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# **Right to Information**

**YEAR 2005**

**DIRECTORATE OF SERICULTURE M.P.  
LOWER BASEMENT, SATPURA BHAWAN, BHOPAL**

## INTRODUCTION

Madhya Pradesh is regarded as non-traditional state in mulberry silk production. Madhya Pradesh Government efforts in 1955 with establishing few mulberry centers in districts of Indore district and these efforts further intensified with the creation of a separate Directorate of Sericulture in 1984. Directorate of Sericulture under Rural Industries Department in the State Govt.

## OBJECTIVES

Objectives of Directorate of Sericulture

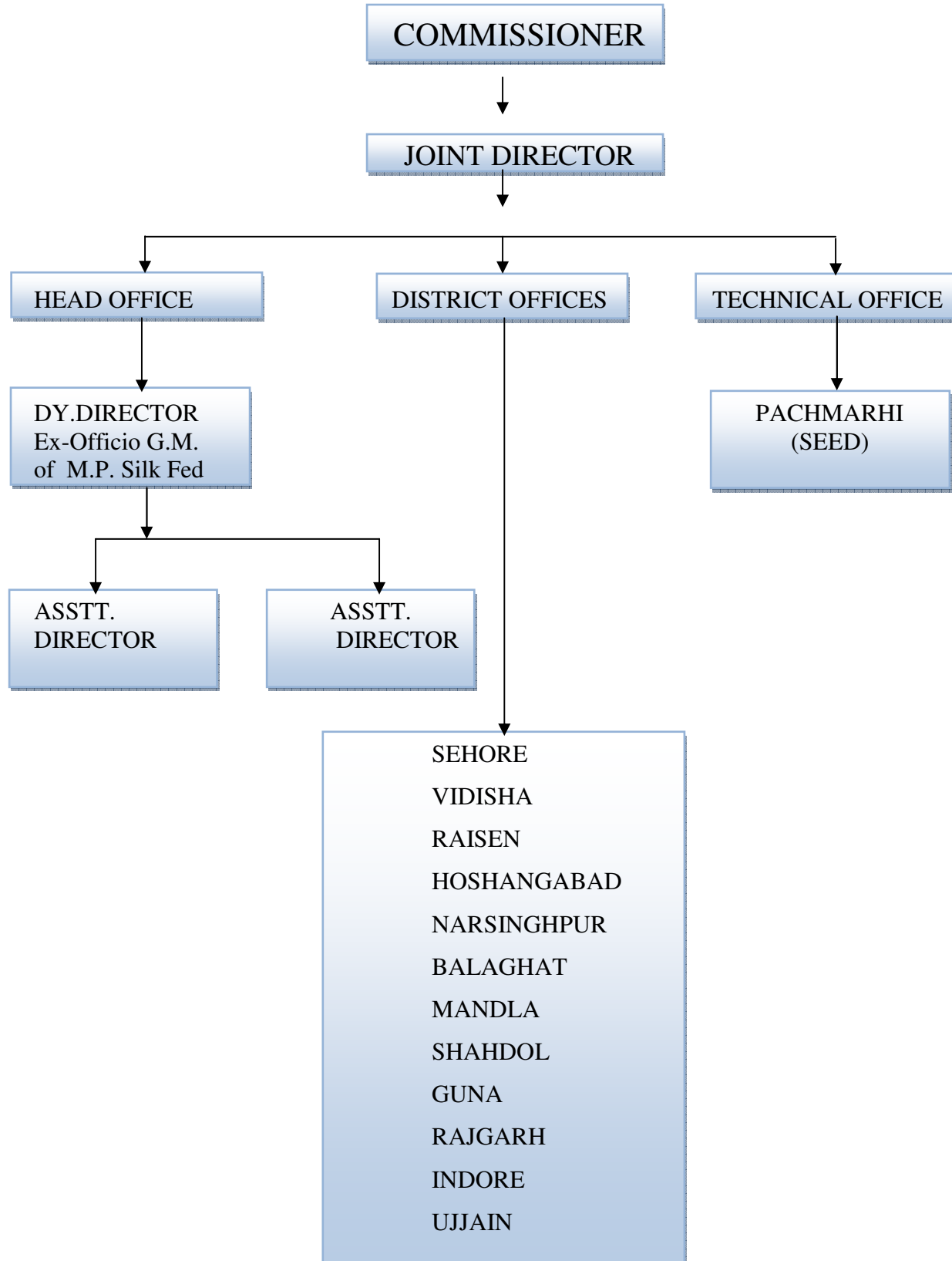
1. Creation of self employment opportunities through sericulture schemes.
2. To promote traditional tasar culture and nature grown tasar cocoon collection activities.
3. To make sericulture people oriented and commercial activity.
4. Production of silk yarn as per requirement of the weavers of the state and to provide them at appropriate prices.
5. To make efforts for qualitative improvement in cocoon and yarn through skill up gradation and technology transfer for making sericulture products market oriented.
6. To ensure active participation of beneficiaries in management of sericulture and to create self helping spirit amongst the beneficiaries, for which usufruct ownership right of mulberry plantations would be provided to beneficiaries.
7. To promote plantation of mulberry in private sector as additional income generating activities.
8. To promote establishment of silk reeling units in private sector, for value addition of silk cocoon by converting it into silk yarn.
9. Development of sericulture activities by way of cooperative and group working methods.
10. Multiplication of nature grown eco-races and seed farms to promote production of quality Disease Free Laying of silkworm.

State Government's policy regarding Rural Industries, emphasizes that women beneficiary would be preferred in the sector. On the basis of this policy following objectives under Directorate Sericulture has been added.

- a. To increase active participation of women beneficiaries in sericultural activities.
- b. To promote technological upgradation in the fields where mostly beneficiaries are women.
- c. To create a system for technological upgradation in the field of raw material production, marketing and management to support women beneficiaries.

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## DEPARTMENTAL ORGANIZATION

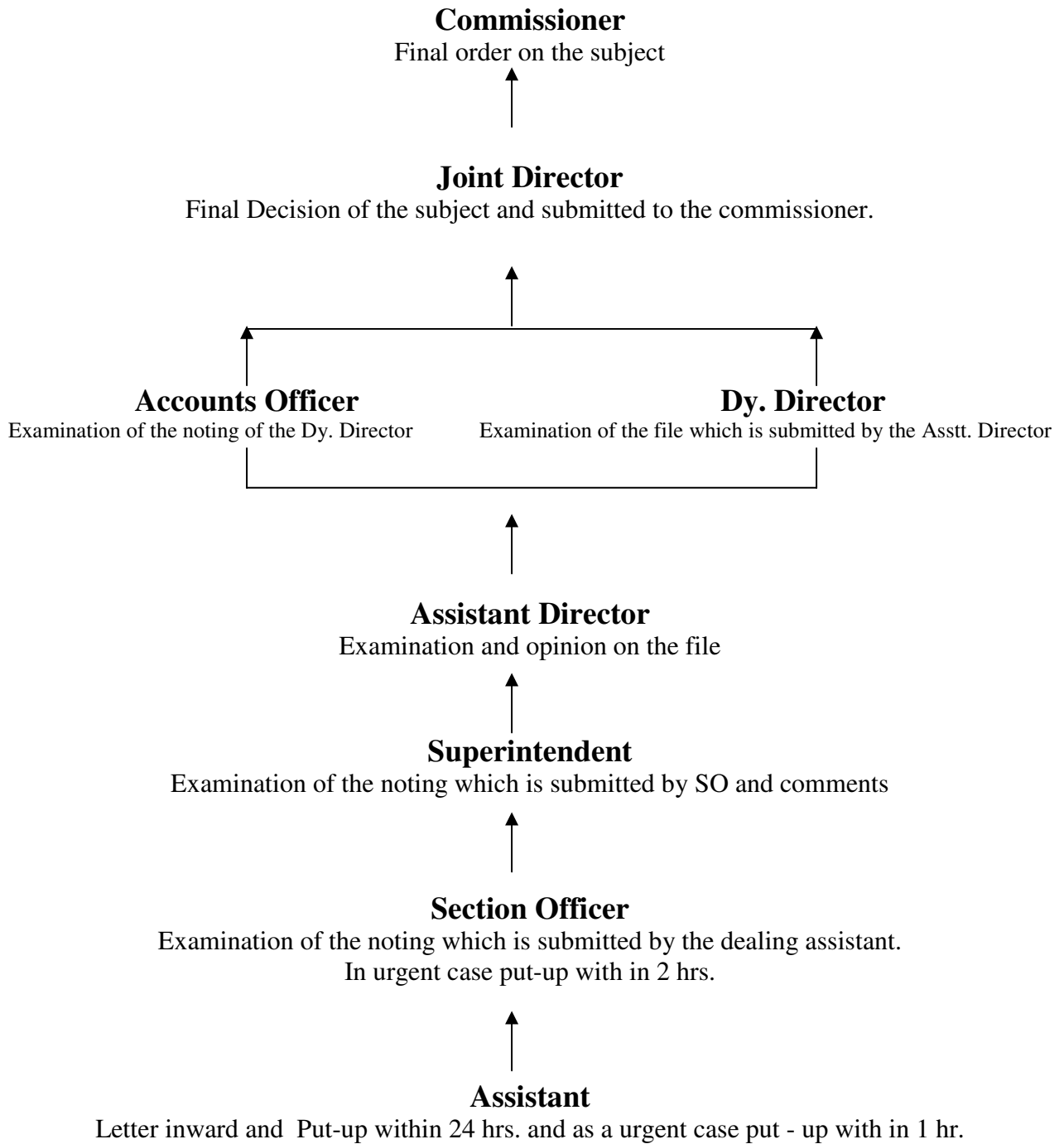


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S.No.	Unit/Section	Functions performed
1	2	3
1	Administrative Section (Establishment)	Post creation, Appointment, Seniority list Promotion, Transfer, Deputation, Leave Retirement Pension, Court Case, Pay fixation, Increment Personal file.
2	Accounts	Drawing & Disbursement, G.P.F. Pass Book maintenance, T.A. Medical Bills.
3	Stores	Maintenance of Store.
4	Record Room	Maintenance of Office Record.
	Others	
5	Technical Section	Supply of DFL's, Monitoring & Evaluation
6	Coordination	Lok Sabha, Vidhan Sabha.
7	Basic facility	Construction of Building Work etc.
8	Publicity	Exhibition, Fair. National festival. Publicity work. Film show, Bulletin, Pamphlet
9	Training	Departmental Refresher course, outside State & within State.
10	Plan	Five year plan, yearly plan, Analysis of achievement, Data, Project.
11	Budget	Budget allocation, Supplementary Budget, Budget Control and Monitoring, New item proposed etc.
12	Computer	Information Technology. All type of database and website updates.

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S.No.	Name	Designation	Remuneration	Duties
1.	Shri M K Singh	Commissioner	18000-22400	Administrative Control
2.	Dr. H. K. Chaturvedi	Jt. Director	12000-16500	Administrative control Head of office
3.	Dr. Y. P. Saxena	Dy. Director and G.M. Silk Federation	10000-15200	Administrative Control, Evaluation & monitoring of Sericulture Technical areas. Production input output. Post cocoon activity and Marketing. Physical achievement & Financial Targets.
4.	Smt. Seema Jain	Asstt. Director	10000-15200	Administration & Control. Conduction of Sericulture scheme in planed manner. Fixation of Responsibility.
5.	Shri. Yogesh Kumar Parmar	Asstt. Director	8000-13500	Drawing & Disbursing.



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**A) Time norm, if decided by the organization II/S 41 (1)(i)**  
**B) Quality Norms, if decided by the organization.**  
**C) Quantity target, for the office work to be done in the year.**

	Ordinary	Urgent
Assistant	24 hrs	1 hr.
Section Officer	2 days	2 hrs.
Superintendent	4 days	4 hrs
Assistant Director	4 days	8 hrs.
Dy. Director	3 days	12 hrs.
Accounts Officer	3 days	1 day
Joint Director	7 days	1 day
Commissioner	7 days	1 day

**5** This PDF was made with the DEMO version of PDFtypewriter. The full version will not add this text to your PDFs. You can purchase the full version at <http://ctdeveloping.com>  
List of Acts, Rules, Regulations, Manuals, Circulars  
with the functioning of office constituting the organization.  
(Original text to be given in electronic form) U/S 4.1 (b) (v)

### **Acts**

3954-664-B-52-97 (k)

### **Rules**

Revolving fund rules 1997

### **Regulations**

As per Govt. Rules

### **Manuals**

Available in Head Office Library

### **Circulars**

Available in Head Office Library



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S.No.	Name of Document	Kind of Document like microfilm, Register. Books. Diskette etc/	Nature and Content of Document	Duration of records
1	Library	Register	Books, Rules, Circulars, Manuals, Administrative Annual Reports. Indian Silk Book, Technical Books,	As per Govt. Rule
2	Record Room	Register	Office Records	As per Govt. Rule
3	Establishment	Register	Post creation, Appointment, Seniority list Promotion, Transfer, Deputation, Leave Retirement Pension, Court Case, Pay fixation, Increment Personal file.	As per Govt. Rule
4	Accounts	Register	Drawing & Disbursement, G.P.F. Pass Book maintenance, T.A. Medical Bills.	As per Govt. Rule
5	Stores	Register	Maintenance of Store.	As per Govt. Rule
6	Record Room	Register	Maintenance of Office Record.	As per Govt. Rule
7	Technical Section	Register	Supply of DFL's, Monitoring & Evaluation	As per Govt. Rule
8	Coordination	Register	Lok Sabha, Vidhan Sabha.	As per Govt. Rule
9	Basic facility	Register	Construction of Building Work etc.	As per Govt. Rule
10	Publicity	Register	Exhibition, Fair. National festival. Publicity work. Film show, Bulletin, Pamphlet	As per Govt. Rule
11	Training	Register	Departmental Refresher course, outside State & within State.	As per Govt. Rule
12	Plan	Register	Five year plan, yearly plan, Analysis of achievement, Data, Project.	As per Govt. Rule
13	Budget	Register	Budget allocation, Budget Control Supplementary Budget, and Monitoring, New item proposed etc.	As per Govt. Rule

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## 7. Structure of committees in which public representatives are members including

- \* Name of the Committee
  - \* Copy of the Order / Circulars for formation
  - \* Functions
  - \* Members
  - \* Duties and responsibilities
  - \* Accessibility of minutes for public U/S 4.1 (b) (vii)
- I. Proceeding, Minutes of the Meetings (copy to be made available and be given in the electronic form with hypertext link ).

**NIL**

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I. Name of the Board, Council, Committee or including members and their qualifications. (Original text to be given in electronic form ) U/S 4.1 (b) (viii)

S.No.	Name of the Body	Name of the members	Qualifications

II. Order of the formation

(Original text ot be given in electronic form and to be hyper linked)

III. Charter / Memorandum of Articles of Association.

(Original text to be given in electronic form and to be hyper linked)

IV. Govt. instruction for the way in which meeting will be conducted. (Original text to be given in electronic form and be hyper linked)

V. Whether open to public or not

VI. Availability of the proceedings . minutes of the last meetings

(Original text to be given chronologically in electronic form and to be hyper linked)

**NIL**

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S.No.	Name	Designation	Address
1	Mr. M. K. Singh	Commissioner	Directorate of Sericulture Satpura Bhawan Bhopal
2	Dr. H. K. Chaturvedi	Joint Director	
3	Dr. Y. P. Saxena	Dy. Director	
4.	Ms. Seema Jain	Asstt. Director	
5.	Mr. Yogesh Kumar Parmar	Asstt. Director	
6.	Ms. Farhat Khan	Field Officer	
7.	Mr. Sunil Shrivastava	Field Officer	
8.	Mr. S.K. Nigam	Field Officer	
9.	Mr. P.C. Jain	Field Officer	
10.	Mr. K.M. Kankane	Field Officer	
11.	Mr. S.V. Sant	Field Officer	
12.	Mr. Narendra Ardharyu	Field Officer	
13.	Smt. Sujata Rajjada	Field Officer	
14.	Mr. S.C. Agarwal	Superintendent	
15.	Mr. S.S. Malviya	Superintendent	
16.	Mr. K.L. Malviya	Jr. Account Officer	
17.	Mr. R. K. Khatri	Jr. Account Officer	
18.	Mr. Yashwant Barve	Stenographer	
19.	Mr. Shiv Charan Ahirwar	Stenographer	
20.	Mr. K.R. Pawar	Stenographer	
21.	Ms. Savita Shelley Narula	Steno Typist	
22.	Ms. Sudha Sahu	Steno Typist	
23.	Mr. Narendra Bhawsar	Steno Typist	
24.	Mr. Baby John	Asstt. Superintendent	
25.	Mr. S.P.S. Tomar	Asstt. Superintendent	
26.	Mr. Santosh Kapse	Asstt. Superintendent	
27.	Mr. Mahendra Kumar Saxena	Asstt. Statistic Officer	
28.	Mr. Gyani Rotiya	Field Investigator	
29.	Mr. P.N. Dhuriya	Field Investigator	

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30.	Mr. Firdos Ghandi	Junior Typist	
31.	Mr. Jose Verghese	Asstt. Grade - II	
32.	Mr. Ravindra Manawat	Asstt. Grade - II	
33.	Mr. Inderjeet Chauhan	Asstt. Grade - II	
34.	Mr. Vinod Kumar Rajput	Asstt. Grade- II	
35.	Ms. Geeta Malviya	Asstt. Grade - II	
36.	Mr. Paresh Durfae	Asstt. Grade - II	
37.	Mr. Nitin Sonavane	Asstt. Grade- II	
38.	Ms. Krishana Devi Tomar	Asstt. Grade- III	
39.	Ms. Neelam Saxena	Asstt. Grade- III	
40.	Mr. Kishore Ghumade	Asstt. Grade- III	
41.	Ms. Pratibha Mandaogade	Asstt. Grade- III	
42.	Mr. Manmohan Shrivastava	Asstt. Grade- III	
43.	Mr. Bharat Bhushan Jhariya	Asstt. Grade- III	
44.	Ms. Mithlesh Besore	Asstt. Grade- III	
45.	Mr. Rajesh Sharma	Asstt. Grade- III	
46.	Mr. Vinod Kumar Khanna	Asstt. Grade- III	
47.	Ms. Pushpa Batham	Asstt. Grade- III	
48.	Ms. Vimlesh Singh	Asstt. Grade- III	
49.	Ms. Leela Bathem	Asstt. Grade- III	
50.	Mr. Bhagwan Das Malviya	Asstt. Grade- III	
51.	Ms. Nirmala Kumhare	Asstt. Grade- III	
52.	Mr. S. K. Piple	Asstt. Grade- III	
53.	Mr. L. P. Sahu	Asstt. Grade- III	
54.	Mr. Deepak Sethi	Asstt. Grade- III	
55.	Mr. Khem Chandra Ahirwar	Asstt. Grade- III	
56.	Mr. Surendra Singh Rathore	Asstt. Grade- III	
57.	Ms. Sushila Dhuriya	Asstt. Grade- III	
58.	Ms. Santoshi Bade	Asstt. Grade- III	
59.	Ms. Jyoti Hemrajani	Asstt. Grade- III	
60.	Mr. Jaiprakash Bathem	Asstt. Grade- III	
61.	Ms. Tajwar Qureshi	Junior Seri. Inspector	
62.	Ms. Sunita Sharma	Junior Seri. Inspector	
63.	Ms. Basanti Verma	Senior Seri. Inspector	
64.	Mr. Salim Ahmed	Driver	

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65.	Ms. Anand Mohd.	Driver	
66.	Mr. Vinod Kapoor	Driver	
67.	Mr. Malkhan Singh Verma	Driver	
68.	Mr. Dayasagar Dwivedi	Peon	
69.	Mr. Brijesh Srivastava	Peon	
70.	Mr. Devsharan Verma	Peon	
71.	Ms. Deepa Methil	Peon	
72.	Ms. Kalpana Patil	Peon	
73.	Ms. Sheela Sharma	Peon	
74.	Mr. Ramesh Chandra	Peon	
75.	Mr. Ramlal Bhaiyalal	Peon	
76.	Mr. Buddhu Prasad	Peon	
77.	Mr. Gouri Shankar	Operative	
78.	Mr. Prakash	Sweeper	
79.	Mr. C.P. Tiwari	Cum-Secy.	
80.	Mr. Aklesh Verma	Steno Typist	
81.	Mr. Kailash Hirve	Driver	
82.	Mr. Narayan Kushwah	Driver	

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S.No.	Name	Designation	Remuneration (July 2007)	Compensation
1	Mr. M. K. Singh	Commissioner	85381/	As per MP Govt. Rules
2	Dr. H. K. Chaturvedi	Joint Director	41513/	
3	Dr. Y. P. Saxena	Dy. Director	36628/	
4.	Ms. Seema Jain	Asstt. Director	31912/	
5.	Mr. Yogesh Kumar Parmar	Asstt. Director	20220/	
6.	Ms. Farhat Khan	Field Officer	22332/	
7.	Mr. Sunil Shrivastava	Field Officer	21648/	
8.	Mr. S.K. Nigam	Field Officer	23754/	
9.	Mr. P.C. Jain	Field Officer	19268/	
10.	Mr. K.M. Kankane	Field Officer	20329/	
11.	Mr. S.V. Sant	Field Officer	23044/	
12.	Mr. Narendra Ardharyu	Field Officer	22332/	
13.	Smt. Sujata Rajjada	Field Officer	22332/	
14.	Mr. S.C. Agarwal	Superintendent	21022/	
15.	Mr. S.S. Malviya	Superintendent	23495/	
16.	Mr. K.L. Malviya	Jr. Account Officer	18971/	
17.	Mr. R. K. Khatri	Jr. Account Officer	18196/	
18.	Mr. Yashwant Barve	Stenographer	17765/	
19.	Mr. Shiv Charan Ahirwar	Stenographer	16638/	
20.	Mr. K.R. Pawar	Stenographer	20652/	
21.	Ms. Savita Shelley Narula	Steno Typist	12166/	
22.	Ms. Sudha Sahu	Steno Typist	10839/	
23.	Mr. Aklesh Verma	Steno Typist	10839/	
24.	Mr. Narendra Bhawsar	Steno Typist	10839/	
25.	Mr. Baby John	Asstt. Superintendent	20270/	
26.	Mr. S.P.S. Tomar	Asstt. Superintendent	21686/	
27.	Mr. Santosh Kapse	Asstt. Superintendent	22203/	
28.	Mr. Mahendra Kumar Saxena	Asstt. Statistic Officer	26080/	
29.	Mr. Gyani Rotiya	Field Investigator	20652/	
30.	Mr. P.N. Dhuriya	Field Investigator	16201/	

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31.	Mr. Nilesh Chandra Bhatnagar	Asstt. Grade - II	18971/	
32.	Mr. Jose Verghese	Asstt. Grade - II	13176/	
33.	Mr. Ravindra Manawat	Asstt. Grade - II	14109/	
34.	Mr. Inderjeet Chauhan	Asstt. Grade - II	14109/	
35.	Mr. Vinod Kumar Rajput	Asstt. Grade- II	13592/	
36.	Ms. Geeta Malviya	Asstt. Grade - II	13592/	
37.	Mr. Paresh Durfae	Asstt. Grade - II	13851/	
38.	Mr. Nitin Sonavane	Asstt. Grade- II	13592/	
39.	Ms. Krishana Devi Tomar	Asstt. Grade- III	11924/	
40.	Ms. Neelam Saxena	Asstt. Grade- III	11924/	
41.	Mr. Kishore Ghumade	Asstt. Grade- III	12817/	
42.	Ms. Pratibha Mandaogade	Asstt. Grade- III	13075/	
43.	Mr. Manmohan Shrivastava	Asstt. Grade- III	10887/	
44.	Mr. Bharat Bhushan Jhariya	Asstt. Grade- III	11231/	
45.	Ms. Mithlesh Besore	Asstt. Grade- III	10972/	
46.	Mr. Rajesh Sharma	Asstt. Grade- III	12041/	
47.	Mr. Vinod Kumar Khanna	Asstt. Grade- III	12425/	
48.	Ms. Pushpa Batham	Asstt. Grade- III	10887/	
49.	Ms. Vimlesh Singh	Asstt. Grade- III	11231/	
50.	Ms. Leela Bathem	Asstt. Grade- III	11231/	
51.	Mr. Bhagwan Das Malviya	Asstt. Grade- III	10611/	
52.	Ms. Nirmala Kumhare	Asstt. Grade- III	11137/	
53.	Mr. S. K. Piple	Asstt. Grade- III	13771/	
54.	Mr. L. P. Sahu	Asstt. Grade- III	13399/	
55.	Mr. Deepak Sethi	Asstt. Grade- III	10605/	
56.	Mr. Khem Chandra Ahirwar	Asstt. Grade- III	10972/	
57.	Mr. Surendra Singh Rathore	Asstt. Grade- III	10386/	
58.	Ms. Sushila Dhuriya	Asstt. Grade- III	11924/	
59.	Ms. Santoshi Bade	Asstt. Grade- III	10887/	
60.	Ms. Jyoti Hemrajani	Asstt. Grade- III	12558/	
61.	Ms. Tajwar Qureshi	Junior Seri. Inspector	14692/	
62.	Ms. Sunita Sharma	Junior Seri. Inspector	13075/	
63.	Ms. Basanti Verma	Senior Seri. Inspector	15886/	
64.	Mr. Salim Ahmed	Driver	14383/	
65.	Mr. Azaz Mohd.	Driver	14061/	



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66.	Mr. Manoj Kishore	Driver	10736/	
67.	Mr. Malkhan Singh Verma	Driver	11246/	
68.	Kailash Hirve	Driver	12315/	
69.	Narayan Kushvah	Driver	11296/	
70.	Mr. Dayasagar Dwivedi	Peon	9988/	
71.	Mr. Brijesh Srivastava	Peon	8813/	
72.	Mr. Devsharan Verma	Peon	8545/	
73.	Ms. Deepa Methil	Peon	8437/	
74.	Ms. Kalpana Patil	Peon	8381/	
75.	Ms. Sheela Sharma	Peon	8477/	
76.	Mr. Ramesh Chandra	Peon	8813/	
77.	Mr. Ramlal Bhaiyalal	Peon	9316/	
78.	Mr. Buddhu Prasad	Peon	9316/	
79.	Mr. Gouri Shankar	Operative	9726/	
80.	Mr. Prakash	Sweeper	8437/	
81.	Mr. C.P.Tiwari	Cum.Secy.	21093	
82.	Mr. Jaiprakash Bahhem	Asstt.Grade III	10972	

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NON-PLAN

S.No.	Budget Head	Name of Work	Year	Allocation (in lakhs)	Expenditure up to Dec.08 (in lakhs)
1	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3778	Salary and Office Expenditure	2008-09	672.07	410.45
2	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 2304	Salary and Office Expenditure	2008-09	97.33	59.82
3	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3777		2008-09	108.29	63.25
4	Demand No. 56 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3394		2008-09	51.17	23.65
5	Demand No. 80 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3777		2008-09	17.73	5.90
6.	Demand No. 80 Major Head 2851 Sub Major Head 107 Sericulture Scheme Code 3394		2008-09	100.35	69.09
7.	(5852) Establishment of 2 Mini ITI	Directorate of Sericulture	2008-09	2.11	1.15

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B Norms for selection of the beneficiary (original text of circular to be given in Electronic form)

C Detailed information  
PLAN

Sl. No	Name of Programme	Administrative Department	Year	Amount Allotted (in lakhs)	Expenditure upto Dec.08 (in lakhs)
1	(2731) Training and Research	Directorate of Sericulture	2008-09	235.00	75.84
2	(6778) Integrated Cluster Development Programme	Directorate of Sericulture	2008-09	164.00	150.53
3	(6875) Eri Sericulture Development and Extension Programme	Directorate of Sericulture	2008-09	71.10	27.48
4	(6779) Promotion and Documentation	Directorate of Sericulture	2008-09	50.00	-
5	(6794) Entrepreneur Help of Self Help Group and NGOs	Directorate of Sericulture	2008-09	126.00	59.61
6	(6795) Special Project	Directorate of Sericulture	2008-09	23.79	-
7	(8808) Information Technology	Directorate of Sericulture	2008-09	11.72	3.22
8	(5146) Development of Tasar Sericulture Extension Programme	Directorate of Sericulture	2008-09	388.73	289.08
9	(3777) Sericulture Development Activity	Directorate of Sericulture	2008-09	617.52	413.45
10	(6328) Catalytic Development Programme	Directorate of Sericulture	2008-09	1859.59	223.65
11.	(6336) Irrigation facility & other construction work	Directorate of Sericulture	2008-09	108.12	57.78
12.	Demand No. 80 - 5850 Mulberry Swalamban Scheme	Directorate of Sericulture	2008-09	126.57	89.46

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S.No.	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession

**NIL**

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S.No.	Categories	Hard Copy	Electronic Form
1	Annual Administrative Report	Yes	No
2	Yearly Plan	Yes	No
3	Five Year Plan	Yes	No

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S.No.	Facility	Name of incharge and Contact	Duration of opening *time to be given)	Contact no. Telephone no. & Fax
1		Dr. Y. P. Saxena, Dy. Director Dicrotate of Sericulture Lower Basement Satpura Bhawan Bhopal M.P.	10.30 am to 5.30 pm.	0755- 2550748

16 Information about the PIO/ Designation/ Working period  
U/S 4.1 (b) (xvi)  
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* Name	Dr. Y. P. Saxena
* Designation	Dy. Director
* Tel. No.	0755 - 2550748 (O)
* e-mail address	seribpl@mp.nic.in
* Place of Work and Address	Directorate of Sericulture Lower Basement, Satpura Bhawan, Bhopal
* Contact hours for public	10.30 am. to 5.30 pm.

17  
(vii)  
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NIL