

No.19018/12004-DCH/Estt.I
Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms

Udyog Bhawan, New Delhi
Dated: 11 December, 2019.

OFFICE ORDER

In partial modification of the earlier office orders, the work allocation of the senior officers working in the office of D.C. (Handlooms), New Delhi will be as under:-

Sr. No.	Name of the Officer and designation	Allocation of Section/Work	Remarks
1.	Shri Santosh Kumar Singh, Addl. Development Commissioner	<u>General Section and R&I Section</u> <u>Coordination Section</u> IT(PMU, Coordination with NIC, e-office technical aspects) <u>PM&E-I Section</u> (i) National Centre for Handloom Textiles (NCHT), Marketing Complex, Janpath, (ii) Delhi Haat; (iii) Handloom awards, (iv) Allotment of stalls in various exhibitions including craft melas <u>Budget and Accounts section</u> (i) Pay & Accounts matters (ii) Budget and Plan Coordination (iii) Annual Report and Audit matters <u>Parliament Section</u> <u>New Initiatives</u> (i) Formation of producers' company. (ii) Handloom Craft Villages (iii) Setting up Design Resource Centres (DRCs) in WSCs	ADC(SKS) will assign the work to the concerned

		(iv) Vision document (v) Other Miscellaneous matters not specifically allocated to any officer.	Assistant Director to deal with the matter
2.	Shri Nikhil Varma, Addl. Development Commissioner	<u>Weavers Welfare</u> (i) Weavers' Mudra Scheme; (ii) Insurance; (iii) NIOS/IGNOU; (iv) Bunker Mitra Helpline. <u>BLC & other interventions –</u> <u>General States Section</u> <u>NER States Section</u>	
3.	Shri Rajiv Jain, Chief Enforcement Officer	<u>Enforcement Wing</u> <u>Establishment-I Section</u> (i) Establishment & Administrative matters. (ii) Vigilance. <u>Establishment-II Section</u> (i) Establishment & Administrative matters of WSCs/IIHTs. (ii) Other matters connected with field offices/IIHTs	Matters regarding transfer and posting of officers and staff of WSCs/IIHTs and DC(HL), ADCs, Dy. Secretaries, DDC, Zonal Directors (WSCs), Directors and Heads of Office (IIHTs); and Vigilance to be submitted to ADC(SKS).
4.	Shri Inderjeet Sethi Deputy Secretary	<u>Hindi Section</u>	

5.	Shri K.C. Shakdwipee, Dy. Development Commissioner	<p><u>PM&E-I Section</u> NHDP (Handloom Marketing Assistance) Marketing Incentive including matters relating to HEPC.</p> <p><u>PM&E-II Section</u> Geographical indications; e-Commerce; India Handloom Brand; Handloom Mark; Retail Stores</p> <p><u>Yarn Supply Scheme</u></p> <p><u>Policy & Statistics</u> (i) Textile Policy (ii) Research and Development (iii) Handloom Census (iv) NHDC</p> <p><u>Erstwhile RRR Package</u></p> <p><u>Mega Cluster Section</u></p> <p><u>NERTPS</u></p>	
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The work allocation of the other officers and staff will remain the same as allocated from time to time.


 (Rajiv Jain)
 Chief Enforcement Officer

To.

1. All Officers/Sections of Office of D.C. (Handlooms)
2. PPS to Hon'ble HMOT/Secretary (Textiles)/AS&FA
3. PS to DC(HL)
4. IFW/Estt. Section/Vigilance Section of the Ministry of Textiles
5. All WSCs/IIHTs/NHHM/NHDC/ACASH/CEO/REOs/HEPC/HHEC/CCIC
6. Guard file.