

Programme Member Information

12

**INFORMATION ON AREA OF ACTIVITIES OF COFFEE BOARD
UNDER SECTION 4 (1) (B) OF RTI ACT 2005**

(i) PROCUREMENT RELATED INFORMATION:

Information available under the head "**Notifications/Advertisements**" and "**Results of Advt/Tender Notifications**" in the Board's website

(ii) PUBLIC PRIVATE PARTNERSHIP:

(a) RESEARCH: Central Coffee Research Institute under the umbrella of Coffee Board is engaged in conducting research in the field of coffee crop since 1925 and many technologies have been evolved for the productive and economic cultivation of coffee. Under changed scenario, in order to make the research activities of the Coffee Board further more meaningful, productive and user friendly, it is necessary to have collaboration with different National and International expertise institutions. CCRI has collaborative research project with the following National Institutions.

- University of Agricultural Sciences (UAS), GKVK, Bangalore
- University of Agricultural Sciences (UAS), Dharwad
- Kuvempu University, Shankargatta, Shimoga
- Meta Helix Life Sciences, Bangalore
- Department of Bio-Technology (DBT), New Delhi
- Central Food Technological Research Institute (CFTRI), Mysore
- Centre for Cellular Micro Biology (CCMB), Hyderabad
- Madurai Kamaraj University (MKU), Madurai
- Tamilnadu Agricultural University, Coimbatore
- ICAR and IHR institutes
- Institute of Wood Science and Technology, Bangalore
- Pest Control, India, Bangalore- IPM strategic research initiative

Multi Institutional National Projects

1. Multi-institutional Network programme on "Biotechnological Approaches for Coffee Improvement" 1999- 2004 sponsored by DBT, New Delhi, involving CCRI, Coffee Board, CCMB, Hyderabad, CFTRI, Mysore, MKU, Madurai, UAS, Bangalore and IISc, Bangalore
2. Multi-institutional Network programme on " Indian Coffee Genome Research Programme - 2007- 2010 - sponsored by DBT, New Delhi, involving CCRI, Coffee Board, CCMB, Hyderabad, CFTRI, Mysore, MKU, Madurai, UAS, Bangalore.
3. "Production and promotion of Neem Based pesticides as environment friendly, Biodegradable alternative to Chemical pesticides" 2007 - 2009 funded by Ministry of Chemicals and Fertilizers
4. Development of arabica plants resistance to White Stem Borer- A DBT sponsored multi institutional bio-technology project -2010-2013.

CCRI has also undertaken collaborative project with the following International organizations.

- Natural Resources Institute, Greenwich University, United Kingdom
- CIRAD, Montpellier, France
- IRD, Montpellier, France.
- CABI, Biosciences, U.K
- University of Trieste, Italy
- CIFC, Portugal
- Food and Agricultural Organization (FAO)
- International Coffee Organization(ICO) & Common Fund for Commodities (CFC)
- International Coffee Genome Network, France

International Collaborative projects

1. "Pathology and improvement of coffee for the main diseases" (1990-1994) Collaborating Institution/ County are (i) CIFC, Portugal, (ii) CCRI, India (iii) Coffee Research Station, Malawi and (iv) School of Biological Sciences, Norwich, United Kingdom.
2. "Development of sex Pheromone system for the control of Coffee White Stem Borer – (1996 -1998) Natural Resource Institute, University of Greenwich, U.K and CCRI, India.
3. Indo French collaborative project on the development of Bt genes for coffee 1995- 1998
4. Multi country ICO-CFC project on "Integrated Management of Coffee Berry Borer" 1998-2001 involving (i) CCRI, India (ii) CABI-Bioscience, London. Other participating countries are Colombia, Mexico, Ecuador, Guatemala, Honduras and Jamaica.
5. ICO/CFC/FAO Multi Country Global project on "Enhancement of Coffee quality through prevention of Mould formation" 2000-2005
6. Multi country ICO-CFC project on " Integrated stem borer management in small holder coffee farms in India, Malawi, Kenya and Zimbabwe. 2002-2007.
7. Multi country ICO-CFC project on Increasing the resilience of coffee plants to leaf rust – 2008-12 involving India , Kenya, Zimbabwe, Rwanda and Uganda sponsored by ICO-CFC



VIGILANCE DIVISION
BANGALORE

LIST OF POSTS IDENTIFIED AS SENSITIVE POSTS IN COFFEE BOARD

SL.No	Name of the Posts
1	Joint Director (Extension)
2	Deputy Director (Extension)
3	Deputy Director (Research)
4	Senior Liaison Officer
5	Liaison Officer (Erstwhile Junior Liaison Officer)
6	Junior Liaison Officer (Erstwhile Asst. Extension Officer -Gr.I)
7	Extension Inspector
8	Deputy Secretary/Assistant Secretary – Plan Fund A/cs and Non Plan Fund A/cs
9	Public Relations Officer
10	Deputy Secretary (Promotion)
11	Deputy Secretary, CCRI
12	Assistant Secretary (Administration)/ Welfare/Recruitment/Claims/Vigilance
13	Assistant Secretary (Exports)
14	Assistant Secretary at Research Stations/Office of the JDs(E) & DDs (E)
14	Assistant Secretary (Erstwhile Sales Officer) attached to the Promotional Units viz, ICHs/ICB/ICD
15	Senior Clerks/Junior Clerks dealing with Cash/Stores Sections/Subsidy files
16	Senior Clerks/Junior Clerks dealing with transfers and postings and Vigilance matters
17	Senior Clerks/Junior Clerks dealing with claims viz., Medical reimbursement/TA bills/ HBA/CPA/ Tuition fee etc.,

COFFEE BOARD
BANGALORE

No.ADM/EB.I/2008-09/ 764.

Dt: 19-05-2008.

OFFICE MEMORANDUM

Sub: Transfer guidelines -2008.

1. Coffee Board is essentially a field based organization providing various services to largely to the coffee planters and to some extent to other stakeholders in the Coffee Industry. Coffee is grown in a number of States and keeping the needs of the organization to provide adequate support in different regions, and with the changing needs in different regions, the available staff would be distributed to match the requirements from time to time. While keeping these parameters in view, due consideration will be given to the following aspects to minimize the hardship to the employees due to the transfers without compromising the needs of the organization. All transfers would be carried out usually in public interest. However, in exceptional cases the transfers on the request of the officials due to compelling personal circumstances could be considered to the extent feasible. Such requests would be considered on best effort basis especially when there are many requests for limited vacancies.
2. Transfers and postings of officers and staff will be done primarily on the basis of exigencies of service. Ordinarily they will not be disturbed from the same station within 5 years in respect of Group C and D officials. Similarly Group-A and B officers will not be disturbed from their stations within 3 years. However, this shall not be construed as a right when exigencies of service demand certain adjustments even within this normal tenure. The tenure is of 3 / 5 years is counted to the nearest transfer season instead of counting exactly 36 / 60 months from the date of the previous postings.

~~A~~

111

3. The senior Group-A officers would invariably be rotated after 3 years. Continuation beyond 3 years is considered only in exceptional circumstances in public interest or when the officer is nearing superannuation.
4. Every official after completing 3 years at a station is liable for transfer. Even if the official has specific requirements to continue in the same station after 3 years, he needs to indicate the same in advance before every transfer season.
5. The normal tenure for officers from Traditional coffee growing States posted in North Eastern Region and NTA shall be 2 years. On completion of the normal tenure in these regions invariably they would be given their place of choice. In case of officers hailing from traditional coffee growing states, completing their normal tenure without prolonged absence/leave in NTA/NER, their places of choice will invariably be considered while giving the next posting.
6. The normal tenure is not applicable in case of transfers on promotion. The posting on promotion will be issued with reference to the available vacancies and exigencies of work.
7. There are several cadres with very limited strength and the posts do not exist in all locations. The officers/officials working in those cadres may continue for periods longer than the normal tenure for want of vacancies elsewhere.
8. The general transfers would be undertaken in the months of April/May every year, since the examinations for students at various levels shall continue up to the middle of April, the transfers would be generally effected in the months of April and May every year. The aptitude and competencies of the staff would also be kept in mind while considering their postings.

H

9. To enable consideration of any personal request relating to the transfers of those officers and staff who would complete their normal tenure in the given season, they should submit their choices if any and similarly submit the reasons with adequate justification for their continuation, during the month of January of the corresponding year through proper channel. The respective controlling officers after consolidating such requests with their remarks in each cases shall forward all such requests to Head Office before the end of February of the corresponding year.
10. The Administrative Section shall process these requests and develop the proposals by the middle of April so that decision can be taken and orders can be issued in a timely manner.
11. In cases of spouses working in the Coffee Board or any other Central Government Departments efforts will be made to accommodate them to the extent feasible, subject to availability of vacancies in the respective cadres.
12. Mutual transfer requests will ordinarily be considered, provided this does not lead to the officials reverting to the previous place of posting within 3 years. However, if there are multiple requests to the same place, the cases will be considered on individual merits.
13. The scientists appointed in specific disciplines will not be considered for posting in other disciplines.
14. While effecting the transfers of scientific personnel, as far as possible, the view of the Director of Research shall be given due consideration.
15. The assurance of normal tenure will not be available to the officials who come under vigilance cloud or under disciplinary proceedings or on reinstatement after revoking suspension.

4

16. Any attempt to bring extraneous influence to bear upon the authorities in relation to the transfers will be held against the concerned officials.

Sd/-
CHAIRMAN

: BY ORDER :


SECRETARY

To,

1. All sub-offices / units of the Board
2. All sections at Head Office
3. Coffee Board SC/ST Welfare Assn.
4. Coffee Board Employees Assn.
5. CBEA (Research & Extn unit) Kalpetta, Kozhikode.



**COFFEE BOARD
BANGALORE**

No.ADM/EB.I/2008-09/4888

Dated: 21/01/2009.

CIRCULAR

Sub: General Transfers – 2009 – Regarding.

Requests for transfer from the Officers / Officials who have completed 3 years service in case of Group A & B officers and 5 years in case of Group C & D officials at their present places of working are invited in the enclosed format. They may indicate 3 places of choice for transfer in the order of preference and submit the applications duly filled to the undersigned through their Controlling Officers.

It may be noted that the indication of places of choice does not automatically mean that one of the choices will be accepted. It is only an attempt to accommodate the preferences to the extent it is practical and feasible.

The Controlling Officers are advised to process the transfer requests received at their offices and forward the same duly furnishing their comments to this office, so as to reach on or before 15.2.2009 without fail for further course of action at this end.

The applications which are incomplete / without the remarks of the Controlling Officers / delayed ones, will not be entertained.

Encl. As above.

[Signature]
21/01/09
SECRETARY

Copy to:

1. PS to Chairman
2. PA to Secretary / DP / DF
3. DR / JDR, CCRI
4. All Sections / Officers at Head Office
5. All the Regional / Divisional / Sub-Offices of the Board / Promotion Units
6. All Employees Associations / Union
7. SE Guard file

(v) CAG & PAC PARAS: Nil

(vi) CITIZENS CHARTER OF VARIOUS SERVICES:

(a) RESEARCH: LIST OF SERVICES OFFERED BY THE RESEARCH DEPARTMENT

Sl. No.	Types of Services	Service Standards	Charges for service (Rs. per sample)		
			Small Grower	Large Grower	Corporate
1.	Registration of Soil samples received from the growers, Analysis (p ^H , O.C, P & K) and furnishing of Analytical report to the growers	15 working days after receipt of samples	15	25	50
2.	Registration of Leaf samples received from the growers, Analysis (Total NPK) and furnishing of Analytical report to the growers	20 working days after receipt of samples	20	20	40
3.	Registration of Agro Chemical samples received from the growers, Analysis (Ag. Lime, Dolomite, copper Sulphate, fertilizer, organic manure, secondary and micro nutrient) and furnishing of Analytical report to the growers	10 working days after receipt of samples			
		Sample			
		Ag. Lime	20	40	50
		Dolomite	40	80	100
		Copper Sulphate	30	60	75
		Fertilizers	30	60	75
		Organic Manures	30	60	75
	Secondary and Micro nutrients	Rs. 30/- per element			
4.	Supply of quality seeds	On indenting through Extension Offices from January to March months	Rs. 200/- per kg. for both Arabica and Robusta		
5.	Supply of Bio-control agents	On demand during October Month	-		
6.	Supply of pheromone traps	On demand during March – April & October – December Months	Rs. 74/- per trap & lure		
7.	Supply of Broca Traps	On demand October – April Months	Rs. 13/- per trap & lure		

In addition to the above, services also provided to growers like supply of improved plant materials/clones, inspection & advisory to problematic estates and also training on coffee culture (management training, stipendiary training & condensed courses).

(b) EXTENSION SERVICES: TRADITIONAL AREAS

Offices	Type of services	Service Standard
SLOs/ LOs	I. Transfer of Technology related services	Completed as per Annual Action Plan
	1 Estate visits (Contact/Request / Follow-up)	
	2. Conducting Method Demonstrations	
	3. Issue of Advisory Letters	
	4. Conducting Village Level Meetings/Group meetings / Workshops	
	5. Conducting Mass Communication Programmes / Mass Contact Programmes	
	6. Conducting Training programmes	
	6. FPM workshop / meetings	
	II. Other Services.	
	1. Registration of indents from growers for supply of seed coffee	Sept – Oct. months
2. Supply of seed coffee to the indented growers	Jan – March months	
2. Registration of applications from the eligible candidates under Labour welfare measures and scrutiny	October – December months	
II. Development Support related activities:		
SLOs/ LOs	1. Registration of application for Feasibility Report from growers and Scrutiny.	5 working days
	2. Conducting field inspection by Officers & issue of Feasibility Report by the Office	30 working days
	3. Registration of Subsidy claims from the growers and scrutiny	5 working days
	4. Inspection for physical verification by the Officers, processing & forwarding of the subsidy claims from the Office to higher authority	30 working days.
DDEs	1. Registration of subsidy claims under DSS/ Mechanization scheme received from the Field Offices	5 working days
	2. Processing of subsidy claims for sanction and release of subsidy	30 working days
	3. Registration / Processing of applications under Labour welfare measure received from the Field Offices and issue of cheques	30 working days.

**(c) EXTENSION SERVICES: NORTH TRADITIONAL AREAS
(ANDHRA PRADESH & ODISHA)**

Offices	Type of services	Service Standard
SLOs/	1. Transfer of technology related services	
LO's	1.Estate visits(Contact/Request/Follow-up)	Completed as per Annual Action Plan
	2.Conducting method demonstrations	
	3.Issue of advisory letters	
	4.Conducting village level meetings/group meetings/ workshops	
	5.Conducting training programmes	
	II. Other services	
	1.Registration of indents from growers for supply of seed coffee	September – October
	2.Supply of seed coffee to the indented growers	January to March
	3.Registration of applications from the eligible candidates under Labour welfare measures and scrutiny and forwardal to DDE's office.	October –December
	III. Development Support related activities.	
1. Registration of claims received from DDEs, Office Conducting inspection of selected fields under expansion subsidy and forwardal of report to the DDE	30 working days	
2. Registration of the applications for release of subsidy to baby pulpers, field inspection for test checking/physical verification, processing and forwardal of report to DDE	20 working days	
3. Registration of the applications for release of subsidy to the drying yards, field inspection for physical verification, processing and forwardal of report to DDE	30 working days	
DDE	I. Expansion Subsidy	
	1. Forwardal of the expansion subsidy claims received from the Project Officer, ITDA to SLO/LO offices	05 working days
	2. Scrutiny/processing of Expansion subsidy claims received from Field Offices (SLO/LOs) after inspection and forwardal of the file to JDE's office	20 working days
	II. Subsidy under Quality Upgradation	
	1. Scrutiny/processing of subsidy claims for supply of baby pulpers under quality upgradation received from Field Offices (SLO/LOs) after inspection and forwardal for sanction of the amount to JDE.	15 working days
	2. Scrutiny/processing of subsidy claims for construction of drying yards under quality upgradation received from Field Offices (SLO/LOs) after inspection and release of subsidy to growers after sanction.	20 working days
	III. Labour Welfare Measures	
	Registration, Scrutiny/processing of eligible claims recommended by SLOs/LOs, sanction of the amount and release of cheques.	25 working days
JDE	Expansion Subsidy	
	Scrutiny and forwardal of the expansion subsidy file received from the DDE to the Competent Authority for approval and release of the amount to the PO, ITDA.	05 working days
	Baby Pulpers	
	Scrutiny and forwardal of the subsidy claims for supply of baby pulper file received from the DDE to the Competent Authority for approval and release of the amount to the PO, ITDA.	05 working days

(d) EXTENSION SERVICES: NORTH EASTER REGION

Offices	Type of services	Service Standard
SLOs/ LOs	I. Transfer of Technology related services	Completed as per Annual Action Plan
	1. Estate visits (Contact/Request / Follow-up)	
	2. Conducting Method Demonstrations	
	3. Issue of Advisory Letters	
	4. Conducting Village Level Meetings / Group meetings / Workshops	
	5. Conducting Training programmes	
	II. Other Services.	
	1. Registration of indents from growers for supply of seed coffee	Sept – Oct.
	2. Supply of seed coffee to the indented growers	Jan – March
	3. Activities related to raising of coffee seedlings / shade tree saplings in Group Nurseries & distribution among the identified beneficiaries	January to September
4. Registration of applications from the eligible candidates under Labour welfare measures and scrutiny	October – December	
	III. Development Support related activities:	
SLOs/ LOs	1. Registration of subsidy applications under expansion/consolidation programme from the growers and Scrutiny.	5 working days
	2. Conducting field inspection by Officers, processing & forwarding of the subsidy claims from the Office to higher authorities for sanction	30 working days
	3. Registration of application from the identified growers for supply of baby pulpers/drying trays under Quality Up-gradation programme	June– July months
JDE/DDE	1. Registration of subsidy claims received from the Field Offices	5 working days
	2. Processing of subsidy claims for sanction and release of expansion/consolidation subsidy	30 working days
	3. Process of procurement of Baby Pulper/Drying Trays under quality up-gradation and distribution to the identified beneficiaries	September to November months
	4. Registration / Processing of applications under Labour welfare measure received from the Field Offices and issue of cheques	30 working days.

(e) ACCOUNTS DEPARTMENT:

S.No.	Type of services	Service Standard
1	Settlement of Bills after receipt in Accounts Section	One week
2	Sanction of Provident Fund Advance	One week
3	Sanction Provident Fund Final Withdrawal in cases of Retirement	One month
4	Settlement of Superannuation Pensioners benefits (where records are complete in all respects)	Two months
5	Settlement of Family Pension benefits (where records are complete in all respects)	Two months (in normal cases)

(f) PROMOTION DEPARTMENT:

S.No.	Type of services	Service Standard
1	MDA Claims in respect of Exporters who attends the International Exhibitions under Market Development Assistance	21 days from the date of fulfilling all norms under MDA/ completion of all documentation
2	Other Claims such as ad. Campaign, execution of exhibition related works, etc.	21 days from the date of receipt of letter/ claims at the Section subject to fulfilling all norms

(g) EXPORT SECTION:

Sl. No.	Type of Service	Service standard
1.	Registration of requests from Exporters for issue of Registration Certificate / RCMC and issue of requisite application from the Section	3 working days
2.	Registration of completed applications received from exporters and scrutiny, issue of Exporter Registration Certificate / RCMC to the concerned applicant.	5 working days
3.	Registration of requests from Exporters for renewal of Registration /RCMC, scrutiny and issue of renewal certificates to the concerned.	5 working days
4.	Registration of requests from Exporters for filing application for export Permit / ICO Certificate of Origin, scrutiny and issue of user ID and Password to the concerned.	5 working days
5.	Scrutiny of applications received from the exporters and issue of Export Permit and ICO Certificate of Origin.	3 working day
6.	Registration of requests from the curers for issue of application for issue / renewal of Curing License	3 working days
7.	Registration of application for Curing License, scrutiny, spots Inspection and issue of Curing License.	20 working days
8.	Registration of claims received from Exporters, scrutiny , communication of approval and release.	30 working days

(vii) DISCRETIONARY AND NON-DISCRETIONARY GRANTS: Nil



COFFEE BOARD : BANGALORE

Ref: FIN/BUD/RTI/2011-12/

Date: 06.01.2012

NOTE

Sub: Implementation of Citizen Charter and service standards - Creating of Websites -reg.

The following time frame is fixed for the services shown below in respect of Accounts Department:

Settlement of Bills after receipt in Accounts section.	One week
Sanction of Provident Fund Advance.	One week
Sanction of Provident Fund Final Withdrawal in cases of retirement.	One Month
Settlement of Superannuation Pensionary Benefits where records are complete in all respects.	Two Months
Settlement of Family Pension Benefit where records are complete in all respects.	Two Months (in normal cases)
CAG & PAC Paras.	Nil
Discretionary/ Non-Discretionary Grants.	Nil

There are no CAG/PAC paras in respect of Coffee Board. *pending*

All funds are received under Budget Grants for Plan & Non-Plan expenditure. No funds are received from Government of India under discretionary / Non-discretionary Grants.

In this connection the standard timelines and citizen charter as above may be approved for hosting in the website.

sd
DF

sd
DD Acct

ANNEXURE-III

Procedure followed in the Decision / Channel of Supervision

As per the provisions of the Coffee Act, Statutory Committees are formed after constitution of each Board.

Each statutory committee is vested with powers to deliberate and decide on the specific /concerned subjects. The decisions arrived at in the statutory committees are placed before the Board for information or / for further deliberation on the subject matter. The decisions of the statutory committees / Board are implemented. The policy matters of the Board are decided in the statutory committees / Board. The constitution of the statutory committees and functions are enumerated against Sl.No.IV.

In certain cases, the Chairman being the Chief Executive of the Board is empowered to take decisions.

With regard to Channels of supervision and accessibility ^{the same shall} ~~which~~ is as per the Administrative Network of the Board. Copy enclosed. (Annexure - III A)