

H. QUANTIFICATION OF WORK-OUT PUT :

The Dy. Director (s) will be assigned with definite targets in the mulberry expansion, brushing of CBDFs, Cocoon production for his jurisdiction. He is expected to achieve the targets fixed to him in the departmental units. Besides above he should also concentrate on increasing of productivity and quality. He should discharge his duties as assigned by his officers time to time. The performance will be assessed basing on his achievement for the works entrusted. The Assessment parameters of the above functionary are indicated in the Annexure.

I. PERIODICAL REPORTING SYSTEM :

The Dy. Director (s) should ensure submission of FF-I, FF-II and FF-III to his immediate officer every month. Proformae are enclosed.

The Dy. Director (s) shall also ensure to furnish the consolidated reports of all the activities in prescribed proformae regularly time to time.

J. LIST OF REGISTERS TO BE MAINTAINED :

The Dy. Director (s) shall ensure maintenance and updating of the registers in the Proformae as prescribed by the Department and Govt.

K. POSSIBLE AREAS OF INTERFACE :

The Dy. Director (s) will meet the sericulturists and his immediate superiors as and when required/called for to sort-out the grievances. He should furnish the required information and appraise his performance time to time. The Dy. Director interacts with the following officers/Agencies to facilitate in the process of sanction of loans.

Sl.No.	Organization/Agency	Purpose	Authority
1.	District Administration	Appraise the development of the industry.	Dist. Collector.
2.	Panchayath Raj	Processing of Loan/Subsidy application.	Mandal Development Officer.
3.	Revenue	Assisting the beneficiary in getting Revenue records.	Mandal Revenue Officer.
4.	Lead Bank	To obtain consent and assists in grounding.	Lead Bank Officers.
5.	DRDA/ITDA/ SC Corporation	Persue for sanction of subsidy	Project Director/Project Officer/Executive Director respectively.
6.	Agriculture department	For soil testing of the samples collected from farmers.	Asst. Director of Agriculture.
7.	Industries Department	Sanction of subsidy to Non-farm units.	General Manager.

Chapter - 4

ASST. DIRECTOR (S)

A. ORIGIN OF THE POST :

The post was created at the time of creation of sericulture wing in Industry & Commerce Department and further continued in both Handlooms & Textiles Department. The post was originally designated as Asst. Sericulture Expert and subsequently re-designated at Asst. Director (S) and is still continuing in sericulture Department, which was created in the year 1981.

The reason for creating this post is to monitor the various activities of the following units:

Technical Service Centres (On-Farm, Non-Farm and Seed)

Seed farms

Silk work seed production center i.e. Grainages

Cocoon Markets

Silk Reeling Units

Tassar Seed Stations

Training Institutions

B. POSITION IN THE ORGANISATION AND SPAN OF INTERACTION IN THE DEPARTMENT.

The Asst. Director is Divisional/Dist. Officer to look after both technical and Administrative aspects. He interacts with the farmers in mulberry extension activities and his staff in departmental units. He also interacts with his higher officers and takes appropriate actions for the overall growth of the industry in his division/district.

There are 48 No. of Asst. Director of Sericulture working in the following Schemes.

S.No.	Name of the Unit/Office	No. of Units	Nature of the Works	No. of Persons
1.	Head Office	1	Administrative	4
2.	O/O the RJD (S)	4	Administrative	0
3.	O/O the D.D (S)	8	Administrative	0
4.	O/O the A.D (S)	47	Technical	26
5.	Seed Farms	60	Technical	2

6.	Seed Area TSC	11	Technical	3
7.	Grainages	36	Technical	7
8.	Technical Service Centers	134	Technical	0
9.	Pilot Project Centers (Tassar)	14	Technical	0
10.	Cocoon Markets	8	Technical	1
11.	Regl. Training Centre/ Mobile Farmers training units	7	Technical	4
12.	Reelers Training institute	1	Technical	1
13.	Silk Reeling Units	14	Technical	0
	Total :	345		48

C. FUNCTIONS OF THE ASST. DIRECTOR OF SERICULTURE

The Asst. Director will have to discharge the following functions.

Unit	Duties	Responsibilities
HEAD OFFICE		
	Supervision	Should supervise all activities related to Technical matters such as Seed/Extension/Planning/Non-Farm Sector/Tassar attended by Inspector of Sericulture/ Staff in head office.
	Meetings	Should assist Jt. Director/Addl. Director/Director in review meetings.
	Discipline and decorum	Should ensure maintenance of discipline and decorum of the office.
	Implementation of Schemes	Should assist the higher officer for timely and proper implementation of various Govt. schemes.
	Others	Should attend all works as entrusted by the Higher authorities.

REELERS TRAINING INSTITUTE		
	Supervision	Should supervise the activities of Sub-Ordinate Staff.
	Training Action Plan	Should prepare training action plan and submit to the Director of Sericulture, AP, Hyderabad, through proper channel for approval.
	Arranging Training	Should correspond with the concerned officers and see that training action plan is implemented by imparting training to the trainees.
	Maintenance of discipline and Decorum.	Should maintain discipline and decorum of the office.
MOBILE FARMERS TRAINING UNIT		
	Supervision	He is over all Incharge of the unit and should supervise the activities of his staff.
	Action Plan	Should implement action plan duly taking approval from the higher authorities.
	Tours	Should tour along with the unit atleast for 15 days in a month and maintain tour diaries monthly basis.
	Review of Tour Diaries	Should review the tour diaries of subordinate staff.
	Technical Motivation	Should conduct Film Shows/Awareness Camps/ Farmer meets/Workshop/Demonstrations to propagate transfer of Technologies fortnightly.
	Others	Should follow the instructions of the higher authorities.
P3 STATIONS		
	Supervision	He is over all Incharge of P3 Station and should supervise the activities of the subordinate staff of both technical and ministerial.
	Breeders stock maintenance	Should supervise the maintenance of Breeders stocks and replenish the stock as & when required.

	Seed Organization	LR and FR P3 incharges should implement Seed Organization as per the approved Plan.
	Disease Monitoring	Should supervise the testing thoroughly and maintain different silkworm races, free from diseases.
	Others	Should follow the instructions of the higher authorities.
OFFICE		
	Supervision	Overall Incharge of the Division/District and should supervise all activities of staff under his/her jurisdiction. He should inspect the units thoroughly under his/her jurisdiction.
	Renewal of Licenses	Empowered to renew the reelers/Twisters licenses.
	Meetings	Should conduct review meetings with all units Incharges once in a month (preferably during last week) and submit minutes to the Dy. Director of Sericulture, after critical review. Should attend all the meetings in the District/Regional and Head Office.
	Review of Tours	Should review the tour reports/TA bills of subordinate staff and leave sanctions.
	Targets Achievement and maintenance of Registers and Records.	Should achieve both physical and financial targets through subordinate staff as per norms/guidelines and maintain records.
	Discipline&Decorum	Should maintain discipline and decorum of the office.
	Others	Should attend all other works as entrusted by the higher authorities.
	Registration	Should submit proposal in full shape to the Director of Sericulture for registration of the society.
	Loaning/Financial Assistance	Should recommend societies proposals for financial assistance to the eligible societies through Director of Sericulture.
	Implementation of Schemes	Timely and proper implementation various Govt. Schemes.
	Recovery	Should monitor recoveries from the concerned societies and maintain rapport with funding agencies.

	General Body Meeting	Should monitor conducting of General Body Meetings by all societies atleast once in a year.
	Inspections	Should conduct periodical inspections of all societies under his jurisdiction atleast in that financial year and report.
	Enquiries	Should conduct Enquiries within stipulated period and award punishments as per Cooperative Act.
	Tours	Should tour for 15 days in a month and maintain tour diaries monthly basis.
	Others	Should attend all works as entrusted by the Higher authorities.
	Computers	Should attend computer as and when required.

D. OPERATIONAL JURISDICTION

The Asst. Director is having a definite jurisdiction as detailed hereunder while his work in the units is limited to the respective unit i.e. P3 stations and RTI.

Sl. No.	Office/Unit	Name of the Office with Location	Jurisdiction	Type of work
1.	Asst. Director of Sericulture	Asst. Director of Sericulture, Utnoor	Ichoda, Bazzarhatnur, Boath, Vernoor, Indravelli, Kadem, Nirmal, Sarangapur, Kamtala, Khanapur, Mamda, Jainoor, Gudiharmoor.	Supervisory/ Executive
2.	Asst. Director of Sericulture	Asst. Director of Sericulture, Chinnoor	Chinnoor, Mancherial, Laxattipeta, Dandepalli, Mandamarri.	Supervisory/ Executive
3.	Asst. Director of Sericulture	Asst. Director of Sericulture Karimnagar.	Gangadhara, Kodmyal, Odela, Malyal, Sircilla, Mantheni, Husnabad, Malhar, Karimnagar, Mahadevpur, Jagtiyal, Maneru, Kataram, Mustabad, Yellareddypet, Gambiraopet, Illanthakunta, Boinpalli, Konaraopet, Chendurthi, Koheda, Bejjanki, Chigurumamidi, Choppadandi,	Supervisory/ Executive

			Manakondur, Thimmapur, Ibrahimpatnam, Metpalli, Sarngapur, Dharmaram.	
4.	Asst. Director of Sericulture	Asst. Director of Sericulture Elkathurthy	Elkathurthy, Bheemadevarpalli Huzurabad, Saidapur, Jammikunta, Kamalapur, Shankarapattanma, Veenavanka	Supervisory/ Executive
5.	Asst. Director of Sericulture	Asst. Director of Sericulture MFTU, Karimnagar.	Mobile Training programme in the district of Adilabad, Karimnagar, Khammam, Warangal, Nizamabad, Ranga Reddy, Mahaboobnagar, Medak & Nalgonda Districts	Supervisory/ Executive
6.	Asst. Director of Sericulture	Asst. Director of Sericulture, Eturunagaram	Eturunagaram, Chalvai, Kothaguda, Magnate, Mulugu, Govindaraopet, Tadwai, Nekkonda, Mahabubabad, Narsampet, Khanapur, Nellikuduru.	Supervisory/ Executive
7.	Asst. Director of Sericulture	Asst. Director of Sericulture, Khammam	Entire District	Supervisory/ Executive
8.	Asst. Director of Sericulture	Asst. Director of Sericulture, Nizamabad.	Entire District	Supervisory/ Executive
9.	Asst. Director of Sericulture	Asst. Director of Sericulture, Medak.	Entire District	Supervisory/ Executive
10.	Asst. Director of Sericulture	Asst. Director of Sericulture, Vikarabad	Entire District	Supervisory/ Executive
11.	Asst. Director of Sericulture	Asst. Director of Sericulture, Shadnagar	Entire District	Supervisory/ Executive
12.	Asst. Director of Sericulture	Asst. Director of Sericulture, Nalgonda.	Entire District	Supervisory/ Executive

13.	Asst. Director of Sericulture	Asst. Director of Sericulture, Vijayawada	Entire District of Krishna	Supervisory/ Executive
14.	Asst. Director of Sericulture	Asst. Director of Sericulture, K.R. Puram	Entire Agency area in the District	Supervisory/ Executive
15.	Asst. Director of Sericulture	Asst. Director of Sericulture, Kakinada	Entire District of East Godavari	Supervisory/ Executive
16.	Asst. Director of Sericulture	Asst. Director of Sericulture (MFTU) Vizag.	Mobile training programmes in the District of Srikakulam, Vizianagaram, Vizag, East Godavari, West Godavari, and Krishna Districts	Supervisory/ Executive
17.	Asst. Director of Sericulture	Asst. Director of Sericulture, Paderu	Entire Agency area in the District	Supervisory/ Executive
18.	Asst. Director of Sericulture	Asst. Director of Sericulture, Vijayanagaram	Entire District	Supervisory/ Executive
19.	Asst. Director of Sericulture	Asst. Director of Sericulture, Srikakulam	Entire District	Supervisory/ Executive
20.	Asst. Director of Sericulture	Asst. Director of Sericulture, Guntur	Entire District	Supervisory/ Executive
21.	Asst. Director of Sericulture	Asst. Director of Sericulture, Ongole	Chimakurthy, Podili, S.N. Padu, Kondepi, Jarugumalli, K.K.Mitta, Kandukur, Pamuru, C.S.Puram, P.C.Palli, Tallur, Mundlamuru, Ballikurava, S. Maguluru, Kanigiri	Supervisory/ Executive
22.	Asst. Director of Sericulture	Asst. Director of Sericulture Markapur	Racherla, Cumbum, Komarolu, Giddalur, Dornala, P.Araveedu, Y. Palem, Pullacheruvu, Tarlupadu	Supervisory/ Executive

23.	Asst. Director of Sericulture	Asst. Director of Sericulture Nellore.	Entire District	Supervisory/ Executive
24.	Asst. Director of Sericulture	Asst. Director of Sericulture Cuddapah.	Mylavaram, Peddamudiyam, Rajupalem, Duvvuru, B.Mattam, B.Koduru, Kalasapadu, Gopavaram, Porumamilla, Badvel, Khajipeta, Chapadu, Prodduturu, Jammalamadugu, V.N. Palli, Erraguntla, Kamalapuram, Valluru, Ontimitta, Sidhoute, Cuddapah, C.K.Dinne, Pendlimarri, Kasireddynayana Pulivendula, Vempalli, Muddanuru, Simhadripuram, Lingala, Vemula, Thonderu and Kohndapuram	Supervisory/ Executive
25.	Asst. Director of Sericulture	Asst. Director of Sericulture Rayochoty	Chakrayapeta, L.R.Palli, Ramapuram, Veeraballi, Rajampeta, Nandalur, Kodur, Obulavaripalli, Pullampeta, T. Sundupalli, Sambepalli, Chinnamandyam, Penagalur, Chitvel, Rayachoti and Galiveedu.	Supervisory/ Executive
26.	Asst. Director of Sericulture	Asst. Director of Sericulture Atmakur.	Pamulapadu, Kothapallil, Atmakur, Vegoda Mandals	Supervisory/ Executive
27.	Asst. Director of Sericulture	Asst. Director of Sericulture Adoni.	Entire Kurnool District Seed Area	Supervisory/ Executive
28.	Asst. Director of Sericulture	Asst. Director of Sericulture Nandyal.	Nandyal, Koilakuntla, Allagadda, Gadivemula B.Palli, Kurnool, Mahanandi, Orvakal Mandals.	Supervisory/ Executive
29.	Asst. Director of Sericulture	Asst. Director of Sericulture Tirupathi.	Chandragiri, Tirupathi, Renigunta, Srikalahasthi, Ramchandrapuram, Vedurukuppam, Karvelinagar, Vadamalpetta, Puttur,	Supervisory/ Executive

			S.R. Puram, Palasmudram, Nagiri Pitchatur, Nagalapuram, Yerpedu, B.N.Kandriga, Thottambedu, Satyavedu, Vijayapuram, Nindra, K.V.Puram, Narayanavaram & Varadaiahpalem.	
30.	Asst. Director of Sericulture	Asst. Director of Sericulture, Chittoor (MFTU).	Mobile Training programmes in Chittoor, Cuddappah and Nellore District and regular programmes in the following mandals, Chittoor, Gudipala, Yadamari, Bangarupalyam, Thavanampalli, Irala, Puthalapattur, Penumur, G.D.Nellore, Piler, K.V.Palli, Pulicherla, Y.V.Palem, Chinnagottigallu, Rompicherla	Supervisory/ Executive
31.	Asst. Director of Sericulture	Asst. Director of Sericulture Palamaneru.	Palamaner, Baireddypalli, Gangavaram, Punganur, Peddapanjani, Ramasumadram, Chowdepalli, Somala & Sadum Mandals.	Supervisory/ Executive
32.	Asst. Director of Sericulture	Asst. Director of Sericulture Madanpalli.	Madanapalli, Nimmanapalli, Voyalpat, Kalikiri, Kalakada, Gurramkonda, Thamballapalli, P.T.M.B.Kothakota, Peddamandem, Kurabalakota, Molakalacheruvu.	Supervisory/ Executive
33.	Asst. Director of Sericulture	Asst. Director of Sericulture Kuppam.	Kuppam, Ramakuppam Gudupalli, Shanthipuram and V.Kota.	Supervisory/ Executive
34.	Asst. Director of Sericulture	Asst. Director of Sericulture F.R.Seed Area, punganoor.	Entire F.R.Seed Area of Punganoor	Supervisory/ Executive
35.	Asst. Director of Sericulture	Asst. Director of Sericulture L.R.Seed Area, punganoor.	Entire L.R.Seed Area of Punganoor	Supervisory/ Executive

36.	Asst. Director of Sericulture	Asst. Director of Sericulture RT1, Madanapalli.	Training to the entrepreneurs in the state.	Supervisory/ Executive
37.	Asst. Director of Sericulture	Asst. Director of Sericulture, Anantapur (MFTU)	Mobile Training Programmes in District of Anantapur, Kurnool, Guntur and Ongole Districts and also incharge for the following mandals of Anantapur District, Narpata, Keswipalli, Mangapatnam, Narsapuram, Bammakuntapalli, Gollapalli, Bandlapalli, Guduru, Ammavaripeta, B.K. Samudram, Pedda Obulapuram, Chinna, Danduvaripalli, Dayya, Lakuntapalli, Raphadu, Govindareddipalli, Hemapuram, Gollapalli, Pullarevu, Indravathi, Konpuram, Y.Ramapuram, Mopudi, Mulagiriipalli, Rachanapalli, Akkampalli, Katengankelva, Kamaupalli, B. Aleru, Mundabandapalli, Kakkaiapalli, Kurukunta, Sadlapakalava, Maruru, Krishnapuram, Bondameedapalli, Chaptta, Cheriopalli, Vajanakarur, Vidapanakal, Garjikunta, Ragulapadu, Kalnakal, PC. Peapally, Undabanda, Koderu, Madalapuram, Antaraganga, Kerutiapalli, Udiripukonda, Jallipalli, Karadalakunta, Gotkur, Atmakur, Mutual Vaddipalli, Talupur, B.Yaleru, Madgubba, Sanapa, Kasapuram, C.Kottala, Rayalacheruvu, Peddoddi, Devanapalli, Chikkapalli, Gartadinne, Kotonka, Marthadu, Jambuladinee.	Supervisory/ Executive

38.	Asst. Director of Sericulture	Asst. Director of Sericulture Madakasira	Entire F.R.Seed Area of Madakasira	Supervisory/ Executive
39.	Asst. Director of Sericulture	Asst. Director of Sericulture L.R. Seed Area, Gorantla	Entire L.R.Seed Area of Gorantla	Supervisory/ Executive
40.	Asst. Director of Sericulture	Asst. Director of Sericulture Pudukonda	Pudukonda, Somandepalli, Roddam	Supervisory/ Executive
41.	Asst. Director of Sericulture	Asst. Director of Sericulture Dharmavaram	Bathaiapalli, Dharmavaram, Thadman, C.K.Palli, Ramgiri Kanaganipalli, Puttaparthi, Kothacheruvu, Dukkapatnam	Supervisory/ Executive
42.	Asst. Director of Sericulture	Asst. Director of Sericulture Hindupur	Hindupur, Lepakshi, Gorantla, Chilamattur, Parigi Mandals	Supervisory/ Executive
43.	Asst. Director of Sericulture	Asst. Director of Sericulture Kadiri	Kadiri, Tankal, OD. Cheruvu, Talupula, Nalamada Mandals	Supervisory/ Executive
44.	Asst. Director of Sericulture	Asst. Director of Sericulture Madakasira (Regular)	Madakasira, Amarapuram, Rolla, Guddibanda, Agali, Kambadur, Kundurpi, Settur, Brahasamudram, Kalyandurg, Beluguppa, Rayadurg, Gummagutta, Kanekal, Bommanhal, D. Hirehal	Supervisory/ Executive
45.	Head Office	Asst. Director (s) 4 nos. in Head Office.		Supervisory/ Executive

E. ENACTMENTS, RULES AND REGULATIONS THAT ARE REQUIRED TO BE FOLLOWED

The Department of Sericulture is governed with following Acts for discharging various duties.

7. A.P. Silkworm Seed and Cocoon (Control) Act 1956
8. A.P. Co-Operative Societies Act 1964.

Some of the important sections, powers and powers vested under the Acts to the Officers are indicated below.

SECTION UNDER THE ACT	POWERS UNDER THE SECTION	POWERS VESTED WITH
A.P. Silkworm Seed and Cocoon (Control) Act 1956 and read with A.P. Silkworm seed and Cocoon (Control) Rules 1983.		
Section. 2 of the Act and Rule 5 of Rules	Issue of Licenses G) Seed Rearers	Director of Sericulture Regl. Jt. Director (s)
	H) CB Rearers	Director of Sericulture Asst/Dy. Director (s)
	C) Reelers / Twisters	Director of Sericulture Regl. Jt. Director (s)
Section. 2 of the Act and Rule 7 of Rules	Renewal of Licenses G) Seed Rearers	Director of Sericulture Regl. Jt. Director (s)/Asst./ Dy. Director(s)
	H) CB Rearers	Director of Sericulture Asst. / Dy. Director (s)
	C) Reelers / Twisters	Director of Sericulture Regl. Jt. Director (s) Asst./ Dy. Director (s)
Section 10-A of Act	Suspension and Cancellation of Licences G) Seed Rearers H) CB Rearers C) Reelers / Twisters	Director of Sericulture Director of Sericulture Director of Sericulture
Section 4 of the Act and Rule 3 of Rules	Issue of licence to the Private silkworm seed producers	Director of Sericulture
Section 7 of the Act and Rule 7 of Rules.	Renewal of license to the Private silkworm seed producers	Director of Sericulture
A.P. Co-Operative Societies Act		
Section 7, 8	Registration and Registration certificate	Director of Sericulture

Section 16	Amendment to Bye-laws	Director of Sericulture Asst./Dy. Director (s)
Section 51	Appointment of Enquiry Officer	Director of Sericulture Asst./Dy. Director (s)
Section 52	Conduct of inspections	Director of Sericulture Asst./Dy. Director (s)
Section 60	Surcharge orders	Director of Sericulture Asst./Dy. Director (s)
Section 64	Winding of Societies	Director of Sericulture
Section 65	Appointment of Liquidator	Director of Sericulture Asst./Dy. Director (s)
Section 76	Appeals	Director of Sericulture
Section 77	Revision	Director of Sericulture
Section 78	Review	Director of Sericulture

For other powers under the above Acts may be referred in the provisions of the Acts.

F. WHOM TO APPROACH FOR ASSISTANCE :

The Asst. Director (s) shall approach the following officers/departments in case of genuine difficulties arised during discharging of his duties.

AREA/ACTIVITY	WHOM TO APPROACH
Mulberry Cuttings	Shall approach his immediate officer in case of non-availability of suitable cuttings for new plantation in his jurisdiction.
Silkworm layings	Shall approach his immediate officer with advance indent in case of non-availability of layings in his jurisdiction.
Silkworm diseases	Shall report out-break of diseases particularly pebrine to his immediate officers and also take necessary measures.
Sanction of Loans	Shall approach concerned financial agencies and take the matter to the Collector in case of non-cooperation/sanction of loans by the banks.
Grievances of farmers/reelers	Shall entertain genuine grievances of farmers/reelers and take steps for redressal.

Grant/Renewal of Rearers License	Shall renew the license as per Rules.
Grant/Renewal of Reelers License.	Shall approach Regl. Jt. Director (s)

G. ADMINISTRATIVE ACCOUNTABILITY :

Unit/Duty/Area	Responsibility	Omission	Accountability
HEAD OFFICE	Should supervise all activities related to Technical matters such as Seed/Extension/ Planning / Non-Farm Sector / Tassar attended by Inspector of Sericulture/Staff in head office.	Non compliance	Jt. Director/ Addl. Director/ Director
Supervision	Should assist Jt. Director/ Addl. Director/ Director in review meetings.	Non Compliance	Jt. Director/ Addl. Director/ Director
Meetings	Should ensure maintenance of discipline and decorum of the office.	Non Compliance	Jt. Director/ Addl. Director/ Director
Discipline and Decorum	Should assist the higher officer for timely and proper implementation of various Govt. schemes.	Non Compliance	Jt. Director/ Addl. Director/ Director
Implementation schemes	Should attend all works as entrusted by the Higher authorities.	Non Compliance	Jt. Director/ Addl. Director/ Director
Others		Non Compliance	Jt. Director/ Addl. Director/ Director
Computers	Should attend Computer work as and when required	Non Compliance	Jt. Director/ Addl. Director/ Director

REELERS TRAINING INSTITUTE			
Supervision	Should supervise the activities of Sub-Ordinate staff.	Improper supervision	Director of Sericulture
Training Action Plan	Should prepare training action plan and submit to the Director of Sericulture, A.P., Hyderabad, through proper channel for approval.	Non Compliance	Director of Sericulture
Arranging Trainings	Should correspond with the concerned officers and see that training action plan is implemented by imparting training to the trainees.	Non Compliance	Director of Sericulture
Maintenance of discipline and decorum	Should maintain discipline and decorum of the office.	Non Compliance	Director of Sericulture
MOBILE FARMERS TRAINING UNIT			
Supervision	He is over all Incharge of the unit and should supervise the activities of his staff.	Improper supervision	Director of Sericulture
Action Plan	Should implement action plan duly taking approval from the higher authorities	Non-Compliance	Director of Sericulture
Tours	Should tour along with the unit officers atleast for 15 days in a month and maintain tour diaries monthly basis.	Non-Compliance	Director of Sericulture
Review of Tour Diaries	Should review the tour diaries of subordinate staff.	Non-Compliance	Director of Sericulture

Technical Motivation	Should Conduct Film shows / Awareness camps / Farmer meets / Workshops/Demonstrations to propagate transfer of Technologies fortnightly.	Non-Compliance	Director of Sericulture
Others	Should follow the instructions of the higher authorities.	Non-Compliance	Director of Sericulture
P3 STATIONS			
Supervision	He is over all incharge of P3 station and should supervise the activities of the subordinate staff of both technical and ministerial.	Improper supervision	Director of Sericulture
Breeders stock maintenance	Should supervise the maintenance of Breeders stock and replenish the stock as and when require	Non-Compliance	Director of Sericulture
Seed Organization	LR and FR P3 Incharge should implement Seed Organization as per the approved Plan.	Non-Compliance	Director of Sericulture
Disease monitoring	Should supervise the testing thoroughly and maintain races disease free.	Non-Compliance	Director of Sericulture
Others	Should follow the instructions of the higher authorities.	Non-Compliance	Director of Sericulture
OFFICE			
Supervision	Overall incharge of the Division / District and should supervise all activities of staff under his/her jurisdiction. He should inspect the units thoroughly under his/her jurisdiction.	Improper-supervision	Director of Sericulture

Renewal of licenses	Empowered to renew the reelers/Twisters licenses.	Non-Compliance	Director of Sericulture
Meetings	Should conduct review meetings with all unit incharges once in a month (preferably during last week) and submit minutes to the Dy. Director of Sericulture, after critical review. Should attend all the meetings in the District/ Regional and Head Office.	Non-Compliance	Director of Sericulture
Review of Tours	Should review the tour reports/TA bills of subordinate staff and leave sanctions.	Non-Compliance	Director of Sericulture
Targets, Achievement and Maintenance of Registers and Records	Should achieve both physical and financial targets through subordinate staff as per norms/ guidelines and maintain records.	Non-Compliance	Director of Sericulture
Discipline/ Decorum & Others	Should maintain discipline and decorum of the office. Should attend all other works as entrusted by the higher authorities.	Non-Compliance	Director of Sericulture
Registration	Should submit proposal in full shape to the Director of Sericulture for registration of the society.	Non-Compliance	Director of Sericulture
Loaning/Financial Assistance	Should recommend societies proposals for financial assistance to the eligible societies through Director of Sericulture.	Non-Compliance	Director of Sericulture
Implementation of schemes	Timely and proper implementation various Govt. Schemes.	Non-Compliance	Director of Sericulture

Recovery	Should monitor recoveries from the concerned societies and maintaining rapport with funding agencies.	Non-Compliance	Director of Sericulture
General Body Meetings	Should monitor conducting of General Body Meeting by all societies at once in a year.	Non-Compliance	Director of Sericulture
Inspections	Should conduct periodical inspection of all societies under his jurisdiction atleast in that financial year and report.	Non-Compliance	Director of Sericulture
Enquiries	Should conduct enquiries within stipulated period and award punishments as per Co-operative Act.	Non-Compliance	Director of Sericulture
Tours	Should tour for 15 days in a month and maintain tour diaries monthly basis.	Non-Compliance	Director of Sericulture
Others	Should attend all works as entrusted by the Higher authorities.	Non-Compliance	Director of Sericulture
Computers	Should attend computer work as and when required.	Non-Compliance	Director of Sericulture

H. QUANTIFICATION OF WORK-OUTPUT :

The Asst. Director (s) will be assigned with definite targets in the mulberry expansion, brushing of CBDFLs, Cocoon production. He is expected to achieve the targets fixed to him in the deptl. units. Besides above he should also concentrate on increasing of productivity and quality. He should discharge his duties as assigned by his Unit officers in the departmental units time to time. The performance will be assessed basing on his achievement for the works entrusted. The Assessment parameters of the above functionary are indicated in the Annexure 1.

I. PERIODICAL REPORTING SYSTEM :

The Asst. Director (s) working in the units will have to submit FFI, FFII and FFIII to his immediate officer every month. Proformae are enclosed.

The Asst. Director (s) working in other departmental Units shall also furnish the reports as per the works assigned to him in the Proformae given by his officer time to time.

J. LIST OF REGISTERS TO BE MAINTAINED :

The Asst. Director (s) working in Units will have to maintain the registers in the Proformae of FFI, FFII and FFIII and other registers prescribed by the Department and Govt. and update the registers regularly.

K. POSSIBLE AREAS OF INTERFACE :

The Asst. Director (s) will meet the sericulturists and his immediate superiors as and when required/called for to sort-out the grievances and to furnish the information to appraise his work done particulars. He interacts with the following officers/Agencies to facilitate in the process of sanction of loans.

S. No.	Organization/Agency	Purpose	Authority
1.	District Administration	Appraise the development of the industry	Dist. Collector
2.	Panchayat Raj	Processing Loan / Subsidy application	Mandal Development Officer
3.	Revenue	Assisting the beneficiary in getting Revenue records.	Mandal Revenue Officer.
4.	Lead Bank	To obtain consent and assists in grounding	Lead Bank Officers
5.	DRDA/ITDA/SC Corporation	Persue for sanction of subsidy	Project Director/ Project Officer/ Executive Director respectively.
6.	Agriculture department	For soil testing of the samples collected from farmers	Asst. Director of Agriculture

Chapter - 5

INSPECTOR OF SERICULTURE

A. ORIGIN OF THE POST

The post was created at the time of creation of Sericulture wing in Industry and Commerce Department, and further continued in handlooms & Textiles Department. The post is still continuing also in Sericulture Department, which was created in the year 1981.

The reason for creating this post is to assist in the following activities:

- 1) Mulberry expansion and cocoon production
- 2) Maintenance of Seed farms
- 3) Silkworm seed production center i.e. Grainages
- 4) Cocoon Markets
- 5) Silk Reeling Units
- 6) Tassar Seed Stations
- 7) Training Institutions

The Inspector will assist his immediate officers i.e., Asst. Director of Sericulture and Dy. Director of Sericulture in discharging the duties besides supervising the works of the operatives and other staff working under his control.

B. POSITION IN THE ORGANISATION AND SPAN OF INTERACTION IN THE DEPARTMENT

The Inspector is unit Officer for departmental units such as Seed Farms/Grainages/ Reeling Units/Cocoon Markets/Tassar Seed Stations/Training Institutions. He interacts with the farmers in mulberry extension activities and Asst. Director and Dy. Director and assist in discharge of various functions of the concerned Asst. Director and Dy. Director.

There are 186 Inspectors working in the following schemes :

S.No.	Name of the Unit/Office	No. of Units	Nature of the work	No. of Persons
1.	Head Office	1	Processing of technical files and records connected with planning and monitoring.	12
2.	O/O the RJD (S)	4	-do-	04
3.	O/O the D.D. (S)	8	-do-	03
4.	O/O the A.D (S)	47	-do-	18
5.	Seed Farms	60	Technical	33
6.	Seed Area TSC	11	Technical	06
7.	Grainages	36	Technical	34
8.	Technical Service Centres	134	Technical	14
9.	Pilot Project Centers (Tassar)	14	Technical	10
10.	Cocoon Markets	8	Technical	13
11.	Regl. Training Center/ Mobile Farmers Training Units	7	Technical	14
12.	Reelers Training Institute	1	Technical	02
13.	Silk Reeling Units	14	Technical	23
	Total :	345		186

C. FUNCTIONS TO BE DISCHARGED BY THE INSPECTOR OF SERICULTURE

The duties & responsibilities of the above functionary are shown here under :

S.No.	Unit	Duties	Responsibilities
1.	Seed Area		
		Supervision	Should supervise all the duties of the operatives, Farm Foremen and Asst. Inspector in achieving the targets fixed.
		Maintenance of records & registers	Should maintain all the records and registers with upto to date entries. Proformae annexed.

		Data entry into the Computers and submission of reports.	Should enter the farmers data into the Computers and submit reports to the higher authorities. Proformae annexed.
		Maintenance of Office decorum and discipline.	Should maintain the office in disciplined manner.
		Maintenance of Office Attendance	Should maintain attendance of his subordinates.
		Demonstration/Publicity	Should conduct motivation camps, workshops, Demonstrations, Exhibitions etc., fortnightly.
		Review of tour diaries of field staff	Should review tour diaries of subordinate staff working under his control.
		Attending meetings	Should attend meetings concerned.
		Others	Should follow instructions issued by the higher authorities.
2.	SEED COCOON MARKETS		
		Supervision	Should supervise the activities of the Operatives, Farm Foreman and Asst. Inspector of Sericulture.
		Payments to seed Rearers	Should submit the proposals to the Asst. Director of Sericulture, for payment of cost to the seed.
		Distribution of Seed cocoons to the grainages	Should distribute the cocoons to the grainages after assessment as per plan.
		Collection of amount from grainages and remittance	Should collect the cost of cocoons from the grainages and remit into the concerned account.
		Others	Should follow the instructions of the higher authorities.

3.	GRAINAGE		
		Supervision	Should supervise all the activities of the lower staff.
		Targets and Achievements	Should prepare the production plan to achieve the targets fully.
		Consignment of CBDFs	At the time of slackness he should cold store the CBDFs and dispose within 20 days. Inform the position to the immediate authority for disposal. In case of non-disposal, the matter should be informed to the higher authorities for write off.
		Discipline and decorum	Should maintain discipline and decorum of the office.
		Attendance	Should maintain attendance of his subordinates.
		Others	Should follow the instructions of the higher authorities.
4.	SEED FARMS		
		Production Plan	Should prepare production plan of the farm to achieve the targetted production of seed cocoons.
		Attendance	Should maintain attendance of his subordinates.
		Supervision	Should supervise all the activities of his staff.
		Maintenance of records and registers	Should maintain the records and registers with up to date entries and submit reports. Proformae annexed.
		Discipline and decorum of the office.	Should maintain discipline and decorum of the office.

		Others	Should follow the instructions of the higher authorities.
5.	REELING UNIT		
		Supervision	Should supervise all the activities of his subordinates for production of targetted quality silk yarn.
		Maintenance of Office discipline	Should maintain discipline in the office.
		Purchase and disposal of cocoons and silk yarn	Should purchase the cocoons and ensure timely disposal of silk yarn and bye-products as per the procedure and norms.
		Maintenance of registers and records	Should maintain upto date records and submit report to the higher authorities. Proformae annexed.
		Remittances	Should remit immediately.
		Attendance	Should maintain attendance of staff.
		Others	Should follow the instructions of the higher authorities.
6.	C.B. MARKETS		
		Supervision	Should supervise the activities of his staff.
		Attendance	Should maintain attendance of his staff.
		Remittances	Should remit day to day receipts.
		Maintenance of Registers and records	Should maintain up to date registers and records and submit reports to the Asst. Director. Proformae annexed.
		Grievances	Should dispose the grievances of the farmers and reelers.

		Maintenance of discipline and Decorum	Should maintain discipline and Decorum of the office.
		Others	Should follow the instructions of the higher authorities.
7.	GTSS/PPC		
		Supervision	Should supervise activities of his staff and achieve targetted brushing and production of seed and commercial cocoons.
		Maintenance of Office Decorum and Discipline	Should maintain discipline in the office.
		Maintenance of Registers and records	Should maintain Registers and records upto date and submit reports to the higher authorities. Proformae annexed.
		Others	Should follow the instructions of the higher authorities.
8.	REGIONAL TRAINING CENTRE		
		Supervision	Should supervise the activities of his staff in conduct of training.
		Imparting Training	Should impart training to the trainees by means of lectures and Demonstrations fortnightly.
		Study tours	Should accompany the trainees for study tours.
		Others	Should follow the instructions of higher authorities.
9.	CO-OPERATION		
		Conducting feasibility surveys	Should conduct surveys on feasibility in respect of societies in the field and report.

		Registration and Processing of proposals	Should arrange for registration of societies and processing of all proposals and submit to the Asst. Director of Sericulture as per the Act.
		Inspections	Should conduct periodical inspections of all societies under the jurisdiction not less than 10 days in a month and report as per the Co-Op. Act.
		Discipline and decorum	Should maintain discipline and decorum of the office.
		Others	Should follow the instructions of the higher authorities.
10.	REELERS TRAINING INSTITUTE		
		Supervisions	Should supervise the activities of his staff in conducting the training.
		Imparting Training	Should impart training to the trainees by means of lectures and demonstrations fortnightly.
		Study tours	Should accompany the trainees for study tours.
		Others	Should follow the instructions of higher authorities.
11.	P3,P2 & P1 STATIONS		
		Supervision	Should supervise all the activities of his staff and achieve the targets fixed.
		Maintenance of Records and Registers	Should maintain records and registers with up date entries. Proformae annexed.

		Testing	Should conduct testing of Eggs Larvae, Pupae and moths and record in the testing register.
		Assistance	Should assist the Asst. Director of Sericulture in all activities including planning of seed production and distribution.
		Others	Should follow the instructions of the higher authorities.
12.	OFFICE OF THE DIRECTOR OF SERICULTURE, HYDERABAD		
		Section Incharge	Should attend the correspondence etc. of the concerned section and process through proper channel.
		Supervision	Should supervise his her subordinate staff for timely disposal of files.
		Others	Should follow the instructions of the higher authorities.
13.	O/O. REGIONAL JOINT DIRECTOR OF SERICULTURE/ DEPUTY DIRECTOR OF SERICULTURE/ ASSISTANT DIRECTOR OF SERICULTURE		
		Section Incharge	Should attend the correspondence of the concerned section.
		Supervision	Should supervise the Office staff for effective administration.

		Maintenance of Attendance	Should maintain attendance of all office staff.
		Assistance	Should follow the instructions of the concerned officer and assist in all administrative and technical matters.
14.	COMPUTERS		Should attend Computer work as and when required.

D. OPERATIONAL JURISDICTION

The Inspector is having a definite jurisdiction demarcated in the TSC area. While his work in the units is limited to the respective unit i.e. Seed Farm/Grainage/Cocoon Market/Reeling unit/Training Institute/Tassar Seed Station.

The Inspector will furnish the information to his superior officers/take decisions in the areas specified as detailed below:

Sl. No.	Name of the Unit	Activity	Decision/Information to be furnished
01.	Technical Service Centre	Identification of beneficiaries, Source of Cuttings, Plantation, Technical guidance to the Sericulturist/approved package of practices. Placing of consolidated indent for layings to the Grainages.	He will take decision.
		Preparation of schedules for plantation, disinfection and rearing. Approval of Tour diaries of the staff.	
		Submission of reports on crops. Registering of failure of crops as and when they occur. Credit arrangement. Implementation of the schemes. Out break of pebrine.	He should furnish the reports to the Higher Authorities.
		Daily up-dation of the Records	Update Records of the Unit time to time.
		Others	Shall take decision time to time on the works entrusted by his superiors.

02.	Seed Farms	Weeding, Application of manure & fertilizers, Irrigation and Pruning of the Mulberery Garden.	He should take decision.
		Leaf Picking	Should guide the operatives/ Farm foreman in taking decision regarding picking suitable leaf in required quantities.
		Disinfection	Should guide the Operatives/ Farm foremen in taking decision regarding application of bed disinfectants depending upon the climatic conditions.
		Following new technology	Should follow the approved new technology.
		Testing	Monitoring of testing of seed material thoroughly and submit reports to Asst. Director periodically.
		Harvesting of seed cocoons.	Should guide the Operatives/ Farm foremen in taking decision regarding harvesting of cocoons i.e., suitable day/ time to avoid the damage.
		Following the package of practices	Package of practices as suggested has to be followed.
		Daily up-dation of the Records	Updating the records and registers regularly.
		Others	Shall take decision time to time on the works entrusted by his superiors.
03.	GRAINAGE	Disinfection	Feed back on these activities to his immediate superior.
		Sorting and preservation of cocoons.	-do-

		Emergence, Pairing, Isolation, egg laying, surface Disinfection of eggs.	-do-
		Daily up-dation of the Records	Maintenance of the updated Records regularly.
		Others	Shall take decision time to time on the works entrusted by his superiors.
04.	CB/SEED Cocoon markets	Arrangement of Cocoon Lots, Issue of Bidding slips, Samples cocoon testing.	Takes decision.
		Maintenance of Hygienic conditions both in the Market and premises.	Feed back on these activities to his immediate superior.
		Maintenance of Stores	Takes decision.
		Transport of Seed cocoons	Shall take decision for safe transport of seed cocoons to the Govt. Grainages in consultation with the Market Officer.
		Daily up-dation of the Records	Maintenance of the updated Records.
		Others	Shall take decision time to time on the works entrusted by his superiors.
05.	REELING UNITS		
		Stifling of Cocoons, Sorting of Cocoons, Proper preservation of cocoons, Cooking of Cocoons, Change of water and maintenance of temperature in the basins, Skiening and Book making	Should monitor and supervise these activities closely.
		Others	He should furnish the information/take decision on other works as entrusted by the Higher authorities.

06.	TASSAR TSC. PPC/GTSS	Disinfection of Tassar Grainage.	Feed back on these activities to his immediate superior.
		Procurement and selection of seed cocoons, Pupal testing, Surface disinfection, Supply of dfls to the tasar rearers.	He should take decision in consultation with Unit Officer.
		Conduct of testing of diseased larvae collected from the farmers Departmental rearing.	He should inform to the Unit Incharge in case of disease detection.
07.	Training Institutes	Conduct of training, maintenance of mulberry, gardens, disinfection arrangements, arrangement for Practical training, conduct of film shows, practical demonstrations of different activities such as package of practices, improved technologies of silkworm rearings, silk reeling/ twisting / weaving / training.	He should take decision with regard to area mentioned in consultation with the Incharge of the institute.

E. ENACTMENTS, RULES AND REGULATIONS THAT ARE REQUIRED TO BE FOLLOWED

The Inspector shall discharge his duties as per the A.P. Silkworm Seed & Cocoon (Control) Act, 1956 and Rules 1983. He should discharge his as per the Rules of the State Government. The brief functions are recorded hereunder:

FUNCTION	SECTION UNDER THE ACT	ROLE
Regulation of manufacture/Sale/transport the silkworm seed	Section (3) of the A.P. Silkworm Seed & Control Act, 1956 read with Rules issued in GO Ms.No.101 Industries & Commerce (SP & S) Department, Dt. 26.02.1983	Shall seize the unauthorized manufacture/sale/transport the Silkworm seed as per the procedure laid in Act.
Regulation of rearings	Section (4) of the A.P. Silkworm Seed & Control Act, 1956 read with Rules issued in GO Ms. 101 Industries & Commerce (SP & S) Department, dt.26.2.83	Shall seize the unauthorized manufacture/sale/transport the Silkworm seed as per the procedure laid in Act.

Regulation of transportation, Disposal of Silkworm cocoons.	Section (4)(a)(b)(c) of the A.P. Silkworm Seed & Control Act, 1956 read with Rules issued in GO Ms. No.101 Industries & Commerce (SP&S) Department, Dt.26.2.83.	Shall ensure the disposal of cocoons in regulated cocoon markets.
Application of License	Section (5) of the A.P.Silkworm Seed & Control Act, 1956 read with Rules issued in G.O.Ms. No.101 Industries & Commerce (SP&S) Department, Dt.26.2.83.	Shall initiate processing of application for issue of licence under the Act.
Renewal of License	As per the Rule (7) of AP Silkworm Seed & Control Rules issued in G.O. Ms.No.101 Industries & Commerce (SP&S) Department, Dt. 26.02.1983.	Shall initiate processing of application for renewal of license under the Rules.

F. WHOM TO APPROACH FOR ASSISTANCE :

The Inspector shall approach the following officers/departments in case of difficulties arised during discharging of his duties.

AREA/ACTIVITY	WHOM TO APPROACH
Mulberry Cuttings	Shall approach his immediate officer in case of non-availability of suitable cuttings for new plantation in his jurisdiction.
Silkworm layings	Shall approach his immediate officer with advance indent in case of non-availability of layings in near by grainages.
Silkworm diseases	Shall report out-break of disease particularly pebrine to his immediate officers and also take necessary measures.
Sanction of Loans	Shall approach his immediate officers in case of non-cooperation/sanction of loans by the banks.
Grievances of farmers/reelers	Shall take genuine grievances of farmers/reelers to his immediate officer for redressal if disposal is not in his purview.
Grant/Renewal of Rearers License	Shall approach Dy./Asst. Director (s).
Grant/Renewal of Reelers License.	Shall approach Regl. Joint Director (s)

G. ADMINISTRATIVE ACCOUNTABILITY :

The area of accountability of Inspectors and to whom accountable is indicated hereunder.

Unit/Duties	Area/Accountability	Omission	Accountable
Seed Area Supervision	Should supervise all duties of his staff in achieving the targets fixed.	Failure to achieve targets	The ADS should report to the Director of Sericulture.
Maintenance of records and registers	Should ensure to maintain all the records and registers with upto date entries.	Non maintenance of registers and records.	The ADS should report to the Director of Sericulture
Data entry into the computers and submission of reports.	Should enter the farmers' data into the computers and submit report to the higher authorities.	Non submission of reports and not entering the date into the computers	Asst. Director should report to the Director of Sericulture.
Maintenance of office decorum and discipline.	Should maintain the Office in disciplined manner.	Non-maintenance of discipline in office.	Asst. Director should report to the Director of Sericulture.
Maintenance of office attendance	Should maintain attendance of his subordinates.	Improper/Non-maintenance.	Asst. Director should report to the Director of Sericulture.
Demonstration/ Publicity	Should conduct motivation camps, workshops Demonstrations, Exhibitions, etc.	Non conduct of publicity	Asst. Director should report to the Director of Sericulture.
Review of tour Diaries of field staff.	Should review tour diaries of subordinate staff working under his control.	Non-review of tour diaries of staff.	Asst. Director should report to the Director of Sericulture.
Attending meetings	Should attend meetings concerned	Non compliance	Asst. Director should report to the Director of Sericulture.
Others	Should follow instructions issued by the higher authorities	Failure to follow the instructions	Asst. Director should report to the Director of Sericulture.

SEED COCOON MARKETS			
Supervision	Should supervise the activities of his staff.	Improper Supervision	The Asst. Director of Sericulture should report to the Director of Sericulture.
Payments to seed Rearers	Should submit the proposals to the Asst. Director of Sericulture for payment of cost to the seed rearers.	Delay in the payment	The Asst. Director of Sericultures should report to the Director of Sericulture.
Distribution of seed cocoons to the grainages	Should distribute the cocoons to the grainages after assessment as per plan.	Delay in distribution	The Asst. Director of Sericulture should report to the Director of Sericulture.
Collection of amount from grainages and proper maintenance.	Should collect the cost of cocoons from the grainages and remit into the concerned account.	Delay in collection and remittance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Others	Should follow the instructions of the higher authorities.	Non compliance of the instructions.	The Asst. Director of Sericulture should report to the Director of Sericulture.
GRAINAGE			
Supervision	Should supervise all the activities of the lower staff.	Improper supervision.	The Asst. Director of Sericulture should report of the Director of Sericulture.
Targets and achievements	Should prepare the Production plan to achieve the targets fully.	Non achievement of targets.	The Asst. Director of Sericulture should report to the Director of Sericulture.

Consignment of CBDFLs	At the time of slackness he should cold store the CBDFLs and dispose within 20 days. Inform the position to the immediate authority for disposal. In case of non- disposal the matter should be informed to the higher authorities for write off.	Non Compliance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Discipline and decorum	Should maintain discipline and decorum of the office.	Improper maintenance	The Asst. Director of Sericulture should report of the Director of Sericulture.
Attendance	Should maintain attendance of his subordinates	Improper maintenance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Others	Should maintain attendance of his subordinates.	Non compliance of instructions.	The Asst. Director of Sericulture should report to the Director of Sericulture.
SEED FARMS			
Production Plan	Should prepare production plan of the farm to achieve the targeted production of seed cocoons.	Failure to achieve targetted production.	The Asst. Director of Sericulture should report to the Director of Sericulture.
Attendance	Should maintain attendance of his subordinates	Improper maintenance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Supervision	Should supervise all the activities of his staff to achieve the set targets.	Improper supervision	The Asst. Director of Sericulture should report to the Director of Sericulture.
Maintenance of records and registers.	Should maintain the records and registers with upto date entries and submit reports.	Improper maintenance of records and non-submission of reports.	The Asst. Director of Sericulture should report to the Director of Sericulture.

Discipline and decorum of the office.	Should maintain discipline and decorum of the office.	Improper maintenance of office.	The Asst. Director of Sericulture should report to the Director of Sericulture.
Others	Should follow the instructions of the higher authorities.	Failure of instructions	The Asst. Director of Sericulture should report to the Director of Sericulture.
REELING UNIT			
Supervision	Should supervise the activities of his subordinates for production of quality targeted silk yarn.	Non-achievement of targets.	The Asst. Director of Sericulture should report to the Director of Sericulture.
Maintenance of office discipline	Should maintain discipline in the office.	Improper maintenance of office.	The Asst. Director of Sericulture should report to the Director of Sericulture.
Purchase and disposal of cocoons and silkyarn.	Should personally attend in purchase of cocoons and timely disposal of silk yarn and bye-products as per the procedure & norms	Non compliance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Maintenance of registers and records.	Should ensure to maintain upto date records and submit periodical reports to the higher authorities.	Non Compliance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Remittances	Should remit receipts immediately.	Delay in remittances	The Asst. Director of Sericulture should report to the Director of Sericulture.
Attendance	Should maintain attendance of his subordinates.	Improper maintenance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Others	Should follow the instructions of the higher authorities.	Non-compliance of instructions.	The Asst. Director of Sericulture should report to the Director of Sericulture.

C.B. MARKETS			
Supervision	Overall supervision of the cocoon market activities and staff.	Improper supervision	Asst. Director of Sericulture, should report to the Director of Sericulture.
Attendance	Should maintain attendance of his subordinates	Improper maintenance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Remittances	Should remit day to day receipts.	Delay in remittance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Maintenance of Registers and records	Should maintain upto date registers and records and submit reports to the higher authorities.	Improper maintenance and non-submission of reports.	Asst. Director of Sericulture should report to the immediate authority.
Grievances	Should dispose the grievances of the farmers and reelers.	Non Compliance	Asst. Director of Sericulture should report to the immediate authority.
Maint. of discipline and Decorum	Should maintain discipline and Decorum of the office.	Improper maintenance	Asst. Director of Sericulture should report to the immediate authority.
Others	Should follow the instructions of the higher authorities.	Deviation of instructions.	Asst. Director of Sericulture, should report to the immediate authority.
GTSS/PPC			
Supervision	Should supervise activities of his staff to achieve targeted brushing and production of Seed and Commercial cocoons.	Shortage in achieving targets.	Asst. Director of Sericulture should report to the Director of Sericulture

Maintenance of office Decorum and Discipline	Should maintain discipline in the office.	Improper maintenance.	The Asst. Director of Sericulture should report to the Director of Sericulture.
Maintenance of Registers and records	Should maintain Registers and records up to date and submit reports to the higher authorities.	Non-compliance	The Ass. Director of Sericulture should report to the Director of Sericulture.
Others	Follow the instructions of the higher authorities.	Non-compliance.	The Asst. Director of Sericulture should report of the Director of Sericulture.
REGIONAL TRAINING CENTRE			
Supervision	Should supervise the activities of his subordinates	Improper supervision	The Asst. Director of Sericulture should report to the immediate authority.
Imparting Training	Should impart training the trainees by means of lectures and Demonstrations	Non compliance	The Asst. Director of Sericulture should report to the immediate authority.
Study tours	Should accompany the trainees for study tours	Non accompanying	The Asst. Director of Sericulture should report to the immediate authority.
Others	Should follow the instructions of higher authorities.	Non compliance	The Asst. Director of Sericulture should report to the immediate authority.
CO-OPERATION			
Conducting feasibility surveys	Should conduct surveys on feasibility in respect of societies in the field and report	Non compliance	The Asst. Director of Sericulture should report to the Director of Sericulture.

Registration and processing of proposals	Should arrange for registration of Societies and processing of all Proposals and submit to the Asst. Director of Sericulture.	Non compliance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Inspections	Should conduct periodical inspections of all societies under the jurisdiction	Failure in inspection	The Asst. Director of Sericulture should report to the Director of Sericulture.
Discipline and decorum	Should maintain discipline and decorum of the office.	Improper maintenance	The Asst. Director of Sericulture should report to the Director of Sericulture.
Others	Should attend all works as entrusted by the higher authorities	Non compliance	The Asst. Director of Sericulture should report to the Director of Sericulture.
REELERS TRAINING INSTITUTE			
Supervisions	Should supervise the activities of his staff.	Improper supervision	The Asst. Director of Sericulture should report to the immediate Authority.
Imparting Training	Should impart training to the trainees by means of lectures and demonstrations.	Non compliance	The Asst. Director of Sericulture should report to the immediate Authority.
Study tours	Should accompany the trainees for study tours.	Non compliance	The Asst. Director of Sericulture should report to the immediate Authority.
Others	Should follow the instructions of higher authorities	Non compliance	The Asst. Director of Sericulture should report to the immediate Authority.

P3, P2, P1 STATIONS			
Supervision	Should supervise all the activities of his staff and achieve the targets fixed.	Improper supervision	The Asst. Director of Sericulture should report to the immediate Authority.
Maintenance of Records and Registers	Should maintain records and Registers with up date entries.	Non compliance	The Asst. Director of Sericulture should report to the immediate Authority.
Testing	Should conduct testing of Eggs Larvae, Pupae and moths and record in the testing register.	Non compliance	The Asst. Director of Sericulture should report to the immediate Authority.
Assistance	Should assist the Asst. Director of Sericulture in all activities.	Non compliance	The Asst. Director of Sericulture should report to the immediate Authority.
Others	Should follow the instructions of the higher authorities.	Non compliance	-do-
OFFICE OF THE DIRECTOR OF SERICULTURE, HYDERABAD			
Section Incharge	Should attend the correspondence of the section and process the files through proper channel.	Non compliance	Concerned Officer should report to the Director of Sericulture.
Supervision	Should supervise his/ her subordinate staff for timely disposal of files.	Non compliance	Concerned Officer should report to the Director of Sericulture.
Others	Should follow the instructions of the higher authorities.	Non compliance	Concerned Officer should report to the Director of Sericulture.

O/O. REGIONAL JOINT DIRECTOR OF SERICULTURE, DEPUTY DIRECTOR OF SERICULTURE, ASST DIRECTOR OF SERICULTURE,			
Section Incharge	Should attend the correspondence of the Section.	Non compliance	Concerned Officer should report to the Director of Sericulture.
Supervision	Should supervise the office staff for effective administration.	Non compliance	Concerned Officer should report to the Director of Sericulture.
Maintenance of Attendance	Should maintain attendance of all office staff.	Non maintenance	Concerned Officer should report to the Director of Sericulture.
Assistance/ Others	Should follow the instructions of the concerned officer and assist in all administrative and technical matters.	Non compliance	Concerned Officer should report to the Director of Sericulture.
Computers	Should attend Computer work as and when required	Non Compliance	Concerned Officer should report to the Director of Sericulture.

H. QUANTIFICATION OF WORK-OUTPUT :

The Inspector will be assigned with definite targets in the mulberry expansion, brushing of CBDFs, Cocoon production. He is expected to achieve the targets fixed to him. Besides above he should also concentrate on increasing of productivity and quality. He should discharge his duties as assigned by his Unit Officers in the departmental units from time to time. The performance will be assessed basing on his/her achievement for the works entrusted. The Assessment parameters of the above functionary are indicated in the Annexure.

I. PERIODICAL REPORTING SYSTEM:

The inspector working in the units will have to submit FFI, FFII (Monthly) and FFIII (Quarterly) to his immediate officer. Proformae are enclosed.

The inspector working in other departmental Units shall also furnish the reports as per the works assigned to him in the Proformae given by his officer from time to time.

J. LIST OF REGISTERS TO BE MAINTAINED :

The Inspector working in Units will have to maintain the registers in the Proformae of FFI, FFII and FFIII and other registers prescribed by the Department and Govt. and update the registers regularly. Proformae annexed.

K. POSSIBLE AREAS OF INTERFACE:

The Inspector will meet the sericulturists and his immediate superiors as and when required/called for to sort-out the grievances and to furnish the information to appraise his work done particulars.

The Inspector interacts with the following Officers/Agencies to facilitates in the process of sanction of loans.

S. Organization/Agency No.	Purpose	Authority
1. Mandal Development Office	Processing of Loan/ Subsidy application	Mandal Development Officer
2. Mandal Revenue Office	Assisting the beneficiary in getting Revenue Records.	Mandal Revenue Officer
3. Local Bank Branches	To obtain consent and assists in grounding	Local Bank Branch Managers.
4. DRDA/ITDA/SC Corporation	Persue for sanction of subsidy	Project Director DRDA/Project Officer ITDA/ Executive Director SC Corporation.
5. Agriculture	For soil testing of the samples collected from farmers.	Asst. Director of Agriculture
6. Industries Department	Sanction of subsidy to Non-farm units.	G.M. Industries Department.

IV. STAFF/UNIT-WISE ASSESSMENT PARAMETERS FOR SERICULTURE DEPT.

S. No	Unit	Designation	Assessment Parameters				
			1	2	3	4	5
1.	Technical Service Centre	Operative	Targets & Achievements	Brushing Per Acre	Avg. Production per 100 DFLs	Consumption of Layings in Govt. Grainages.	Implementation of TOT
		FFM	-do-	-do-	-do-	-do-	-do-
		Asst. Inspector(s)	-do-	-do-	-do-	-do-	-do-
2.	Seed Farms	Operative	Targets & Achievements	Brushing Per Acre	No. of Seed Co-coons produced/ 100 DFLs		
		FFM	-do-	-do-	-do-		
		Asst. Inspector(s)	-do-	-do-	-do-		
		Inspector(s)	-do-	-do-	-do-		
3.	Grainages	Operative	Targets & Achievements	Net Laying percentage	Profit		
		FFM	-do-	-do-	-do-		
		Asst. Inspector(s)	-do-	-do-	-do-		
		Inspector(s)	-do-	-do-	-do-		
4.	Reeling Units	Operative	Targets & Achievements	Rendetta	Denier Variation	Profit	
		FFM	-do-	-do-	-do-	-do-	
		Asst. Inspector(s)	-do-	-do-	-do-	-do-	
		Inspector(s)	-do-	-do-	-do-	-do-	
5.	Cocoon Markets	Operative	Avg. daily arrivals (in tonnes)	Avg. rate (in Rs.)	Market fee collected (in Rs.)	10% increase of transaction over previous year.	
		FFM	-do-	-do-	-do-	-do-	
		Asst. Inspector(s)	-do-	-do-	-do-	-do-	
		Inspector(s)	-do-	-do-	-do-	-do-	

6	Seed Area	Operative	Targets & Achievements	Brushing per Acre	No. of Seed Cocons produced/ 100 DFLs.		
		FFM	-do-	-do-	-do-		
		Asst. Inspector(s)	-do-	-do-	-do-		
		Inspector(s)	-do-	-do-	-do-		
7	RTC	Operative	Targets & Achievements	No. of trgs. conducted	No. of candidates trained		
		FFM	-do-	-do-	-do-		
		Asst. Inspector(s)	-do-	-do-	-do-		
		Inspector(s)	-do-	-do-	-do-		
8	RTI	Operative	Targets & Achievements	No. of trgs. conducted	No. of candidates trained.		
		FFM	-do-	-do-	-do-		
		Asst. Inspector(s)	-do-	-do-	-do-		
		Inspector(s)	-do-	-do-	-do-		
		Asst. Director(s)	-do-	-do-	-do-		
9	MFTU	Operative	Targets & Achievements	No. of trgs. conducted	No. of candidaxtes trained	a. Increased area b. Productive area c. Unit area Brushing d. Adoption of TOT	
		FFM	-do-	-do-	-do-		
		Asst. Inspector(s)	-do-	-do-	-do-		
		Inspector(s)	-do-	-do-	-do-		
		Asst. Director(s)	-do-	-do-	-do-		
10	Tassar Seed Station	Operative	Targets & Achievements	Crop-wise Cocoon/DFLs Ratio	Crop-wise DFLs/Cocoon Ratio		
		FFM	-do-	-do-	-do-		
		Asst. Inspector(s)	-do-	-do-	-do-		
		Inspector(s)	-do-	-do-	-do-		

STAFF/OFFICER-WISE ASSESSMENT PARAMETERS (OFFICERS)

S. No.	OFFICE	DESIGNATION	PARAMETERS
1.	Directorate of Sericulture	a. Director of Sericulture	1.Targets & Achievements
			2. Avg. No.of Files disposed.
			3. Audit Paras dropped.
			4. Implementation of schemes.
		b. Addl. Director	1. Avg. No. of Files processed.
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		c. JD (M)	1. Avg. No. of Files processed.
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		d. DD (Coop)	1. Avg. No. of Files processed.
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		e. ADS/AD (NT)	1. Avg. No. of Files processed.
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		f. IOS	1. Avg. No. of Files processed.
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		g. Supdt./Sr.Asst/Jr.Asst.	1. Avg. No. of Files processed.
			2. Avg. No. of Files disposed.

S. No.	OFFICE	DESIGNATION	PARAMETERS
2.	O/o.the Regional Joint	Regional Joint Director	1. Targets & Achievements
	Director		2. Brushing per Acre
			3. Avg.Production/100 DFLs
			4. Net.laying % in Grainages.
			5. Profit in Grainages.
			6. Rendetta
			7. Profit in Reeling Units
			8. Avg.transactions in Markets.
			9. Tassar Cocoon Prodn.
			10.Avg. No. of Files disposed.
			11.Other parameters if any
		..IOS	1. Avg. No. of Files Processed
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		Supdt./Sr.Asst/Jr.Asst.	1. Avg. No. of Files Processed
			2. Avg. No. of Files disposed.
	O/o. the Deputy	Dy. Director	1. Targets & Achievements
	Director		2. Brushing per Acre
			3. Avg.Production/100 DFLs
			4. Net.laying % in Grainages.
			5. Profit in Grainages.
			6. Rendetta
			7. Profit in Reeling Units
			8. Avg.transactions in Markets.
			9. Tassar Cocoon Prodn.
			10.Avg. No. of Files disposed.
			11.Other parameters if any

		..IOS	1. Avg. No. of Files Processed
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		Supdt./Sr.Asst/Jr.Asst.	1. Avg. No. of Files Processed
			2. Avg. No. of Files disposed.
	O/o. the Assistant	Asst. Director	1. Targets & Achievements
	Director		2. Brushing per Acre
			3. Avg.Production/100 DFLs
			4. Net.laying % in Grainages.
			5. Profit in Grainages.
			6. Rendetta
			7. Profit in Reeling Units
			8. Avg.transactions in Markets.
			9. Tassar Cocoon Prodn.
			10.Avg. No. of Files disposed.
			11.Other parameters if any
		..IOS	1. Avg. No. of Files Processed
			2. Avg. No. of Files disposed.
			3. Avg. No. of Inspections Conducted.
		Supdt./Sr.Asst/Jr.Asst.	1. Avg. No. of Files Processed
			2. Avg. No. of Files disposed.

Registers

I. P3 Basic Seed Farms

1. Report of Individual cocoons assessment.

P3 layings from Crop No. :

Name of the Race :

Males				Females			
Cocoon No.	Shell Wt.(grms.)	Cocoon Wt.(grms.)	Shell Percentage	Cocoon No.	Shell Wt. (grms.)	Cocoon wt.(grms.)	Shell Percentage
1	2	3	4	5	6	7	8

2. P3 Laying preparation Register.

Crop No.....

Bed No.	Eggs Hatched	Total No. of Eggs	% of Hatching	Cocoon harvested		E.R.R. Good Cocoons	Live pupae %	Single Cocoon wt.	Single Shell wt.	S.R.%	Cocoons selected.	Female	Male	Remarks
				Good Cocoons	Live Pupae									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

3. Dead and Consumable Stock Register

S.No.	Date of purchase	Name of the suppliers	Qty. purchased	Rate per each	Total	Issues	Balance	Signature
1	2	3	4	5	6	7	8	9

4. Cocoon Utilisation Register.

S.No.	Crop No.	No. of dfls brushed	Cocoon harvested		Date of Harvest	Distribution			Invoice No. and date	Signature of the incharge
			By No.	By Wt.		P3	P2	P1		
1	2	3	4	5	6	7	8	9	10	11

5. Hibernation Register.

Crop No.	Date of Brushing	Date of Spinning	Date of emergence	P & I	Full	75%	50%	25%	Total
1	2	3	4	5	6	7	8	9	10

6. Testing Register

S.No.	Date of testing	Lot No.	Stage	Samples tested	Remarks	Signature
1	2	3	4	5	6	7

7. P2 Layings Distribution Register

Lot No.

Name of the Dist.	Qty.	Laid on	Supplied on	Sheet Nos.	Signature

8. Log Sheet

Race
 Generation No.
 Laid on
 Incubation Temp.
 Season
 Nature of Rearing
 Plot allotted
 Variety of Leaves.

Bed No.
 Date & Time of brushing
 No. of Unfertilized eggs
 No. of Unhatched eggs
 No. of late borns
 No. of larvae brushed
 No. of eggs per laying
 Percentage of hatching.

S.No.	Date	Feeding Hours		No. of feedings given	Qty. of leaves fed.	Time of cleaning	Duration of each stage	Moultng periods	No. of Worms rejected			Total	No. of worms at the beginning of the each stage.	No. of missing larvae
		AM 6-10	PM 4-9						Grasserie	Flacha-rie	Unequal size			

1. Weight of 10 full grown worms in gms.
 2. Date and time of Spinning
 3. Total rearing period
 - a. Feeding period
 - b. Moulting Period
 4. Qty. of Cocoons harvested
 - a. Good
 - b. Filmsy
 - c. Double
 - d. Total
- Nos. Wt.

5. Yield per 10,000 brushed
6. No. of Cocoons per Kg.
7. No. of Cocoons per lit.
8. % of yield
9. % of loss
10. % of Mortality
11. % of Missing larvae
12. Type of Mountage used
13. Cocoon test sex
- | No. | Pupal Wt. | Shett Wt. | Cocoon Wt. | % of Silk |
|--------|-----------|-----------|------------|-----------|
| Female | | | | |
| Male | | | | |
14. % of Floss
- Weight of floss
- % of floss
with reference to cocoon shell
15. Length of Silk Filament
- | a. No. of Cocoons reeled | Wt. | Nos. |
|--------------------------------------|--------|------|
| b. Avg. Non-brakable filament length | Meters | |
| c. Wt. of Filament | Grms. | |
| d. Avg. Length of Filament | Mts. | |
16. Denier
17. Renditta
- 18.
- | Singale Cocoon Wt. | Singale Shell Wt. |
|--------------------|-------------------|
| Female | |
| Male | |
| Avg. | |
- Special Features if any.

9. Rearing Register

Crop No.

Race

	Treated on	Released on
1. Laid on		
2. Brushed on		
3. Season		
4. No. of P3 laying brushed		
5. Progressive total of P3 layings brushed for the month.		
6. Progressive total of P3 layings brushed for the year.		
7. Total Larval duration days hours	feeding periods D	Hrs.
	Moulting period D	Hrs.
8. Maximum Single Larval weight	Grms.	
9. Date of Spinning		
10. Cocoon Harvested by No.	By Wt.	Kgs.
(a) P3	P2	P1
11. % of yield by Nos.	By Wt.	Kgs.
(a) ERR		
12. Progressive total of the seed cocoons harvested		
a) for the month by no.	By Wt.	Kgs.
b) for the year by No.	By Wt.	Kgs.
13. Cocoon per Kg.	Per Lit.	
14. Single Cocoon Wt.	Single pupal wt./	Single shell Wt.
15. No. of P2 layings prepared	Laid on dates	ton
16. Fecundity	Multiplication rate	
	No. of eggs/grms.	
17. Progressive total of the P2 layings production for the month.		
18. Progressive total of the P2 layings production for the year.		
19. Distribution :		

10. P2 layings preparation Register

1. Batch No.
2. No. of Cocoon Selected
3. Progressive total of the P2 layings production for the month.
4. Progressive total of the P3 layings production for the year.
5. No. of Cocoons rejected
6. Progressive total of rejected seed cocoons for the month.
7. Progressive total of rejected seed cocoons for the year.
8. Date P&I

- 1.
- 2.
- 3.

Total P&I

9. No. of egg Sheets used/
10. Sheet Nos. from (P3) to (P2)

11. Total Net laying obtained.
12. Progressive total of P2 laying for the month.
13. Progressive total of P2 laying for the year.
14. Production for the month of

Distribution

District	Name of the P2 Station	Laid on	Supplied on	Quantity	Remarks

Total Layings

Multiplication rate.

11. Test Hatching Register

Batch No.

Race

Laying No.	Laid on	brushed on	No. of hatched eggs	No. of unhatched eggs	No. of unfertilized eggs	Total No. of eggs per layings	Percentage of hatching
Total							
Avg.							

P2 layings fecundity (Avg.)

% of hatching.

12. P3 laying hatching register

Crop No. Source Lot No. Season Laid on brushed on No. of P3 layings prepared/received No. of P3 layings brushed. P3 layings fecundity (Avg.) Avg. percentage of hatching brushed for the month progressive total for the month progressive total for the year.	Race
---	------

No.	Layings No.	No. of eggs hatched	No. of unhatched eggs	No. of fertilized eggs	Total No. of eggs	% of hatching
1.						
2.						
3.						
4.						
5.						

Total Avg.

Registers

II. P2 Seed Farms

1. Hatching Register

S.No.	No. of Layings	Laid on	Brushed on	No. of Hatched Eggs	No. of Un fertilised Eggs	Total No. of Eggs per Dfl.	% of Hatching
1	2	3	4	5	6	7	8

	eggs Five Nos Paste Here	

2. Cocoon Utilisation Register

No. of Dfls	Cocoons Harvested by No.		By Wt.	Date of Harvest	Place of Distribution	Invoice No. & date	Signature of the Unit Officer
	Good	Melt					
1	2	3	4	5	6	7	8
							9

3. Testing Register

Date	Crop No.	Stage of Worms	Samples Tested	Remarks	Signature
1	2	3	4	5	6

4. Disinfection Register

Date	Name of the Article Shed/Equipment	Qty. of Disinfectant	Fumigation	Sundry	Signature
1	2	3	4	5	6

5. Rearing Register

- Laid on
- Brushed on
- Season
- No of DfIs Brushed
- Progressive Total of P2 DfIs Brushed for the Month
- Progressive Total of P2 DfIs Brushed for the Year
- Total Larval Duration days
- Feeding Period days
- Maximum single larva Wt. Hours
- Mounting Period days
- Hours
- Date of Spinning
- Cocoons Harvested by Nos. By Wt.
- percentage of P2 Seed cocoons Harvested
- A. for the month by No By Wt.
- B. for the Year by No By Wt.
- No. of Cocoons per kg.
- Single Cocoon Wt. Pupa Wt. Shell Wt.

Registers

III. P1 GRAINAGES

1. Seed Cocoon Stock Register

S.No.	Batch No. & Seed farm	Race	Date of supply	Date of testing	Source of P2 dfIs	No. of cocoons per Kg.	No. of good cocoons per Kg.	No. of Kgs received	Total No. of cocoons received	Spun on	Signature of the staff	No. of cocoons tested	Date of testing	Fla.	Gra	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Conlid

Mas.	Peb.	Uzifuly	Fimsy	Melt	Shape less	No. of cocoons rejected	No. of cocoons selected	No. of DfIs prepared
18	19	20	21	22	23	24	25	26

2. P & I Distribution Register

S.No.	Batch No. Name of the	No. of Cocoons	Date of	Sheets F.T.	P&I	Rejections	Nett DFLs	Invoice No. & Dt.	To whom Supplied	Qty of dfis Supplied	Amount	Receipt No. & Dt.	% of P&I	% of rejec tion	% of nett DFLs

3. Pupae testing Register Batch No.....

Date of Testing	No. of Purpae tested	Tube nos	Testing result.	Signature of Testing staff
1	2	3	4	5

4. Egg Sheet Testing Register

Batch No.	Laid on	Tested	Egg sheet	Tube no	Flacherie	Grassire	Mascar dain	Pebrine	% of PB	Signature of Testing staff.
1	2	3	4	5	6	7	8	9	10	11

5. Egg Sheet Account Register

Date of sheets used	Sheet used		No. of Sheets used sheets	Stock of egg sheets
	From	To		
1	2	3	4	5

6. P.C. Account Register

S.No.	Batch No. and seed farm	No. of cocoons kept for PI Prepa ration	Date on which P.C. weighed	Qty. of P.C. Obtained	Total Stock of P.C.Cocoons
1	2	3	4	5	6

7. L.R.P1 Distribution Register

S.No.	Invoice No.	Date of issue	Race	Laying whom supplied	Batch Nos.	No. of PI DFLs issued	Rate/ 100DFLs	Amount	Receipt No. and date
1	2	3	4	5	6	7	8	10	11

8. Consignment Register

S.No.	Lot No./ batch No. P2 S.Farm	Race	Sheet nos		No. of Sheets	Bundle Nos.	Laid on	Consignment register	Released on	Laid on after release the DFLs	No. of dfls released	To whom issued
			from	to								
1	2	3	4		5	6	7	8	9	10	11	12

9. Cash Book

Registers

IV. F1 Grainages

1. Bivotline\Multivoltine wieghment stock sorting and pupal testing register.

S.No.	Lot No.	Name & Address of the Rearers	Race	Spun on	Purchased on	Supplied on	Source	Cocoon per Kg.		Cocoon Supplied		Rate
								Actual	Good	By. Wt.	By Nos.	
1	2	3	4	5	6	7	8	9	10	11	12	13

Received Signature	No. of pupae tested	Date of testing	Results	Examined by Signature	Sorting of Cocoons		Melt	Uzi	Total rejections	No. of cocoons kept for seed	% of melt ing at the time of purchased	% of melting after emergence	Remarks
					Fimsy	Double							
14	15	16	17	18	19	20	21	22	23	24	25	26	27

2. Preparation Register of Bivoltine and Multivoltine

S.No.	Lot No.	Race	Total cocoons per seed	Qty. kept	Date of emergence	Lot and No. of male used	Combination prepared	Total No. of sheets	Total No. of pairs	No. of rejections	Date of testing	Qty. tested	No. of crops tested
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Results	% of Pebrina if any	No. of DFLs	% of DFLs	Examined by	Remarks
15	16	17	18	19	20

3. Egg Card register of Bivoltine and Multivoltine DFLs

S.No.	Lot No.	Race	Combination	Laid on	Book on	Sheet on	Objections			Total rejection	No. of DFLs	Type of treatment	Egg CB	Signature	Remarks
							P	P1	G						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

4. Day to Day Stock register of Bilvotline and Multivotline DFLs

S.No.	Date	Bilvotline/ Multivotline	Lot No.	Race/ combination	Opening Balance	Preparation of day	DFLs released from cold storage	DFLs received from other grainages.	Total DFLs	DFLs supplied to other stations
1	2	3	4	5	6	7	8	9	10	11

DFLs sent to other Grainages	No. of DFLs sold on the day.	Write of No. of DFLs	Amount	Total balance of DFLs.	Initial	Remarks
12	13	14	15	16	17	18

5. DFLs, Received from other Grainages.

S.No.	Lot No.	Combination	Sheet Nos.		Book No.	Total No. of Sheets	No. of DFL	Laid on	Consigned on	released on	supplied on	Invoice No. and date	Remitan- ce details.	Remarks
			From	To										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

6. Disposal Register of Bivoltine and Multivoltine

S.No.	Date	Name and Address of the rearer	Combination	Lot. No.	Sheet No.	No. of dfls	Rate for 100 DFLs	Bill No.	Amount	Remarks
1	2	3	4	5	6	7	8	9	10	11

7. Harvest Report Register

S No	Name & Address of the rearer	Lot No.	No of DFLs	Combination	Laid on	Brushed on	Harvested on	Total yield	Yield per 100 DFLs	Marketed Place	Date	Bidding slip no	Rate	Amount
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 16

8. Pierced Cocoon Register

S.No.	Lot No.	Bivoltine/ Multivoltine	Actual qty. of green cocoons	No. of live cocoon per kg.	No. of pc per kg.	Qty. of PC upto end of the month	Date of lifting PC	Qty. of P.C.Lifted	Signature of the person receiving P.C.	Stock on hand	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

9. Consignment and Release Register

S.No	Lot No	Race	Combination	No. of sheets		No of DFLs	Laid on	Consigned on	Schedule followed	Probable date of release	Total released	Balance quantity	No. of DFLs rejected test hatching	Initials	Remarks
				F	T										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

10. Egg Sheet Account Register

S.No.	Invoice No. and dt.	Book No.	Opening Balance	Book No.		Date of use	Lot No.	Book No.	Sheet No.	No. of sheets used	Closing balance	Remarks
				F	T							
1	2	3	4	5	6	7	8	9	10	11	12	13

11. Chemical Register

S.No.	Name of the Chemical	Date	Opening Balance	Date of use	Particulars of use	Qty. used	Closing balance	Signature of Incharge Officer	Remarks
1	2	3	4	5	6	7	8	9	10

12. Day Book and Month Examination Register

S.No.	Lot No.	Date	No. of pairs obtained	No. of samples taken	No. of moths tested	Observation/results			% of Peb	Signature
						Peb.	Gra.	Fla.		
1	2	3	4	5	6	7	8	9	10	11

Registers

V. Technical Service Centers (C.B)

1. Acrage Register

Dist. Code:

TSC Code:

Mandal Code:

Village Name:

Village Code:

Hamlet Code:

Staff Code :

Farmer Code	Name of the Farmer	Father/Husband Code	Sex	Community	Category	Total Land	Land Under Irrigation	Mulberry Extent	Survey No.	Type of Soil
1	2	3	4	5	6	7	8	9	10	11

Source of irrigation	Source of drawl.	Date of Plantation	Variety of Plantation	System Adopted	Spacing Adopted
12	13	14	15	16	17

2. Brushing & Harvesting Register

Dist Code: TSC Code: Mandal Code:
 Village Name: Village Code: Hamlet Code:

Farmer Code	No. of Dfls Brushed	Date of Brushing	Grainage code	Whether Crop lost		If Yes partial	Complete	Reasons			Qty. of cocoons harvested
				Yes	No			Flacherte	Grasserie	Mascardine	
1	2	3	4	5	6	7	8	9	10	11	12

3. Register of Loan Sanction Details :

Dist Code: TSC Code: Mandal Code:
 Village Name: Village Code: Hamlet Code: Staff Code :

Scheme Covered	Date of Application filed with M.D.O.	Date of Forwarding by M.D.O.	Date of Sanction by Agency	Date of Sanction by Bank	Amount Sanctioned	Subsidy	Margin Money	Loan	Bank Code
1	2	3	4	5	6	7	8	9	10

4. Register of Loan Release Details :

Dist Code: TSC Code: Mandal Code:
 Village Name: Village Code: Hamlet Code: Staff Code

S. No.	Amount Released	Subsidy	Margin Money	Loan	Date of Release	Remarks
1	2	3	4	5	6	7

4. Register of Loan Utilised Details

Dist Code:

Village Name:

TSC Code:

Village Code:

Mandal Code:

Hamlet Code:

Staff Code :

Purchase of Materials with Date		Stage of Shed Construction.
Trays	Chendrikae	
1	2	3

5. Register of Loan Recovery Details

Dist Code:

Village Name:

TSC Code:

Village Code:

Mandal Code:

Hamlet Code:

Staff Code:

S.No.	Date	Month Recovered	Amount	Remarks
1	2	3	4	5

Registers

VI. Non Farm Technical Registers

1. Register of Details of twisting units

S.No.	Name of the Entrepreneur with Address	Location of the Unit	Category SC/ST/BC/OC/Ot	Capacity of the unit	Availability of				Date of Establishment		
					Boiler	Water softening	Testing Equipment	Separate Shed		Type of Ovens	
1		2	3	4	5	6	7	8	9	10	11

Name of the Programme which unit Established	Nature of the Credit Availed		Source of		License No. & Date initially issued	License Renewed	No. of Workers Existing	No. of Spindles Functioning	If Unit is Sick	Reasons for Sick	Remarks
	Loan	Margin Money	Subsidy	Own							
12	13	14	15	16	17	18	19	20	21	22	23

2. Register of Details of Charka Units

S.No.	Name of the Entrepreneur with Address	Location of the Unit	Category SC/ST/BC/OC/Ot	Capacity of the unit	Availability of				Date of Establishment		
					Boiler	Water scoffoning	Testing Equipment	Separate Shed		Type Ovens	
1		2	3	4	5	6	7	8	9	10	11

Name of the Programme which unit Established	Nature of the Credit Availed		Source of Finance		License No. & Date initially issued	License Renewed	No. of Workers Existing	No. of Spindles Functioning	If Unit is Sick Reasons for Sick	Remarks	
	Loan	Margin Money	Subsidy	Own							Finance Institute
12	13	14	15	16	17	18	19	20	21	22	23

3. Register of Details of Cottage Basins

S.No	Name of the Entrepreneur with Address	Location of the Unit	Category SC/ST/BC/OC/Ot	Capacity of the unit	Availability of					Date of Establishment	
					Boiler	Water softening	Testing Equipment	Separate Shed	Type Ovens		
1		2	3	4	5	6	7	8	9	10	11

Name of the Programme which unit Established	Nature of the Credit Availed		Source of Finance		License No. & Date initially issued	License Renewed	No. of Workers Existing	No. of Spindles Functioning	If Unit is Sick	Reasons for Sick	Remarks
	Loan	Margin Money	Subsidy	Own							
12	13	14	15	16	17	18	19	20	21	22	23

4. Register of Details of Multiend Units under Non Farm TSC

S.No.	Name of the Entrepreneur with Address	Location of the Unit	Category SC/ST/BC/OC/Ot	Capacity of the unit	Availability of				Date of Establishment		
					Boiler	Water softening	Testing Equipment	Separate Shed		Type Ovens	
1		2	3	4	5	6	7	8	9	10	11

Name of the Programme which unit Established	Nature of the Credit Availed			Source of	Finance Institute	License No. & Date initially issued	License Renewed	No. of Workers Existing	No. of Spindles Functioning	If Unit is Sick	Reasons for Sick	Remarks
	Loan	Margin Money	Subsidy									
12	13	14	15	16	17	18	19	20	21	22	23	

5. Register of Local Reelers cocoons purchased and silk production Details

S.No.	Name of the Reeler	No. of Charkas		Days purchased 1 to 31	Total cocoons in Kgs.	Raw Silk obtained	Renditta	Silk waste obtained	Rate per Kg Silk	Rate per Kg. Silk waste.	Total Amount Realised
		License No.									
1	2	3	4	5	6	7	8	9	10	11	12

6. Water Testing Register

S.No.	Name of the Area	Source	Date of Testing	Parameters			Recommendations
				PH	Total Hardness	Total alkalinity	
1	2	3	4	5	6	7	8

7. Twisted Silk Yarn Testing Register

S.No.	Name of the Twisting Unit	Date of Testing	Type of Unit	Particulars			Remarks
				% of Degumming	TP1	Twister	
1	2	3	4	5	6	7	8

4. Daily Transaction Register

S.No	Date	Lot No	Name of the Rearer with code	Village	Source B No	No. of Dfls	Brushed On	Total No. of good Cocoons per Kg	Total No. of Melted Cocoons Per Kg	Total No. of cocoons Per Kg	Qty of Cocoons Per Kg	Qty of Cocoons	Qty of Nos	Rate pr Kg	Amount
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Abstract

Grainage Wise Distribution	Amount	Signature of the Unit Incharge
Kgs. Nos.		

5. Abstract Register

Area wise L.R. Cocoon Arrivals

Date	No. of Lots	No. of Dfls	Kgs.	Nos.	Amount	Distribution	
						Kgs.	Nos.
1	2	3	4	5	6	7	8
							9

6. Rejected Cocoon Register

S.No.	Date	Name of the rearer	No. of Dfls.	Qty. which Kgs.	Reasons for Rejection	Signature of the Incharge
1	2	3	4	5	6	7

8. Silk Testing Register

S.No.	Name of the Reeler	Dt. of testing	Type of Unit	Visual Examination				Hand	Marker	Winding Test	
				Uniform	G.Finish	Luster	Colour			No. of Breaks	Marks
1	2	3	4	5	6	7	8	9	10	11	12

Size Test	SD	Marks		Total Marks	Grade Marks	Suggestions	
		Max.dev	Marks				
13	14	15	16	17	18	19	20

9. License Renewal Register

S.No.	Name & Address of the person to whom licence Granted	If Licence is granted for Reeling him & its Number	Challan No. & date of renewal Fee	Renewed		Signature
				From	To	
1	2	3	4	5	6	7

Registers

VII. Seed Cocoon Markets

1. Arrival Register

S.No.	Date	Name of the Farmer	Village	Source of DfIs	Laid on	Brushed on	Total No. of Cocoons Per Kg.	Good No. of Cocoons Per Kg.	Qty. of Cocoons Kg.	No. of Goods Cocoons Total	Distribution
1	2	3	4	5	6	7	8	9	10	11	12

2. Assessment Register

S.No.	Date of arrival	Name of the Rearer	Village	Date of Assessment	Total No. of cocoons per Kg	Total No. of good Cocoons per Kg.	Total No. Melted Cocoons per Kg.	% of Melt	Disease incidence	Signature of the Rearer	Signature of the Unit Incharge
1	2	3	4	5	6	7	8	9	10	11	12 13

3. Testing Register

S.No.	Date	Lot No.	Name of the Reeler with code	Village	Source B.No.	No.of DfIs	Brushed On	Date of Testing	Total No. of good Cocoons Per Kg	Total No. of Melted Cocoons Per Kg	Total No. of Cocoons Per Kg	% of Melted Cocoons	Disease Incidence
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Tested by	Tested By	Remarks
1	2	
15	16	17

Registers

VIII. Cross Breed Cocoon Market

1. Daily transaction Register

S No.	Lot No name of the Grainage	Farmer Name & Address	Category SC/ST/BC/OC	Qty in Kgs	Age of Cocoon	Sold rate	Market Fee Collected	Reelers Name & License No.	Date of Sale	Signature of the Reeler	Signature of the Reeler	Signature M.O.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Registers

X. Silk Reeling Units

1. Cocoon Purchase Registers

S.No.	Date	Name and Address of the farmer	Race	Expected Renditta	Qty. of Cocoons purchased	Rate (Rs.)	Amount	% of Market fee	Total amount (Rs.)	Signature of the Incharge
1	2	3	4	5	6	7	8	9	10	11

2. Cocoon Stock Register

Date	Lot No.	Opening Balance			Stock added			Issue of Cocoons			Closing Stock			Signature of the Incharge.
		Good cocoons	Double cocoons	Filmsy cocoons	Good cocoons	Double cocoons	Filmsy cocoons	Good cocoons	Double cocoons	Filmsy cocoons	Good cocoons	Double cocoons	Filmsy cocoons	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

3. Silk Stock Register

Date	Opening Stock		Stock added		Qty. Disposed		Balance Stock		Signature of the Incharge.
	Silk	Silkwaste	Silk	Silkwaste	Silk	Silkwaste	Silk	Silkwaste	
1	2	3	4	5	6	7	8	9	10

4. Cocoons Consumption Register

Lot No. and Date	Name of the farmer & address	Qty. Purchased	Date of purchase	Good cocoons	Silk obtained	Silkwaste Obtained	Dinear	Expected Renditta	Actual Renditta	Signature
1	2	3	4	5	6	7	8	9	10	11

5. Silk Disposal Register

S.No.	Deposition of Silk Rate Qty. of Kgs	Disposal of Silk			Amount received on	D.D. No. & date.	Under which scheme silk produced	Where the silk disposed	Remittance date	Particulars amount remitted	Remarks			
		Qty. of Kgs. on	Rate Kg.	Amount										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

6. Remittance Register

S.No.	Name of the Product		Qty. disposed	Rate/ kgs	Amount realised	Amount remitted	Date of remittance	Challan No.	Head of Account	Remarks
	Silk	By products								
1	2	3	4	5	6	7	8	9	10	11

7. Fuel Consumption Register

S.No.	Name & Address of Supplier	Date of Supply	Qty. of Supplied	Rate per tonne	Total value	Daily issued details		Signature of the incharge
						Qty. issued	Balance	
1	2	3	4	5	6	7	8	9

PROFORMA - III

TASAR SEED COCOON PURCHASE REGISTER

WITH LOCATION:
CROP No.
YEAR

Sl. NO.	NAME OF THE TASAR REARER	VILLAGE & ADDRESS	CASTE	LAYINGS BRUSHED	SEED COCOONS PURCHASED BY THE DEPARTMENT	DATE OF PURCHASE	RATE PER 1000 NOS.	AMOUNT
1	2	3	4	5	6	7	8	9

RECEIPT NUMBER	CHEQUE NO. AND DATE OF PAYMENT	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
10	11	12

I.S.S. PROFORMA - V**P & I REGISTER**

QUANTITY OF SEED COCOONS TRANSFERRED FROM PURCHASE REGISTER
 QUANTITY TRANSFERRED FROM DEPTT. REARING REGISTER
 TOTAL:

NAME OF THE GRAINAGE WITH LOCATION
 CAPACITY OF GRAINAGE :
 CROP No.

YEAR

Sl. No.	DATE	NO. OF SEED COCOONS PRESERVED	DETAILS OF ERRATIC EMERGENCE			EMERGENCE PARTICULARS			GRAND TOTAL (6+9)	NO. OF PAIRINGS OBTAINED	NO. OF LAYINGS OBTAINED
			NO. OF MALE MOTHS EMERGED	NO. OF FEMALE MOTHS EMERGED	TOTAL	NO. OF MALE MOTHS	NO. OF FEMALE MOTHS	TOTAL			
1	2	3	4	5	6	7	8	9	10	11	12

DATE OF LAYING/ DATE OF MICROSCOPIC EXAMINATION	DETAILS OF DISEASE OBSERVED	NO. OF REJECTIONS AND REASONS	ACTUAL NO. OF LAYINGS OBTAINED	TOTAL NO. OF WORKERS ENGAGED DAILY	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
13	14	15	16	17	18

T.S.S. PROFORMA-IV

DEPARTMENTAL REARING REGISTER

NAME OF THE T.S.S. _____ CAPACITY NO. _____
 LOCATION OF REARING ADDA: _____ CROP NO. _____
 EXTENSION(ACRES) : _____ YEAR: _____

SL. NO.	SOURCE OF D.F.Ls SUPPLIED	NO. OF DFLs BRUSHED	DATE OF HATCHING	PERCENTAGE OF HATCHING	DATE OF MOULTING				DISEASE/ PESTS OBSERVED IF ANY	LOSS OF WORMS DUE TO BIRDS AND PESTS	DATE OF SPINNING	
					1ST	2ND	3RD	4TH			FROM	TO
1	2	3	4	5	6	7	8	9	10	11	12	13

QUANTITY HARVESTED COCOONS SEED/FLIMSY	DATE OF HARVEST	NO. OF WORKERS ENGAGED	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
14	15	16	17

TASAR DFLs DISTRIBUTION REGISTER

NAME OF THE T.S.S. _____ CROP NO. _____
 YEAR: _____

SL. NO.	NAME OF THE REARER & FATHER'S NAME	VILLAGE	CASTE	DATE OF COUPLING	DATE OF HATCHING	DATE OF ISSUE OF DFLs	NO. OF DFLs ISSUED	SOURCE OF DFLs	FECUNDITY	HATCHING PERCENTAGE	RATE PER DFL	AMOUNT	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14

TASAR COCOONS PURCHASE REGISTER

T.S.S. PROFORMA - I
NAME OF THE T.S.S.

LOCATION
DISTRICT:

YEAR:

DATE	QUANTITY OF COCOONS PURCHASED/TRANSFERRED FROM OTHER T.S.S.		PIERCED NO.	PEDUNCLE KG.	FROM WHOM PURCHASED/ TRANSFERRED	RATE PER 1000 NOS.	AMOUNT	DATE OF PAYMENT
	REELING NO.	FLIMSY NO.						
1	2	3	4	5	6	7	8	9

CHEQUE NO. AND DATE	SIGNATURE AND DESIGNATION OF UNIT INCHARGE.	REMARKS
10	11	12

T.S.S. PROFORMA - IX

TASAR FLIMSY COCOONS STOCK REGISTER

NAME OF THE T.S.S.
LOCATION:

CROP NO.
YEAR:

SL. NO.	DATE	OPENING STOCK	STOCK BROUGHT INTO VIDE CROP NO. AND FOLIO NO. OF THE DEPT. REARING REGISTER AND REELING COCOON PURCHASES REGISTER	TOTAL STOCK	QUANTITY DISPOSED/ TRANSFERRED	TO WHOM DISPOSED/ TRANSFERRED	RATE PER 1000 NOS.	AMOUNT AND MODE OF PAYMENT
1	2	3	4	5	6	7	8	9

RECEIPT NO. AND DATE	DATE OF REMITTANCE AND CHALLAN NUMBER	BALANCE STOCK AVAILABLE	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
10	11	12	13

T.S.S. PROFORMA - VIII

TASAR REELING COCOONS STOCK REGISTSER

NAME OF THE T.S.S.
LOCATIONYEAR:
CROP NO.

SL. NO.	DATE	OPENING STOCK	STOCK BROUGHT INTO VIDE CROP NO. AND FOLIO NO. OF THE DEPT. REARING REGISTER AND P&I REGISTER	TOTAL STOCK	QUANTITY DISPOSED/ TRANSFERRED	TO WHOM DISPOSED/ TRANSFERRED	RATE PER 1000 NOS.	AMOUNT AND MODE OF PAYMENT	RECEIPT NO AND DATE
1	2	3	4	5	6	7	8	9	10

DATE OF REMITTANCE AND CHALLAN NUMBER	BALANCE STOCK AVAILABLE	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
11	12	13

T.S.S. PROFORMA - VII

TASAR PIERCED COCOONS STOCK REGISTSER

NAME OF THE T.S.S.
LOCATION

CROP NO.
YEAR:

SL. NO.	DATE	OPENING STOCK	STOCK BROUGHT INTO VIDE CROP NO. AND FOLIO NO. OF THE P & I REGISTER	TOTAL STOCK	STOCK DISPOSED/ TRANSFERRED	PARTY TO WHOM DISPOSED/ TRANSFERRED	RATE PER 1000 NOS.	AMOUNT AND MODE OF PAYMENT
1	2	3	4	5	6	7	8	9

RECEIPT NO. AND DATE	DATE OF REMITTANCE AND CHALLAN NUMBER	BALANCE STOCK AVAILABLE	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
10	11	12	13

T.S.S. PROFORMA - x

TASAR PEDUNCLE STOCK REGISTSER

NAME OF THE T.S.S. LOCATION CROP NO. YEAR:

SL. NO.	DATE	OPENING STOCK	STOCK BROUGHT INTO VIDE CROP NO. AND FOLIO NO. OF THE P & I REGISTER	TOTAL STOCK	QUANTITY DISPOSED/ TRANSFERRED	TO WHOM DISPOSED/ TRANSFERRED	RATE PER 1000 NOS.	AMOUNT AND MODE OF PAYMENT
1	2	3	4	5	6	7	8	9

RECEIPT NO. AND DATE	DATE OF REMITTANCE AND CHALLAN NUMBER	BALANCE STOCK AVAILABLE	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
10	11	12	13

TRANSACTION OF SALE AND PURCHASE OF TASAR COCOONS

COCOON MARKET :

SL. NO.	NAME OF THE REARER	CATEGORY	NO. OF DFLs REARED & SOURCE	COCOONS TRANSACTED AT MARKET					NO. OF REELERS PARTICIPATED IN BIDDING & DATE OF TRANSACTION	RATE OFFERED VARIETY WISE		
				TASAR SEED COCO-ONS (Gr.I)	TASAR REELING COCO-ONS (Gr.II)	FLIMSY COCOONS	PIERCED COCOONS	PEDUNCLES INKGS.		SEED COCOONS	REELING COCOONS	FLIMSY COCOONS
1	2	3	4	5	6	7	8	9	10	11	12	13

PIERCED COCOONS	PEDUNCLES	TOTAL VALUE OF COCOONS	MARKET FEE COLLECTED			SIGNATURE OF		REMARKS
			FROM REARAER	FROM REELER	REARER	REELER	MARKETING OFFICER	
14	15	16	17	18	19	20	21	22

PROFORMA- VII
SALES AND REMITTANCE REGISTER

SL. NO.	DATE	ITEM AND QUANTITY DISPOSED	PARTY TO WHOM DISPOSED	RATE PER METER OR KG.	AMOUNT	RECEIPT NO. AND DATE	REMITTANCE PARTICULARS CHALLAN NO. AND DATE	SIGNATURE AND DESIGNATION OF UNIT INCHARGE
1	2	3	4	5	6	7	8	9

FORMAT - XI

**STATEMENT SHOWING THE TASAR DFLs BRUSHING AND HARVEST PARTICULARS OF ()
CROP DURING THE YEAR:**

MONTH: _____

SL. NO.	DISTRICT	NAME OF THE CENTRE	CROP NO.	SOURCE OF DFLs						DFLs BRUSHED					
				STATE		CSB & OTHERS		TOTAL		GOVERNMENT		PRIVATE		TOTAL	
				BV	TV	BF	TV	BV	TV	BV	TV	BV	TV	BV	TV
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

STs	NO. OF BENEFICIARIES COVERED			HARVEST PARTICULARS						COCOONS DFLs RATIO.	AMOUNT RELEASED FOR THE CURRENT YEAR UNDER PLAN	
	SCs	BCs	OTHER	TOTAL	GOVERNMENT		PRIVATE		TOTAL			
					BV	TV	BV	TV				
17	18	19	20	21	22	23	24	25	26	27	28	29

SEED	COCOONS PURCHASED			AMOUNT DISBURSED			REMARKS
	RELLING	FLIMSY	SEED	REELING	FLIMSY	TOTAL	
30	31	32	33	34	35	36	37

FORMAT-XI-A
TASAR SEED FARMS

MONTH:

SL. NO.	NAME OF THE CENTRE	CROP NO. INDICATE WHETHER BV OR TV	NO. OF DFLs BRUSHED		SOURCE WISE		SEED COCOONS HARVESTED		FLIMSY COCOONS	DFL COCOON RATIO	REMARKS/INDICATE FECUNDITY/HATCHING/ %DISEASE MONITORING	
			TARGET	ACHIEVEMENT	OWN	CSB	TOTAL	TARGET				ACHIEVEMENT
1	2	3	4	5	6	7	8	9	10	11	12	

FORMAT-XI-B
TASAR GRAINAGES

DISTRICT :

MONTH :

SL. NO.	NAME OF THE TASAR SEED STATION	CROP NO.	NO. OF SEED COCOON PRESERVED		NO. OF DFLs PRODUCED		COCOON DFLs RATIO		NO. OF DFLs SOLD	
			BV	TV	BV	TV	BV	TV	BV	TV
1	2	3	4	5	6	7	8	9	10	11

SALE PROCEED OF DFLs REMITTENCE CHALLAN NO. & DATE	NO. OF DFLs KEPT FOR DEPT. REARINGS		REMARKS: INDICATE % OF MONTH EXAMINATION CONDUCTED, FECUNDITY/HATCHING	
	BV	TV	BV	TV
12	13	14	15	

FORMAT-XI-C
TASAR REELING UNDER GOVT. SECTOR/PRIVATE SECTOR

MONTH: _____

SL. NO.	NAME OF THE CENTER	VARIETY	NO. OF TASAR COCOONS CONSUMED	QUANTITY OF TASAR YARN PRODUCED	SILK WASTE OBTAINED	TASAR FABRIC PRODUCED	PLEASE INDICATE RATE OF WHICH CLOTH SOLD		REMARKS
							7	8	
1	2	3	4	5	6	7	8	9	

FORMAT-XI-D
TASAR STOCK POSITION AS ON _____

DISTRICT: _____

SL. NO.	NAME OF THE T.S.S.	SOURCE (DEPT./PVT.)	VARIETY OF COCOONS				PIERCED COCOONS	RAT DAMAGE	SILK				
			SEED COCOONS	REELING COCOONS	FLIMSY COCOONS	COCOONS			RAW SILK	SILK WASTE	GHICHA SILK	TASAR CLOTH	
1	2	3	4	5	6	7	8	9	10	11	12		

GHICHA	CLOTH		PEDUNCLES	ACTION TAKEN FOR DISPOSAL OF STOCK
	SHAWLS	SAREES		
13	14	15	16	17

Government of Andhra Pradesh Department of Sericulture

P3 Seed Farm - Brushing Details

District Code _____ for the month _____ & year _____ P3 Seed Farm Code _____
 District Name _____

Batch No.	Race type	No. of P3 Dfls Brushed	Date of Brushing	No. of Eggs/Laying	Percentage of Hatching
1	2	3	4	5	6

Coding:
 for District Code, P3 Seed Farm and Grainage Codes:- Refer Code Directory
 2. Race Code
 1.NB4D2 2.NB18 3.KA 4.NB7
 5.Other FR 6.PM 7.HM 8.Other LR

DEPARTMENT OF SERICULTURE
 GOVERNMENT OF ANDHRA PRADESH, HYDERABAD
 PERFORMANCE REPORT/OF P3 STATION _____

Target		Achievement							Distribution Details							
		Batch No	No of DFLs Brushed	Date of Brushing	% of Hatching	If Crop Rejected Stage of Rejection	No of Cocoons Harvested	No of Cocoons Per Kg	Average Yield/100 dfls	No of Good Cocoons	E.R.	No of P2 Production	Name of the P2 Farm	No of P2 DFLs Given	If not lifted reason for not lifting	
Brushing Cocoon production of P2DFLs																
Total :																

**Government of Andhra Pradesh
Department of Sericulture
P3 Seed farm Distribution Details**

District Code _____ for the month _____ & Year _____
 District Name _____ P3 Seed Farm Code _____

Batch No.	Race type	District Code to which supplied	P2 Seed farm code	No. of P2 DFLs supplied	Date of Supply
1	2	3	4	5	6

Coding
 2. Race Code:
 for District Code, P3 Seed Farm and Grainage Codes - Refer Code Directory

1.NB4D2	2.NB18
3.KA	4.NB7
5.Other FR	6.PM
7.HM	8.Other LR

Government of Andhra Pradesh Department of Sericulture

District Code _____ for the Month _____ & Year _____
District Name _____ P3 Seed Farm Code _____

Batch No.	Race Type	Testing of Larvae (Disease Code)					Larval Weight 5th Stage	If rejected, mention Stage	Larval period	Details Cocoon Harvested		Details of Good Cocoons		
		Stage 1	Stage 2	Stage 3	Stage 4	Stage 5				Total No. of Cocoons	Total Weight (Kgs. Grams)	No. of Cocoons	Total Weight (Kgs. Grams)	Average Shell (Kgs. Grams)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Number of Cocoons Utilised for Stock Maintenance	P2 DFLs Production	Number of P2 DFLs Produced for		No. of moths tested	Laid on Date	Avg. No. of Eggs/Laying	Weight of PC Cocoons (Kgs)	Grainage code to which Balance Good Cocoons Supplied
		P3 Stock Maintenance	Distribution of P2 Farms					
16	17	18	19	21	22	23	24	25

Coding:

2 Race Code
 1. NB4D2
 3. KA
 5. Other FR
 7. HM

3-7 Disease Code
 1. Pebrine
 3. Muscardine
 5. Uzi
 N. No disease

9. Stage of Rejection Codes
 1. Stage1
 3. Stage3
 5. Stage5
 2. Stage2
 4. Stage4
 N. No Rejection

**Government of Andhra Pradesh
Department of Sericulture**

**Performance of P2 Seed Station
Brushing Details**

for the month _____ & Year _____

District Code _____ District Name _____ P2 Seed Farm Code _____

Sl.No.	Batch No. (As indicated by P3)	No. of P2 DFLs received	No. of P2 DFLs Brushed	Date of Brushing	Race Code	Average No. of Eggs/ DFL	Percentage of Hatching
1	2	3	4	5	6	7	

Coding: 5. Race Code
 1.NB4D2 2.NB18
 3.KA 4.NB7
 5.Other FR 6.PM
 7.HM 8.Other LR

for District Code, P2 Seed Farm and
 Grainage Codes:- Refer Code Directory

Government of Andhra Pradesh Department of Sericulture
Performance of P2 Seed Station LR/FR Seed Cocoon Harvest & Utilisation details

for the month _____ & Year _____

Batch No.	Race type	Testing of Larvae (Disease Code)					Larval Weight 5th Stage (Grams) (5th day)	Stage of Rejection	Larval Period	Total Cocoon Harvested	Good Cocoon Details		Code of P1 grainage to which Supplied	Details Distribution of Cocoons							
		Stage1	Stage2	Stage3	Stage4	Stage5					No.	Average Shell (M.grams)		No. of Cocoons Supplied	Date of Supply	Code of grainage (CB) to which balance of good cocoons supplied	CB Grainage Code	Nos.	CB Market Code	Nos.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Coding:
 for district Code, P2 Seed farm and Grainage Codes - Refer Code Directory

2 Race Code 3-7 Disease Code 9. Stage of Rejection Codes

1 NB4D2 2 NB18 1 Pebrine 2 Graisserte 1 Stage1 2 Stage2

3 KA 4 NB7 3 Muscardine 4 Flachare 3 Stage3 4 Stage4

5 Other FR 6 PM 5 Uzi 6 Others 5 Stage5 N No Rejection

7 HM 8 Other LR N No disease

DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH, HYDERABAD

PERFORMANCE REPORT OF P2 SEED FARMS For the Month : _____ and Year : _____

Batch No	Name of the District/Seed Farm	Target	Achievement					Distribution Details									
			Brusing	Cocoon Production	No. of DFLs Received	No. of DFLs Brushed	Date of Brushing	% of Hatching	if Crop Rejected Stage of Rejection	Reasons for Rejection	No. of Cocoons Harvested Per Kg	Average Yield/ 100 diffs	E.R.R	Name of P1 Grainage	No of Cocoons	Name of the CB Grainate	No of Cocoons
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**Government of Andhra Pradesh
Department of Sericulture**

**Performance of P1 Grainage LR / FR
Production Particulars**

For the month _____ & Year _____

District Code _____		District Name _____		P1 Grainage Code _____		P1 Grainage Name _____		Details of Balance No. of Good cocoon			Weight of PC Cocoons in the lot						
Batch No.	Race type	P2 Station Code from which Cocoons received	Details of Cocoons Received		No of P1 DFLs Produced	Whether Pebrine Noticed Y/N	Average No of Eggs/DFL	Details of not lifted layings No destroyed	Kept in Hiber-nation	If sent to CB Grainage Code		No of Cocoons	If Sent to market				
			Total No	Weight									Quantity	Rate/ Kg			
			Total No	Nos. Selected for P1 DFLs Production													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Coding :
 2.Race Code
 for District Seed Farm and Grainage Codes : 1.NB4D2 2.NB18
 Refer Code Directory : 3.KA 4.NB7
 5.Other FR 6.PM
 7.HM 8.Other LR

Government of Andhra Pradesh Department of Sericulture

P1 Grainage - Distribution Details

For the month _____ & Year _____

District Code _____ District Name _____ P1 Grainage Code _____ P1 Grainage Name _____

Batch No.	Race type	Distribution to Seed farms				Distribution to Technical Centres					
		P2 Seed Farm Supplied	P1 Seed Farm	No. of P1 DFLs Supplied	Date of Supply	Reasons for not Lifting	P2 Seed Farm Supplied	Seed TSC Code	No. of P1 DFLs Supplied	Date of Supply	Reason for not Lifting
1	2	3	4	5	6	7	8	9	10	11	12

Coding:

for District, Seed farm and Grainage Codes :
 Refer Code Directory

2. Race Code 7 & 12 Reasons for not lifting
 1. NB4D2 1. No demand due to lack of foliage 2. NB18
 3. KA 2. Lack of communication about availability of P1 DFLs 4. NB7
 5. Other FR 3. Lack of transport facilities due to natural calamities 6. PM
 7. HM 4. Others 8. Other LR

DEPARTMENT OF SERICULTURE GOVERNMENT OF ANDHRA PRADESH - HYDERABAD

PERFORMANCE REPORT OF P1 GRAINAGE FOR THE MONTH : _____ AND YEAR : _____

Batch No.	Name of the District/ Seed Farm	Name of the P2 Seed farm Supplied Cocoons	Achievement			Distribution Details						
			No. of P2 Cocoons Received	No. of Cocoons Selected	No. of DFLs Produced	Cocoon DFL Ratio	Name of the Seed Farm/ Seed Area	No. of DFLs Supplied	Reason for not Lifting	Balance & Excess good cocoons sent to		
1	2	3	4	5	6	7	8	9	10	Name of CB Grainage	No. of DFLs Sent	No. Sent to Seed Market
										11	12	13
Total :												

**DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
PERFORMANCE REPORT OF P1 SEED FARMS FOR THE MONTH: AND YEAR :**

Batch No.	Name of the District/ Seed Farm	Target						Achievement					Distribution details			
		Brushing	Cocoon Production	Name of the P1 Grainage which supplied DFLs	No. of DFLs Brushed	Date of Brushing	% of Hatching	If Crop rejected Stage of Rejection for Rejection	No. of Cocoons harvested	No. of Cocoons per Kg	Avg Yield/ 100 DFLs on GCs	E.R.R.	Name of CB Grainage	No. of Cocoons	Qty Supplied to Cocoon Market Kgs	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Total :																

**Government of Andhra Pradesh Department of Sericulture
Seed Cocoon Market - Transactions**

for the Month _____ & Year _____ District Name _____ Seed Cocoon Market Name _____ Staff Code _____ Staff Name _____

Batch No.	Race Type	Date of Transaction	Bidding Slip No	Source of Seed Cocoons			Test Results 1 Kg Samples Cocoons				Distribution Particulars			Details of Cocoons in case of rejection							
				TSC Code	PI Seed Farm Code	Farmer Village Code	Disease Code if any	% incidence of disease	No of Melled cocoons	No of Uzi infected cocoons	No of Good cocoons	Rate/ 1000 cocoons	Code of CB Grainage	No of cocoons supplied	Code of CB Grainage	No of cocoons Supplied	Rejected due to Disease (Qty)	Rejected for lack of Demand (Qty)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Coding :
for District, Seed Market, Mandal, Village
CB Grainage, P1 Seed Farm, TSC :
Refer Code Directory.

2 Race Code
1 NB4D2 2 NB18
3 K.A. 4 NB7
5 Other FR 6 P.M.

DEPARTMENT OF SERICULTURE GOVERNMENT OF ANDHRA PRADESH - HYDERABAD PERFORMANCE REPORT SEED COCOON MARKET FOR THE MONTH:

and year

Sl. No.	Name of the Zone/Market	Total Cocoons Transacted			Seed Purpose			Reeling Purpose				
		During the month :		Upto the Month:	During the Month:		Upto the Month:	During the Month:		Upto the Month:		
		No.	In Kgs.	Value	No.	In Kgs.	Value	No.	In Kgs.	Value	No.	In Kgs.
Total												

Government of Andhra Pradesh Department of Sericulture

CB Grainages - LR Seed Production Particulars

for the Month _____ & Year _____

District Code _____ District Name _____ CB Grainage Code _____ CB Grainage Name _____ Staff Code _____ Staff Name _____

Race Type	Grainage Lot No.	Cocoons Produced	Cocoons Source of Seed	If from Seed Cocoons Market			Spun Date	At the time of Purchase		Prior to Emergence		Pupal Test in Grainage				
				P1 Seed Farm Code	General TSC Code	Out side State		Cocoon Market Code	Date of Transaction	Invoice No.	% of Melting	% of Uzi	Total Melting%	Total Uz: %	Disease Code if any	% of incidence
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

Coding :

for District, TSC, P1 Seed farm, Cocoon Market
and CB Grainages, Staff Codes:
Refer code directory

1. Race Code 6. If Source is outside the state indicate the following codes.

- | | |
|------------|--------|
| 1.NB4D2 | 2.NB18 |
| 3.KA | 4.NB7 |
| 5.Other FR | 6.P.M. |
- Karnataka State : KS
Central Silk Board : CSB

Government of Andhra Pradesh
Department of Sericulture

CB Grainages - FR Seed Production Particulars

for the Month _____ & Year _____ CB Grainage Code _____ CB Grainage Name _____
 District Code _____ District Name _____ Staff Name _____
 Staff Code _____

Race Type	Grainage Lot No	Source of Seed C cocoons			If from Seed C cocoons Market		Spun Date	At the time of Purchase		Sex separation of FR Female C cocoons			Prior to Emergence		Pupal Test in Grainage	
		P1 Seed Farm Code	General TSC Code	Out side State	Cocoon Market Code	Date of Transaction		Invoice No.	% of Melting	% of Uzi	No. Separated	Qty. in (Kgs Grams)	Amount Realised	Total Melting%	Total Uzi%	Disease Code if any
1	2	4	5	6	7	8	10	11	12	13	14	15	16	17	18	19

- Coding
- 1. Race Code
 - 1.NB4D2
 - 3.KA
 - 5.Other FR
 - 2.NB18
 - 4.NB7
 - 6.P.M.
- for District, TSC, P1 Seed farm, Cocoon market and CB Grainages, Staff Codes:
 Refer Code Directory
- 6. If Source is out side the state indicate the following the codes.
 - Karnataka State : KS
 - Central Silk Board : CSB

Government of Andhra Pradesh

Department of Sericulture

CB Grainage Monthly Report P & I

for the the Month _____ & Year _____

District Code _____ District Name _____

CB Grainage Code _____ CB Grainage Name _____

Staff Code _____ Staff Name _____

Grainage Lot No.	No.of P & I Obtained	Net CBDFLs Produced	Total No.of Female Moths Tested	Moth testing If Pebrine Noticed	Average No. of Eggs/ Layings Y/N
1	2	3	4	5	6

Coding :

for District, CB Grainage, Staff Code
Refer Code Directory.

Government of Andhra Pradesh

Department of Sericulture

Financial Performance
(During the month for the completed lots)

<p>Cost of Production</p> <p>I. Fixed Cost</p> <p>(a) Staff Salaries amount (as per pay bill)</p> <p>(b) Labour Wages amount (as per pay bill)</p> <p>(c) Electrical, Water and Phone Charges</p> <p>(d) Depreciation/Rent on building</p> <p>(e) Depreciation on equipment</p> <p>(f) Any other item Relevant to fixed cost.</p> <p>II. Variable Cost :-</p> <p>(a) Cost of Seed Cocoon (LR & FR)</p> <p>(b) Cost of Chemicals</p> <p>(c) Transportation of Seed cocoons</p> <p>(d) Water & Electricity charges</p> <p>(e) Maintainance of cold storage</p> <p>(f) Expenditure on publicity</p> <p>(g) Exp. On Incentives</p> <p>(h) Misc. Charges if any</p> <p>(i) Staff T.A. & D.A.</p> <p>III.</p> <p>A. DFLS Sold</p> <p>(a) No.s</p> <p>(b) Rate/100 DFLs</p> <p>(c) Amount realised</p> <p>B. DFLS to be Sold</p> <p>(a) No.s</p> <p>(b) Rate/100 DFLs</p> <p>(c) Amount realised</p> <p>C. Bye Products</p> <p>(a) Expected quantity during the month (kgs)</p> <p>(b) Expected rate/kg (as per latest silk flash)</p> <p>(c) Expected Value</p> <p>D. Amount realised through Sale of Female FR Cocoons</p> <p>VI. Credit Sales</p> <p>(a) Amount due (with in 45 days)</p> <p>(b) Amount over due (Above 45 days)</p>
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**DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
PERFORMANCE REPORT OF CB GRAINAGES FOR MONTH :**

Sl. No.	Name of the District/CB Grainage	Month		Procurement during Month				During the year				Achievement of CBDFLs month	During the Month		% of Rejection			
		From	To	LR	OWN	OUTSIDE	FR	LR	OWN	OUTSIDE	FR		Profit/Loss	Profit/Loss/DFLs		% of Net sayings Obtained		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Total:																		

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF SERICULTURE - FIELD CARD FARMERS FORMAT-I**

for the Month _____ & Year _____

District Code		District Name		TSC Code		TSC Name		Staff Code		Staff Name												
Sl. No	Mandal Code	Village Code	Farmer Code	Name of the Farmer	Name of the Father/Husband	Sex (M/F)	Caste	Category of farmer	Total extent acres	Irrigated land acres	Extent land under mulberry acres	Survey no. of Mulberry land	Soil type of mulberry	Source of irrigation	Method of drawal	Date of plantation	Variety plantation	System adopted	Spacing adopted			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

CODING :

For District TSC, Staff & Colournn
1 & 2,3 codes - Refers Code directory

7. Caste
 SC-Schedule Caste
 BC-Backward Class
 OC-Other Caste

8. Category of farmer
 MF-Marginal Farmer
 SF-Small farmer
 BF-Big farmer

16. Soil type of mulberry
 1.Red Loom
 3.Black cotton
 5. Sandy Loam

17. Source of Irrigation
 1.Borewell
 2.Openwell without in well bore
 3.Open within well bore
 5 Rained

18. Method of Drawal
 20.Variety of mulberry
 1.Local
 3 Mixed
 3 Conventional

19. Method of drawal
 22.Spacing adopted
 1-1'x2
 2-2'x2
 3-3'x3
 4-3'x2
 5 Closer
 Spacing

GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF SERICULTURE

Status Report for Uprooted Mulberry Garden

for the month _____ & Year _____

District Code _____ District Name _____ TSC Code _____ TSC Name _____ Staff Code _____ Staff Name _____

Sl.No.	Mandal Code	Village Code	Villagae Name	Farmer Code	Farmer Name	Uprooted acreage		Reasons for Uprooting
						Old	New	
1	2	3	4	5	6	7	8	9

Coding :

8. Reasons for uprooting

For District, TSC, Staff Mandal, Village codes Refer Code directory.

A-Lack of water B-Crop failure due to disease

GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF SERICULTURE

FF2-Loan Sanction Details

For the Month _____ & Year _____

District Code _____ District Name _____ TSC Code _____ TSC Name _____ Staff Code _____ Staff Name _____

Sl No.	Mandal Code	Village Code	Village Name	Farmer Code	Farmer Name	Scheme Covered	Date of application with MDO	Date of Forwarding by MDO	Date of Sanction by AGENCY	Date of Sanction by BANK	Amount Sanctioned			Bank Code	Address of the bank	Village Code of the bank
											Subsidy (in Rs)	Margin (in Rs)	Loan (in Rs)			

Coding

For District, TSC, Staff & Columns 1& 2, 14, 15, 16
 Codes ; Refer Code Directory.

6. Schemes Codes

1.IRDP 2.SCA 3.ITDA
 4.Non-IRDP 5.Self-Financing

GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF SERICULTURE

FF2 - Release of Amount Details

for the month _____ and Year _____

District Code _____ District Name _____ TSC Code _____ Farmer Name _____ Amount Released during _____ Date of Release _____ Reasons for not Releasing Amount _____

Staff Name _____ Staff Code _____

Sl.No.	Mandal Code	Village Code	Name of the Village	Farmer Code	Farmer Name	Amount Released during the month		Date of Release	Reasons for not Releasing Amount
						Subsidy (in Rs.)	Margin (in Rs.)		

Coding : 10. Reasons for not Releasing the Amount

- For District, TSC, Staff & Column 1 & 2, 4 Codes :- Refer code directory
1. Non-Release of Subsidy
 2. Non Release of margin money
 3. Non-Release of Subsidy & Margin Money
 4. Non-Fulfillment of documentation formalities.
 5. Non-completion of rearing shed.
 6. Uprooting of Plantation
 7. Others.

GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF SERICULTURE

Particulars of utilisation of Loan

for the month _____ & Year _____

Si. No.	Mandal Code	Village Code	Village Name	Farmer Code	Name of the Farmer	Purchase of Material		Date of Completion of first crop
						No. of Trays	No. of Mountages	

- Coding For District TSC, Staff & column 1&2, 4 codes :- Refer code directory.
9. Stage of Shed Construction
 1. Not Started
 2. Basement Level
 3. Lintel Level
 4. Completed

GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF SERICULTURE

FF2 - Loan Recovery

District Code _____ District Name _____ TSC Name _____ Staff Code _____ Staff Name _____

Sl. No.	Mandal Code	Village Code	Village Name	Farmer Code	Name of the Farmer	Amount Recovered During the Month	Date of Recovery
1	2	3		4	5	6	7

Coding :

For district, TSC, Staff &

Column 1&2, 4 codes :- refer code directory

GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF SERICULTURE - FARMERS FORMAT - III

For the Month _____ & Year _____

District Code _____ District Name _____ TSC Code _____ TSC Name _____ Staff Code _____ Staff Name _____

Sl. No.	Mandal Code	Village Code	Village Name	Farmer Code	Farmer Name	No. of DFLs Brushed during the month	Qty. of Cocoons Harvested during the month	No. of DFLs for Cocoons shown in Coloum 7	Source of DFLs for Coloum 8	Whether Crop Failed Y/N	If yes Partial/ Total	Reason for Crop Failure
1	2	3	4	5	6	7	8	9	10	11	12	13

CODING :

For District TSC, Staff & Coloumn

1 & 2, 3 Codes - Refer Code Directory

11. If yes

1. Partial

2. Total

13. Reason for Crop failure

1. Pebribe 2. Grassarie 3. Mascardine

4. Flacherie 5. Uzvi 6. Natural Calamities.

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF SERICULTURE**

PERFORMANCE REPORT OF TSCs For the Month : and Year :

Sl. No.	Name of the Region/ District/ Division/ TSC	TARGET DURING THE MONTH			TARGET DURING THE YEAR			ACHIEVEMENT DURING THE MONTH					
		Acreage	Brushing of DFLs	Qty. of Cocoons Harvested	Acreage	Brushing of DFLs	Qty. of Cocoons Harvested	Acreage	No. of DFLs Brushed	No. of DFLs in rearing	No. of DFLs Harvested	Qty. of Cocoons Harvested	Average Yield/ 100 DFLs
1	2	3	4	5	6	7	8	9	10	11	12	13	14

ACHIEVEMENT DURING THE YEAR					
Acreage	No. of DFLs Brushed	Qty. of Cocoons Harvested Kgs.	Average Yield/ 100 DFLs Kgs.	Average Brushing/ per acre	Average Yield/ acre Kgs.
15	16	17	18	19	20

DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
REPORT ON DISTRICT / SEX WISE NO. OF FARMERS & MULBERRY ACREAGE

As on Date		Page No.											
District Name	SC		ST		BC		MN		OC		Total		
	Farmers	Acres	Farmers	Acres	Farmers	Acres	Farmers	Acres	Farmers	Acres	Farmers	Acres	
1	2	3	4	5	6	7	8	9	10	11	12	13	
Total													

14

DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
REPORT ON DISTRICT / SEX WISE NO. OF FARMERS & MULBERRY ACREAGE

As on date:		Page No.			
District Name	Men		Women		Total
	Farmers	Acres	Farmers	Acres	Farmers
Total :					

DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
REPORT ON DISTRICT WISE NO. OF FARMERS CATEGORY WISE & ACREAGE

As on date:		Farmers				Page No.
District Name	Farmers (Acres)	Marginal	Big	Small	Total	
Total :						

DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
REPORT ON DISTRICT / SOURCE OF IRRIGATION WISE OF FARMERS & ACREAGE

As on date:		Page No.					
District Name	Farmers (Acres)	Borewell	Open Well with out bore	Open Well with bore	Other source	Rainfed	Total
Total :							

DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
REPORT ON DISTRICT / SOURCE OF DARWAL WISE NO. FARMERS & ACREAGE

As on date:						Page No.	
Distict Name	Farmers (Acres)	Electric Motor	Oil Engine	Conventional	Rainfed	Total	
Total :							

DEPARTMENT OF SERICULTURE
GOVERNMENT OF ANDHRA PRADESH - HYDERABAD
REPORT ON DISTRICT / SCHEME COVERED WISE NO. OF FARMERS & ACREAGE

As on date:							Page No.	
Distict Name	Farmers (Acres)	IRDP	SCA	ITDA	NONE	TOTAL		
Total :								

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

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