

## **Proactive disclosure as per RTI Act 2005**

Pursuant to section 4(1)(b) of the right to Information Act 2005

### **I.Contents**

Common Facility Service Centre, Changanacherry has altogether 13 sections out of which 7 sections are related with office administration and remaining sections for providing service to the public.

**a) Accounts (A):** Preparation of all kinds of bills, preparation of budgets, expenditure statement, reconciliation work maintain matters/registers related to FBS, other compulsory deposits schemes and advances, Matters related to GPF advances updation of Passbooks of LIC, GIS, SLI,GPF & works entrusted by DD

**b) B Section:** Files related to Building rent, Tax HT Electricity charges, matters relating to Training Programmes, Project research works, seminars, Apprenticeship, Factory License, Matters related to consortium, Miscellaneous, Stock register of office furniture & file related to auction, work entrusted by DD.

**c) Cash(C):** Matters related to Cash Books, Reciept book PA registers, Remittance registr, Treasury bill book and other related registers, Registers of DD/Cheque and works entrusted by DD.

**d) Establishment Part I:** Papers related to Establishment matters and maintaining service book and the Registers related to the subject.

**e) Establishment Part II:** Right to Information, Stationary & Printed forms, Papers related to audit inspection reports and clearance of audit objection & works entrusted by DD

**f) D Section:** Matters related to Lab testing, Quality control testing, work orders of lab, Tool Room, Rubber & Plastic Sections. Information duty & works entrusted by DD.

**g) S Section:** Files related to Action Plan, AMC Repairs & maintenance, Building Maintenance, Purchase of Machieries, Tools, Calibration, ISO, VAT return Business Incubation Centre & works entrusted by DD.

### **Other sections/Divisions of CFSC**

**Training Division:** Facilitating technical training to prospective Entrepreneurs and for students from educational institutions.

**Rubber Section:** Providing machinery for the production of rubber products.

**Plastic Division:** Providing machinery for entrepreneurs in the field of plastic for production and recycling of plastics.

**Tool Room:** Providing facilities for the designing and manufacturing of Tools & Dies for rubber & Plastic Industries.

**Physical Laboratory and Chemical Laboratory:** Providing services for the chemical & physical testing of rubber products, plastic products, raw materials & chemicals.

II . As above

III . In the office sections procedure followed in the decision making process is as shown below

Clerk---Office Manager---Deputy Director

In other Sections/Divisions :

A) Training Division: Machine Operator----Assistant Director---Deputy Director

B) Rubber Section : Machine Operator----Assistant Director---Deputy Director

C) Tool Room : Machine Operator----Assistant Director---Deputy Director

D) Plastic Division: Machine Operator----Foreman -----Assistant Director---Deputy Director

E) Physical Lab: Lab assistant----Analyst----Technical Assistant (PT)----Deputy Director

F) Chemical Lab: Lab assistant----Analyst (CT)---Junior Scientific Officer---Technical Assistant----Deputy Director

IV . The norm set for discharge of functions in all the sections in the office are as stipulated in MOP. In establishment in addition to MOP KSR & KSSR are also followed. Store Purchase Manual is followed for purchase & disposal of machinery and other items.

V. As Above

VI. Files and Registers of concerned Section

VII. NA

VIII . NA

IX.

Najeeb.P.A, Deputy Director - 9447318503

Arjunanpillai.R, Assistant Director(Tool Room) - 9446594808

Parameswaran, Assistant Director(Training) - 9447261731

Shan P.R Foreman(Plastic) - 9895632030

Office Manager (now vacant) - 0481 2720311

X. ....

XI. Head of Account 2851-00-101-96-34-(Other Charges)Plan

Allocated Amount – Rs.35,00,000/- for 2017-18 for the modernization of CFSC

XII. NA

XIII. NA

XIV. Available in the Website

XV. Available in the Website

XVI. Available in the Website

XVII

Najeeb P.A.

State Public Information officer  
&  
Deputy Director