

THE RUBBER BOARD



**Ministry of Commerce & Industry
Government of India**

RTI Manuals

**(Information under section 4 (1) (b) of
the Right to Information Act)**

Issued by

Executive Director

**Rubber Board, Kottayam
Kerala – 686 002**

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THE RUBBER BOARD, KOTTAYAM, KERALA - 686 002

Suo motu disclosure under Section 4(1)(b) of the RTI Act, 2005

A. Introduction

The Right to Information Act 2005 (22 of 2005) was enacted by Parliament and the assent of the President was obtained on 15th June 2005. The objective of the Act is to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Section 4 (1) (b) of the Act enjoins up on every public authority to publish, suo motu, 17 Chapters containing the particulars of its organization, functions, duties, and such other particulars required in the Section *ibid*. The RTI Act was enacted by Government of India with a view to empower the citizens to get information from various Government departments, offices, organizations, institutions, local bodies, bodies owned, controlled or substantially financed, including non Government organizations substantially financed directly or indirectly by the Government, known as public authority, as a matter of right within a stipulated time frame, barring exceptions. Under the provisions of the Right to Information Act, the citizens can have access to the information of the Rubber Board except certain information as notified under Section 8 of the Act. The citizens may obtain the information about the Authority on payment of prescribed fees.

B. Procedure for Request of Information

1. Apply in writing or through electronic means in English/Hindi or in the official language of the area to the Public Information Officer (PIO), specifying the particulars of the information sought for.
2. Reason for seeking information is not required to be given.
3. Pay fees as may be prescribed (if not belonging to the Below Poverty Line category).

C. The time limit to get the information

1. 30 days from the date of filing application before the Public Information Officer
2. 35 days from the date of filing application before the Assistant Public Information Officer.
3. 48 hours for information concerning the life or liberty of a person
4. If the interests of a third party are involved, then time limit will be 40 days (maximum period + time given to the third party to make representation).
5. Failure to provide information within the specified period is a deemed refusal.

D. The fee

1. Application fee of Rs.10/- is prescribed.
2. If further fees are required, then it must be intimated in writing with calculation details of how the figure was arrived at
3. No fees will be charged from people Below the Poverty Line.
4. Remittances may be made in the form of Demand draft/Bankers cheque/Indian Postal Orders drawn in favour of the Secretary, Rubber Board, Kottayam- 686002.
5. Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

E. Ground for rejection

1. If it is covered by exemption from disclosure. (Section 8 of RTI Act, 2005)
2. If it infringes copyright of any person other than the State. (Section 9 of RTI Act, 2005)

Chapter - 1

Manual - 1

Particulars of Organization, Functions and Duties (under Section 4(1) (b) (i) of RTI Act)

The Rubber Board is a statutory body constituted by the Government of India, under the Rubber Act 1947, for the overall development of the rubber industry in the country

(i) Name and Address of the Organization :

The Rubber Board,
P.B. No. 1122, Sub-Jail Road, Keezhukunnu,
KOTTAYAM – 686 002. Kerala.
Phone : 0481 – 2301231 Fax : 0481 – 2571380
e-mail : adm@rubberboard.org.in
website : www.rubberboard.org.in

(ii) Head of the Organization :

Dr. K.N. Raghavan, IRS,
Executive Director
Phone : 0481 – 2571522
Fax : 0481 – 2570773
e-mail : exedir@rubberboard.org.in

(iii) Vision, Mission and Key Objectives

Vision

A well developed, sustainable and globally competitive natural rubber (NR) industry, capable of supplying processed rubber of international standards to domestic and world markets that enhances welfare of the entire stakeholder community and contribute substantially to national economic progress.

Mission

To function as the national level body responsible for the overall development of the Indian rubber industry through the following means.

- Formulation and implementation of schemes for the development of rubber industry in India
- Promotion of green credentials of NR and ensure environmental sustainability
- Utilization of rubber plantation development for reclamation of barren and degraded waste lands
- Supporting rubber based community development
- Making India a major rubber manufacturing hub in the world
- Serving as the interface among different segments of rubber industry stakeholders

Objectives:

- 10 % year on year increase in natural rubber production in the country.
- Area expansion of 15,000 hectares per year.
- Development of 8 lakh nos. quality planting materials per year.
- Strengthening of clusters- 50 nos. of Rubber Producers Societies (RPS)/Self Help Groups (SHG) per year.

- Promotion of Group Processing Centers at RPS level and by private investors.
- Establishment of grading facilities at Rubber Board promoted companies premises.
- Implementation of the BIS scheme on ISI certification for Indian Standard Natural Rubber and Centrifuged latex.
- Extend quality improvement and quality control support to rubber growers/processors.
- Completion of the census on natural rubber cultivated area in the country.
- Release of Annual Report on Indian Rubber Statistics by September of every year
- Dissemination of rubber prices on daily basis.
- Labour welfare measures for 15,000 beneficiaries per year
- E governance- Completion of the mobile apps on Rubber Production Extension services, integrated HR pay roll and pension, digitalization of service books of all employees and development of file tracking system

(iv) Functions and duties

The functions of the Board as defined under the Rubber Act are:

1. It shall be the duty of the Board to promote by such measures as it thinks fit the development of the rubber industry.
2. Without prejudice to the generality of the foregoing provision, the measures referred to therein may provide for:
 - a. undertaking, assisting or encouraging scientific, technological or economic research.
 - b. training students in improved methods of planting, cultivation, manuring and spraying.
 - c. supply of technical advice to rubber growers
 - d. improving the marketing of rubber.
 - e. collection of statistics from owners of estates, dealers and manufacturers.
 - f. securing better working conditions and the provision and improvement of amenities and incentives to workers.
 - g. carrying out any other duties which may be vested with the Board as per rules made under this Act.
3. It shall also be the duty of the Board:
 - a. to advise the Central Government on all matters relating to the development of the rubber industry, including the import and export of rubber.
 - b. to advise the Central Government with regard to participation in any international conference or scheme relating to rubber.
 - c. to submit to the Central Government and such other authorities as may be prescribed, half yearly reports on its activities and the working of the Act, and
 - d. to prepare and furnish such other reports relating to the rubber industry as may be required by the Central Government from time to time.

DUTIES AND FUNCTIONS OF DEPARTMENTS

Duties and functions of various Departments / Divisions of the Board are given below.

1. RUBBER PRODUCTION DEPARTMENT

The Department, headed by the Rubber Production Commissioner is responsible for planning, formulation and implementation of schemes for improvement and expansion of rubber cultivation and production. Extension/advisory service, supplies of inputs, demonstration and training for small growers etc. are also undertaken by the RP Department.

The important development schemes and activities undertaken through the Department are the following:

1. Rubber Plantation Development Scheme.
2. Production and distribution of improved planting materials.
3. Advisory and extension services to growers.
4. Demonstration of scientific planting and production.
5. Supplies of equipment and materials requiring popularization.
6. Identification of non-traditional areas suitable for rubber cultivation and planning and undertaking activities for its promotion in such areas.
7. Schemes for improvement of quality of small holders of rubber estates.
8. Block planting, group planting etc. for promotion of rubber among members of scheduled caste/scheduled tribe.
9. Promotion of Self Help Groups (SHGs) and Rubber Producers' Societies (RPSs) among small growers.
10. Training of tappers and growers
11. Arranging insurance cover for Rubber estates.
12. Promotion of Rubber cultivation among Scheduled caste / Scheduled Tribe (SC/ST) through Block planting, Group planting schemes

The central office of the Department functions at the Board's head office in Kottayam. The field services are rendered through central office, four Zonal Offices (2 in Kerala and 2 in NE region), thirty nine Regional Offices, one hundred and sixty six Field Stations, four District Development Centres, two Nucleus Rubber Estate cum Training Centre (NRETC), ten Regional Nurseries, one Central Nursery, and eighteen Tappers' Training Schools located at different rubber growing regions (15 in Traditional & Non Traditional areas and 3 in the North East region).

JURISDICTION OF RUBBER BOARD REGIONAL OFFICES

1. TRADITIONAL AND NON-TRADITIONAL AREA.

SI. No.	Name of RO	Jurisdiction details
1	Marthandom	Kanyakumari, Thirunelveli(except Chenkotta Taluk and Madhurai Districts of Tamilnadu State.
2	Thiruvananthapuram	Neyyattinkara, Thiruvananthapuram and Chirayankeezhu taluks of Thiruvananthapuram Dist in Kerala State.
3	Nedumangad	Nedumangad taluk of Thiruvananthapuram Dt.
4	Kottarakkara	Kollam and Kottarakkara taluks of Kollam Dt.
5	Punalur	Pathanapuram taluk of Kollam Dt (Kerala State) and Chenkota taluk of Thirunelveli Dt in Tamil Nadu State.
6	Adoor	Adoor taluk of Pathanamthitta Dt, Kunnathur and Karunagappally taluks of Kollam Dt and Mavelikkara and Chengannoor taluks of Alapuzha Dt.
7.	Pathanamthitta	Ranni and Kozhencherry taluks of Pathanamthitta Dt
8	Changanacherry	Changanacherry taluk of Kottayam Dt, Mallappally and Thiruvalla taluks of Pathanamthitta Dt and Cherthala, Ambalapuzha and Kuttanad taluks of Alapuzha Dt.
9	Kanjirappally	Kanjirappally taluk in Kottayam Dt and Peerumedu taluk in Idukki Dt.
10	Pala	Meenachil taluk (except Kondoor, Erattupetta, Thalappulam, Melukavu Moonnilavu, Teekoy, Poonjar south, middle & north villages) of Kottayam Dt.
11	Erattupetta	Kondoor; Erattupetta, Thalappulam, Melukavu, Moonnilavu, Teekoy, Poonjar South, middle & north villages of Meenachil taluk in Kottayam Dt:
12	Thodupuzha	Thodupuzha, and Udumbanchola taluks of Idukki Dt
13	Muvattupuzha	Muvattupuzha, Kanayannoor, Aluva, Paravur , Kunnathunadu Kothamangalam taluks of Ernakulam Dt.& Devikolam Taluk of Idukki Dist
14	Thrissur	Thrissur, Mukundapuram, Kodungalloor, Thalappilly and Chavakkad taluks of Thrissur Dt.
15	Palakkad	Palakkad , Alathur, Chittoor, Ottappalam (part) taluks of Palakkad Dt & Coimbatore Dist. of Tamilnadu
16	Mannarkkad	Mannarkkad and Ottappalam (part) taluks of Palakkad Dt
17	Nilambur	Nilambur (major part), Eranadu (part-Edamanna village only) taluks of Malappuram Dt and Gudalur Dt of TN State
18	Manjeri	Eranadu, Perinthalmanna, Tirur, Thirurangadi, Ponnani and Nilambur (part) taluks of Malappuram Dt
19	Kozhikkode	Kozhikode, Vadakara and Koilandi taluks of Kozhikode Dt and Vaithiri and Sulthan Bathery taluks of Wynad Dt
20	Thalassery	Thalassery taluk of Kannur Dt and Mananthavady taluk of Wynad Dt
21	Sreekandapuram	Thaliparamba (part) taluk. Part of Iritty taluk in Kannur dist
22	Thaliparamba	Thaliparamba (part) and Kannur taluks of Kannur Dt

23	Kanhangad	Hosdurg and Vellarikundu taluks of Kasaragod Dt
24	Kasaragod	Kasaragod & Manjeswaram taluks of Kasaragod Dt
25	Mangalore	Manglore, Bentwal, Belthangadi, Moodabidri taluks of Dakshina Kannada District; Karkala & Hebri taluk of Uduppi Dt in Karnataka State.
26	Puttur	Puttur, Kadaba & sullia taluks of Dakshina Kannada District; Hassan, Kodagu & Mysore districts in Karnataka State
27	Kundapura	Udupi (except Karkala) Uttar Kannada(Kumta, Karvar, Anchola, Honnawara , Bhatkal taluks), Dharwad Dts in Karnataka State. & Nagavally village of Shivamogga District.
28	Shivamogga	Chikkamagalur, Dharwad & Shivamogga districts of Karnataka state & Part of Utthara Kannada Dist
29	Sawantawadi	Goa, Maharashtra & Gujarat State
30	Baripada	Orissa State(except South-west portion) and Jharkand State.
31	Rampachodavaram	Andhra Pradesh State and South West portion of Orissa State

2. NORTH-EASTERN REGION.

Sl. No.	Name of RO	Jurisdiction details
32	Agartala	West Tripura District of Tripura State (Except Sonamura & Bishalgarh subdivision)
33	Udaipur	Part of South Tripura District of Tripura State
34	Santirbazar	Part of South Tripura District(Belonia, Sabroom,Santhir bazaar subdivisions)
35	Dharmanagar	North Tripura district of Tripura State
36	Ambassa	Khowai & Dhalai Districts in Tripura
37	Bisramganj	West Tripura dist part-(Sapahijala)- Sonamura, Bishalgarh subdivisions(Blocks- Charilam, Jumbuijala, Nalchar, Mohanbhog, Bishalgarh, Boxanagar & Kanthalia)
38	Guwahati	Barpeta, Nalbari, Kamrup, Tarang, Marigaon, Nagaon, Udalpuri, Baksa Districts of Assam state. West and East Garo Hills, Ri- Bhoi, West Khasi Hills and East Khasi Hills of Meghalaya State.
39	Agia	Golpara district of Assam
40	Nagaon	Nagaon, Biswanath, Karbi Anglong, West-Karbi Anglong, Hojai, Sonitpur, Lakhimpur, Demaji & Dima Hasao (Part) Districts of Assam State; East Kameng, Pakke Kameng & West Kameng districts of Arunachal Pradesh
41	Jorhat	Golaghat, Jorhat, Sivsagar, Dibrugarh, Tinsukia, Majuli, Choraiddaw Districts of Assam state. Mokokchung, Wokha (part), Mon, Twensang, & Longleng Districts of Nagaland State; Changlang, Losit, Lower Diabang Valley (part), Namsai Longding Districts of Arunachal Pradesh.
42	Tura	Entire state of Meghalaya (except -West and East Garo Hills, Ri- Bhoi, West and East Khasi Hills Districts)
43	Kajalgaon	Kokrajar, Dhubri, Bongaigaon, Chirang, districts of Assam State; Alipurduur, North Dinaipur, Jalpaiguri, Darjeeling, Cochbehar of W.Bengal state
44	Itanagar	Papumpare, East Siang, W.Siang, Lower Dibang Wally(Part), Lower Suban Siri of Arunachal Pradesh
45	Dimapur	Dimapur, Peren, Zunheboto, Kiphire, Phek, Kohima and Wokha (part) Districts of Nagaland State.
46	Silchar	Karimganj, Cachar, Hailakandi and N.C.Hills District of Assam State and States of Manipur and Mizoram.
Nucleus Rubber Estate and Training Centre (NRETC)		
47	Agartala	State of Tripura
48	Brindaban	Andamans
District Development Centre (DDC)		
49	Jenggitchakgre	States of Meghalaya, Manipur & Mizoram
50	Dharingiri	State of Assam
Rubber Research and Training Centre		
51	Hahare	State of Assam

2. ADMINISTRATION DEPARTMENT

The Administration Department consists of the following Sections and Divisions:

1. Establishment Division
 - i. Board Secretariat
 - ii. General Administration
 - iii. Personnel and Administration
 - iv. Entitlement, Career Progression and Service Matters
 - v. APAR
2. Labour Welfare Division
3. Legal Section
4. Official Language Implementation Section

Divisions under the direct control of Executive Director

5. Publicity and Public Relation
6. Planning
7. Vigilance
8. Internal Audit
9. Market Promotion
10. Engineering and Processing

The Administration Department is functioning under the direct control of Secretary and is responsible for the overall administration of the Board.

Personnel & Administration Division under the direct control of Deputy Secretary (P&A)

Board Secretariat

Main activities of Secretariat include coordinating convening the meetings of the Board and its committees, preparation of notes on agenda and minutes of the said meetings, monitoring implementation of their decisions and compilation and printing of the Annual Report of the Board.

Constitution of the Rubber Board for the period 2017 – 20

Government of India constituted a new Board for the year 2017–2020 and notified in the Gazette Nos. S.O. 1745(E) dated 30 May 2017, S.O. 2435(E) dated 1 August 2017 and S.O. 3069(E) dated 18 September 2017.

Personnel Section under the charge of Assistant Secretary (Personnel)

Assistant Secretary (Personnel) is the head of the Section with two Section Officers and five Dealing Hands working under him/her including the Section Officer dealing with transfer & posting/ deployment/ deputation of Technical cadres of RP Dept. The Dealing Hands submit the files through the Section Officers concerned.

The Section Officer-1 shall supervise the works connected promotion / transfer and posting, Reservation Rosters, Recruitment Rules, DPC / Interview, RTI Act, Representations of service organizations / officers of Group-A, B and C posts, except that of Technical Cadre, and furnish the proposal / file to Assistant Secretary (P).

The Section Officer-2 shall supervise the works connected with all matters relating to Technical Cadre such as Technical Officials, Farm Officials, RTD/ Surveyor category, their representations and all Direct recruitments, Reservation for Persons with Disabilities, maintenance of registers / records / files, maintenance of leave account, periodical statements, etc. after processing the same shall submit to Assistant Secretary (P). Major works in the division are as follows:

- o All matters related to Recruitment, selection, appointment
- o Promotion, transfer and postings
- o Framing/amendment of Recruitment Rules
- o Furnishing information under RTI Act
- o Nomination of CPIOs
- o Processing of representations on service matters of service organizations and employees
- o Maintaining reservation rules in recruitment and promotion
- o Maintenance of records and registers
- o Furnishing of periodical statements to Ministry and other organizations
- o Court cases/legal matters connected with personnel, recruitment, promotion etc.
- o Convening DPC/interview for promotion and appointments
- o Conducting written tests for recruitment
- o Compassionate appointment
- o Verification of Caste certificate
- o Processing of grievances of employees on promotion, transfer.
- o All other works assigned by Executive Director/Secretary from time to time.

Entitlement Section under the charge of Assistant Secretary (Entitlement)

Assistant Secretary (Entitlement) is the head of the Section with one Section Officer and four Dealing Hands. Major works in the division are as follows:

- o Preparation of list of employees to be retired
- o Issue of pension claim form and other related works
- o Verification of service books and leave account of retiring employees (remaining 5 years)
- o Calculation of Pension/Account encashment/Sanction & Release of Pension and related benefits.
- o Revision of Gratuity/Family pension/Cases of Resignation & Leave encashment
- o Confirmation/ Opening of service book, issue of identity cards/ Issue of memento
- o Rectification of internal audit queries
- o All types of Advances – (interest bearing and non-interest bearing)
- o Re-conveyance Deed/ Preparation of leave details of expired employees
- o GIS, PAIS, PRAN
- o Payment of cost of uniform./footwear to eligible Group C employees of the Board
- o Compilation of monthly arrear report
- o Permission to stay outside the limit of headquarters
- o Sexual harassment in work place
- o Maintenance of Attendance Register
- o Conduct of Departmental test, Typing test/Training on clerical work
- o Farm Allowance/Special Allowance to Farm Officer/Legal Assistant
- o Letter of Authorisation for Inspection Staff

- o Honorarium to Officers in disciplinary proceedings
- o Processing of files received from other Depts./Divisions
- o Lump sum incentive for acquiring higher qualification
- o Kendriya Vidhyalaya Prizes for toppers
- o Incentive/Appreciation Letter to Scientists

The Dealing Hands submit the proposals to the Section Officer and Section Officer should co-ordinate the whole work, scrutinise the files and furnish to the Asst. Secretary (E).

APAR Section - dealt by one Section Officer

Works related to APAR of all employees of the Board are done by the Section Officer.

Assistance of dealing hand will be given from Establishment Section as and when required.

General Administration Section in charge of Assistant Secretary (GA)

Establishment (GA) Section is headed by the Assistant Secretary (GA). There will be one Section Officer and six dealing hands working under him/her. The dealing hands will submit the files to the Section Officer after processing. The Section Officer after scrutinising the same will submit to the Assistant Secretary (GA). Central stationery is being looked after by a Section Officer with the assistance of an Attender and directly under the control of Asst. Secretary (GA). Stationery articles are supplied to all offices of the Board, including NE/NT region, from this stationery wing.

Major works in the division are as follows:

- o Maintenance of Head Office building
- o Purchases of local items for all Departments/Divisions
- o Centralized Inward and Despatch
- o Procurement of furniture & equipment
- o Procurement and supply of Books & Periodicals
- o Purchase of fuel for Vehicles and Generator
- o Maintenance of office vehicles including the vehicles of Regional Offices and its allotments, renewal of insurance etc.
- o Hiring of vehicles
- o Maintenance of EPABX
- o Disposal of unserviceable articles, newspapers, motor vehicles etc.
- o AMC for electric and electronic equipment of HO complex and establishments of RP Department
- o Work related to General election/By-election to Parliament/Assembly/Local Bodies
- o Execution of documents/revision of building rent pertaining to ROs/Field Stations/ Sub Offices
- o Keeping of Imprest account
- o Police protection during Bundh /Hartal
- o Flag hoisting, Pledge, Swatch Bharat Abhian etc.
- o Purchase and distribution of stationery
- o Security wing
- o Maintenance of Canteen/Garden
- o Central stationary

Service Matters Division under the direct control of Dy. Secretary (Service Matters)

Maintenance of Service Books of the employees of Rubber Board at Head Office by the SM Division. There will be two Assistant Secretaries (SM) assisted by Section Officers and Dealing Hands. Major works in the division are as follows:

- Maintenance of service books of Officials of Rubber Board
- Maintenance of Regular Leave.
- Sanction of Annual Increment.
- LTC, leave encashment of the above officials.
- ATP, Tour Diary of the above officials.
- All other works assigned by Secretary/Executive Director from time to time.

Career Progression Section

The works relating to MACP, FCS, MFCS, Career Improvement Scheme, Deputation of Officials, Salary Certificate, Experience Certificate, NOC for Passport etc. are assigned to the Section under Asst. Secretary (Career Progression). There will be an Assistant Secretary assisted by one Section Officer and three Dealing Hands. Major works in the division are as follows:

- Implementation of Career Improvement scheme for Scientists
- Implementation of Modified Flexible Complimenting Scheme/FCS for Scientists
- Implementation of Modified Assured Career Progression Scheme/ACP
- Processing of grievances of employees on MACP, MFCS & Career improvement.
- Convening DPC/Assessment Committee for MACP/ MFCS/Career Improvement
- Issue of Salary certificate, Experience certificate etc.
- Issue of NOC for outside employment
- Issue of NOC for applying passport
- Deputation of officials to outside the organization and to the Rubber Board sponsored companies by strictly following DoPT guidelines
- Forwarding applications for outside job
- Nomination of Director Board Members to various companies/outside organisation.
- Preparation of periodical statements
- All other works assigned by Secretary/Executive Director from time to time.

Labour Welfare Division

Section 8(2)(f) of the Rubber Act 1947 stipulates that the Board shall implement such measures as it thinks fit to secure better working conditions and provisions for the improvement of amenities and incentives for the rubber plantation workers. During 2018–19, the Board disbursed ₹ 188.41 lakh under various Labour Welfare schemes benefitting 14,807 rubber tappers/ plantation workers, as furnished below :

1. Educational stipend

Stipend is provided to children of rubber plantation workers for undergoing different courses of studies. The benefits include educational stipend and hostel / boarding fee to a maximum period of eight months in an academic year.

Table – 9 Educational assistance

Name of the Course	Annual Stipend (Rs.)	Hostel/Boarding fees (Rs.)
Class XI & XII	2,500	700
Degree Course	3,000	800
Post Graduate Course	3,500	800
<i>Professional/Technical Courses</i>		
<i>Certificate Course</i>	2,500	700
Diploma Course	4,000	800
Degree Course	8,000	900
Post Graduate Course	9,000	900
Ph D/ Post Doctoral Course	10,000	1,000

2) Merit Award:

There are two types of financial assistance.

i) Merit award for academic excellence

Financial assistance ranging from ₹ 2,000 to ₹ 7,000 was provided to children of rubber plantation workers who excelled in their studies.

Table – 10 Merit award for different academic streams

Name of Course	Minimum Marks/Grade	Maximum amount (₹)
SSLC or equivalent	60% or B Grade	2,000
Class XII or equivalent	60%/ or B Grade	2,500
Degree Courses	60%/ or B Grade	3,500
Post Graduate Courses	60%/ or B Grade	4,500
<u>Professional/Technical Courses</u>		
Certificate Courses	60% or B Grade	2,500
Diploma Courses	60% or B Grade	3,500
Degree Courses	60% or B Grade	6,000
Post Graduate Courses	60% or B Grade	7,000

ii) Cash award for exceptional achievements in sports/games and arts

Cash awards were given to children of rubber plantation workers, in the age group of 10 to 23 years and studying in Class V and above, for exceptional achievements in sports/games and arts.

<u>Achievement in sports/games/arts</u>	<u>Quantum of award</u>
1 st place at District School/ University level	- ₹ 4,000
2 nd place at District School/ University level	- ₹ 3,500
1 st place at State School/ University level	- ₹ 5,000
2 nd place at State School/ University level	- ₹ 4,500
1 st place at National School/ Universities	- ₹ 6,000
2 nd place at National School/ Universities	- ₹ 5,500

3. Medical Attendance

The objective is to provide financial relief to tappers who undergo treatments for diseases. Expenses under allopathic/ ayurvedic systems up to ₹ 5,000 per tapper per annum in the unorganized sector were reimbursed. Compensation was paid for absence from work due to illness upto a maximum of 15 days @ ₹ 100 per day from the said amount. In addition, expenses up to ₹ 30,000 were reimbursed for major diseases involving high expenditure, as onetime payment during a Plan period (five years).

4. Housing Subsidy

Assistance is provided to workers / tappers in organized sector and tappers in unorganized sector, for construction of house on own land.

Table – 11 Housing subsidy for rubber plantation workers

Sl. No.	Category	Rate of Assistance (Rs.)
1.	Tapper in small holdings OR tappers/ general worker/ non-supervisory worker /workers of factory in large holdings	30,000
2.	Workers in GPC / tappers in Tapper Bank under RPS	32,000
3.	Tappers belonging to SC/ ST category in small holdings and women tappers in small holdings	35,000
4.	Tappers in Northeastern (NE) region	30,000 / 35,000

5. Sanitary Subsidy for Rubber Plantation Workers in North Eastern Region

Financial assistance was provided to workers in smallholdings and large holdings of rubber plantations in North East region, for construction of sanitary facilities in their own land. The amount of subsidy is 75% of the cost of construction or Rs. 8,000 whichever is less. An amount of Rs. 0.68 lakh was disbursed to 9 beneficiaries.

6. Empowerment of Women Tappers

Financial assistance was provided to women tappers tapping in the unorganized sector of plantations and to the women workers working in Group Processing Centres. Assistances were provided under two heads:

a) Assistance for marriage

Assistance was provided to woman tapper/ woman worker in GPC/woman tapper in tapper bank for her first marriage and for two daughters of woman tapper/ woman worker in GPC/woman tapper in tapper bank for their first marriage.

Table – 12 Quantum of assistance provided to woman for marriage

S	Category	Amount (Rs)
1	Woman tapper/woman worker in GPC	10,000
2	Daughter of woman tapper/woman worker in GPC/ woman tapper in tapper bank (Limited to	10,000
3	Woman tapper in tapper bank	12,500
4	Daughter of widowed, divorced, single woman	12,500

b) Assistance in connection with confinement and delivery

This scheme provides assistance to woman tapper, woman worker in GPC for the expenses incurred in connection with the confinement and delivery on two occasions in her lifetime. The assistance under this scheme is Rs.7000 per delivery and is limited to first two deliveries in her lifetime.

7. Group Life Insurance cum Terminal Benefit Scheme (GLITBS)

This was launched in collaboration with LIC of India in August 2011. The benefits included death cover (for both natural and accidents) and compensation for disabilities due to accidents, terminal benefit to members and scholarship to children of the members from IX to XII class (15% of the total group). Each tapper has to contribute a minimum amount of ₹ 300 per annum and the Board in turn will contribute ₹ 600 per tapper per annum.

From the total contribution, ₹ 214.50 will be paid as insurance premium and the balance ₹ 685.50 will be invested for terminal benefit.

8. Personal Accident Insurance Scheme (PAIS)

PAIS was introduced for tappers/workers in rubber plantations of unorganized sector with coverage of ₹ 1 lakh. PAIS is managed by National Insurance Company (NIC). The premium amount of ₹ 18.88 (₹ 16+18% GST) per tapper was remitted by the Board.

Legal Section

Legal Section rendered legal advice and support for cases referred from various departments of the Board and scrutinized draft documents like MOU, agreements, lease deeds, indemnity bonds etc. to be executed by the Board. During the year, 46 cases were disposed and 25 new cases were filed in various courts namely, Supreme Court, High Courts of Kerala & Guwahati, Labour Courts and Consumer Courts. Steps were taken through lawyers to defend the interest of the Board and provided support to Ministry in matters wherein the Central Government is made party to the petitions.

Detailed comments (para-wise) and instructions were given to the Standing Counsels and the Central Government Pleaders in pending cases. The Section represented the Board before quasi judicial forums like Labour Court and provided assistance in matters posted before district legal services authorities and Arbitrators.

Labour Court and Industrial Tribunal, Port Blair, Andamans dismissed a long pending labour dispute case with the workers of NRETC, Andamans on demanding revision in scale of pay and other issues during the year under report. Further, the Board discussed with Joint Secretary (IR), Ministry of Labour and Employment, New Delhi, Government of India regarding the closure of M/s MTSR Factory, Manganam, Kottayam, Kerala and thereafter, arrived settlement with the workers of the factory through the Regional Labour Commissioner (Central), Thiruvananthapuram.

Official Language Section

As per Section 3(3) of the Official Language Act, documents such as office orders, circulars, memoranda etc. were translated into Hindi. Necessary guidelines were provided to officers regarding implementation of OL Policy. Translation, proof reading and printing of different bilingual forms were undertaken. A clause has been added in the quotation notice for ensuring purchase of bilingual computers.

Provided bilingual facility to most of the computers and guidelines to officials for doing Hindi work on computers utilizing in-built Unicode facility. Trilingual facility (Malayalam, Hindi & English) of the Board's website is regularly updated.

Hindi Section translated Annual Report and Annual Accounts of the Board and various reports/ replies to questions for presenting to Parliamentary Committees/Ministry and continued trilingual EPABX welcome system and Trilingual price information system.

3. RESEARCH DEPARTMENT

The Research Department, (Rubber Research Institute of India) is headed by the Director of Research. The Rubber Research Institute of India (RRII) established in 1955 is located on a hillock in the eastern suburb of Kottayam, eight kilometers from the town.

3.1 Organisational Set up of RRII and Regional Stations

Group wise and division wise organizational set up are as follows.

Group	Division	Division Head	Group Head
Crop Improvement	Botany	Dy. Director (Botany)	Joint Director (Crop Improvement)
	Germplasm	Dy. Director (Germplasm)	
	Biotechnology	Dy. Director (Biotechnology)	
	Genome Analysis Lab	Sr. Scientist (Genome Analysis)	
	HBSS (Paraliar & Nettana)	OIC/Sr. Scientist	
Crop Management	Agronomy/Soils	Dy. Director (Agronomy/Soils)	Joint Director (Crop Management)
	Fertilizer Advisory Unit	Soil Chemist (Scientist D)	
	Regional Laboratories		
Crop Physiology	Plant Physiology	Dy. Director (Crop Physiology)	Joint Director (Crop Physiology)
	Latex Diagnosis	Sr. Scientist (Biochemistry)	
Crop Protection	Plant Pathology	Dy. Director (Pathology)	Joint Director (Crop Protection)
	Agrometeorology		
	RRII Farm	AES / AFS	

Latex Harvest Technology	LHT	Sr. Scientist (LHT)	Joint Director (LHT)
	RIT Pampady		
Advanced Centre for Rubber Technology	Rubber Technology	Dy. Director (Rubber Technology)	Joint Director (Rubber Technology)
	Technical Consultancy	Dy. Director (TC)	
	PCRF & RVNRL	Officer-in-Charge	
Economic Research	Economic Research	Dy. Director (Economics)	Joint Director (Economics)
North East Research Complex	RRS, Agartala	Dy. Director	Project Co-ordinator (NE)
	RRS, Tura	Dy. Director	
	RRS, Guwahati	Dy. Director	
	RES, Nagrakata	Sr. Scientist	
Project Monitoring	Instrumentation	Instrumentation Engineer	Joint Director (Project Monitoring)
	CES Chethackal	Dy. Director (Regional Stations)	
	Maintenance	Estate Officer	
Regional Research Stations	Regional Stations (Padiyoor, Dapchari & Dhenkanal)	Sr. Scientist / Officer-in-Charge	Dy. Director (Regional Stations)
	Library	Documentation Officer	Under direct charge of Director (Research)
	Statistics and Computer	Asst. Director (Statistics) / Asst. Director (Systems)	
	Administration	Dy. Secretary (Admn)	
	Accounts	Dy. Director (Finance)	

3.1.1 ADVANCED CENTRE FOR RUBBER TECHNOLOGY includes

- Rubber Technology Division
- Technical Consultancy Division
- Pilot Crumb Rubber Factory
- Radiation Vulcanization Plant

3.1.2 Technical Consultancy Division

The Division assists in the setting up of small scale product manufacturing units by providing:

- Project profiles on various rubber goods.
- Technical bulletins on manufacturing techniques.
- Detailed project reports for obtaining institutional finance.
- Market survey reports.

The Division also renders support to the industry for:

- Testing of rubber compounds/products as per national/ international standards.
- Developing new products.
- Solving production problems by visits to rubber units.
- Providing assistance for export.
- Providing assistance for quality upgradation and cost reduction of rubber products.

3.2 RESEARCH SCHEMES – PROJECTS AND THRUST AREAS**A. GENERAL RESEARCH PRIORITIES are:**

- Improvement in production and productivity through : Evolving and introducing location specific high yielding clones Molecular biology and genetic engineering
- Integrated approaches to reduce cost of production and improve quality competitiveness through:
 - Efficient field management systems to reduce immaturity period.
 - Introducing appropriate rubber based farming systems in different agroclimatic regions.
 - Exploitation systems to reduce tapping cost. Optimization of plant protection schedules. Molecular approaches in plant disease control.
- Use of alternative sources of energy for processing.
- On-farm and shop- floor protocols to improve quality of processed rubber. Studies on modification of NR and on polymer blends.
- Research support for extension of rubber cultivation to non-traditional areas by: Selection and breeding of location specific clones.
- Perfecting nutrient management and exploitation schedules.
- Designing rubber based systems integrating region specific socioeconomic aspects. Investigating all aspects of post-harvest technology, product development and marketing.

B. MAJOR RESEARCH CONTRIBUTIONS

- Instrumental in achieving high productivity by India.
- Breeding and release of RR II 105, the outstanding rubber clone
- Release of two more clones, RR II 414 and RR II 430 which have very high yield potential.

- Agro-technology for rubber production in non-traditional areas. Development of transgenic plants through genetic engineering. Plant protection systems for all diseases.
- Management of major pests of rubber and allied crops.
 - Location specific and clone specific exploitation systems.
- Development of Diagnosis and of Integrated fertilizer recommendation system.
- Agro-management techniques and rubber based farming systems for sustainable agriculture.
- Expertise in ancillary products like rubber wood, honey, rubber seed oil, etc.
- Pilot plant for production of epoxidised NR and development of other modified forms.
- Formulations and processes for different rubber products.
- Alternative coagulants for latex and improved drying systems. Semiautomatic cleaning machine for low grade sheet rubber.
- More than two thousand research papers published in leading national and international scientific journals.

3.3 NATIONAL/INTERNATIONAL COLLABORATION

RRII is a member of the International Rubber Research and Development Board (IRRDB), an association of national organizations devoted to research and development on natural rubber. Rubber Board is a member of the Association of Natural Rubber Producing Countries (ANRPC)

3.4 RRII RESEARCH FELLOWSHIP SCHEMES

Eight Research Fellows are selected for eight new research projects

3.5 INTERNATIONAL CONSULTANCY AND TRAINING

Over the years, RRII has rendered advanced training for scientists from China, Germany, France, Indonesia, Ivory Coast, Malaysia, Nigeria, Sri Lanka, Thailand and Vietnam. The IRRDB has recognized this Institute as a centre of excellence in Plant Physiology. Common Fund for Commodities (CFC) has recognized Plant Pathology Division as centre for international training on *Corynespora* leaf disease management.

4. FINANCE & ACCOUNTS DEPARTMENT

The Finance & Accounts Department is headed by the Director (Finance).

The Finance & Accounts Department is concerned with designing and operating the Accounting system, preparing budget, financial statements and reports, exercising budgetary control, effective Funds Management, establishment and maintaining systems and procedures, overseeing internal audit and arranging for Statutory audit, advising on financial propriety and regularity of transactions, supervising computer applications, overseeing cost control, evaluation of projects/schemes, handling tax matters etc. The Department has to look after the following activities.

1. Preparation of Annual Budget, Performance Budget, Foreign Travel Budget etc.
2. Review and Revision of budget under Zero Based Budgeting and exercising budgetary control.
3. Maintenance of the accounts of the Board, preparation of Annual Accounts and Balance Sheet, presentation of the accounts for audit to the Principal Accountant General, (Audit) Kerala and the audited accounts to the Rubber Board/ Ministry/Parliament.
4. Placing demands for grants from Government from time to time, receiving funds from Government and ensuring its optimum utilization.
5. Advising on financial propriety and regularity of transactions and regulating payments.
6. Assisting the Cost Accounts Branch of the Ministry of Finance in ascertaining the cost of production and in fixing price of Natural Rubber.
7. Preparation of financial statements for project reports and schemes.
8. Dealing with tax matters relating to the activities of the Board, such as Rubber Cess, Central Income Tax, Agricultural Income Tax and Sales Tax/ VAT, Service Tax, Customs duty etc.
9. Coordinating the activities of the companies jointly promoted by the Board and RPSs.
10. Computerized Data Processing in the field of financial accounting, pay roll etc.
11. Drawal and disbursement of salary and other entitlements of the employees of the Board based on the orders issued by Government of India from time to time.
12. Management of Rubber Board Pension Fund, Contributory Pension Fund, Defined Contribution Pension Scheme, General Provident Fund, Group Insurance Fund etc and regulating disbursements there from.
13. Implementation of the Scheme of Computerization and Networking of all departments of the Board.

The Cost Accounts division of the Finance & Accounts department collects, and analyse and update cost data.

5. TRAINING DEPARTMENT

The Department of Training is headed by the Director (Training).

The department has a Rubber Training Institute (RTI) located near Puthuppally, 8 km east of Kottayam in Kerala which started functioning from July 2000 onwards. The RTI conducts training programmes for the development of rubber plantation, rubber processing and rubber product manufacturing sectors of the country and arranges International Training Programmes as and when required. The RTI also arranges training for the employees of the Board and Outstation Training Programmes at RPS Centres. The Institute is housed in a building adjacent to Rubber Research Institute of India and has got training halls equipped with all modern facilities, canteen, hostel, museum, demonstration laboratories et c . The institute imparts about 60 different training programmes. The Rubber Training Institute has a core faculty to conduct the training programmes. They are supported by a faculty bank of nearly 150 qualified and experienced scientists, technical personnel and engineers who work in other departments of the Rubber Board. Faculty support from other institutions are also utilized.

Objectives of the Rubber Training Institute

- Update the technical and managerial competitiveness of the Rubber growers and Rubber plantation workers.
- Impart suitable training to rubber processors and rubber products manufacturers so as to achieve better quality and competitiveness.
- Update the technical and managerial, competitiveness of Rubber Producers' Societies (RPS) and Rubber Marketing Co-operative Societies.
- Develop the required aptitude and managerial skills of the Board's employees
- Conduct international training programmes.

Major target groups for training

- Farmers
- Students
- Women
- Person from North Eastern Region
- Rubber Producers' Societies
- Rubber Processors
- Rubber Dealers
- Rubber Marketing Societies
- Rubber Products Manufacturers
- Quality Control Managers
- Entrepreneurs
- Exporters
- Scheduled Caste & Scheduled Tribe
- Overseas Participants
- Employees of the Rubber Board

6. STATISTICS & PLANNING DEPARTMENT

Collection of Statistics is one of the basic functions of the Rubber Board vide Sections 8(2) (e) and 8(3) of Rubber Act 1947. Statistics & Planning Department monitors data on supply, demand, stock and price of rubber.

Joint Director is the head of the S & P Department and controls the Statistical Division at the head office. There are two Statistical Units, one at the RRRII and one in the Planning Department.

The main functions of S & P Department are listed below:

- 1) Collection, compilation, interpretation and dissemination of rubber statistics collected from growers, dealers, processors and manufacturers.
- 2) Forecast of production, consumption and stock of rubber.
- 3) Supply of statistics to Government and other organizations connected with the industry.
- 4) Supply of statistics and other connected information to International Rubber Study Group, Association of Natural Rubber Producing Countries etc and monitor the developments in the international rubber field.

- 5) Periodical review of supply and demand position of rubber and providing such information to the Statistics & Import / Export Committee, Rubber Board and Government for taking policy decisions.
- 6) Preparation of price data and related information relating to India and other major international market centers.
- 7) Conducting sample survey to assess monthly stock and production of natural rubber.
- 8) Conducting periodical surveys as and when required.
- 9) Organizing and conducting census of rubber plantations, compiling results and computing up-to-date statistics of area under rubber cultivation.
- 10) Collection of rubber statistics from all rubber producing-consuming countries using the information services provided by ANRPC, IRSG, World Bank, UNCTAD, CFS etc and maintenance of up to date database of the same.

7. LICENSING & EXCISE DUTY DEPARTMENT

The Licensing & Excise Duty Department is headed by the Deputy Director (Excise), which consists of three Divisions viz., Excise duty, Licensing and Revenue Intelligence functions at Head office, Kottayam.

All transactions in natural rubber produced in India are regulated under various licences issued by the Board as per provisions under the Rubber Act 1947 and the Rubber Rules 1955. The functions of licensing and enforcement are entrusted with the Department of Licensing and Excise Duty. The department has three major divisions namely Licensing, Excise Duty and Revenue Intelligence and 7 sub-offices situated in major rubber consuming centers outside Kerala and seven Revenue Intelligence (RI) squads.

Excise duty division

The excise duty division functions at head office under the control of Deputy Director (Excise Duty). The Excise Duty Division deals with issuing fresh licence/renewal of licence to Rubber Manufacturers, Collection of arrears of Cess by Revenue Recovery proceedings, issuing authorization for acquiring rubber for trial/testing purpose, registration of authorization issued by the manufacturers to their purchase agents and endorsing change of constitution of firms, etc. Apart from the above this Division also issues a special licence in Form 'E1' to a manufacturer desiring in an emergency to sell rubber acquired by him to another manufacturer for which the manufacturer has to apply in Form D1 and remit the prescribed licence fee.

A manufacturer who wants a licence in Form E has to apply online in the prescribed form 'D' along with licence fee. The Manufacturer's licence was issued only on production of a No Objection Certificate issued by the Directorate of Industries and also after conducting inspections at the proposed factory premises by the Board's officials. Considering the delay in this procedure for issuing the licence, especially for small and tiny units, now the licence is issued straight away on receipt of the application in the prescribed form accompanied by the requisite licence fee and documentary proof of possession of factory premises and processing machineries. The Manufacturer's licences were issued in the past for a period of one year and every year it was to be renewed but now it has been made for 3 years for fresh licence and 5 years for renewal, as in the case of Dealers and Processors.

Licensing Division

The Licensing division functions at head office under the control of Deputy Director (Licensing). This Division is entrusted with duty of issuing fresh licence/renewal of licence to Rubber Dealers / Processors and Certificates for ammoniating latex and other related works such as agency registration, branch registration, shifting of business premises etc. A Dealer who wants a licence in Form C has to apply online in the prescribed form 'B' along with the licence fee. Previously dealer's licences were issued for a period of one year after ascertaining the suitability of the applicant through enquiries conducted on the antecedents and the inspection of the proposed place of business and storage. Now the dealer's licence is issued straight away on the basis of getting an application in the prescribed form, the requisite licence fee and relevant documentary evidence to prove the right of possession of proposed business premises and storage. Now licence is initially issued for 3 years and thereafter renewal for 5 years. The Board introduced Rubber Dealers Identity Card with passport size photograph for dealers since 1984 and the licence was issued in book form. Now this system is abolished and licence is issued in Certificate form by online.

The Processors's licence was introduced in 1975 by an amendment to the Rubber Rules 1955 to improve the quality of rubber and streamlining the production of processed rubber and to keep the quality of the indigenous processed rubber at par with that of international standards. The processor's licence is issued for 3 years first and renewed for a consecutive period of 5 years at present.

Licence fee

The rates of licence fee for a year or part of a year as per Rule 45 of Rubber Rules and processing charges are as follows.

Sl. No.	Type of transaction	Fee per Licence in Rupees
1	For purchasing Rubber exceeding 150 pounds (68Kg) but not exceeding 4 Tonnes	500 + Applicable GST
2.	For purchasing Rubber exceeding 4 Tonnes	1000 + Applicable GST
3	For license to dealers	1000 + Applicable GST
4	For license to a manufacturer holding a valid license to another manufacturer holding a valid license in emergencies	500 + Applicable GST
5	For license to acquire rubber for processing and to sell rubber so acquired.	1000 + Applicable GST

Revenue Intelligence Division

The enforcement wing of the department, the Revenue Intelligence Division ensures that there is no loss of revenue legitimately due to the Government through inspection squads. A Market Intelligence Section was constituted in the Rubber Board in January 1965 under a Market Intelligence Officer to improve the collection of excise duty of rubber. Consequent to creation of the L & ED Department in 1998, the Market Intelligence Section was renamed as Revenue Intelligence Division under L&ED Department and now the Division is headed by the Deputy Director (Revenue Intelligence).

The important functions in Revenue Intelligence Division are

- Detection of bogus/unlicensed dealing in rubber,
- Arranging surprise inspection/squad inspection of business premises of the rubber dealers,
- Cross verification of the statutory returns filed by the dealers/manufacturers and processors for ascertaining the correctness.

Inspections are also conducted for ascertaining the suitability of the applicants and their business premises to issue licence to deal in rubber, registration of branches of the dealers and approval of new/additional premises and for issue of special authorization for field latex collection.

Presently, the Revenue Intelligence Division maintains one Central squad at Head Quarters at Kottayam and 5 regional Squads at Marthandom, in Tamilnadu State, Punalur, Muvattupuzha, Palakkad and Thaliparamba, in Kerala State.

Sub Offices and its Jurisdiction

Name of sub office	Places of jurisdiction
New Delhi	States of Delhi, Haryana, Rajasthan, Punjab, Himachal Pradesh, Chattisgarh, Uttara Pradesh, Uttarakhand, Union territories of Jammu, Kashmir, Laddak & Chandigarh and Districts Madhya Pradesh except western M.P which belonged to Mumbai Office
Calcutta	States of West Bengal, Bihar, Jharkand, Orissa and 7 North Eastern States viz Tripura, Assam, Meghalaya, Nagaland, Sikkim, Manipur and Arunachal Pradesh, Andaman & Nicobar Islands
Mumbai	States of Maharashtra, Gujarat , Goa, Union territories of Daman & Diu and Western parts of M.P viz Dist. Mandsaur, Ratlam, Ujjain, Dhar, Jahgna, Indore, West Nimana & Dewar.
Chennai	State of Tamil Nadu, Andhra Pradesh and Union Territory of Pondicherry
Mangaluru	State of Karnataka
Agartala	States of Tripura, Mizoram, Manipur and Karimganj, Cachar, Hailakandi Districts of Assam.
Guwahati	States of Assam (except Karimganj, Cachar and Hailakandi Districts), Meghalaya, Arunchal Pradesh and Nagaland
Kerala i. Inspector (ED) ii. Asst. Director (E)	Districts (Northern Kerala) Thrissur, Kozhikode, <u>Mal</u> appuram, Wynad, Kasaragodu, Palghat, Kannur. Districts (South)- Ernakulam, Kottayam, Idukki, Thiruvananthapuram, Alapuzha, Kollam, Pathanamthitta.

DIVISIONS FUNCTIONING DIRECTLY UNDER THE EXECUTIVE DIRECTOR

1. ENGINEERING & PROCESSING (E&P) DIVISION

Headed by the Joint Director (P&QC), the Division has two sections, viz. Engineering and Rubber Processing & Quality Control.

Major activities of the Division are as follows:

- ◆ Providing technical and engineering support to growers, processors, exporters and entrepreneurs in setting up / expansion/ modernization of Rubber and Rubber wood processing factories.
- ◆ Providing demonstration, training and testing facilities to Rubber and Rubber wood processors in processing, value addition, testing, quality control, operation and environmental protection.
- ◆ Technical and engineering support to the factories set up under KADP (Kerala Agricultural Development Project), RPSS, RPS sector companies and factories promoted / owned by Rubber Board.
- ◆ Implementation of various schemes to strengthen the processing and marketing of Rubber produced in India including export with emphasis on small holdings.
- ◆ Implementation of various schemes for development of Rubber wood processing in India through quality improvement, value addition, cost competitiveness and promotion campaigns.
- ◆ Energy conservation measures in Rubber and Rubber wood processing and energy generation from waste to reduce Green House gas emissions.
- ◆ Quality control of Rubber produced in India, imported and exported.
- ◆ Advising L&ED Department of the Board in issuing / renewal of Processors
- ◆ Licence under the rubber Rules. Execution of works of the Board.
- ◆ Implementation of various Plan and Non plan schemes.

1.1 Engineering Section

The following services are provided by the Section

1. Technical assistance for the operation of the block rubber factories.
2. Engineering services for establishment /expansion of rubber/rubber wood process and rubber goods manufacturing units in different sectors, plantations and private limited companies promoted by the Rubber Board and Rubber Producers' Societies including quality improvement, cost reduction, value addition and strengthening environmental protection systems.
3. Promoting gasifiers among block rubber processors to reduce Green House Gas emissions.
4. Promoting units for value addition of processed rubber wood through Women Self Help Groups under RPSs.
5. Promotion of rubber wood as an eco- friendly material for furniture and interiors in the domestic and international markets.

6. Implementation of various schemes for quality improvement and value addition of Technically specified rubber and rubber wood.
7. Managing the Rubber Wood Testing Laboratory
8. Carrying out electrical and mechanical works of the Board.
9. Advising on repair and maintenance of the vehicles of the Board.

1.2 Rubber Processing & Quality Control Section

The Section is engaged in the operation of Central Laboratory established under KADP for providing analytical services and technical advice to natural rubber processors and for implementing the scheme for ISI marking of latex concentrates and block rubber in collaboration with the Bureau of Indian Standards (BIS).

Testing of raw rubber, latex, rubber compounding chemicals, fertilizers, drinking water, factory effluents etc are carried out on charged basis.

Quality certification of imported natural rubber and rubber exported out of India are also done by the division.

2. MARKET PROMOTION DIVISION

Market Promotion Division functions directly under the control of the Executive Director and has three divisions.

1. Export Promotion Cell

The Board as an Export Promotion Council (EPC) extends support to NR export. It issues Registration-cum-Membership Certificate (RCMC) to all intending exporters and Certificate of Origin (COO) for exportable rubber. Besides, the Board extends the following services to exporters.

- Furnishes market information in target countries.
- Organizes training in export formalities and procedures.
- Provides international publicity about India's export potential.
- Provides on-line information and e-com service.
- Sponsors trade delegations for international fairs and organizes buyer seller meets.
- Maintains website (www.rubberexport.com) exclusively for NR export.

2. Market Intelligence Cell.

The most important item of work assigned to the Market Intelligence cell are collection, compilation and dissemination of natural rubber prices. The Daily prices of RSS-4 and RSS-5 grades of sheet rubber at Kottayam and Kochi are collected, compiled and reported to the news agencies and press for publication and also furnished to the Ministry of Commerce and other offices on a daily basis. Prices of ISNR 20 and 60% concentrated latex are also similarly published. The prices of scrap rubber are published biweekly. Weekly prices of all grades of Sheet Rubber, Pale latex crepe, ISNR20, 60% latex are also compiled. The Cell also collects Singapore Commodity Exchange (SICOM) Natural Rubber price and publishes prices of various grades of rubber as international Rubber price daily. The price data – both domestic and international – have been made available to the public in Interactive Voice Response System through telephone and the Rubber Board website daily.

The following activities are also performed by the Market Intelligence Cell:

- i) Publishing Directory of Rubber Goods Manufacturers in India.
- ii) Conducting Meetings:
The cell convened meetings of stakeholders of rubber to discuss on matters related to rubber price, futures trading in natural rubber etc.
- iii) Other Activities:
Specific reports on NR price, futures trading marketing of NR, etc. were prepared and published by the cell. MI cell is also responding to the enquiries on matters related to rubber price, futures trade, marketing of NR, etc.

3. Domestic Promotion Cell

The functions of the department are

- (a) collection, compilation and dissemination of rubber prices and NR subsidy,
- (b) monitor, co-ordinate and provide follow up and liaison for export of NR.

4. Registration Cum- Membership Certificate (RCMC):

Rubber Board has been designated as the Export Promotion Council (EPC) to issue RCMC in the case of export of Natural Rubber. An Exporter may, on application, register and become member of an EPC. Given the membership, the applicant shall be granted forthwith Registration-Cum-Membership Certificate (RCMC) of the EPC concerned. Only registered exporters having valid RCMC will qualify for the benefits provided in the Exim Policy.

5. Certificate of Origin

The Generalized System of Preferences (GSP) is a system under which Indian Goods receive preferential tariff treatment upon import into developed markets such as Member States of European Union, USA, Japan, New Zealand, Australia, Canada, Switzerland, Norway, Russia etc. To avail these tariff preference a Certificate of Origin from the exporting country is required. The Rubber Board is authorized as the designated agency to issue Certificate of Origin (Non-Preferential) required for the export of Natural Rubber. The certificate is issued by the Export Promotion Cell of the Market Promotion Department.

3. Publicity & Public Relations Division

The functions of the P & PR Division headed by the Deputy Director cover a wide range of publicity and public relations activities, the most important of which are:

- i) Overall public relations and image building activities of the Rubber Board.
- ii) Transfer of knowledge, dissemination of information and diffusion of innovation of rubber planting community and rubber goods manufacturing industry all over the country, utilizing all the available channels of communication including mass media, electronic media, print media etc.
- iii) editing, printing, publishing and distribution of bulletins, booklets, leaflets etc. as a communication support to the development of rubber plantation industry.
- iv) arranging conferences, meetings and seminars to educate the growers on new developments in rubber cultivation, and
- v) involving external agencies including social and voluntary agencies in rubber development activities.

4. Planning Division

The Planning Division, headed by Joint Director (Economics), functions under the direct administrative control of the Executive Director. The key functions of the division are:

- i. Formulation of perspective development plans for natural rubber and monitoring of plan schemes.
- ii. Surveillance on export- import policies, customs tariffs and the issues relating to World Trade Organization (WTO) and regional/bilateral/Free Trade Agreements (RTAs and FTAs) which have potential implications on Indian rubber sector.
- iii. Preparation of pre-budget and post-budget proposals, with regard to rubber sector, for the consideration of the Government of India.
- iv. Preparation of Country Report of India and co-ordination of India's participation in various meetings of Association of Natural Rubber Producing Countries (ANRPC), International Rubber Study Group (IRSG) and Common Fund for Commodities (CFC).
- v. Collection of rubber statistics of all countries other than India and maintenance of database on world rubber industry and global economy.
- vi. Analysis of the domestic and global rubber scenario and preparation of Commodity Review.

5. Vigilance Division

In order to maintain purity in public service and to implement the anti-corruption measures, the Board has a Vigilance Division headed by a Vigilance Officer who looks into the preventive, detective and punitive aspects of vigilance. The Division also deals with complaints against the staff of the Board apart from conducting surprise checks/inspections of the Board's offices.

6. Internal Audit

The Internal Audit Wing headed by Joint Director (Finance) is the instrument of control in the hands of Executive Director to know the conditions of working of different Departments /divisions etc. and to set matters right. The main functions of the Internal Audit Division include inspection/internal audit of various offices/establishments of the Board etc. The inspection reports are furnished directly to the Executive Director. It also assists the departments by furnishing with analysis, appraisal, recommendations and comments. It also undertakes liaison with Principal Accountant General's office in Kerala Departments /divisions etc. and to set matters right. The main functions of the Internal Audit Division include inspection/internal audit of various offices/establishments of the Board etc. The inspection reports are furnished directly to the Executive Director. It also assists the departments by furnishing with analysis, appraisal, recommendations and comments. It also undertakes liaison with Principal Accountant General's office in Kerala.

(v) Organization Chart

Under <http://rubberboard.org.in>

- (vi) **Any other details – the genesis, inception, formation of the Department and the HoDs from time to time as well as the Committee / Commissions constituted from time to time have been dealt.**

Commercial cultivation of natural rubber was introduced in India by the British, although the experimental efforts to grow rubber on a commercial scale in India were initiated as early as in 1873 at the Botanical Gardens, Calcutta. The first commercial Hevea plantations in India were established at Thattekkadu in Kerala in 1902. The strategic importance of rubber production to meet security needs in India had been realized by the Government during the Second World War period. The rubber growers in India were strenuously encouraged to produce the maximum rubber required for manufacture of items required in the prosecution of war. After the war, there were growing demands from the growers for setting up a permanent organization to look after the interests of the industry. Thereupon the Government set up an ad-hoc committee in 1945 to study the situation and to make appropriate recommendation. On the recommendation of this ad-hoc committee, the government passed the Rubber Act 1947, on 18th April 1947, and the “Indian Rubber Board” was constituted forthwith. The Rubber (Production and Marketing) Act, 1954, amended the name of the Board as “The Rubber Board”.

1.2 Powers and Duties of Officers and Employees (under Section 4 (1) (b) (ii))

1.2 (i) Powers and duties of Officers (administration, financial and judicial)

The Executive Director who is the administrative head of the Board, exercises control over all the seven departments. viz. Administration, Rubber Production, Research, Statistics & Planning, Finance & Accounts, Training, and Licensing & Excise duty.

Publicity & Public Relations, Planning, Internal Audit, Engineering & Processing, Market Promotion and Vigilance Divisions function directly under the Executive Director.

Powers and duties of the Executive Director

1. The Executive Director shall be responsible for the proper functioning of the Board and the implementation of its decisions and the discharge of its duties under the Act.
2. The Executive Director shall be the principal executive officer of the Board and shall exercise administrative control over all departments and offices of the Board.
3. Subject to such delegations as may be made by the Executive Director to such other officers as may be appointed for the purpose of Rubber rules, the Executive Director shall-
 - a) cause all important papers and matters to be presented to the Board as early as practicable;
 - b) issue directions as to the method of carrying out the decisions of the Board;
 - c) grant, or subject to resolution by the Board, authorize some other person to grant receipts on behalf of the Board for all money received under the Act;
 - d) maintain or cause to be maintained an account of the receipts and expenditure of the Board: and

- e) present a half- yearly draft report of the working of the Board to the Board for approval and submit the report in the form approved by the Board to the Central Government.
- 4. The Executive Director shall have the power:-
 - i. to sanction or reject applications under Section 10 for registration from estates, and to cancel registrations in force;
 - ii. to issue general or special licenses under section 14 and extend the period of validity of such special licenses, suspend or revoke such licenses or restore any licenses so suspended;
 - iii. to issue licenses for planting and replanting rubber under section 17, extend the period of their validity and to revoke them;
 - iv. to call for information, documents and returns and to inspect or cause to be inspected, accounts and places of storage or of business as required or provided by the Act or rules;
 - v. to require the Board or any Committee to defer taking action, pending a reference to the Central Government on any decision taken by the Board or the Committee.
- 5. The Executive Director may sanction an expenditure on contingencies, supplies and services and purchase of articles required for the working of the offices of the Board and required for the execution of measures in furtherance of the object of the Act, subject to the necessary provisions in the budget.
- 6. The Executive Director may by order in writing delegate any of his powers under clauses (i) to (iv) of sub-rule 4 and sub- rule 5 to any other officer of the Board.
- 7. Where a matter has to be disposed of by the Board or a Committee and a decision cannot wait till a meeting of the Board or the appropriate Committee, as the case may be, is held, or till completion of circulation of papers, the Executive Director may take a decision himself and after taking decision thereon keep the members of the Board or the Committee informed of the decision so taken.

Administration Department - Powers and duties of Secretary

The Secretary has been appointed and the following powers have been delegated under section 6 A (2) of the Rubber Act.

- 1. A list of business to be transacted at the meeting, signed by the Secretary, shall be sent to the Government of India and left at or posted to the address of every member of the Board or of the Committee.
- 2. The Secretary shall be responsible for the implementation of the decisions arrived at by the Board or by its committees and the discharge of the duties imposed on him under the Act or by the Rules.
- 3. Subject to such powers and duties as may be delegated by the Executive Director, the Secretary shall –
 - (a) cause all important papers and matters to be presented to the Board as early as practicable;
 - (b) issue directions, as to the method of carrying out the decisions of the Board;

- (c) maintain or cause to be maintained an account of the receipt and expenditure of the Board and also the various registers that may be prescribed for the Board under the Act or the rules;
- (d) present an annual draft report on the working of the Board to the Board for approval and submit the report in the form approved by the Board to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid on the table of both Houses of Parliament;
- (e) assist the Executive Director in all administrative matters and in discharge of such other functions as the Executive Director may direct and
- (f) Powers under Rule 33A, 33 B, 33D and 33D of the Rubber Rules, 1955 delegated to the Secretary, viz. :

Rule 33A : (1) If any owner of an estate fails to furnish in due time the return referred to in Sub-section 40 of Section 12 or furnishes a return which the Board has reason to believe is incorrect or defective, the Board/ Secretary may serve a notice on the owner calling upon him to produce all or any of his accounting relating to production of rubber on his estates and to prove.

- (a) if no return has been submitted, that there was no production
- (b) if a return has been Submitted, the correctness and completeness of the return. The Board/ Secretary shall, after checking the amount and after making such further enquiry as it deems fit, assess the amount payable under Sub-section (2) of Section 12,

(2) The same procedure shall be followed if for any reason the whole or any part of the production in an estate has escaped assessment in any year. The Board may delegate its powers under this rule to the Secretary and to such other officers of the Board as it deems fit.

Rule 33B : (1) If any manufacturer fails to furnish in due time the returns prescribed by the Board in pursuance of clause (b) (ii) of Sub-section, (4) of Section 12 of the Act and Rule 33(e) or furnishes a return which the Board has reason to believe to be incorrect or defective, the Board/ Secretary may serve a notice on the manufacturer calling upon him to produce all or any of his accounts relating to the purchase, acquisition or use of rubber and to prove.

- (a) if no return has been Submitted, that there has been no purchase or acquisition of rubber or that no rubber has been used in the manufacture
- (b) if a return has been Submitted, the correctness of the return.

(2) The Board shall, after checking the return and after making such further enquiry as it deems fit, either through its own officers or through officers of the State Government or Central Government or such other authorities, assess the amount of excise duty payable by such manufacturer.

Rule 33D: (1) Every manufacturer shall, by demand notice sent through registered post or in such other manner as the Board may direct, be intimated of the amount assessed on the quantity of rubber acquired during the periods specified in Rule 33(e). On receipt of such notice, the manufacturer shall pay to the Board the amount specified therein either in cash at the board's Office at Kottayam or by money order, by bank draft or cheque duly crossed and payable at Kottayam to the Secretary of the Board within 30 days from the date of receipt of the said notice.

(2) On such demand being made, if a manufacturer fails to pay the amount within due date, the Board may take steps to report the fact to the Central Government or the State Government concerned for recovery of the outstanding amount as an arrear of land revenue.

Rule 33E: Powers of Board to remit or abandon claims to excise duty.

(a) petty amounts up to fifty rupees in any single case of assessment, may be written off without any certificate of irrecoverability as mentioned in the preceding provision Subject to the condition that such amount is certified to be irrecoverable by the Secretary or any other officer of the Board, to whom the powers under Rule 33B have been delegated He is the statutory authority for implementation of various provisions of Rubber Act and Rules. He is also the head of the Administration Department of the Board.

4. **Powers under Rule 35:** The Secretary shall place the audited accounts before the Board and transmit it to Government .
5. A record of business transacted in the Board or its committees shall be prepared by him.
6. The Secretary has to countersign cheques as per the delegation of powers.

Finance Department - Duties and responsibilities of Director Finance

Finance Department is the Nodal Agency of all major initiatives and plays key role in formulating the Five Year Plans for the Rubber Board. As the Head of the Finance and Accounts Department of the organization, his responsibilities would be -

- (i) providing overall guidance and supervision of the Finance & Accounts Department and Internal Audit Division,
- (ii) exercising financial control of the organization by laying down proper rules and guidelines for incurring of expenditure as well as ensuring compliance through internal auditing,
- (iii) mobilization of funds from Government,
- (iv) allocation of fund to various schemes, transfer and control of funds to various Regional Offices,
- (v) furnishing of reports required by the Government.
- (vi) participating in strategic planning meetings, senior management meetings, giving advice to various departmental heads,
- (vii) Involving in formulating sub rules for various schemes being implemented under the yearly budgeted amount,
- (viii) developing, coordinating and implementing plans for the control, monitoring and reporting of financial operations to include treasury, operational budgets and grants.
- (ix) advising the Government of India (GOI) on issues pertaining to Natural Rubber sector like fixing of minimum support price, import/export etc., liaison with GOI including obtaining grants through yearly budget, preparation of various regulatory financial reports as well as appearing before the Parliamentary Standing Committee on Commerce.
- (x) managing of Board's funds and Employees' Provident Fund & Pension Fund,
- (xi) dealing with bankers including investment planning,
- (xii) follow up on Internal/External Audit recommendations,
- (xiii) bringing out in time the financial statements such as Receipts and Payments accounts, Income and Expenditure account and Balance Sheet together with supporting schedules and other relevant details according to statutory requirements and its authentication for presentation to the Board for adoption and submission to audit, within the time frame fixed by Government,

- (xiv) coordinating audit by Comptroller and Auditor General of India on the Accounts of the Board,
- (xv) ensuring timely placing of Separate Audit Report before the Parliament,
- (xvi) coordinating and supervising the Accounts Divisions of the Rubber Board all over India and preparing consolidated Annual Accounts of the Board,
- (xvii) preparing monthly salary/pension bills of the employees and its disbursement,
- (xviii) facilitating computerization of the Board's offices all over India including procurement of hardware and software,
- (xix) proper scrutiny of financial proposals to ensure compliance with GFRs, guidelines/OMs issued by GOI and claims of employees to ensure compliance with FR/SRs and other Rules.
- (xx) ensuring maintenance of cash books and cash balances and related records in accordance with Central Government R & P Rules and other prescribed procedures,
- (xxi) advising the Board on all tax related matters (Sales Tax, Income Tax, Service Tax, etc) of the Board and providing advice to employees of the Board on all personal taxation matters,
- (xxii) Any other work assigned by Board/Executive Director.

Rubber Production Department – Rubber Production Commissioner

The Rubber Production Commissioner is appointed by the Central Government under Section 6 A (1)A of the Rubber Act.

Duties and functions

He shall exercise such powers and perform such duties under the direction of the Board as may be prescribed. He shall also be an ex- officio member of the Board (Section 4 (3) (f)). He shall also be a member of the executive committee and Research and Development Committee. (Rule 15 of the Rubber Rules.) His duties and powers are enumerated in Rule 47 of Rubber Rules. The RPC shall be in charge of the development programmes of the Board. Besides advising the Executive Director in technical and development matters and exercising powers that may be delegated to him by the Executive Director he shall make technical advice available to the Rubber growers.

He shall be responsible for the following :

- Proper administration of the RP Department.
- He shall give proper advise to the Executive Director regarding the formulation and implementation of various schemes.
- He shall make technical advice available to the Rubber growers.
- He shall arrange Annual Mass Contact Programmes.
- He may represent Rubber Board in national/international conferences relating to Rubber cultivation etc.
- Exercise various financial powers for effective implementation of RPD schemes.
- He shall monitor and evaluate the implementation of various schemes.
- He shall assign targets to Regional Officers and monitor its achievements.

Research Department - Duties and responsibilities of Director Research

- He shall be a member of the Research and Development Committee constituted under Rule 15.2(i)
- He should examine and recommend scientific and technological research projects, schemes and programmes and undertake periodical evaluation of the progress in implementation of projects, schemes and programmes.
- He should examine and recommend development and extension project schemes and programmes in relation to rubber industry and undertake periodic evaluation and review thereof.
- He shall advise the Executive Director regarding the thrust areas of research to be carried out, its advantages and disadvantages etc.
- He shall define the thrust areas of research as per the mandate and assign leadership to scientists in the respective disciplines.
- He shall co-ordinate research / consultancy projects involving collaboration with other government / public organizations. This includes formation of scientist teams for different projects.
- Based on the research findings in his Department, he shall make recommendations for the rubber growers, processors or manufacturers.
- He shall provide facilities for scientists to formulate externally funded research projects in their respective areas of specialization and getting the groups recognized as centers of excellence in the respective areas.
- He shall organize farmer scientist interactive sessions for identifying field problems and evolving solutions.
- He shall regularly monitor and evaluate research results and make suggestions modifications, if required.
- He shall make arrangements for dissemination of the research findings to the end users with the help of the annual campaigns of Extension Department.
- He shall periodically review the testing charges of various tests conducted by the various divisions of research Department and make increase in rates with reference to the cost of raw materials and machinery used, manpower involved etc. The review should be conducted at least once in three years.
- He shall promote team work by identifying relevant themes to be addressed by the scientists of each division as a group.
- He may critically review the projects/experiments proposed by scientists of the HQ and the Regional Research Stations and periodic review of reports, scientific papers and popular articles before recommending for publication.
- He may formulate inter disciplinary research programmes at RRII and RRSs.
- He may search frontier areas in various disciplines and identify scientists for capacity building in respective areas.
- He may visit the various field evaluation experiments in the traditional and non- traditional areas so as to get first hand information.
- He may initiate awareness campaigns for promoting advisory activity to members of RPS's with the help of Extension Division of Rubber Production Department.

- He may participate in national and international seminars, symposia, visit the national/international institutions for updating technical knowledge and improving professional competence.
- He may participate in academic and professional committee meetings like Scientific Advisory Committee, Editorial Committee of the RRII Journal, R&D committee etc.
- He shall arrange formulation of budget requirement for Plan/Non-Plan projects.
- Attend to extra mural activities of the Institute/Board, wherever necessary.
- The above activities will be taken up in close co-ordination with the Joint /Dy. Directors in the respective disciplines.
- To carry out any duty which may be delegated by the Board/Executive Director from time to time.

Training Department - Duties and responsibilities of Director Training

He is in overall charge of the Department of Training. He is responsible for the preparation of Annual Training Programme, syllabus for various training programmes, conduct of various training programmes in the centre as well as in the field, formulation of scheme for distance education programme on Rubber cultivation and processing, optimum utilization of the facilities available in the training Department, prudent financial management, etc.

Licensing and Excise duty Department - Duties and responsibilities of Deputy Director (ED)

Deputy Director (ED) is the head of the Licensing and Excise Duty Department. He is vested with over all control of the Licensing Division, Excise Duty Division, Revenue intelligence Division, seven Sub Offices under the Department.

1. He shall be responsible for the proper and efficient functioning of the Department.
2. He may issue general or special licences under Section 14 of the Rubber Act 1947 and rules there under and extend the period of validity of such licences, suspend or revoke such licences or restore any licence so suspended.
3. He may call for information, documents and returns and inspect or cause to be inspected accounts and places of storage or of business as required or provided by the rubber Act and/or Rubber Rules.

Statistics and Planning Department - Duties and powers of Joint Director (S&P)

1. He will be responsible for efficient functioning of the S&P Department and to ensure punctuality, promptness and discipline among the officers and other staff of the S&P Department.
2. He will be responsible for the timely compilation of all statistics relating to rubber and dissemination through 'Rubber Statistical News' (monthly), 'Indian Rubber Statistics' (annually) and 'Pocket Book' (annually).
3. Supply data for replies to Parliament questions / Assembly questions relating to rubber industry.
4. Supply of Statistics to Government /Non-Government organizations including ANRPC/IRSG.
5. Preparation of notes/statistics required for the Statistics and Import/Export Committee of the Board/Government /Non -Government organizations /Executive Director required from time to time.

6. Conduct census of rubber area / sample surveys periodically.
7. Receive visitors and other public with due regard and respect and attend their needs as efficiently as possible. See that visitors are not allowed in sections without a specific purpose and authority from competent authorities.
Exercise prudently and judiciously powers delegated to him vide Office Order No.730 dated 18th June 1994 as amended from time to time.

Engineering and Processing Division – Duties and Responsibilities of Joint Director (P&QC)

1. Overall administration of the Department of Processing & Product Development being the Head of the Department.
2. Co-ordinate the activities of the Department which includes the following:
 - Providing technical and engineering support to growers, processors, exporters and entrepreneurs in setting up/expansion/modernization of rubber and rubber wood processing factories.
 - Providing demonstration, training and testing facilities to rubber and rubber wood processors in processing, value addition, testing, quality control, operation and environmental protection.
 - Technical and engineering support to the factories set up under KADP (Kerala Agricultural Development Project), RPSs, RPS sector companies and factories promoted/owned by Rubber Board.
 - Implementation of various schemes to strengthen the processing and marketing of rubber produced in India including export with emphasis on small holdings.
 - Implementation of various schemes for development of rubber wood processing in India through quality improvement, value addition, cost competitiveness and promotion campaigns.
 - Energy conservation measures in rubber and rubber wood processing and energy generation from waste to reduce Green House gas emissions.
 - Quality control of rubber produced in India, imported and exported.
 - Advising L&ED Department of the Board in issuing/renewal of Processor's Licence under the Rubber Rules.
 - Execution of works of the Board.
 - Implementation of various plan and non-plan schemes.
3. Formulation and implementation of various plan and non plan schemes for improving the processing and marketing including export of rubber with particular emphasis on the small holding sector viz. RPSs, RPS sector companies and Co- operatives.
4. Formulation and implementation of plan and non plan schemes for strengthening the rubber wood processing industry in India through quality improvement, value addition, cost competitiveness and various promotional measures.
5. Advising on issue of processors' licence.
6. Evaluate the performance of the Department and report to the Executive Director.
7. Functions in various bodies (internal and external) as the representative of the Board.
8. Supervise, guide and advice the officers and staff of the Department for the smooth functioning of the Department.
9. Monitoring the implementation of various plan and non plan schemes and review targets and achievements.

10. Advice the Board on matters concerning the processing and marketing of natural rubber and rubber wood.
11. Any other duties assigned from time to time.

Market Promotion Division - Duties and responsibilities of Deputy Director (Marketing)

Co-ordinating the activities of Market Intelligence Cell, Export Promotion Cell and Domestic Promotion Cell and providing administrative control of Marketing Division.

- i. Monitoring the collection, compilation & dissemination of NR prices
- ii. Preparation of annual & plan schemes for export promotion of NR/ Rubber wood
- iii. Issuance of RCMC & Certificate of Origin
- iv. Co-ordinating Board's participation in International/ Domestic Trade Fairs
- v. Developing publicity materials for NR/Rubber wood
- vi. Designing new proposals to augment export of NR from India
- vii. Arranging meetings of exporters, processors and other stakeholders
- viii. Arranging training programme related to marketing of Natural Rubber for exporters, staff and other stakeholders
- ix. Developing directories for the benefit of stakeholders
- x. Organising need based market surveys/ studies
- xi. Providing marketing support to Rubber Board companies/ RPSs
- xii. Monitoring export and import of NR
- xiii. Assisting the Head of the Department in drafting policies related to the Marketing of Natural Rubber/ rubber wood
- xiv. Providing administrative control of the Marketing Department viz., sanction of leave, approval of tour plan, sanction of expenditure, advances and traveling allowances
- xv. Approving all external correspondences from the Market Promotion Department.
- xvi. Other specific duties assigned by the Executive Director.

1.2 (ii) Delegation of Powers

Under the Rubber Act, all powers are vested with the Government /Board and the Executive Director. The Board /Executive Director are authorized to delegate their powers to the subordinate officers. The delegation of statutory, Financial and Administrative Powers given to the various officers of the Board are available in the Compilation of Delegation of powers. Delegation of important powers given to Heads of Departments and other senior officers of the Board are given below.

Particulars	Executive Director	RPC/Secretary /Directors	Deputy Director/Secretary Jt. RPC	Assistant Director/Secretary
License to acquire Rubber for processing and sale	Full powers May issue fresh license to acquire Rubber for processing and for selling the Rubber so acquired as specified in Rule 39 A of rubber Rules 1955			
Contracts		May execute contracts relating to his Department, which do not extend over a period of three years or which do not involve an expenditure of Rs.100,000 provided the terms and conditions of the contract are approved by the Executive Director.		May execute contracts of all nature relating to Administration Department excepting for execution of civil contract works which do not involve an expenditure of more than Rs.2.000/- provided the terms and conditions of the contract have been approved by the competent authority and the agreements / contracts have been scrutinized by the legal section of the Board before their execution.
To sanction expenditure from General Fund	Full powers (up to the sanctioned budget allotment)			
Sanction plan)		May sanction expenditure on office contingencies, supplies and	May sanction expenditure on office contingencies, supplies and	May sanction expenditure on office contingencies, supplies and

		services required for the working of the administration department / Section/office upto Rs. 25,000 on any one item. May also sanction payment of rent, electricity, water, telephone charges relating to the office.	services required for the working of the Admn. Dept/ Section/ Office up to Rs. 5000/- on each case. May also sanction payment of rent	services required for the working of the Admn Dept / Section/ Office up to Rs.2000/- on any one item. May also sanction payment of rent, electricity, water and telephone charges relating to the office
Sanction of plan expenditure (plan)		May sanction expenditure on office contingencies, supplies and services under various plan schemes approved by the Government/ Board/ Executive Director up to Rs.50000/-		
To write off losses due to theft, fraud and negligence from General Fund	Up to Rs.10000			
To write off losses in other cases, General Fund	Up to Rs.20000	May write off shortages or breakages of equipments under his control up to Rs.1,000/- in book value on any one item		
Counter-sign cheques		May Counter-sign cheques	May Counter-sign cheques up to Rs.25000/-	
Sanction of leave other than casual leave (EL, HPL, etc)	May grant leave of any kind exceeding 180 days subject to	May grant leave of any kind for a period not exceeding 180	May grant leave of any kind for a period not exceeding 60	May grant leave of any kind for a period not exceeding 30

	eligibility	days to officials under his control in the Administration Department subject to eligibility, provided the appointment of a substitute is not involved	days to officials under his control in the Section/Office subject to eligibility, provided the appointment of a substitute is not involved.	days to officials under his control subject to the eligibility, provided the appointment of a substitute is not involved
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Delegation of special powers of officers in specific Departments

Rubber Production Department

	RPC	Jt RPC	DY RPC
Inspections *	May inspect any rubber estate and books of any such estate for the purpose of ascertaining the production in the estate or for any other purpose of the Rubber Act and Rubber Rules.	May inspect any rubber estate and books of any such estate for the purpose of ascertaining the production in the estate or for any other purpose of the Rubber Act and Rubber Rules.	May inspect any rubber estate and books of any such estate for the purpose of ascertaining the production in the estate or for any other purpose of the Rubber Act and Rubber Rules.
Planting Subsidy.	May grant/sanction annual subsidy installments for sanctioned permits and may issue tapping certificates on the basis of the rules and procedures applicable in the case.	May grant/sanction annual subsidy installments for sanctioned permits and may issue tapping certificates on the basis of the rules and procedures applicable in the case.	May grant annual subsidy installments in accordance with the rules and procedures in force.
Permits and subsidy to small growers	May issue permits and subsidy to small growers for construction of smoke houses, purchase of rubber rollers, power operated low volume sprayers/dusters.	May issue permits and subsidy to small growers for construction of smoke houses, purchase of rubber rollers, power operated low volume sprayers/dusters.	May grant assistance for soil conservation, reimbursement of cost of planting materials, supply of fertilizers at subsidized rates, subsidy to small growers for construction of smokehouses /

			purchase of Rubber rollers, power operated low volume sprayers/ dusters and interest subsidy in accordance with the Rules and procedures in force.
Assistance to Rubber producers society (RPS)			May sanction various assistances to RPS as per the relevant rules and procedures under approved schemes.
Grant of assistance under laborwelfare schemes.			May sanction payment of assistance under the labor welfare schemes as per existing rules and procedures.

* the following officers of other departments are also having power to inspect books of accounts and production records of the rubber estates, manufacturers, and Processors.

1. Deputy Director (Finance) of the Finance Department.
2. Joint Director (P&QC)
- 4 Deputy Director (Marketing)
5. Joint Director (S&P) & Deputy Director (S&P)

Licensing and Excise duty Department

Nature of power	Dy. Director (ED)	Dy. Director (ED), (RI), (L) & (E)	Assistant Secretary (Excise Duty)
Licences	May issue general or special licences under Section 14 of the Rubber Act and extend the period of validity of such licences, suspend or revoke such licences or restore any licences so suspended.	Dy Director (L) may issue special licences under Section 14 of the Rubber Act and extend the period of validity of such licences, suspend or revoke such licences or restore any Licences so suspended in so far	May issue/ renew / extend the period of validity of licences issued under Rule 40 & 40 A of the Rubber Rules, suspend or revoke such licences or restore any licence so suspended in so far as they relate to manufacturing units

		40 as they relate to licence to deal in Rubber as specified in Rule 39 of the Rubber Rules 1955. He may also issue licences to acquire Rubber for processing and for selling the Rubber so acquired as specified in Rule 39 A of the said Rules after getting approval from Executive Director In the absence of Dy. Director (L), the above powers may be exercised by the Dy. Director (RI). Dy. Director (ED) may issue general or special licences under Section 14 of the Rubber Act and extend the period of validity of such licences, suspend or revoke such licences or restore any license so suspended in so far as they relate to licences to acquire Rubber as specified in Rule 40 & 40A of the Rubber Rules 1955. In the absence Dy. Director (ED), the above may be exercised by the Asst Secretary ED).	allotted to him.
Enforcement of powers	May call for information, documents and	May call for information, Documents and	May call for information, documents and

	returns and to inspect or cause to be inspected, accounts and places of storage or of business as required or provided by the Rubber Act and/ or Rubber Rules	returns and to inspect or cause to be inspected, accounts and places of storage or of business as required or provided by the Rubber Act and/ or Rubber Rules	returns and to inspect or cause to be inspected accounts and places of storage or of business as required or provided by the Rubber Act and/or Rubber Rules
Assessment, levy and collection of duty of excise (cess) on Rubber	May assess, levy and collect duty of excise (cess) on rubber	May assess, levy and collect duty of excise (cess) on rubber	May assess, levy and collect duty of excise (cess) on rubber in respect of units allotted to him.
Issue of 'N' forms etc	May monitor the printing and distribution of 'N' forms.	May supply N forms to various estates, dealers, processors and manufacturers. Dy Director (RI) may also arrange printing of N forms and supply of N forms to various Board's offices.	

The remaining delegation of powers of various officers are given in the compilation of delegation of powers available with the Boards offices.

1.2(iii) Rules / Orders under which powers and duty are derived

Powers and duties are derived from the Rubber Act 1947 and Rubber Rules, 1955.

1.2(iv) Rules / Orders under which powers and duty are exercised

Powers and duties are exercised as per the Rubber Act 1947 and Rubber Rules, 1955.

1.2(v) Work Allocation –

Work allocations is not available in electronic form.

1.3 Procedure followed in Decision Making under Section 4 (1) (b) (iii) of RTI Act

1.3 (i) Process decision making – Identify key decision making points

The Board is governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, General Financial Rules, Revised Leave Rules 1972, Staff Car Rules etc.

The Board have also framed its own Rules and guidelines for the proper administration of the affairs of the Board. The decisions are taken based on the Rules and procedures in force.

Decisions relating to implementation of various schemes operated through Rubber Production Department as well as other important matters requiring public attention are being communicated to the public through press release, TV/Radio, e mail, Board's website etc. Board's publication, the 'Rubber Magazine' is a major medium of communication with the public.

In respect of subsidy schemes, the opinion of Field Officer/ Assistant Development Officer (at field level) Development Officers/ Deputy Rubber Production Commissioners (at Regional Office level) Jt. Rubber Production Commissioners (at Zonal Office level) and Rubber Production Commissioner at Head Office level are sought for arriving at a decision.

Similarly the opinion of various officers and the Heads of Department are sought, for taking decisions relating to matters concerning the respective Departments. Regarding matters involving financial commitments of various Departments, the opinion of the Finance personnel as well as Director Finance is obtained to arrive at a decision.

1.3 (ii) Final Decision making authority

The Board / Executive Director / Government of India as the case may be.

In respect of approval of schemes or for major non- recurring expenditure, where the Board/ Government is the sanctioning authority.

The policy decisions relating to the activities and schemes of the organisation are taken in the Rubber Board, constituted under the Rubber Act. The Board has 28 members representing various interests and is headed by the chairman appointed by Government of India. In addition to this, statutory committees (Executive Committee and Research and Development Committee) are formed to scrutinize various matters and make recommendation to the Board. Besides this, the Board has Staff Affairs Committee to discuss matters related to the employees of the Board. The Board and Committees meet periodically for transacting business.

The Director Finance will be invariably consulted before the schemes/ proposals are placed before the Executive Director / Committee/Board.

Proposals for schemes and other important matters are referred to the concerned sub-committees of the Board, which in turn studies the proposals and make recommendations. The Board takes into account the recommendations of the sub-committees also for arriving at a decision. Generally the schemes are proposed for a five year plan period. Such schemes which require approval by the Ministry/ other relevant committees like SFC, EFC etc. on the basis of the financial powers and other related matters, are sent to the ministry for approval by the Board.

As regards schemes or proposals for major non- recurring expenditure, they will be submitted in the format in which such schemes/ proposals are to be submitted to the Government for sanction. This format will inter- alia contain the following details:-

- 1) Title of the Scheme
- 2) Brief description and objects.
- 3) Justification
- 4) Description of the manner and period in which expenditure is to be incurred.
- 5) Staff requirement, if any.
- 6) Financial implications.
- 7) Foreign exchange involved, if any.
- 8) Benefits expected, and
- 9) Specific sanction required.

On receipt of sanction from the relevant authority for the various schemes, the concerned Departments frame the scheme rules and submit it to the Executive Director / Chairman for approval. After receiving approval, the schemes are implemented based on the budget approval for the respective period. Implementation of the schemes is taken up by the Department concerned, for which the following procedure is adopted.

Proposals for implementation will be initiated from the Department concerned and processed through the Finance & Accounts Department.

The Finance & Accounts Department will examine the proposals and in doing so, will inter- alia verify the following viz:-

that the proposal is complete in all respects/details and arithmetical accuracy is checked;

that necessary budget provision as approved by the Government exists; and that the rules and procedures laid down by the Government/Board and in the Office Manual are followed in respect of purchases/civil works/other expenditure as the case may be.

After verification by the F & A Department, the proposals are seen by the Head of the department concerned and submitted to the Executive Director through Director Finance for necessary sanction.

The procedure outlined above is also applicable in the case of agenda items placed before the Committees/Board, seeking sanction/ approval for incurring expenditure both recurring and non- recurring

Sanction and regulation of Expenditure

All proposals from the Departments having financial implications (vide list given below) and requiring sanction of the Executive Director /Board/Government of India shall be initiated from the Departments concerned, processed through the F & A Department, seen by the concerned Head of the Department and submitted to the Executive Director through the Director Finance for sanction.

- (i) All new schemes
- (ii) Procurement of assets exceeding Rs.1 lakh in each case where no specific provision exists, except for furniture and equipments.
- (iii) Procurement of furniture exceeding Rs.2.00 lakh and equipments except lab equipments exceeding Rs.5.00 lakh, and lab equipments above Rs.20 lakh in each case.
- (iv) Procurement of agricultural/estate inputs/planting materials exceeding Rs.25.00 lakh in each case
- (v) Hiring of new services (consultancy, training etc) costing more than Rs.3 lakh in respect of any single item
- (vi) Creation of Posts
- (vii) Delegation of financial powers
- (viii) Opening/closing of bank accounts
- (ix) Civil works exceeding Rs.15. 00 lakh in respect of any single item
- (x) Advance/loans to outside parties exceeding Rs.3.00 lakh in each case.
- (xi) Disposal of assets of book value exceeding Rs.1.00 lakh in respect of any single item
- (xii) Telephone/e- mail/Internet connections
- (xiii) All proposals for re-appropriation of sanctioned budget proposals to write off losses exceeding Rs. 10,000 in each case.

Instructions contained in the Office orders /Circulars shall be strictly adhered to while processing proposals for financial sanction.

Procedure for incurring expenditure where Heads of Departments or sub-ordinate officers are empowered to sanction and incur expenditure.

All Heads of Departments, Heads of Divisions and subordinate officers who have been granted delegation of financial powers strictly adhere to financial Rules, Orders issued by the Government of India from time to time and instructions given in the Office Orders, the Office Manual etc regarding the procedure to be followed in the matter of sanction and incurring of expenditure. The Officer concerned makes it a point to refer all proposals within their financial powers for incurring expenditure, initially to the F & A Department for processing cases with reference to the Rules, Orders and procedures to be followed. However, routine expenditure at approved rates like rent, rates, taxes, electricity, fuel charges for vehicles etc. and petty contingent expenditure within Rs. 100 need not be so referred, unless they involve questions of policy. In cases of further doubts, the matter is referred to the Director Finance / Deputy Director (Law) for advice/comments and wherever necessary, orders of the Executive Director is obtained.

Procurement of goods

The Board have been delegated with full powers to make their own arrangements for procurement of goods. In case however, the Board does not have the required expertise, it may project its indent to the Central Purchase Organization (e.g. DGS&D) with the approval of competent authority.

The Board is following the General Financial Rules (GFR) for effecting purchases. Accordingly purchase of goods up to the value of Rs. 50,000 (Rupees Fifty Thousand) only on each occasion can be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority. Purchase of goods costing above Rs. 50,000 (Rupees Fifty Thousand) only on each occasion can be made on the recommendations of a Local Purchase Committee duly constituted by the Executive Director and e-Tendering method / GeM is adopted.

Appointments, promotions and deputations

1. All appointments, promotions and deputations are made subject to relevant rules framed by the Central Government and within the frame work of FR&SR.
2. Criteria for appointment / promotion is based on the positional qualifications laid down in the Rubber Board Recruitment Rules
3. All promotions up to the pay band of Rs.15,600-39100 (pre-revised) are made by the Executive Director after observing usual formalities of constitution of Departmental Promotion Committee subject to observation of regulations in the concerned Bye-law.
4. For Group A posts, with pay band of Rs. 15600-39100 (pre-revised) and above, direct recruitment /promotions to higher grade are done based on interview conducted by a committee in which Executive Director , Head of the concerned Department and subject expert from outside takes part.
5. For the posts of Heads of Departments at the level of Directors and above, direct recruitment/ promotion to higher grade are done on the basis of interview conducted by a committee in which representative of the Ministry also takes part.

Routine matters***Channel of Submission of files/cases and other disposals***

- 1) The channel of submission of disposals is determined with reference to the organizational structure and the distribution of work in the organization, the departmental instructions, and orders of delegation of powers. The normal channel of submission with reference to a Section is the dealing hand, the Section Head, the Officer in immediate charge of the Section, the Supervisory Officer, the Group Supervisory Officer, the Head of the Department and the Executive Director. In the forward chain the files and cases are submitted in this channel and in the back chain at the reverse order is followed.
- 2) Functional expertise is provided in the Board's organization by constituting functional divisions, sections, units of cells. Such functional expertise under the Board are grouped below:-
 - i) F&A Division - Accounts Section/Units and Cells within it - For all financial matters, application of service rules and allied matters.
 - ii) Legal Section - For all legal matters and litigations.
 - iii) Vigilance Section – For all matters connected with Conduct Rules, Classification, Control and Appeal Rules, Security and allied matters.

Files and cases relating to matters assigned to the above Divisions/Sections should be referred to them and their advice/ recommendations should be recorded in the files before putting up to the Chairman for final orders. The Heads of Departments and Supervisory Officers may refer files/cases to these Divisions/Sections for obtaining their advice.

The system may vary in certain Departments, depending up on the system of hierarchy in existence. However, there will be level jumping and decisions will be taken at lower level based on the delegation of administrative and financial powers.

Granting permit and sanctioning financial assistance to growers under Rubber Plantation Development Schemes.

The Scheme Rules approved by the Board is the basis for determining the eligibility for payment of subsidy.

Different stages in the processing of applications for subsidy

The different stages in the processing of applications for subsidy under the Rubber Plantation Development scheme are the following.

- i. Entry in the registers/ Computer at Regional Office and transmission of application to the concerned Field Officer / Asst. Development Officer for inspection and report.
- ii. Entry in the register at Field Station.
- iii. Arranging field inspection.
- iv. Intimating the growers.
- v. Field verification.
- vi. Advise growers on technical matters.
- vii. Verification of documents.
- viii. Preparation of reports.
- ix. Entry of reports in computers.
- x. Submission of reports with all relevant details at Regional Office.
- xi. Scrutiny of reports by Development Officer / Dy. R.P.C.

- xii. Sanction of subsidy.
- xiii. Entries in registers.
- xiv. Transfer of subsidy through PFMS - DBT.

The officers involved in the decision making are: Field Officer/ Asst. Development Officer / Development Officer & Dy. Rubber Production Commissioner

These officers are available in the concerned Field Station / Regional Office.

If the growers are not satisfied with the decision of these officers, they can appeal to the Executive Director of the Rubber Board whose address is given in the Notice Board.

Granting financial assistance to Growers/ workers under Extension schemes and Labour Welfare schemes as well as export promotion schemes.

The eligibility for subsidy is based on scheme rules framed for each scheme. The procedure followed is also similar to those given in the preceding para with minor variations according to the nature of the respective scheme.

1.3 (iii) Related provisions / Acts / Rules, etc.

Rubber Act, 1947, Rubber Rules, 1955 and Scheme Rules.

1.3 (iv) Time limit for taking decisions, if any.

There is no specific time limit.

1.3 (v) Channel of supervision and accountability

Administration Department:

Section Officers ⇌ Assistant Secretary ⇌ Deputy Secretary ⇌ Secretary

Finance & Accounts Department:

Accounts/Section Officers ⇌ Assistant Director ⇌ Joint /Deputy Director ⇌ Director

Rubber Production Department:

Asst. Development Officer ⇌ Development Officer ⇌ Joint /Deputy Rubber Production Commissioner ⇌ Rubber Production Commissioner

Rubber Research Department:

Scientist B ⇌ Scientist C ⇌ Scientist D ⇌ Director (Research)

Licensing & Excise Duty Department :

Excise Duty Inspector /Section Officers ⇌ Assistant Secretary / Assistant Director ⇌ Deputy Director

Statistics & Planning Department :

Statistical Inspector /Section Officers ⇌ Assistant Director ⇌ Deputy Director

Publicity & Public Relation Division

Publicity / Section Officer ⇌ Assistant Director ⇌ Deputy Director

Vigilance Division

Assistant Vigilance Officer ⇌ Vigilance Officer

Internal Audit Division

Accounts / Section Officer ⇌ Assistant Director ⇌ Deputy / Joint Director

Planning Division

Marketing Officer ⇌ Assistant Statistician ⇌ Joint Director

Engineering & Processing Division

Engineers /Specification Officer ⇌ Deputy Director ⇌ Joint Director

Market Promotion Division

Marketing Officer ⇌ Market Research Officer ⇌ Deputy Director

P.S : Executive Director exercises administrative control over all the Departments, Divisions and offices of the Board

1.4 Norms set by it for the discharge of its functions [under Section 4 (1) (b) (iv)]

1.4 (i) Norms of functions / Service offered

The Board is implementing various subsidy schemes, grants etc applicable to rubber growers, Rubber producing societies (RPS), RPS sector companies, exporters of Natural Rubber, etc. The Board is also implementing labour welfare schemes applicable to plantation workers and workers employed in factories in the Rubber estates. The Board has framed a set of rules prescribing the eligibility norms of each scheme.

Transactions in Natural Rubber (NR) are regulated by licences issued by the Board under the relevant provisions of the Rubber Act 1947 and the Rubber Rules 1955. The Licensing and Excise Duty (L&ED) Department is entrusted with the work related to issue of fresh and renewal of license to deal in rubber (dealers), to acquire rubber for processing (processors) and for selling rubber so acquired from processors and to purchase or otherwise acquire rubber for manufacturing of rubber based products (manufacturers) and enforcement of various provisions such as Sections 12,14,15,16, 20, 21, 26 and 26A of the Rubber Act, 1947. The Department has three Divisions viz., Licensing, Excise Duty (ED), and Revenue Intelligence (RI) functioning at Head office, Kottayam and seven Sub-offices located outside Kerala.

The Division discharges the functions of issue and renewal of licence to manufacturers, registration of authorizations issued by manufacturers to their purchase agents, endorsing change of constitution for firms, assessment and collection of cess on rubber, remittance of the cess so collected to the Consolidated Fund of India, process the cases of unpaid cess to initiate revenue recovery proceedings, initiate action against violators of the provisions of the Rubber Act and the Rubber Rules, conditions of licence, issuing authorization for acquiring rubber for trial/testing purpose, etc.

Consequent on implementation of GST, Cess on rubber (Duty of Excise) has been subsumed and Section 12 of Rubber Act 1947, related to imposition of cess, is repealed. Hence, work entrusted to Excise Duty Division for the assessment and collection of cess ceased to exist. Still the Division carried out assessment/collection of pending cases.

The Licensing Division deals with issue and renewal of licences to rubber dealers and processors and other related work such as agency registration, branch registration, shifting of business premises, etc. Ordinarily, licence to dealers is issued initially for three years and thereafter, renewed for every five years.

Revenue Intelligence Division is monitoring the trading, transporting of rubber, proper filing of returns and maintaining stock of rubber by dealers and suggesting corrective measures against the erring licensees by enforcing the relevant provisions of the Rubber Act, 1947 to regulate the rubber trade. The Division comprises its establishment cell, one central squad and eight regional squads.

The Inspection Squad functioning from Taliparamba, Palakkad, Muvattupuzha, Kottayam, Punalur, Marthandam, Mangalore, Guwahati and Agartala could arrest illicit trade in rubber and thereby prevent the possibility for unauthorized trading. The inspections helped in collecting monthly returns from a number of delinquent dealers. Inspections were also conducted to ascertain suitability of the applicants and their business premises for the purpose of issuing licence to deal in rubber, registration of branches and approval of new/additional premises, issue of special authorization for collection of field latex, etc.

The seven Sub-offices stationed at New Delhi, Mumbai, Kolkata, Chennai, Mangalore, Guwahati and Agartala pursued remittance of pending cess, submission of various returns, licence renewal applications, etc. and conducted inspections. As a part austerity measures, the Board conducts the routine inspection only on specific cases as required by Headquarters, in the backdrop of subsuming cess to GST. Inspection/ sample collection of imported NR for quality check is being done by Mumbai and Chennai Sub Offices. All Sub Offices undertook liaison work with various government departments as and when instructed by Headquarters. Contravening any provision of the Rubber Act or any rule made under the Act is punishable with imprisonment or with fine or with both. However, Section 26A of the Act provides for compounding of offences committed in respect of any quantity of rubber.

As part of the Medium, Small and Micro Enterprises (MSME) Support and Outreach programmes of the Central government, 12 key initiatives had been unveiled by the Prime Minister which would help the growth, expansion and facilitation of MSMEs across the country. There are five key aspects for facilitating the MSME Sector which include access to credit, access to market, technology upgradation, ease of doing business and sense of security for employees.

In order to appraise entrepreneurs about various facilities being extended to MSME sector by Union Government and Financial Institutions, a campaign was running for 120 days covering 100 districts throughout the country including Kottayam and Idukki Districts in Kerala. Priority had been given to rubber based industry in Kottayam District. As part of the campaign, L&ED sponsored / conducted two campaigns and extended technical support along with lead Banks SBI, SIDBI, DGFT, Gem Department, GST Department and Kerala Industrial Department. Besides, the Department also actively participated in *nine* Campaigns organized by other organizations.

The Board functions according to the Rubber Act 1947 enacted by the Parliament and amendments made in 1954, 1955, 1960 and 1982 and the Rubber Rules 1955. The Board is governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, CCS Conduct Rules, CCS (Classification, Control and Appeal) Rules. General Financial Rules, Revised Leave Rules 1972, Staff Car Rules, Defined Contribution Pension scheme Rules 2004 etc.

The Board has also framed the following Rules, Manuals, procedures, and guidelines for proper discharge of functions and administration of the affairs of the Board:

- The Rubber Board Manuel of Office Administration.
- The Rubber Board Manuel of General Procedure.
- Compilation of Delegation of powers.
- The Rubber Board(Service) Rules, 1961
- The Rubber Board (Service) Rules Schedule 6, 1961
- The Rubber Board Service(Classification, Control and Appeal) Rules, 1961
- The Rubber Board Service(Classification, Control and Appeal) Rules Schedule 3
- The Rubber Board Employees Conduct Rules
- The Rubber Board(Provident Fund) Rules, 1965
- The Rubber Board General Provident Fund Rules, 1966
- The Rubber Board Employees Pension Fund Rules, 1966
- Rubber BoardRecruitment Rules
- Registration & Licensing Rules
- Guidelines, norms and rules for operating various schemes implemented by the Board
- Guidelines for Registration as an Exporter, Registration for rubber dealers, Manufacturing units etc.
- Office orders, Circulars, Notes etc.

On other aspects of official procedures the Board follows the norms set by the Government of India by way of rules/regulations/guidelines formulated by the Government of India on administrative matters and in the matters relating to disciplinary proceedings and Vigilance activities, RTI Act, Implementation of Official Language Hindi, etc. The Board also follows the financial rules/norms as applicable to the Central Government departments/ organizations.

1.4 (ii) Norms / Standards for functions / Service delivery

Application for subsidy for various schemes of the Board are called for once every year with a specific last date for submission. On receiving the application, the applications are scrutinized with reference to the scheme rules and inspection of the plantations, worksites, etc are conducted. Deficiencies and defects are pointed out to the applicants. On rectification of the defects by the applicants, the applications are finally processed and payments are generally made subject to availability of funds within the same financial year. Depending on the number of applications and the number of field staff available for conducting inspection, and the time taken by the applicants for rectifying the defects etc, there may be delay in final processing of the applications and making payments.

1.4 (iii) Process by which the Service can be accessed

Through online process (Various Offices of the Board / Help desks)

1.4 (iv) Time limit for achieving the target

As a general rule, no official shall keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases through departmental instructions. If a case is remaining with an official for more than the stipulated time limit, an explanation for keeping it shall be recorded in the note portion by the employee.

1.4 (v) Process of redress of grievances

All Wednesdays are generally observed as a meeting less day. The Director of Grievances/ Heads of Departments/Offices remain in their offices during specific hours (10.00 hours to 13.00 hours) on every Wednesday to receive and hear grievances of the public.

A locked complaint box is placed in the office at the reception or convenient place accessible to the public, so that they could lodge the complaints without difficulty. The Controlling Officer makes arrangements to open the box everyday by about 4 PM and examine the complaints if any, for expeditious redress.

Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organization will be sent to the petitioner.

1.5 Rules, Regulations, Instructions, Manual and Records for Discharging Functions [under Section 4 (1) (b) (v)]

1.5 (i) Title and nature of the record / manual / instruction

- The Rubber Act 1947
- The Rubber Rules, 1955
- Fundamental Rules
- Supplementary Rules
- General Financial Rules
- Revised Leave Rules 1972
- Defined Contribution Pension Scheme Rules 2004
- Staff Car Rules
- Swamy's Hand Books relating to FR, SR, GFR, Pension, etc.
- CCS Conduct Rules
- CCS (Classification, Control and Appeal) Rules
- RTI Act
- Manual regarding the use of Official Language in Hindi.
- The Rubber Board Manual of Office Administration.
- The Rubber Board Manual of General Procedure.
- Compilation of Delegation of powers.
- The Rubber Board(Service) Rules, 1961
- The Rubber Board (Service) Rules Schedule 6, 1961
- The Rubber Board Service(Classification, Control and Appeal) Rules, 1961
- The Rubber Board Service(Classification, Control and Appeal) Rules Schedule 3

- The Rubber Board Employees Conduct Rules
- The Rubber Board(Provident Fund) Rules, 1965
- The Rubber Board General Provident Fund Rules, 1966
- The Rubber Board Employees Pension Fund Rules, 1966
- Rubber Board Recruitment Rules
- Registration & Licensing Rules
- Guidelines, norms and rules for operating various schemes of the Board
- Guidelines for Registration as an Exporter, Registration for rubber dealers, Manufacturing units etc.
- Office orders, Circulars, Notes etc.

1.5 (ii) List of Rules, Regulation, Instruction manuals and records

- The Rubber Act 1947
- The Rubber Rules, 1955
- Fundamental Rules
- Supplementary Rules
- General Financial Rules
- Revised Leave Rules 1972
- Defined Contribution Pension Scheme Rules 2004
- Staff Car Rules
- Swamy's Hand Books relating to FR, SR, GFR, Pension, etc.
- CCS Conduct Rules and CCS (Classification, Control and Appeal) Rules
- RTI Act
- Manual regarding the use of Official Language in Hindi.
- The Rubber Board Manuel of Office Administration.
- The Rubber Board Manuel of General Procedure.
- Compilation of Delegation of powers.
- The Rubber Board(Service) Rules, 1961
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- The Rubber Board Employees Pension Fund Rules, 1966
- Rubber Board Recruitment Rules
- Registration & Licensing Rules
- Guidelines, norms and rules for operating various schemes of the Board
- Guidelines for Registration as an Exporter, Registration for rubber dealers, Manufacturing units etc.
- Office orders, Circulars, Notes etc.

1.5 (iii) Act / Rules manuals, etc

- The Rubber Act 1947
- The Rubber Rules, 1955
- CCS Conduct Rules and CCS (Classification, Control and Appeal) Rules
- RTI Act
- Manual regarding the use of Official Language in Hindi.
- The Rubber Board Manuel of Office Administration.
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- The Rubber Board General Provident Fund Rules, 1966
- The Rubber Board Employees Pension Fund Rules, 1966
- Rubber Board Recruitment Rules

1.5 (iv) Transfer policy and transfer orders

Annexure - I.

1.6 Categories of documents held by the Public Authority under its control [U/S 4 (1) (b) (vi)]

1.6 (i) Categories of documents

CLASS 'A'- Permanent records:

Records required to be kept permanently for historical importance, for administrative purposes, or for research purposes will be classified under this category. Such records are so important that its original should be preserved intact and access to it in the original form must be restricted to the minimum. If materials in it are likely to be required for frequent references such records may be got printed or microfilmed.

The instructions issued by the National Archives is observed for treating the records as genuine sources of information on any aspect of history-political, social, economic etc or are considered to be of biographical or antiquarian interest, and for handing over such records to them. No records are handed over to the National Archives without obtaining prior approval of the Executive Director / Government of India.

Records fit for permanent preservation are illustrated under-

Records of value for administrative purposes

- i) Papers regarding Constitution, functions, and salient features of the working of the organization and its offices, committees and working groups etc.
- ii) Papers relating to major policy decisions, including those relating to enactment/amendment of Acts and Rules and important decisions of Government.
- iii) Minutes of the Board Meetings.
- iv) Papers containing title deeds of properties or other permanent assets acquired or relinquished.
- v) papers concerning rules, regulations, departmental instructions etc.
- vi) Papers regarding Registration of estates under Section 10 of the Rubber Act.

Records of value for historical importance

Much of the material likely to be preserved for administrative purposes will be of interest for historical research purposes as well, but the following categories should be specially considered as of value to historians:

- i) Papers relating to more important aspects of scientific or technical research and development.
- ii) Papers relating to the origin of the organization, how organized, how functioned and (if defunct) how it was dissolved.
- iii) Papers relating to policy decision, change in policy decisions and implementation of it.
- iv) Papers relating to developmental schemes and other measures adopted to increased production and productivity of rubber.

Records of value for scientific reference

- i) Papers on research projects undertaken and the end results achieved.
- ii) Papers relating to obsolete research activities or investigations or to abortive projects/schemes in important fields.
- iii) Papers on research activities dropped, abandoned and deferred. Records to be preserved for period not exceeding one year are referred to as records of ephemeral nature

CLASS 'B': Records of semi permanent character to be preserved for longer periods exceeding 10 years.

CLASS 'C': Records of secondary importance to be preserved for limited periods not exceeding 10 years

Important records held by the Rubber Board.

- (a) Administration Department
 - 1. Service records of employees
 - 2. Property records
 - 3. Asset registers
 - 4. Documents relating to hired accommodations
 - 5. Records relating to disciplinary proceedings
 - 6. Annual Confidential Reports
 - 7. Property Returns
 - 8. Board Minutes, Agenda Notes etc.
 - 9. Rules of labour welfare schemes.

(b) *Finance and Accounts Department*

- 1) Information on MTF Plan allocations, Annual Plan allocations, approved Budget allocations etc. for various schemes, programmes and projects.
- 2) Information on up to date expenditure for various schemes being implemented by different departments.
- 3) Annual Budget proposals presented to the Board and the Govt. and approvals received on the same.
- 4) Statement of assets and liabilities of the Board for the year under report and also for previous years.
- 5) Information on payments made to various beneficiaries under different schemes being implemented by the Board.
- 6) Details on payments of bills received for purchase of goods and materials and services contracted and received.
- 7) Information on internal and extra budgetary resources generated by the Board under various heads
- 8) Information on Plan and Non-Plan funds received during the year utilized up to date and balances held.
- 9) Reports on audits conducted by the Accountant General, Kerala and the audit observations there off.
- 10) Final Accounts of the Board including Receipt and Payments Accounts, Income and Expenditure Account and Balance Sheet from the inception of the Board.
- 11) Information on salary, allowances and advances paid to the employees of the Board from time to time.
- 12) Information on pension paid to retired employees and family pensioners etc.
- 13) Cash book and vouchers.

(c) *Rubber Production Department Office of Rubber Production Commissioner*

1. Files relating to formulation of schemes and scheme Rules
2. Rules for implementation of various subsidy schemes.

At Regional Offices :

- Establishment Register / Leave Register / Telephone Register / Visitors' Register
- Register of Travelling Allowance advance/Travelling Allowance bills Calendar of Returns
- Contingent Advance Register.
- Fuel Consumption Register / Jeep maintenance Register / Register of unserviceable spare parts
- Stock Register / Stamp & Despatch Register / Local Delivery Register
- Current Register (other than for new registration)
- Inspection Register.
- File Register / File Movement Register/ Personal Register
- Replanting subsidy application Register / New Planting subsidy application Register / Tapping certificate Register
- Replanting subsidy permit Register / New planting subsidy permit Register Form IV Register
- Summary Register / Year-wise summary Register / Acreage Register
- Replanting summary Register / Special summary Register

- Planting material Register / Planting material distribution Register / Sprayers distribution Register
- Budded stumps/bud wood distribution Register Stock Register for planting materials
- Licence Register (new planting and replanting) Large growers acreage and summary Registers
- Personal Accident Insurance Scheme Register / Insurance Register
- Register of receipt

(d) *Market Promotion Department*

1. Natural Rubber price register –Kottayam / Kochi
2. Natural Rubber price register - Bangkok
3. Natural Rubber price register - Kuala Lumpur
4. Weekly Average price of various grades of NR
5. Export data on natural rubber

(e) *Licensing and Excise duty Department*

1. A list of registers maintained with regard to issue of licence to deal in Rubber is furnished below.
 - Form B register.
 - Register of dealers licence / Dealers summary register
 - Dealers licence summary register Index register.
 - Register of agents.
2. Licences issued are recorded in the following registers:-
 - Manufacturers' Register
 - Manufacturers' Cash Register
3. List of registers maintained with regard to issue of licence to manufacturers:
 - Register of Manufacturers (Rule 44(c))
 - Manufacturers' Summary Register
 - Form D Register
 - (i) Index Register
 - (ii) Manufacturers' Application (Renewal) Disposal Register
 - (iii) Manufacturers' Application (Fresh) Disposal Register

(f) *Statistics and Planning Department*

- Reminder register for estates
- Reminder register for dealers
- Reminder register for manufacturers
- Statistics relating to production of Rubber etc.

(g) *Publicity and Public Relation Division*

- Right to Information Act, 2005 and implementation thereof.
- Monthly Progress Reports and Annual Reports.

(h) *Engineering and Processing Division*

- Works register
- Rules relating to schemes implemented by the Department
- Files relating to subsidy given etc.

(i) *Research Department*

- Records relating to research projects undertaken, the results achieved etc.

1.6 (ii) Custodian of documents / Categories

The documents are available with the respective Departments/Divisions.

1.7 Boards, Councils, Committees and other bodies constituted as part of the Public Authority [under Section 4 (1) (b) (viii)]

1.7 (i) Name of Boards, Councils, Committees, etc

The Rubber Board

Three Sub-Committees of the Rubber Board have been constituted by the Board to review its activities and to monitor the progress of implementation of the various schemes as laid down under Section 8 of the Rubber Act namely,

1. Executive Committee (Statutory Committee)
2. Research & Development Committee (Statutory Committee)
3. Staff Affairs Committee (Non-Statutory Committee)

1.7 (ii) Composition

As per the Rule 3(1) of the Rubber Rules, 1955 (Constitution of the Board), the Board shall consist of the Chairman and twenty-eight other members representing the different interests and authorities specified in clauses (b) to (f) of sub-section 3 of Section 4 under the Rubber Act, 1947.

As per Section 4(3) of the Rubber Act, 1947, the Board shall consist of : -

- (a) A Chairman to be appointed by the Central Government;
- (b) Two members to represent the State of Tamil Nadu, one of whom shall be a person representing rubber producing interests;
- (c) Eight members to represent the State of Kerala, six of whom shall be persons representing the rubber producing interests, three of such six being persons representing the small growers
- (d) Ten members to be nominated by the Central Government, of whom two shall represent the manufacturers and four labour
- (da) Three members to be nominated by the Central Government, of whom two shall be from Department of Commerce and one from the Department of Agriculture and Co-operation
- (e) Three members of Parliament of whom two shall be elected by the House of People and one by the council of States ;
- (ee) The Executive Director, ex-officio; and
- (f) The Rubber Production Commissioner, ex-officio.

The persons to represent the States of Tamil Nadu and Kerala shall be nominated.

Any officer of the Central Government when deputed by that Government in this behalf shall have the right to attend the meetings of the Board and take part in the proceedings thereof, but shall not be entitled to vote. The Board shall elect from among its members a Vice-Chairman, who shall exercise such of the powers and perform such of the functions of the Chairman as may be prescribed or as may be delegated to him by the Chairman.

NAME AND ADDRESSES OF THE MEMBERS OF THE RUBBER BOARD

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22) **Under Secretary (Plantations)**

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EX-OFFICIO MEMBERS

23) **Dr. K.N. Raghavan,**

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24) **Rubber Production Commissioner - Vacant**

1.7 (iii) Dates from which constituted

Gazette Notification (Extraordinary) dated 30th May 2017 issued by the Ministry of Commerce & Industry for reconstitution of the Rubber Board.

Three Sub-Committees of the Board viz., Executive Committee (Statutory Committee), Research & Development Committee (Statutory Committee) and Staff Affairs Committee (Non-Statutory Committee) were reconstituted in the 179th meeting of the Rubber Board held on 5th November 2019.

1.7 (iv) Terms / tenure

Term / tenure of the Rubber Board is three years from the date of issue of Gazette Notification.

As per Rule 4 of the Rubber Rules, 1955,

(1) Save as hereinafter provided, a member shall hold office for such period not exceeding three years as may be specified in the notifications in the official Gazette notifying his nomination or election and shall be eligible for re-nomination or re-election, as the case may be

Provided that a member elected under clause (e) of sub-section (3) of Section 4 by either House of Parliament shall cease to be a member of the Board if he ceases to be a member of the House by which he was elected.

(2) A member elected or nominated to fill a casual vacancy, or a member nominated by the Central Government on failure of any authority or body mentioned in sub-section (3) of Section 4 to make a nomination, shall hold office as long as the member whose place he fills would be entitled to hold office if the vacancy had not occurred or the nomination had not been made, as the case may be.

Under Section 6A of the Rubber Act, 1947, the Central Government may appoint the other statutory posts (1) Executive Director, (2) Rubber Production Commissioner and (3) Secretary to the Board to exercise such powers and perform such duties under the direction of the Board as may be prescribe.

The Executive Director shall be responsible for the proper functioning of the Board and the implementation of its decisions and the discharge of its duties under the Act. The Executive Director shall be the principal executive officer of the Board and shall exercise administrative control over all the departments and officers of the Board.

1.7 (v) Powers and functions

As per Rule 10C, 11, 11A and 12 the Rubber Rules, 1955, the Chairman of the Board has the following powers:

10 C. Presiding over Committee meetings

The Chairman shall preside over every meeting of the Committee at which he is present and in his absence, the Vice-Chairman shall preside, if he is a member of the Committee. In the

absence of both the Chairman and the Vice-Chairman, the members of the Committees shall elect one from amongst those present to preside at that meeting.

11. Power to call meetings

(1) The Chairman of the Board or the Committee may at any time call a meeting of the Board or the Committee, as the case may be, and shall do so if a requisition for that purpose is presented to him by at least 3nine members in the case of a meeting of the Board and half the total

number of members in the case of a meeting of a Committee.

(2) At least fourteen clear days before any meeting of the Board and at least ten clear days before in the case of a meeting of a Committee, notice of time and place of the intended meeting, signed by the Secretary, shall be sent to the Government of India in the appropriate Ministry and left at or posted to the address of every member of the Board or the Committee.

Provided that in case of urgency, a special meeting may be summoned at any time by the Chairman who shall inform in advance the Government of India in the appropriate Ministry and the members of the subject matter for discussion and the reasons for which he considers it urgent. No ordinary business shall be transacted at such special meetings.

(3) The Chairman may require any officer of the Board or invite any person or persons to attend any meeting of the Board or the Committee but they shall not have the power to vote.

11 A. Agenda

(1) At least 10 clear days before any ordinary meeting of the Board and at least 7 clear days before any meeting of a Committee, a list of business to be transacted at the meeting, signed by the Secretary, shall be sent to the Government of India and left at or posted to the address of every member of the Board of the Committee.

(2) No business, not included in the list of business, shall be transacted without the permission of the Chairman of the Board or of the committee.

12. Presiding over meetings

The Chairman of the Board shall preside over every meeting of the Board at which he is present and in his absence, the Vice-Chairman shall preside, but when both the Chairman and Vice-Chairman are absent from any meeting, the members present shall elect one of their own member to preside at that meeting.

Functions of the Board: Section 8 of the Rubber Act, 1947 lays down the functions of the Board as follows:

- (1) It shall be the duty of the Board to promote by such measures as it thinks fit the development of the rubber industry.
- (2) Without prejudice to the generality of the foregoing provision, the measures referred to therein may provide for –
 - a) undertaking, assisting or encouraging scientific, technological and economic research;
 - b) training students in improved methods of planting, cultivation, manuring and spraying;
 - c) the supply of technical advice to rubber growers;
 - d) improving the marketing of rubber;

- da) improving the quality of rubber and implementing the standards for quality, marking, labeling and packing for the rubber produced or processed in, imported into or exported from India;
 - e) the collection of statistics from owners of estates, dealers, manufacturers and processors;
 - f) securing better working conditions and the provisions and improvement of amenities and incentives for workers;
 - g) carrying out any other duties which may be vested in the Board under rules made under this Act,
- (3) It shall also be the duty of the Board –
- a) to advise the Central Government on all matters relating to the development of the rubber industry, including the import and export of rubber;
 - b) to advise the Central Government with regard to participation in any International Conference or scheme relating to rubber;
 - c) to submit to the Central Government and such other authorities as may be prescribed annual report on its activities and the working of this Act;
 - d) to prepare and furnish such other reports relating to the rubber industry as may be required by the Central Government from time to time.

Frequency of meeting

There shall be not less than two ordinary meetings of the Board in any one year on such dates as the Chairman may think fit and such meetings shall ordinarily be held at the headquarters, but in case where a meeting is decided to be held elsewhere by the Chairman, the reasons for so deciding shall be recorded in writing. The interval between any two ordinary meetings shall not, in any case, be longer than eight months.

Committees of the Board

Under the Board, there are two statutory committees (Executive and Research & Development) and one non-statutory committee (Staff Affairs) for deliberating on various issues of topical importance. The committees make recommendations to the Board. No specific periodicity is prescribed for the meeting of these committees. The meetings are held whenever there is a need.

1.7 (vi) Whether their meeting are open to the public ?

The meetings of the Board or its committees are not open to public.

1.7 (vii) Whether minutes of the meeting are open to the public?

Minutes are prepared for the Board / Committee meetings. But the minutes are also not open to public.

1.7 (viii) Place where the minutes of the meeting open to the public are available?

Not Applicable

1.8 Directory of Officers and employees [under Section 4 (1) (b) (ix)]

1.8(i) Name and designation of key Officers

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Vacant

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Rajagopalan M.

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DEPARTMENTS

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RESEARCH DEPARTMENT (RUBBER RESEARCH INSTITUTE OF INDIA)

Officer-in-charge	Dr. Sushil Kumar Dey	Ph: (O) 0381-2352354	(R) 0381-2359323
Regl. Station, Agartala			
Officer-in-charge	Dr. Radha Lakshmanan	Ph: (O) 0460-2273003	(R) 0490-2365280
RRS, Padiyoor			
Officer-in-charge	Vacant	Ph: (O) 0361-2228245	
Regl. Station, Guwahati			

LICENSING & EXCISE DUTY DEPARTMENT

Dy. Directors (Excise)

SO, New Delhi	E.A. Mathew	Ph: (O) 011-23388702	(M) 09810354360
SO, Kolkata	Bijoy Gopal Karmakar	Ph: (O) 033-22871586	(M) 09433070892

E-MAIL ID OF KEY OFFICERS / OFFICES OF THE BOARD

Chairman	: chairman@rubberboard.org.in
Executive Director	: exedir@rubberboard.org.in
Contact - General	: info@rubberboard.org.in
Administration Dept	: adm@rubberboard.org.in
Rubber Production Dept	: rpd@rubberboard.org.in
Finance & Accounts Dept	: finance@rubberboard.org.in
Training Department	: training@rubberboard.org.in
Statistics & Planning Dept.	: stat@rubberboard.org.in
Rubber Research Institute of India	: rrii@rubberboard.org.in
L & ED Department	: led@rubberboard.org.in
Engineering & Processing Division	: ppd@rubberboard.org.in
Market Promotion Division	: marketpromotion@rubberboard.org.in
P&PR Division	: ppr@rubberboard.org.in
Planning Division	: planning@rubberboard.org.in
Technical Consultancy Division	: ddtc@rubberboard.org.in
Export Promotion Cell	: exportpromotion@rubberboard.org.in
RP Accounts Division	: rpaccounts@rubberboard.org.in
Revenue Intelligence Division	: ri@rubberboard.org.in
Licensing Division	: lskochi@rubberboard.org.in
Vigilance Division	: vigilance@rubberboard.org.in
Internal Audit Division	: audit@rubberboard.org.in
Labour Welfare Division	: lm@rubberboard.org.in
Legal Section / DD (Law)	: legal@rubberboard.org.in
Hindi (OL) Section	: ol@rubberboard.org.in
SO Delhi	: sodelhi@rubberboard.org.in
SO Mumbai	: somum@rubberboard.org.in

SO Kolkata	: sokol@rubberboard.org.in
SO Chennai	: soche@rubberboard.org.in
SO Agartala	: soagr@rubberboard.org.in
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RO Marthandom	: romdm@rubberboard.org.in
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RO Nedumangad	: rondd@rubberboard.org.in
RO Kottarakkara	: roktr@rubberboard.org.in
RO Punalur	: ropnr@rubberboard.org.in
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RO Pathanamthitta	: ropta@rubberboard.org.in
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RO Muvattupuzha	: romva@rubberboard.org.in
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RO Palakkad	: ropgt@rubberboard.org.in
RO Mannarkad	: romkd@rubberboard.org.in
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RO Taliparamba	: rotba@rubberboard.org.in
RO Sreekantapuram	: roskm@rubberboard.org.in
RO Kanhangad	: roknd@rubberboard.org.in
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RO Mangalore	: roman@rubberboard.org.in
RO Puttur	: roput@rubberboard.org.in
RO Kundapura	: rokund@rubberboard.org.in
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RB Office Rambachodavaram	: rorcvm@rubberboard.org.in
RO Baripada	: robpd@rubberboard.org.in
ZO/NRETC Agartala	: zoagr@rubberboard.org.in
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RO Ambassa	: roamb@rubberboard.org.in
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RO Silchar	: rosil@rubberboard.org.in
RO Dimapur	: rodmp@rubberboard.org.in
RO Jorhat	: rojor@rubberboard.org.in
RO Tura	: rotura@rubberboard.org.in
RO Agia	: roagia@rubberboard.org.in
RO Nagaon	: ronag@rubberboard.org.in
RO Shivamogga	: roshm@rubberboard.org.in
RO Itanagar	: roita@rubberboard.org.in
DDC Jenggitchakgre	: ddcjen@rubberboard.org.in
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Central Nursery, Mukkada	: cnkkr@rubberboard.org.in
CES Chethackal	: ces@rubberboard.org.in
HBSS Paraliar	: hbsspar@rubberboard.org.in
RRS Padiyoor	: rrspadiyoor@rubberboard.org.in
HBSS Kadaba	: hbssnet@rubberboard.org.in
RRS Dapchari	: rrsdapchari@rubberboard.org.in
RRS Dhenkanal	: rrsdhen@rubberboard.org.in
RRS Nagrakata	: rrsnag@rubberboard.org.in
RRS Guwahati	: rrsqty@rubberboard.org.in
RRS Agartala	: rrsagr@rubberboard.org.in
RRS Tura	: <u>rrstura@rubberboard.org.in</u>

1.8(ii) Telephone, fax and email ID

Annexure - II

Telephone	: 0481 – 2301231
Fax	: 0481 – 2571380
e-mail ID	: adm@rubberboard.org.in

1.9 Monthly remuneration received by officers and employees including system of compensation (under Section 4 (1) (b) (ix))

1.9(i) List of employees with gross monthly remuneration

Annexure - III

1.9 (ii) System of compensation as provided in its regulations

System of compensation as provided in the CCS Pay Rules is followed.

1.10 Name, designation and other particulars of Public Information Officers [U/S 4 (1) (b) (xvi)]**1.10(i) Name & designation of the Public Information Officer (PIO), Assistant Public Information Officers and Appellate Authority**

Officers nominated under RTI Act 2005 at Rubber Board (as on 24.02.2020)

Sl. No.	Department	Officers nominated		E-mail ids
1	Administration (including Chairman's Office)	Sri. G Asokan , DS(P & A) (I/C)		dspa@rubberboard.org.in
2	Statistics	Smt MJ Lizy, DD(S&P)		lizymj@rubberboard.org.in
3	Internal Audit	Sri Zachariah Kurian, JDF		zack@rubberboard.org.in
4	F & A	Sri V George Mathew, DDF		georgemathew@rubberboard.org.in
5	L & ED	Sri Gopalakrishnan Chellaaton, DD(E)		gopalakrishnan@rubberboard.org.in
6	Planning	Sri Toms Joseph, JD(Eco.Research)		tomsjoseph@rubberboard.org.in
7	P & PR	Sri KG Satheeskumar, AD(Pub)		adp@rubberboard.org.in
8	Vigilance	Sri SP Ramesan, Asst. Vigilance Officer		vigilance@rubberboard.org.in
9	Research	Dr RG Kala, Principal Scientist, Biotechnology Division		rgkala@rubberboard.org.in
10	Engineering & Processing	Sri Shaji Abraham, Dy. Director (Engineering)		ddengg@rubberboard.org.in
11	Training	Dr.Alice John, DD(RPDT)		alice@rubberboard.org.in
12	Market Promotion	Dr.Binoi K Kurian, DD(Marketing)		ddmarketing@rubberboard.org.in
13	RP Department a) HO, KTM b) North Zone c) South Zone	For Central Zone of Kerala, AP, Odisha, Andaman & Nicobar islands and other States in the East. For North Kerala and all States in the West For South Kerala and Tamil Nadu State	Sri K Mohanan Nair, Dy.RPC, Jt. RPC(Dev) (I/C), RP Dept., HO, Kottayam Sri.PV Geevergees DO, RO, Manjeri Sri. K Mohanakumar DO, RO TVM	itrpcdev@rubberboard.org.in romanjeri@rubberboard.org.in rotvm@rubberboard.org.in

d) Guwahati	For all North East States except Tripura	Sri.S Selvaraj. Jt.RPC, ZO Guwahati	zogty@rubberboard.org.in
e) Agartala	For Tripura State	Smt. KA Girijamony, Jt. RPC(I/C), NRETC Agartala	zoagr@rubberboard.org.in

Link PIO	Sri MG Sathees Chandran Nair, DD(P&PR), Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2574902 mgs@rubberboard.org.in
Nodal Officer for Transparency Audit of suo motu disclosure	Sri Gopalakrishnan Chellaoton, DD(E) , Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2301231 gopalakrishnan@rubberboard.org.in
Transparency Officer	Smt. P Sudha, Secretary – in-charge, Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2571243 sudha@rubberboard.org.in
Appellate Authority for RTI	Smt. P Sudha, Secretary – in-charge, Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2571243 sudha@rubberboard.org.in

In the case of offices situated outside Kottayam, the Controlling Officers/ Officers in Charge of that office will be the Asst. PIO for the purpose.

1.10(ii) Address, telephone numbers and email ID of each designated official

Link PIO	Sri MG Sathees Chandran Nair, DD(P&PR), Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2574902 mgs@rubberboard.org.in
Nodal Officer for Transparency Audit of suo motu disclosure	Sri Gopalakrishnan Chellaoton, DD(E) , Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2301231 gopalakrishnan@rubberboard.org.in
Transparency Officer	Smt. P Sudha, Secretary – in-charge, Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2571243 sudha@rubberboard.org.in
Appellate Authority for RTI	Smt. P Sudha, Secretary – in-charge, Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2571243 sudha@rubberboard.org.in

1.11 No of employees whom disciplinary action has been proposed/taken [under Section 4 (2)]

1.11(i) No of employees against whom disciplinary action has been pending for minor penalty or major penalty proceedings

As on 18th February 2020, major penalty proceedings are pending for finalization against 4 officials of the Rubber Board.

1.11(ii) No of employees against whom disciplinary action has been finalised for minor penalty or major penalty proceedings

During the period 01-04-2019 to 18 -02-2020, 2 minor penalty proceedings were finalized against 2 officials of the Rubber Board and orders issued.

1.12 Programmes to advance understanding of RTI (Section 26)

1.12(i) Educational Programmes

Participating in Educational programmes.

1.12(ii) Efforts to encourage public authority to participate in these programmes

Yes.

1.12(iii) Training of CPIO/APIO

Rubber Board conducted in-house training for CPIOs and APIOs

1.12(iv) Update & publish guidelines on RTI by the Public Authorities concerned

Being updated regularly.

1.13 Transfer policy and transfer orders [F No 1/6/2011-IR dated 15-04-2013]

1.13(i) Transfer policy and transfer orders

Annexure - I

Chapter - 2

Manual 2

Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

No.		2019 – 20 (Rs. In crore)	2020 – 21 (Rs. In crore)
2.1 (i)	Total budget for the public authority	170.00	221.34
2.1 (ii)	Budget for each agency and plan and programmes	170.00	221.34
2.1 (iii)	Proposed expenditures	242.00	221.34
2.1 (iv)	Revised budget for each agency, if any	242.00	N.A.
2.1 (v)	Report on disbursements made and place where the related reports are available	Vouchers relating to disbursement are available at F & A Dept. of the Board	N.A.

2.2 Foreign and domestic tours [F.No. 1/8/2012-IR dated 1-09-2012]

2.2 (i) Budget

For the year 2018 - 19, the Budget is Rs. 25 lakh.

2.2 (ii) Foreign and domestic tours by ministries and officials of the rank of Jt. Secretary to the Government and above, as well as the heads of the Department

Sl. No.	a) Number of delegates	b) Places visited	c) Period of visit	d) Expenditure on the visit
1.	Chairman & Executive Director and one official	Colombo, Sri Lanka	7 – 11 May 2018	Rs. 2.42 lakh
2.	Executive Director and one official	Chiang Rai, Thailand	8 – 12 October 2018	Rs. 3.02 lakh
3.	Executive Director and one official	Brussels, Belgium	15 – 16 November 2018	Rs. 4.72 lakh
4.	Rubber Production Commissioner	Kota Kinabalu, Malaysia	3 – 7 December 2018	Rs. 0.03 lakh
5.	Executive Director and one official	Bangkok, Thailand	6 – 8 March 2019	Rs. 1.76 lakh
6.	Executive Director	Singapore	18 – 22 March 2019	Rs. 1.87 lakh

2.2 (iii) Information related to procurements

- a) *Notice/tender enquiries, and corrigenda if any thereon*
Tender Notices available in Board's website: <http://rubberboard.org.in/tenders>
- b) *Details of the bids awarded comprising the names of the suppliers of*
Not available in Board's website.
- c) *The works contracts concluded-in any such combination of the above.*
Not available in Board's website.
- d) *The rate/rates and the total amount at which such procurement or works contract is to be executed*
Not available in Board's website.

2.3 Manner of execution of subsidy programme [Section 4(1)(b)(xii)]

Sl No	Details of disclosure	RPD Scheme	Roller	Smoke House (SH)
(i)	Name of the programme of activity	Plantation subsidy 2017-18 to 2019-20 (MTF)	Subsidy	Subsidy
(ii)	Objective of the programme	To promote new/ replanting of rubber	Quality up gradation	Quality up gradation
(iii)	Procedure to avail benefits	Avail subsidy to small growers up to 1 ha	Purchase of new roller & submit application	Purchase / Construction of new SH and submit application
(iv)	Duration of the programme/scheme	3 years (MTF) (2017-18 to 2019-20)	Yearly	Yearly
(v)	Physical and financial targets of the programme (MTF) (for the year 2019-20)	*T - 3000ha -4.5 Cr. NT -700ha-1.4 Cr. NE-7500ha-15 Cr.	SC/ST-10Nos-0.03 Cr NE -450 Nos - 0.9 CR NT – 100 Nos-0.15 Cr	150 Nos– 0.3 Cr
(vi)	Nature/scale of subsidy/amount allotted T/NT/NE	T- Rs.25000/ha (2 instalments) NT/NE- 40000/ha (3 instalments)	NE-Rs.20000/- NT-Rs.15000/- SC/ST-30000/- Per roller	Rs. 20000/- Per smoke house
(vii)	Eligibility criteria for grant of subsidy	Eligibility criteria T-Not exceeding 2ha- subsidy for 1ha NT-Not exceeding 5ha- subsidy for 2ha NE-Not exceeding 5ha- subsidy for 2ha	NT/NE only Mature area up to 5 ha to be purchased during this year. As per specifications in the scheme	NT/NE only Mature area up to 5 ha to be purchased during this year. As per specifications in the scheme
(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	Subsidy not yet disbursed for the current year	Applications are under processing	Applications are under processing

*(T - Traditional, NT – Non traditional, NE – North East)

2.3 (i) Name of the programme of activity

RPD Scheme	Roller	Smoke House
Plantation subsidy 2017-18 to 2019-20 (MTF)	Subsidy	Subsidy

2.3 (ii) Objective of the programme

RPD Scheme	Roller	Smoke House
To promote new/replanting of rubber	Quality up gradation	Quality up gradation

2.3 (iii) Procedure to avail benefits

RPD Scheme	Roller	Smoke House
Avail subsidy to small growers up to 1 ha	Purchase of new roller & submit application	Purchase / Construction of new SH of and submit application

2.3 (iv) Duration of the programme/scheme

RPD Scheme	Roller	Smoke House
3 years (MTF) (2017-18 to 2019-20)	Yearly	Yearly

2.3 (v) Physical and financial targets of the programme

RPD Scheme	Roller	Smoke House
*T - 3000ha – Rs. 4.5 Cr. NT -700ha- Rs. 1.4 Cr. NE-7500ha- Rs. 15 Cr.	SC/ST-10Nos- Rs. 0.03 Cr. NE -450 Nos –Rs. 0.9 Cr. NT – 100 Nos- Rs. 0.15 Cr.	150 Nos– Rs. 0.3 Cr.

2.3 (vi) Nature/scale of subsidy/amount allotted

RPD Scheme	Roller	Smoke House
T- Rs.25,000/ha (2 installments) NT/NE- Rs. 40,000/ha (3 installments)	NE-Rs.20,000 per roller NT-Rs.15,000 per roller SC/ST-30,000 per roller	Rs. 20,000 per smoke house

2.3 (vii) Eligibility criteria for grant of subsidy

RPD Scheme	Roller	Smoke House
Eligibility criteria T-Not exceeding 2ha- subsidy for 1ha NT-Not exceeding 5ha- subsidy for 2ha NE-Not exceeding 5ha-subsidy for 2ha	NT/NE only. Mature area up to 5 ha to be purchased during this year. As per specifications in the scheme	NT/NE only. Mature area up to 5 ha to be purchased during this year. As per specifications in the scheme

2.3 (viii) Details of beneficiaries of subsidy programme (number, profile etc)

RPD Scheme	Roller	Smoke House
Subsidy not yet disbursed for the current year	Applications are under processing	Applications are under processing

*(T - Traditional, NT – Non traditional, NE – North East)

2.4 Discretionary and non-discretionary grants [F.No.1/6/2011-IR dated 15-04-2013]

Section No.	Description	2019 – 20 (Rs. In crore)	2020 – 21 (Rs. In crore)
2.4 (i)	Discretionary & non-discretionary grants/allocations to State Govt/NGO's/ Other institutions	Nil	Nil
2.4 (ii)	Annual accounts of all legal entities who are provided grants by public authorities	Nil	N.A.

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]

2.5 (i) Concessions, permits or authorizations granted by public authority

The Rubber Board issues permit to the eligible applicants of Rubber Plantation Development Scheme. The permit is a token of approval given by Rubber Board for planting/replanting Rubber. The permit indicates the location and area under which rubber planting / replanting is done. It entitles the permit holder for subsidy from Rubber Board under Rubber Plantation Development scheme. The permit shows the amount of subsidy payable to the permit holder. As the Permit is an indication of approval given by the Board, the banks may consider sanctioning loan to the permit holders for planting/ replanting Rubber. Details are furnished below.

Name of Progarmme	Rubber Plantation Development Scheme
Type (Concession/ Permits/ Authorization)	Permit
Objective	The permit entitles the permit holder for subsidy from Rubber Board under Rubber Plantation Development scheme. Permit is a token of approval given by Rubber Board for planting/replanting Rubber and the banks may consider sanctioning loan to the permit holders for planting/ replanting Rubber.
Targets set (For the last year)	No target is fixed for issuing permits.

Eligibility	Persons who owns a minimum of 0.10 hectares (ha.) and a maximum of 2 ha. of rubber area in Traditional area viz. Kerala and Marthandom Taluk in Tamil Nadu are eligible to apply. In Non Traditional area viz other places in India the minimum area is 0.10 hectares and the upper limit is 5 ha. The subsidy in Traditional areas will be limited to two ha and in Non Traditional areas to 5 ha.
Criteria for the eligibility	The applicants should plant / replant Rubber according to the terms and conditions prescribed in the respective Scheme Rules.
Pre-requisites	Fulfillment of various conditions in the scheme rules.
Procedure to avail the benefits	There is no separate application form for permit. The application for plantation development subsidy is sufficient to get the permit.
Time limit for the concession / Permits/ Authorizations	No specific time limit is prescribed for the permit. Subsidy is paid in six annual installments. The permit will be valid till all the installments of subsidy are paid to the applicant.
Application Fee	Nil
Application format (where applicable)	No separate format of application for permit.
List of attachments (certificates/documents)	As prescribed in the scheme rules.

2.5 (ii) For each concessions, permit or authorization granted

a) Eligibility criteria

Eligibility	Persons who owns a minimum of 0.10 hectares (ha.) and a maximum of 2 ha. of rubber area in Traditional area viz. Kerala and Marthandom Taluk in Tamil Nadu are eligible to apply. In Non Traditional area viz other places in India the minimum area is 0.10 hectares and the upper limit is 5 ha. The subsidy in Traditional areas will be limited to two ha and in Non Traditional areas to 5 ha.
Criteria for the eligibility	Applicants should plant / replant Rubber according to the terms and conditions prescribed in the respective Scheme Rules.

b) Procedure for getting the concession/grant and/ or permits of authorizations

Procedure to avail the benefits	There is no separate application form for permit. The application for plantation development subsidy is sufficient to get the permit.
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c) Name and address of the recipients given concessions/permits or authorizations

No. of permits issued during 1-4-2018 to 31-3-2019 are given below.

Region	Re planting		New Planting		Total	
	Permit area (ha.)	No. of permits	Permit area (ha.)	No. of permits	Permit area (ha.)	No. of permits
Traditional & Non-Traditional	315	3577	1645	199	1960	3776
North East	50	10	1370	1502	1420	1512

*- Permit register is available at Rubber Board's Head Office

d) Date of award of concessions/permits of authorizations (Detail of the benefits given)

Year after planting	Traditional area		Non traditional / North East Region	
	Planting//replanting subsidy (Rs. per ha.)	Reimbursement of cost of planting materials	Planting/ replanting subsidy	Reimbursement of cost of planting materials
2 nd year	10,000	5,000	15,000	5,000
3 rd year			10,000	
4 th year	10,000		10,000	
Total	20,000	5,000	35,000	5,000

Distribution of benefits

The various installments of planting subsidy shall be paid through Public Financial Management System (PFMS) only after completion of the several works as specified in the scheme rules for that year to the satisfaction of the Board and subject to the condition that the plants have attained the minimum average growth as specified. Other conditions prescribed in the scheme rules shall also be fulfilled.

Amount of subsidy paid

An amount of Rs. 1.97 Crore was paid as subsidies towards committed liabilities under various Rubber Plantation Development Schemes.

2.6 CAG & PAC paras [F No 1/6/2011-IR dated 15-04-2013]**2.6 (i) CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament****TRANSACTION AUDIT OF THE RUBBER BOARD FOR THE YEAR 2012-13**

Audit Para No.	Subject	Details of Replies furnished by the Board as on 04/01/2017
7	Review of financial upgradation under MACP Scheme	Matter is sub-judice, since the issue is under the consideration of Hon'ble High Court of Kerala.

TRANSACTION AUDIT/THEMATIC AUDIT OF THE RUBBER BOARD FOR THE YEAR 2013-14

Audit Para No.	Subject / Remarks offered by CAG	Details of Replies furnished by the Board as on 04/01/2017
2	Remarks in implementing FCS system ➤ Promotion cannot be given to Scientist D ➤ Assessment not done as per MFCS ➤ Amend RR as per AB-14017/37/2008 (Estt) RR dtd 29th April 2011 ➤ No retrospective effect in FCS ➤ No FCS to Scientists in Economics & Lab ➤ Promotion under FCS and seniority basis cannot go together ➤ No FCS to retired Scientist ➤ Posts created in Grade Pay Rs.7,600	Matter under the consideration of Hon'ble High Court of Kerala
4	Unserviceable equipments pending disposal in RRII – Rs.96.52 lakh – Assurance may be complied with.	Sanction to dispose of the items has been obtained from Chairman on 05.08.2015. Common place to stock them is being arranged. Then competitive bids will be invited and items will be disposed off.
12	➤ Promotion cannot be given to Scientist D ➤ Assessment not done as per MFCS ➤ Amend RR as per AB-14017/37/2008 (Estt) RR dtd 29th April 2011 ➤ No retrospective effect in FCS ➤ No FCS to Scientists in Economics & Lab ➤ Promotion under FCS and seniority basis cannot go together ➤ No FCS to retired Scientist ➤ Posts created in Grade Pay Rs.7,600	Actions taken for recovery.
21	Need for a fresh O&M study/study by Staff Inspection Unit, MoF in view of work load reduction due to introduction of RBIS and reduction in installments/ application of PDA subsidies in XII th Plan – Specify action taken on the Study report of the Committee	After getting CAG Audit Report, no fresh recruitment was made.
25	Planting/Replanting – Review the progress in new planting / replanting against target	Review the progress in achieving planting / replanting target by C&AG in local audit
29	Unviable operation of the Board due to mounting operating and administration costs - Steps taken by Board is appreciated by Audit	Results of implementation of the steps will be reviewed in the next local Audit

TRANSACTION AUDIT/THEMATIC AUDIT OF THE RUBBER BOARD FOR 2014 – 15

Para No. in FIR	Subject / Remarks offered by CAG	Details of Replies Furnished by the Board as on 30/09/2016
Part II Para 2	Non-utilization of Grants received under SC Special component - The Board diverting the Grants received under SCSP from 2011-12 onwards to other plans, thereby showing full utilization of funds, which is against objectives of SCSP.	The Board has already requested the Ministry to permit the Board to utilize the amount for both SC/ST people in ONE/NE/NT Region as the fund is released from the common Budget Head for SC/ST Assistance. In view of the above, it is requested that the audit para may be kindly dropped.
Part II Para 3	Loss of Rs. 27.35 lakh due to failure of Rubber Board to lease out PLPC Factory when it was working - Practical difficulty of the Board to lease out Factory when it was working at into a loss of Rs. 27.35 lakh.	On enquiry with plantation groups in Kerala during June 2014, it was understood that no one was ready to take over the Factory along with the existing workers. Recently all the workers were transferred to MTSRF /voluntarily retired. The lease agreement with a private entrepreneur, Zack Rubbers (P) Ltd. is being finalized
Part II Para 4	Revolving Fund for North East - Not served the objectives of Revolving fund. Reasons for non-utilization of the Revolving Fund may be intimated to Audit.	Reasons for non-utilization of Revolving Fund are, (i) the difficulties to effect door delivery of the inputs as the holdings were highly scattered, poor road conditions and high transportation cost, (ii) reduction of eligibility criteria of total area from 5 ha to 2 ha., (iii) reduction of handling charges from 50% to 100% and (iv) the difficulties of beneficiaries to remit the cost in advance
Part II Para 4a	Construction of administrative building for Rubber Research & Training Centre at Hahara – defective execution of the contract – Intimate the action taken against the Contractor and further development in this.	The contractor vide his letter dated 17/09/2013 communicated his decision - Not to proceed the work further. Hence, the work was terminated and as convinced/ decided by Chairman of the Board along with higher officials of the Board on 02/09/2013, the full and final settlement was made to the Contractor as per the directions of Chairman, Rubber Board. The balance work was completed departmentally in November 2014.
Part II Para 5	Failure of Rubber Board in the development of Integrated Solution for Enterprises – Intimate action taken to implement the project as envisaged.	The delay caused due to various technical factors has not created any additional requirements of funds or efforts to the Board, but it only made the application software modules more and more sophisticated. The reasons for delay have been noted for future reference so that it can be avoided in future projects. Any extra cost whatsoever was neither considered nor released as stated in the Audit Report.
Part II Para 12	Destruction of Tribal Plantations by wild animals due to failure of Rubber Board to fence them as stipulated in the project report – Intimate the action taken by the Board to protect the rubber plantation from wild animal	Under TRRPP Scheme, there is provision for fencing, using barbed wire and concrete/treated wooden poles. Expenditure under this item is fixed as Rs.1 lakh per ha. This was envisaged for large area in single plot. But, in all settlements mentioned here, units are scattered and area of majority units in the range of 0.10 to 0.40 ha. Fencing on such individual small units is not possible at the above rate, as the actual cost in such situation will go as high as more than two times that of the rate fixed under the Scheme. In order to protect the holdings,

		temporary or semi-permanent facilities were used, limiting the cost within Rs. 1 lakh per ha. Anyway, Rubber Board is trying its best to protect the plantations from wild animal attack.
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TRANSACTION AUDIT/THEMATIC AUDIT OF THE RUBBER BOARD FOR THE YEAR 2015-16

Audit Para No.	Subject / Remarks offered by CAG	Details of Replies furnished as on 21/06/2017
Part II B Para 3	Unviable operation of the Rubber Board - Steps taken in this regard may be intimated to Audit	Share of establishment expenses in terms of salaries and operating expenses of Rubber Board substantially increased over the years to 74% at present. This has happened due to implementation of Sixth CPC for Pay and Allowances and reduction in quantum of funds allotted by the Government. To cope up with the situation, Board had introduced several measures for rationalising the establishment expenses, since early 2015. Recently, based on the recommendation of Expenditure Management Commission (EMC), Department of Commerce has directed vide letter dated 1st February 2017 to review and restructure the Rubber Board (Central Autonomous Body) as laid down in 208 of GFR. Accordingly, the Board had initiated the following measures to reduce establishment (operating) expenses so as to disburse more funds towards the subsidy component : ➤ Shifted Licensing Division functioned at Kochi in the rented building to Board's own HO complex. ➤ Discontinued outsourcing of personnel by the Board. ➤ Discontinued engagement of casual/contract labourers. ➤ Closing down of unviable offices and merged with nearby offices. ROs at Kothamangalam and Ernakulam were abolished/ merged with ROs Muvattupuzha. RO, Kottayam was merged with RO, Changanacherry. ➤ Closure of Guest houses attached to Sub Offices at Chennai, Bangalore, Kolkata and Mumbai. ➤ Shifted various rented offices to low-rented buildings. ➤ Sub Office Bangalore was shifted to RO, Mangalore and Sub Office, Secunderabad was shifted to SO, Chennai. ➤ Department of P&PD and Market Promotion were thereby reducing their Departmental status to Divisions. ➤ All recruitment process was stopped from 2015 onwards. ➤ All promotions banned temporarily w.e.f.1st Dec. 2016. ➤ Payment of lump sum Transfer grants banned temporarily from 2016 onwards and the same will be paid subject to allotment of funds by the Government.

		➤ Centralized all payments relating to salaries, wages, subsidy, personal claims, etc at Head Office, so as to take advantage of the system. ➤ Action initiated to centralize all administrative and financial functions of the Board under a single umbrella. ➤ Action initiated to abolish L&ED Department due to repeal of CESS on rubber by Government and S&P Department. ➤ Action is being initiated to wind up NRETC project at Andamans due to high operating expenses. ➤ Action initiated to reduce staff strength from 1977 (sanctioned strength) to 1100 by not filling consequential retirement vacancies and abolished 323 vacant posts ➤ Took action to increase IEBR through various measures. ➤ Disposed uneconomic vehicles due to high operating cost. ➤ Reduce expenses on various stationery/ Printing
Part II B Para 9	Tribal Rehabilitation Rubber Plantation Project (TDRPP) – Non-adherence of the terms and conditions of the MOU – Intimate Progress in this regard	Tribal Rehabilitation Planting is included under “Rubber Plantation Development” of approved 12th Plan Scheme of Rubber Board. The objective is to raise rubber plantations by the tribal beneficiaries themselves as a cluster, get engaged in the activity of plantation, harvest and post harvesting operations including marketing through RPSs formed by them. The Board has been implementing the programme in a collaborative mode with respective State Governments and the tribal beneficiaries. Area on a cluster/block will be developed by providing all inputs, for scientific development of plantations with labour input by the beneficiaries, efficiently managed under Board's guidance till the plantation is ready for harvesting. During 12th Plan period, an area of 400 ha with a financial outlay of Rs 6.15 crore is proposed to cover in a phased manner. The programme is proposed as a collaborative project by the Board with respective State Govts and tribal beneficiaries with contribution of 40% from the Board, 50% from concerned State Govt. and 10% from beneficiary by way of labour. In addition, support for harvesting & post-harvest operations for tribal beneficiaries of the scheme implemented earlier in these pockets is proposed The process for identification of tribal groups in different states starts simultaneously and eligible tribal settlements are identified in Kerala, Andhra Pradesh, and Odisha. Implementation of the tribal project is initiated with selection and identification of beneficiary groups. An assessment of the cultivable area is arrived by conducting a preliminary survey. Later detailed survey will be conducted for ascertaining the extent to be included on the basis of suitability of area for scientific rubber cultivation, beneficiary's title over the land, willingness of the

beneficiaries for adherence to the scheme rules etc. In detailed survey some of the area will be excluded which is not fulfilling the eligibility criteria.

Table-1 Details of tribal projects initiated in various states.

State	Area
Kerala	90.06*
Andhra Pradesh	53.52
Odisha	498.00
Total	641.58

**Out of 90.06 ha planted in Kerala 27.83 ha is in SC settlement with 40% funding support*

Against the target of 400 ha in Traditional & Non-Traditional area, the achievement far exceeded the target and reached 868.18 ha, including the planting in Andhra and Odisha.

The Board has adopted the policy of going ahead with the project which is found prima facie suitable and with beneficiaries who expressed their willingness to participate.

As per the Audit Report, an MOU was entered in to between Rubber Board and Tribal Development Department of Govt. of Kerala on 7/10/2013 in the initial year of 12th Plan period to implement a project for planting rubber in 275 ha. land in various ST settlements in different districts owned by ST families.

Even though, the MOU was signed for 275 ha, only 226.6 ha could be brought under the project. The proposal for planting in 30 ha in Ambalavayal settlement was dropped on account of adverse report by the RO, Kozhikkode. The then Officer in Charge reported that there was little response from the beneficiaries as they were not staying in the project area and most of them were employed. Since the Board has far exceeded the physical target set for the plan period in overall achievement, prima facie rejection of unsuitable area due to various reasons has resulted in the non-adherence of terms and conditions of MOU in individual projects in this area.

In view of the severe fund crisis due to budget cut, Board expended the fund in such a manner to attend the work critically important for the scientific upkeep of the plantations and item such as boundary protection was undertaken in essential cases on the basis of field conditions.

Part II B Para 10	Irregularities/defects noticed in the disbursement of Financial assistance to RPS	With reference to above, the following points are furnished: 1. One of the major components of RPDETNT scheme under 12 th plan is "Cluster Development and Capacitating Market
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for the construction of Group Processing Centre (GPC)– Submit Justification in this regard.	Linkage”. Under this, establishment and maintenance of GPCs has been envisaged to address the issues of quality consciousness and environment protection. Community processing centres are to be set-up in RPS sector for latex processing by member growers to produce good sheets by improving quality of rubber in the country to compete in the domestic as well as International market. 2. It may be noted that application for financial assistance for construction of GPC was given by RPS, but due to paucity of fund, the file was kept pending. Anticipating permission, the RPS started construction. In the Scheme rule, despite the fulfillment of any or all the conditions under these rules, the Chairman, RB shall have absolute discretionary powers to select any RPS or Company for being included under the scheme and also to withhold consent to RPS or Company for participating in the scheme and if any doubt arises as to the interpretation of any of the rules, the decision of the Chairman on such matter shall be final and binding on the parties. 3. As per the scheme rule, ‘for civil work, the RPS should collect a minimum of three competitive quotations from local contractors’. To reduce cost of construction, quotations are invited from local members just like the task force of people’s planning program in Panchayaths. Quotations were submitted after proper evaluation of the Executive Committee. Scheme rule doesn’t prohibit any member of the RPS in submitting quotations. Therefore, Board had accepted these quotations. 4. Copy of the agreement executed by the RPS with the Board already submitted is enclosed for perusal. 5. As per Inspection Report received from RO, Mangalore, RPS has expended Rs. 2,17,552 towards land development and the expenditure incurred by RPS. File is under process for ratification and details will be intimated to Audit. 6. Approved Turnkey holders competent for construction of bio gas plant are not available in DK District of Karnataka. Sri. M.J. Xavier, who is President of Moorje RPS was the only competent licensed turnkey holder for Deenabandu model Biogas plant. 7. Payment of Rs. 20.11 lakh was effected for RPSs under following ROs in 2015-16 for various extension schemes: - Trolley operated smoke house, training hall and purchase of Table and chairs - Under RO, Pala – Rs. 1,14,935 - Extension schemes payment under RO, Pala- Rs. 70,565 - Extension schemes under RO, Mangalore - Rs.13,57,433 - Assistance to GPC-Thazhathuvadakara RPS under RO, Kottayam - Rs. 4,68,500. Total Rs. 20,11,433
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Part II B Para 12	Procedural irregularities in awarding and execution of contract – Furnish justification in this regard	As per the terms and conditions of tender, the Contractor (M/s ATZ SSS Corporation) is entitled to receive payment, limited to 90% within 20 days after submission of bill for supply, installation and commissioning of Iron removal Plant. Value of contract - Rs.11.69 lakh 90% of bill amount - Rs.10.52 lakh Payment released - Rs. 7.50 lakh The Board paid only 64.16% of bill amount due to non-submission of test result. Now the water sample was given for testing at Tripura PWD and test result is awaited. Balance amount of Rs. 4.19 lakh will be released only after getting satisfactory test result. As the delay in work completion occurred due to Contractor's fault, penalty will be imposed as per terms of contract and agreement at the time of final settlement of claim.
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TRANSACTION AUDIT/THEMATIC AUDIT OF THE RUBBER BOARD FOR THE YEAR 2016-17

Audit Para No.	Subject	Details of Replies Furnished as on 15.10.2018
Part II B Para 2	Tribal planting scheme – Non achievement of targets and non utilization of funds received from Tribal development Department amounting to Rs.88.95 lakh.	Target in area could not be achieved in Kozhikode, Wynad and Kannur District due to the following reasons 1. Whenever suitable area was identified, there were a lot of excess other trees and the beneficiaries were not ready to remove the excess other trees. 2. Suitable other areas could not be identified in these locations 3. Presence of wild animals in some of the identified locations also prevented in planting rubber. Regarding non-utilization of fund from Tribal Development Department, proper disbursement could not be made due to extreme shortage of fund. However maintenance of rubber plantations was done by curtailing expenditure on transportation and travelling without affecting supervision of plantations. All plants under these projects are well maintained and growth of the trees is good.
Part II B Para 4	Tribal Plantation Scheme in North East Region (Cluster Planting)- Non receipt of Government share.	Rubber Board implemented a Scheme for plantation Development in the NE with the object of providing sustainable livelihood for poor and marginal beneficiaries from tribal communities. It was envisaged as a collaborative project with concerned State Government having fund share of 50% of project cost, 40% by Rubber Board and remaining 10% by the beneficiary. The Scheme was implemented in the States of Assam, Tripura, Meghalaya, Nagaland and West Bengal. Though Board requested the respective states to release their 50% share, an affirmative reply has not been received from State Governments. However effective steps are being taken to obtain the funding support from the State Governments so as to save the plantations and extend the financial assistance to the

		growers.
Part II B Para 7	Short receipt of Grants (Plan and Non Plan) and mounting operating expenditure.	Actions were initiated to reduce operating and administration expenses.(e.g.) Freeze all appointments except in NE region, curtailed tour of officials, transfer grants limited to transfers on public interest, restricted hiring of vehicles, shifted many rented buildings to own buildings, centralized purchases, L&ED, P&PD Departments were pruned as Divisions etc.
Part II B Para 8	Outstanding dues from Govt of Kerala towards Tribal Planting Scheme in Thonnackal Trivandrum Dist.–Rs.54.32 lakh.	Effective steps are being taken to get the outstanding dues from the Kerala Government.
Part II B Para 9	Time overrun due to delay on the part of the Board to terminate the Contractor and retender the work in time and resultant cost overrun of Rs.3.22 Lakhs.	Though Board took every effort to complete the work at the originally awarded rate through the same Contractor to avoid cost escalation due to elapse of time, all efforts were in vain. Hence terminated the work at the risk and cost of the Contractor. The payment was not yet released to the Contractor towards the completed work. Only eligible amount will be paid to the Contractor after completion of the work by re tendering.
Part II B Para 15	Functioning of Internal Audit Department.	The co-ordination work relating to Audit is entrusted with the Internal Audit Division. Internal Audit Manual shall be prepared at the earliest. Details of audit conducted at each office/unit are available. Due to budget constraints, recruitments were curtailed and hence shortage in the staff. However, the matter was taken up with Secretary (IC).
Part II B Para 16	Arrears in collection of Rubber CESS.	Board has send reminders to the Revenue authorities to expedite recovery wherever the recovery is possible. Majority of CESS arrears over 10 years are irrecoverable as the Revenue recovery authority as well as Board's field machinery found the units did not possess any assets or the present details owners are unknown. In view of the abolition of CESS, time bound notices were sent to all the defaulters to clear the dues. Action is already initiated to refer all the remaining cases for revenue recovery.
Part II B Para 17	Lapses in the operation of Rubber Training Institute	RTI was conducting training programme with the support of available Scientists in RRII. Now RRII is facing shortage of Scientists due to non filling of retirement vacancies. Most of the Scientists were allotted with additional research works and hence RTI was not able to utilize the service of Scientists from RRII. At present RTI is focusing on decentralized sponsored training programme so as to generate maximum IEPR by optimum utilization of resources.

**OUTSTANDING PARAS IN THE INSPECTION REPORT OF INTERNAL AUDIT WING
(MOC) FOR THE PERIOD FROM 01/04/2012 TO 31/03/2016.**

Audit para No.	Subject	Details of Replies Furnished
Para 1	Outstanding amount of Rs. 4.95 Crore of CESS collection	The arrears of CESS noted in the Audit, Rs.4.95 Crores pertain to the year from 1961 to 2016. CESS is collected from the manufacturers on the quantity of rubber purchased by them as shown in the half yearly returns submitted to the Board. Board issues license to manufacturers only for a year. Renewal of license is considered only on furnishing of all pending returns and payment of pending Excise Duty. The system works as a major mechanism to ensure payment of pending Excise Duty. On cases of default, reminders were sent to defaulters invoking the provisions of revenue recovery. Simultaneously Board's field machinery conducts inspections of these units and persuades the manufacturers to remit the amount. If the unit had stopped manufacturing operations or if the unit fails to remit CESS, the case is referred to the District Collector for initiating revenue recovery proceedings. Moreover, Board sends reminders to the Revenue authorities to expedite recovery process. Besides, Board's field machinery establishes direct contacts with the authorities concerned to expedite recovery wherever the recovery is possible. An effective system is in place to follow up revenue recovery cases, an Arrear Clearance Cell at Head Office, to monitor each case. Majority of payments in arrears over 10 years are irrecoverable, as the revenue Recovery authorities as well as Board's field machinery has found that the concerned units did not possess any assets or the present whereabouts of the owners are not known. Moreover, the dues are collected along with applicable interest
Para 2	Blockade of Government money of Rs. 61,26,973 on account of outstanding Sundry Debtors (MTSRF-Rs.56,66,648 and PCRf – Rs.4,60,325)	1. Rs.55,10,325 is the refund due from M/s Ponmudi Rubbers Ltd to MTSRF. This amount was lent from MTSRF as temporary loan on different spells for promoting trade/export. Due to the unfavorable market conditions, the company has closed down the Factory. M/s Ponmudi Rubbers Ltd is having immovable property of 5.5 acres of land with factory building. A decision will be taken in the coming AGM of the Company to dispose of the properties and settle the dues of the Board. 2. Rs. 1,56,223 is due from M/s V.M Ashraf Traders, Erattupetta to MTSRF on account of DRC variation in the cost of raw material supplied by them. Legal proceedings have been initiated (vide Case No. AS.229 of 2013 before the District Court, Kottayam) against the party for recovering the amount 3. Rs. 4,60,325 is the amount due from M/s Kavanar Latex (P) Ltd towards cost of materials supplied from PCRf. Based on our frequent reminders, the company has agreed to remit the dues within 2 months (August 2017). 4. Rs. 100 due from M/s R1 International towards cost of tender forms. Since it is a meagre amount, action has already been taken to write off from the Books of Account during 2017-18.

Para 3	Outstanding loan of Rs. 15.89 Crores against various Companies and Co-operative Societies.	Outstanding amount of Rs.15.83 crore as on 31/03/2015 is to be recovered from various companies and Co-operative Societies. Due to actions and frequent notices issued by the Department, an amount Rs.6,08,316 was realized from the Societies during the FY 2016-17. We have initiated legal proceedings against the defaulting Cooperative Societies. An amount of Rs. 1,25,000 was remitted by 2 Co-operative Societies after 31/03/2017. The RPS companies were promoted by Rubber Board with the noble objective of protecting the growers from the exploitation of middle men The companies provide direct employment to people belonging to socially and economically weaker sections. These Companies were suffering from acute shortage of working capital and Rubber Board supported them to overcome the financial crisis. However the Rubber Board has directed these Companies to settle their dues to us at the earliest. During the FY 2016-17 an amount of Rs. 3,49,480/- was remitted by M/s Kavanar Latex Ltd towards refund of loan. We have already issued Demand Notices to all processing companies. for settling the outstanding dues. Based on our demand notice, M/s Pamba Rubbers Ltd has initiated action to dispose of the machinery lying idle in the factory. The upset value of machinery fixed was Rs. 24.90 Lakhs. Since Rubber Board is having 1st Charge over the assets of the Company, our dues will be settled on priority basis.
Para 7A	Purchase of Air Tickets from Unauthorized Travel agents	The Audit observation is noted. In order to comply the same, Board has entered into an agreement with M/s Air India Ltd., with effect from 01/06/2017 for purchase of tickets directly from them. All cases of deviations, if any in future will be referred to the Financial Advisor of the Ministry of Commerce as per OM No. 19024/1/2009-E.IV dated 07/06/2016
Para 7B	Air travel other than the AIR INDIA	
Para 13	GPF subscription recovered in excess of maximum limit.	The Audit observation is noted and Action has already been taken for regulating the GPF subscriptions as per Rules. The excess interest paid is also recovered.
Para 14	Outstanding EMD Rs. 22,66,460/- and SD of Rs. 18,0,047/- since long.	Out of Rs.2,33,580/- EMD outstanding, an amount of Rs.1,43,580/- has been forfeited / refunded and the balance amount of Rs.90,000/- will be settled by payment or by forfeiture within the time limit. Out of Rs.1,48,303/- Security Deposit outstanding, an amount of Rs.54,764/- has been forfeited and necessary book adjustment entries made in this regard and the balance amount of Rs.93,539/- will be settled by payment or by forfeiture within the time limit. Hence the para may be dropped.

**OUTSTANDING PARAS IN THE INTERNAL INSPECTION REPORT OF RRII UNDER RUBBER BOARD
FOR THE PERIOD, SINCE INCEPTION TO 31/03/2016 BY INTERNAL AUDIT WING MOC**

Audit para No.	Subject	Details of Replies Furnished
1.1	Implementation of FCS in RRII from 06/07/2006-objections raised by CAG.	FCS is a career advancement scheme as distinct from ordinary seniority based promotions, that are dependent on vacancy position. Under FCS the Pay band and Grade pay only upgraded as in MACP and post not upgraded and hence there is no creation of posts. Scientists have obtained Stay Order from the Hon'ble High Court of Kerala and now this issue is pending for final decision from the Hon'ble High Court.
1.2	Assessment and Screening	CAG has noticed that Second Level Assessment was done by the Committee consisting of majority of internal members. Please note that assessment done in June and July 2014 were as per old FCS in which there was no such condition and the condition of majority of outside experts is prescribed in Modified FCS only.
1.3	Recruitment Rule not amended	CAG has observed that recruitment rules not amended on implementation of FCS. We have originally implemented FCS as per DOPT norms. We are now taking action to amend the Recruitment Rules as per Modified FCS conditions.
1.4	FCS promotions given with retrospective effect	We have sanctioned FCS with retrospective effect as there was some delay in assessment of Scientists and hence with intention of avoiding denial of timely promotions to Scientists. However based on CAG remarks, pay fixation was not given to 25 Scientists promoted from C to D & 13 Scientists from B to C as per Office Memo No.3/25/1(1)/2014/EST dated 08/08/2014.
1.5	FCS sanctioned to non-scientific activities	CAG observed that FCS was implemented to personnel engaged in non-scientific activities such as Economics, Statistics and Testing Lab etc. Kindly note that there is no Scientists in Statistics. Economic Research Division is part of RRII doing field research on economic aspects of rubber. Regional Testing Labs are part of Research Division and Scientists are working there for conducting field trials.
1.6	Simultaneous operation of seniority based promotion as well as promotion under FCS	Based on CAG objections the promotions given on seniority basis were cancelled and pay re-fixation done w.e.f. 01/01/2013. However recovery of excess drawn salary on such promotions up to 31/12/2012 is pending.
1.7	Clarification on interpretation of the term "up to the level of Scientist C"	CAG has observed that Ministry has approved implementation of FCS up to Scientist C level only and stated that FCS promotion to Scientist D is not permitted. Now the Ministry has clarified that FCS is applicable up to Scientist C level only and hence Board is not in a position to grant promotion from Scientist C to D. However this issue is pending before Hon'ble High Court of Kerala.
2	Loss on account of theft of copper conducting wires.	We have filed a case against the loss of copper conducting wires before the Circle Inspector of Police, East Police Station, Kottayam. They have prepared a First Information Report and the matter is being followed up with the Police.

3	Non-maintenance of Asset Register in Form D-4	Maintaining Asset/Stock Registers as per GFR 40, 41 & 42. Action taken to maintain Asset Register in Form D-4 in future.
4	Non-maintenance of Service Books in duplicate.	Regarding GFR Rule 257, it is requested that we may be kindly exempted in this regard based on the following grounds: Even though we are not giving copy of Service Book to staff, we are keeping it properly bounded and under safe custody, in charge of responsible officers and also shown to each staff every year and get it signed by him. There is a proposal by Govt. of India to maintain SBs in electronic mode. Due to the present financial crisis in the Board and considering the cost, issuing duplicate SBs to all the 1500 employees is difficult. We have taken action to scan the SBs, update every year and to upload in our website so that each employee can have access to his/her Service Book. However it is requested that as the present system is safe and since issuing duplicate involves huge expenditure that is not bearable in the present financial crisis of the Board, it is requested to kindly drop the Audit para.
5	Certificate in bills for supply of light refreshments.	Necessary instructions to certify in all bills for expenditure on light refreshments as mentioned as per OM No.7(3)/E-Coord/2013 dated 06/05/2015 issued.
6	Non-maintenance of NPS Detailed Ledger Account.	Necessary instructions issued to maintain a detailed ledger account of all NPS Subscribers with one folio to each subscriber
7	Non-maintenance of Register of Contingent Charges in Form GAR-27.	Necessary instructions issued to maintain Register of Contingent Charges in Form GAR-27. Instructions regarding this will be communicated to all concerned.
8	Disposal of unserviceable and obsolete items.	Initiated action for disposal of unserviceable and obsolete items.
9	Non-constitution of Research & Development Committee.	Necessary action was taken for constituting R & D Committee. Term of the previous Board expired on 28 th February 2014 and the reconstitution was done in May 2017. R&D Committee was constituted in the 175 th Board meeting held on 10 October 2017
10	Shortage of funds faced by RRII	Audit remarks noted by higher authorities of the Board.

Chapter - 3

Manual 3

3 Publicity and Public Interface

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formation of policy or implementation thereof

[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dated 15-04-2013]

There is no provision to seek consultation/ participation of public or its representatives for implementation of policies. It is not mandatory to do so.

3.1 (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

Rubber Act, 1947 and Rubber Rules, 1955. All forms / documents available in the Rubber Rules, 1955 can be accessed by the public from the Board's website.

Types of facilities available

Sl.No	Facility available	Nature of information	Working hours
1.	Information counter	No separate information counter. General information is available from the Publicity & Public Relations Division. Rubber Production Department is providing information related to cultivation and extension. Other departments also provide information relating to their activity to the visitors, when needed.	9.00 am-5.30 pm
2.	<u>Website</u>	http://rubberboard.org.in	
3.	<u>Library</u>	Library functioning at the Rubber Board Head Office is not open to public. The Library of Rubber Research Institute of India, Kottayam-9 permits students/ trainees/persons engaged in research for reference. (Contact Documentation Officer for details).	8.30 am-5.00 pm
4.	<u>Notice Board</u>	Open to public in all offices of the Rubber Board.	

3.1 (ii) Arrangements for consultation with or representation by

- a) **Members of the public in policy formulation/ policy implementation** - Not Applicable
- b) **Day and time allotted for visitors** - Not Applicable
- c) **Contact details of Information and Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants** - Not Applicable

3.1 (iii) Public –private partnerships (PPP) – Details of Special Purpose Vehicle, if any
Not Applicable

3.1 (iv) Public –private partnerships (PPP) – Detailed Project Repots (DPRs)
Not Applicable

3.1 (v) Public –private partnerships (PPP) - Concession agreements
Not Applicable

3.1 (vi) Public –private partnerships (PPP) - Operation and maintenance manuals
Not Applicable

3.1 (vii) Public –private partnerships (PPP) - Other documents generated as part of the implementation of the PPP
Not Applicable

3.1 (viii) Public –private partnerships (PPP) - Information relating to fees, tolls or the other kinds of revenues that may be collected under authorization from the Government
Not Applicable

3.1 (ix) Public – PPP - Information relating to outputs and outcomes
Not Applicable

3.1 (x) Public –private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc)
Not Applicable

3.1 (xi) Public – PPP - All payment made under the PPP project
Not Applicable

3.2 Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)]

The Board has representatives from all stake holders including large growers, small growers, Manufacturers, labour, peoples' representatives, etc who express their views and contribute substantially in the formulation of the Board's programmes and policies. It may be noted that the data collected by the field level officers of the Rubber Board in the Rubber Production Department through interaction with growers /manufacturers are considered, consolidated and presented by the head of RP Department viz Rubber Production Commissioner in the Board. Three Sub-Committees have been constituted by the Board to review its activities and to monitor the progress of implementation of the various schemes as laid down under Section 8 of the Rubber Act. These are the :-

1. Executive Committee (Statutory),
2. Research & Development (R&D) Committee (Statutory) and
3. Staff Affairs Committee (Non-Statutory).

Experts and prominent members from public who are related to the respective subjects are nominated to the committees by the Board. Various issues relating to Rubber Plantation /Industry sector are referred to the committees for detailed study. The committees deliberate on the issues referred to them and makes recommendations to the Board. The Board takes decision on the basis of the recommendations made by the committees.

Though it is not mandatory for the Board to seek public participation directly, a system of gathering the views and needs of the stakeholders through the officers in the Regional/field offices of the Board is in existence. It is not mandatory to seek public opinion in the formulation of the policies of the Board. However the Board always gather the views of the stakeholders in all related issues before finalizing its policies and programmes.

The Board conducts village level group meetings, seminars, study classes, demonstrations and exhibitions. These are organized either directly or under the auspices of Rubber Producers Societies, co-operatives or other interested organizations and acts as an effective method of two way communication.

The Board is regularly conducting campaign meetings of growers and workers in the plantation sector to send across messages of topical importance. The campaign meetings, which are meant to benefit small groups, are organized in association with RPSs and held in real small growers localities simultaneously at scores of centres every day continuously for about a month. These campaigns help to create a widespread awareness of the subject matter dealt with and quick and extensive adoption of the innovations sought to be popularized, besides helping in obtaining first hand information on the problems and issues faced by the small growers which contributes immensely in promoting R & D activities etc.

The Board has a system of scrutiny of news paper reports and other media reports which are of interest to the Board or the rubber industry for appropriate action. The inputs received from group Meetings, seminars, campaign meetings, media reports etc. are also taken into account for formulating the policies of the Board.

Executive Director is the principal executive officer responsible for the proper functioning of the Board and implementation of its decisions and discharge of its duties under the Rubber Act

3.2 (i) Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year

Recorded in the minutes of the meeting of the Board/Committees, which are not open the public.

3.2 (ii) Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the public consultation process.

Not Applicable

3.2 (iii) Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the arrangement for consultation before formulation of policy

Not Applicable

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

3.3 (i) Use of the most effective means of communication - Internet (website)

Rubber Board website <http://rubberboard.org.in> through internet.

3.4 Form of accessibility of information manual/handbook [Section 4(1)(b)]

3.4 (i) Information manual/handbook available in Electronic format

Not available.

3.4 (ii) Information manual/handbook available in Printed format

Rubber Grower's Guide is available in printed form.

3.5 Whether information manual/handbook available free of cost or not [Section 4(1)(b)]

Rubber Grower's Guide is available in printed form for sale @ of Rs. 120 per copy.

3.5 (i) List of materials available free of cost

Method of rubber cultivation & rubber processing, Rubber Statistics and all publications of the Board are available on free of cost in the Rubber Board's website through the link <http://www.rubberboard.org.in/articleview>.

Technical Publications, Broadcasts and Telecast

Mass media such as newspapers, radio and television are being extensively made use of for educating rubber growers on important aspects of rubber cultivation and production. Board's own publications are other means for extension communication. The following booklets/leaflets are made available free of cost to needy growers on request.

- Planting Materials (English)
- Poly-bagged Rubber Plants (Malayalam)
- Rubber Tapping (Malayalam)
- Methods to Boost Productivity of Rubber (Malayalam)
- Rubber Sheet Processing (Malayalam)
- Corynespora Disease (English, Malayalam, Kannada) etc.
- Quality Rubber Sheet Production (Malayalam)
- Controlled Upward Tapping (CUT) (Malayalam)
- Rubber Latex Processing (Malayalam)
- Rain-guarding for Rubber Trees (Malayalam)
- Manuring for Rubber (English & Malayalam)
- Leaflet on DRC Estimation (Malayalam)
- Karshakarku Snehapoorvam (Malayalam)

The department is also publishing newsletters in Bengali, Assamese, Kannada and Tamil on a quarterly basis.

3.5 (ii) List of materials available at a reasonable cost of the medium

Rubber Board Publications

Rubber Board is publishing books, journals, magazines etc for imparting knowledge to the public in respect of Rubber planting, Tapping, Crop Processing, Natural Rubber processing, manufacture, import, export etc. Details are given below.

<i>Title</i>	<i>Price (Rs.) (Indian)</i>	<i>Price (Foreign)</i>	<i>Contact Person</i>
Rubber Magazine Rubber (Malayalam) (monthly)	Annual : 100 Lifetime : 750		Deputy Director (P&PR), P.B. No. 1122, Kottayam- 686 002
Rubber Board Bulletin (English) quarterly	20 or 4 issues		– do –
Rubber Karshakarkkoru Kaippusthakam (Malayalam)	50 + postage		– do –
Advisory Pamphlets	Free		– do –
Resource Soil Survey and Mapping of Rubber Growing Soils of Kerala and Tamil Nadu	500		– do –
Kyoto Protocol and Rubber Industry	550		– do –
Identification of Hevea Clones- a Manual	250		– do –
MFN Tariffs and value of Imports of Rubber and Rubber Products under the WTO regime	1000		– do –
A Manuel on Breeding of Hevea Brasiliensis	250		– do –
Portrait of the Global Rubber industry	2500		– do –
Indian Rubber Statistics (Annual)	1000 + postage		– do –
Rubber Varthe (Kannada monthly)	Annual : 100 For five years: 400		Regional Office, Mangalore
Directory of Exporters - Natural Rubber & Rubber Products	150 + postage of 50		Deputy Director (Marketing) Market Promotion Division, RRII, Rubber Board. P.O, Kottayam 686 009
Directory of Exporters - Indian Natural Rubber Branded Products	Free of Cost		– do –
Directory of Rubber Goods Manufacturers in India	600 + postage of 100		– do –
Rubber Statistical News (Monthly)	Free of Cost		Available in Board's website.
Indian Rubber Statistics (Annual)	1000 + postage		Deputy Director (S&P), P.B. No. 1122, Kottayam- 686 002

Sl. No.	Title of Publications (Research Department)
1.	Clones of <i>Hevea brasiliensis</i> in Tripura: A Profile (1998) <i>P. M. Priyadarshan, et al</i>
2.	Study of Co-operative Rubber Marketing Societies (1974) <i>R. G. Unny and V. Haridasan</i>
3.	Indian Rubber Industry: The Way Forward James Jacob
4.	Agronomy Soil and Agronomic Studies in <i>Hevea</i> : A Bibliography (2005) <i>M. Karthikakuttyamma and G. C. Satisha</i>
5.	Library 50 Years of Natural Rubber Research in India: A Bibliography (2005) <i>Accamma C. Korah and Mercy Jose</i>
6.	Natural Rubber Research : A Bibliography 2005-2010 (2012) <i>Ajitha, A.S. and Accamma C. Korah</i>
7.	Exploitation Technology of <i>Hevea</i> : An Annotated Bibliography (2003) <i>N. Latha and Mercy Jose</i>
8.	Natural Rubber: Three Decades of Research and Development in India – A Bibliography (1983) <i>V. K. G. Nair</i>
9.	Natural Rubber: A Bibliography (1994) <i>Mercy Jose and Accamma C. Korah</i>
10.	Directory of Rubber and Allied Organizations (2002) <i>Mercy Jose and Accamma C. Korah</i>
11.	RRII Library Holdings: Serials 1922-2005 (2006) <i>A. S. Ajitha, Mercy Jose and Accamma C. Korah</i>
12.	Rubber Based Farming Systems: An Annotated Bibliography (2006) <i>V. R. Sujatha, Kurian K. Thomas and Mercy Jose</i>
13.	Rubber Seed and its Commercial Applications: A Bibliography (2003) <i>V.R.Sujatha, Accamma C. Korah and Mercy Jose</i>
14.	Rubberized Bitumen and its Applications: An Annotated Bibliography (2001) <i>N. Latha, Accamma C. Korah and Mercy Jose</i>
15.	Tapping Panel Dryness: An Annotated Bibliography (2005) <i>N. Latha and Mercy Jose</i>
16.	Contributions of RRII on Rubber Diseases: An Annotated Bibliography (2011) <i>Accamma C. Korah and N. Latha</i>
17.	Rubber Board Publications: A Catalogue (2011) <i>Mercy Jose, N. Latha, Accamma C. Korah, V.R. Sujatha and A.S. Ajitha</i>
18.	Rubber Science: A Cumulative Index 1988-2017 <i>Sujatha V R. and Latha N.</i>
	Proceedings of Conferences/Seminars
19.	First All India Rubber Planters' Conference Mundakayam 1966: Proceedings, 27-28 December 1966, Kottayam, India
20.	Rubber Karshaka Seminar, 4 June 1969, Thiruvananthapuram, India
21.	Rubber Planters' Conference India, 4-5 January 1974, Kottayam, India
22.	IRRDB Scientific Symposium, 26-28 September 1974, Cochin, India
23.	PLACROSYM I, First Annual Symposium on Plantation Crops, 20- 23 March 1978, Kottayam, India
24.	First Annual Conference on Indian Standard Natural Rubber, 24 January 1979, Cochin, India
25.	International Rubber Conference India 1980, 23-28 November 1980, Kottayam, India (Abstract)

26.	Seminar on Development of Rubber Based Industries in Kerala, 9 October 1980, Kottayam, India
27.	TREEPHYSINDIA 82. International Workshop on Special Problems in Physiological Investigations of Tree Crops, 26-28 August 1982, Kottayam, India
28.	National Seminar on Rubber, 10 September 1983, New Delhi, India
29.	Planters' Seminar, 25 January 1984, Kottayam, India
30.	Proceedings of National Symposium on New Trends in Crop Improvement of Perennial Species, 30 August 1990, Kottayam, India (Abstracts)
31.	National Symposium on Recent Advances in Drought Research, 10-13 December 1991, Kottayam (Abstracts)
32.	National Seminar on Biological Control in Plantation Crops, June 27-28, 1991, Kottayam, Kerala
33.	International Natural Rubber Conference, 5-8 February 1992, Bangalore, India (Abstracts)
34.	IRRDB Symposium on Diseases of <i>Hevea</i> , 21-22 November 1994, Cochin, India
35.	Seminar on Latex Processing, 1 July 1994, Kottayam, India
36.	National Seminar on Rubber Blends, 1995, Kottayam, India (Abstracts)
37.	Seminar on Technically Specified Rubber, 4 January 1996, Kottayam, India
38.	Natural Rubber: An Ecofriendly Material. International Seminar, 6 September 1996, Trivandrum, India
39.	Seminar on Latex Processing and Pollution Control, 4 October 1996, Kottayam, India
40.	Placrosym XII, 27-29 November 1996, Kottayam, India: Developments in Plantation Crops Research (1998)
41.	Seminar on LATZ Latex, 3 April 1998, Mumbai, India
42.	Seminar on RVNRL and LATZ Latex, 24 June 1998, Kottayam, India
43.	Futures Trading in Natural Rubber in India: Proceedings of the One day Workshop, 23 October 1999, Kottayam, India
44.	Rubber Planters' Conference, India 2002: Global Competitiveness of Indian Rubber Plantation Industry, 21-22 November 2002, Kottayam, India (Abstracts)
45.	Global Competitiveness of Indian Rubber Plantation Industry: Rubber Planters' Conference, India, 21-22 November 2002, Kottayam, India (2003) <i>C. Kuruvilla Jacob</i>
46.	Seminar on Biomass Gasifier, 3 July 2003, Kottayam, India
47.	Proceedings of the Workshop on Rubber Processing and Marketing by the Co-operatives, 6-7 April 2004, Cochin, India
48.	International Natural Rubber Conference India 2005, 6-8 November 2005, Cochin, India: Preprints of papers <i>N. M. Mathew, et al.</i>
49.	Proceedings of the International Workshop on Exploitation Technology, 15-18 December 2003, Kottayam, India (2005) <i>K. R. Vijayakumar, K.U.Thomas, R. Rajagopal and K. Karunaichamy</i>
50.	Ninth ANRPC Seminar on Progress and Development of Rubber Small Holders, 9- 11 November 2005, Cochin, India (2005) (Abstracts)
51.	The Progress and Development of Rubber Smallholders: Proceedings of the Ninth ANRPC Seminar, 9-11 November 2005, Cochin, India (2006) <i>A.K. Krishnakumar</i>
52.	Seminar on Developments in Block Rubber Processing, 24 May 2005, Kottayam, India
53.	Rubber Plantation Extension, 2008, Kottayam, India

54.	International Workshop on Climate Change and Rubber Cultivation: R& D Priorities, 28-30 July 2010, Kottayam, India (Abstracts
55.	Rubber Karshakarum Noothana Chinthakalum, Rubber Karshaka Seminar, 25 June 2010, Kottayam, India (Malayalam
56.	19 th Biennial Symposium on Plantation Crops: Climate Change, Placrosym XIX, 7-10 December 2010, Kottayam, India (Abstracts
57.	Glass devices and moulds for chemical analysis used in Natural rubber: Seventeenth National Seminar of Indian Society of Scientific Glass Blowers, 2-3 May 2011, Rubber Research Institute of India, Kottayam, India
58.	Compendium on Climate Change: Plantation Crops and spices of Kerala: Kerala science Congress, 29-31 January 2012, Rubber research institute of India, Kottayam
59.	International Rubber Conference, IRC 2012, 28-31 October 2012, Kovalam, India
60.	National ISSG Workshop 2011, 2 May 2011, Kottayam: Glass devices and moulds for advanced chemical analysis in NR industry

Books and Journal Published from RRII

Sl. No.	Title of Publications (Research Department)	Price (Rs.)	Price in US Dollar
1.	Handbook of Natural Rubber Production in India P. N. Radhakrishna Pillai	Out of print	
2.	Natural Rubber: Agromanagement and Crop Processing P. J. George and C. Kuruvilla Jacob	Rs. 1000.00 + postage	US\$ 60 + postage
3.	Plant and Soil Analysis Laboratory Manual M. Karthikakuttyamma	Rs. 15.00	
4.	Global Competitiveness of Indian Rubber Plantation Industry	Rs. 600.00 + postage	
5.	Rubber Wood: Production and Utilisation A.C. Sekhar	Rs. 200.00	US\$5
6.	Soil Survey Report of Rubber Growing Soils of Kerala and Tamil Nadu	Rs. 500.00 + postage	
7.	Abhivridhy Anubhavangaliloode (Malayalam)	Rs. 300.00	
8.	Botany A manual on breeding <i>Hevea brasiliensis</i> Kavitha K Mydin and C.K Saraswathyamma	Rs.500.00	US\$25 + postage
9.	Identification of <i>Hevea</i> clones: A manual V. C. Mercykutty, Joseph G. Marattukalam, C. K. Saraswathyamma and T. Meenakumari	Rs.500.00	US\$25 + postage
10.	Identification of RRII 400 series clones of <i>Hevea</i> in early growth phase : A Manual Vinoth Thomas, T. Meenakumari, T. Gireesh and Y. Annamma Varghese	Rs. 200.00	
11.	RRII 400 series clones of Rubber (<i>Hevea brasiliensis</i>) C.K. Saraswathyamma et al	Rs. 200.00	US\$20
12.	RRII 400 Parambara Rubber Inangal: Roopaparamaya Savishesathakalum Verthirichariyalum (Malayalam) Vinoth Thomas, T. Meenakumari and T. Gireesh	Rs. 30.00	
13.	Rubber Nursery oru prayogika Guide(Malayalam) V. C. Mercykutty	Rs. 150.00	
14.	Rubberinoru Naveena Nadeel Reethy(Malayalam) T.A Soman, Y. Annamma Varghese and James Jacob	Rs.20.00	

15.	<u>Economics</u> MFN Tariffs and value of Imports of Rubber & Rubber Products under the WTO Regime Joby Joseph, K.Tharian George and Jom Jacob	Rs. 1000.00	
16.	Harmonised System Nomenclature: A Reference Manual on Rubber and Rubber Products K. Tharian George and Joby Joseph	Rs. 400.00	US\$20
17.	India's Tariff Policies on Rubber Products Under Regional Trade Agreements	Rs. 600.00	
18.	Commercial yield performance of Hevea clones in India: A comparative analysis	Rs. 250.00	US\$25
19.	Commercial yield performance of Hevea clones in the estate sector in India	Rs 400.00	US\$25
20.	Indian rubber products manufacturing industry: Evolutionary dynamics and structural dimensions.	Rs.150.00	US\$20
21.	<u>Plant Physiology</u> Tapping Panel Dryness of Rubber Trees James Jacob, r. Krishnakumar and N.M.Mathew	Rs. 550.00	US \$ 35
22.	Kyoto protocol and the Rubber Industry James Jacob and N.M.Mathew	Rs.550.00	US \$ 35
23.	Rubber Krishiyum Paripalanavum (Malayalam)	Rs.65.00	
24.	<u>Germplasm Division</u> Descriptors for rubber (Hevea brasiliensis Willd. ex. Adr. de Juss.) Muell. Arg. (2005) G. Prabhakara Rao, Saji T. Abraham, C.P. Reghu and Y. Annamma Varghese	Rs. 200.00	US\$ 20
25.	<u>RRII Journal</u> Rubber Science	Single issue Rs.600 1 yr - Rs. 1500 (3 issues) 3 yr- Rs. 4000 (9 issues) 5 yr - Rs. 6000 (15 issues)	US\$60 US\$150 US\$400 US\$600

For all Research publications, the contact person:

Documentation Officer,
Rubber Research Institute of India, Kottayam - 686 009.

Video Films

The Rubber Board has prepared five video films on different aspects of rubber cultivation and processing. The topics covered are:

1. Rubber Nursery Management (English & Malayalam)
2. Planting and Maintenance -do-
3. Tapping and Processing -do-
4. Pests, Diseases and their Control Measures -do-
5. Productivity Enhancement Methods -do-

These films are available on Compact Discs for sale at the rate of Rs. 75 per CD from the Regional Offices of the Board.

Industrial Project Report (IPR)

Industrial Project Report (IPR) describe the details of manufacturing of a particular rubber product, which include process know-how, raw materials, standard formulation, quality tests & general procedure and probable defects & remedies

Industrial Project Report (IPR) on each product is available at a cost of Rs. 75,000 per copy and the contact person is Joint Director (ACRTC), Rubber Research Institute of India, Kottayam - 686 009.

Chapter - 4

Manual 4

4 E- Governance

4.1 Language in which information handbook/manual available

[F.No 1/6/2011-IR dated 15.04.2013]

4.1(i) English - Available

4.1 (ii) Vernacular/Local language - Available

4.2 When was the information manual/ handbook last updated?

[F.No 1/6/2011-IR dated 15-04-2013]

4.2 (i) Last date of annual updation : 31.12.2019

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

4.3 (i) Details of information available in electronic form

1. About the Organisation

I. Rubber Board

- i. Genesis
- ii. Functions
- iii. Constitution
- iv. Structure
- v. Members of Rubber Board
- vi. Organisational Setup
- vii. Organisation chart
- viii. Departments & Divisions
 - i. Research Department (RRII)
 - a) Agricultural Economics
 - b) Agronomy/Soils
 - c) Biotechnology/ Genome Analysis
 - d) Botany/ Clone Evaluation
 - e) Climate Change & Ecosystem Studies
 - f) Crop Physiology
 - g) Latex Harvest Technology
 - h) Germplasm
 - i) Plant Pathology
 - j) Rubber Technology
 - k) Technical Consultancy
 - ii. Rubber Production Department
 - iii. Licensing & Excise Duty Department
 - iv. Training Department (RTI)
 - v. Statistics & Planning Department
 - vi. Administration Department

- vii. Finance & Accounts Department
 - viii. Market Promotion Division.
 - ix. Engineering & Processing Division.
 - x. Planning Division.
 - xi. Publicity & Public Relations Division.
 - xii. Internal Audit Division.
 - xiii. Vigilance Division.
- ix. Heads of Department & Functionaries
- II. Act & Rules
- III. Result Framework Document
- IV. Annual Reports & Annual Accounts
- V. International Cooperation
- 2. Rubber
- I. Natural Rubber
 - i. Rubber Cultivation
 - i. The Rubber Tree
 - ii. Propagation of Rubber
 - a) Collection and germination of seeds
 - b) Budding
 - c) Rubber nurseries
 - d) Planting materials
 - e) Tissue Culture
 - f) Packing of Pro
 - iii. Clones
 - a. Location Specific Clones
 - b. Region Specific Clone Advisory
 - c. Categories of Clones
 - d. Clones Released from RR II
 - e. Terminologies for rating secondary characters
 - iv. Rubber growing regions
 - v. Agro-climatic requirements
 - vi. Rubber growing soils
 - vii. Land preparation
 - viii. Field planting
 - ix. Field upkeep
 - x. Intercropping
 - a) Guidelines for intercropping
 - b) Commonly cultivated intercrops
 - xi. Cover crops
 - a) Common cover crops
 - b) Establishment of cover crops
 - c) Manuring of cover crops
 - xii. Weed management
 - xiii. Manuring

- a) General fertilizer recommendations
 - b) Time, frequency and method of fertilizer application
 - c) Discriminatory Fertilizer Recommendation
 - d) Online Fertilizer recommendation (RubSIS)
 - e) Nutritional Disorders
- o Harvesting (Tapping)
 - a. Standard of Tappability and Height of Opening
 - b. Marking, Slope and Direction of Tapping Cut
 - c. Tapping Depth, Bark Consumption and Bark Renewal
 - d. Tapping Implements
 - e. Time of Tapping and Tapping Task
 - f. Tapping Systems
 - g. Low Frequency Tapping (LFT)
 - h. Controlled Upward Tapping
 - i. Rainguarding
 - j. Chemical Methods for Yield stimulation
- o Disease and pests
 - a) Parasitic and Non-Parasitic Maladies
 - b) Some Useful Materials for Plantations
 - c) Plant protection chemicals recommended in rubber plantations
- ii. Rubber Processing
 - o Crop collection
 - o Latex Properties
 - o Latex Preservation and Concentration
 - o Ribbed Smoked Sheet (RSS)
 - a) Sieving, bulking and Coagulation
 - b) Smoke house and smoking
 - c) Defects in Smoked Sheets
 - d) International Grade Descriptions for Sheet Rubber
 - o Technically Specified Rubber (TSR)
 - o Crepe Rubber
 - o Modified Forms of Natural Rubber
 - o Effluent Treatment
 - a) Primary Treatment
 - b) Secondary Treatment
 - c) Tertiary Treatment
 - d) Utilization of Liquid Waste
- iii. Ancillary Activities
 - o Beekeeping in Rubber Plantations
 - o Rubber Seed Processing Industry
- iv. NR an eco - friendly crop
 - o Eco-friendly NR
 - o Major concerns
 - o Cold response by the US
 - o Carbon sinks
 - o Implication on NR Plantations
 - o What Next

II. Synthetic Rubber (SR)

- i. Processing Advantages of Synthetic Rubber
- ii. Manufacture of Synthetic Rubber
- iii. Types of Synthetic Rubber
- iv. Major Uses of Synthetic Rubber
- v. SR producers in India

III. Reclaimed Rubber (RR)4.3 (ii) Name/title of the document/record/other information

- i. Processing Advantages of Reclaimed Rubber
- ii. Manufacture of Reclaimed Rubber
- iii. Types of Reclaimed Rubber
- iv. Major Uses of Reclaimed Rubber

3. SCHEMES

- a) National Rubber Policy
- b) Schemes under Medium Term Framework (2017-2020)
- c) Medium Term Framework Plan Guidelines
- d) Plan scheme approval

4. MARKETING & EXPORT

1.4. Rubber Market

1.4.1. Rubber Market

- 1.4.1.1. Rubber Marketing in India
- 1.4.1.2. Export of Natural Rubber
- 1.4.1.3. Import of Natural Rubber
- 1.4.1.4. Price Publication
 - 1.4.1.4.1. Rubber Wood
 - 1.4.1.4.2. Natural Rubber
- 1.4.1.5. Subscribing Rubber Prices
- 1.4.1.6. Mobile Application

1.4.2. Branding of Natural Rubber

- 1.4.2.1. USPs of INR Brand Rubber
- 1.4.2.2. Branding Procedure
- 1.4.2.3. Brand" Indian Natural Rubber
- 1.4.2.4. Trade Information Portal

1.4.3. Export Promotion Council – EPC

- 1.4.3.1. Rubber Board - EPC for Natural Rubber
- 1.4.3.2. RCMC
- 1.4.3.3. Certificate of Origin

1.4.4. Directories

5. SERVICES

5.1.Licensing

- 5.1.4. Instructions & Guidelines
- 5.1.5. Licensing procedures
- 5.1.6. Licensing fee
- 5.1.7. Manufacturers
- 5.1.8. Dealers
- 5.1.9. Processors

5.2.Advisory & Extension

5.3.Technical Consultancy

- 5.3.4. Project Consultancy
- 5.3.5. Technology Development

5.4.Engineering Consultancy

5.5.Testing

- 5.5.4. Testing Laboratories
- 5.5.5. Testing Fee

5.6.Technical Services

6. E-SERVICES(Various web enabled services)

- 6.1. Payment Online
- 6.2. RubSIS, RCMC, Returns
- 6.3. RubSIS – Online Fert. Rec.
- 6.4. Indian Natural Rubber
- 6.5. Online Rubber Clinic
- 6.6. Rubber Kisan
- 6.7. Employees Corner
- 6.8. Tappers Data Bank

7. STATISTICS

- 7.1. Monthly Rubber News
- 7.2. Indian Rubber Statistics
- 7.3. Statistical Highlights

8. QUICK LINKS

9. RUBBER PRICE

10. FORMS

11. RECRUITMENTS

12. TENDERS

13. PUBLICATIONS

14. TRAINING CALENDAR

15. LINKS TO GOVT. SITES

4.3 (iii) Location where available :

www.rubberboard.org.in, rubberboard.gov.in

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**4.4 (i) Name & location of the faculty**

- a) Rubber Board Call centre, Kottayam Ph: 0481 2576622
- b) Library, Publications and Notice Board.

4.4 (ii) Details of information made available

Regarding various Schemes implemented by the Rubber Board, Programmes & Seminars, Licensing procedure etc.

4.4 (iii) Working hours of the facility

9-00 AM to 17.30 PM

4.4 (iv) Contact persons & contact details (Phone, fax email) –

Rubber Board Call centre, Kottayam Ph: 0481 2576622 Fax : 0481 2571380,
ppr@ rubberboard.org.in, rbpublicity@ rubberboard.org.in

4.5 Such other information as may be prescribed under Section 4(1)(b)(xvii)**4.5 (i) Grievance redressal mechanism - Yes**

Secretary of the Board is the Grievance Redressal Officer. Administration Department looks after the grievance received by the Grievance Redressal Officer from the employees and the Vigilance Section that of public. Feedback of complaints can be lodged by the public through letter or e-mail as per the details given in “Contact us” in the website.

4.5 (ii) Details of applications received under RTI and information provided

Not available in electronic form.

4.5 (iii) List of completed schemes/projects/programmes

Not available in electronic form.

4.5 (iv) List of schemes/projects/programme underway

Not available in electronic form.

4.5 (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

Not available

4.5 (vi) Annual Report

Yes, available in website (www.rubberboard.org.in)

4.5 (vii) Frequently asked questions (FAQs)

Yes. (www.rubberboard.org.in)

4.5 (viii) Any other information such as -

a) Citizen's charter

1. Constitution

The Indian Rubber Board was constituted under the Rubber (Production and Marketing) Act 1947. Subsequent amendments were made in 1954, 1955, 1960, 1982, 1994, 2009, 2010 and 2016.

The Rubber Board functions under the Ministry of Commerce & Industry of the Government of India. The Board has an Executive Director appointed by the Central Government. Executive Director is the principal executive officer responsible for the proper functioning of the Board and implementation of its decisions and discharge of its duties under the Rubber Act.

2. Vision

A well developed, sustainable and globally competitive natural rubber (NR) industry, capable of supplying processed rubber of international standards to domestic and world markets that enhances welfare of the entire stakeholder community and contribute substantially to national economic progress.

3. Mission

To function as the national level body responsible for the overall development of the Indian rubber industry through the following means.

- Formulation and implementation of schemes for the development of rubber industry in India;
- Promotion of green credentials of NR and ensure environmental sustainability.
- Utilization of rubber plantation development for reclamation of barren and degraded waste lands.
- Supporting rubber based community development.
- Making India a major rubber manufacturing hub in the world.
- Serving as the interface among different segments of rubber industry stakeholders.

b) Result Framework Document (RFD) - No

c) Six monthly reports - No

d) Performance against the benchmarks set in the Citizen's charter - No

4.6 Receipt & Disposal of RTI applications and appeals [F.No 1/6/2011-IR dated 15-04-2013]

4.6 (i) Details of applications received and disposed:

2019 - 20 : Received - 26 and Disposed - 22

4.6 (ii) Details of appeals received and orders issued:

2019 - 20 : Received - 12 and Disposed - 11

4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]

Details of questions asked and replies given

Not Applicable (Rubber Board provides input materials to Ministry of Commerce, Government of India to prepare replies to questions asked in the parliament)

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5 Information as may be prescribed

5.1 Such other information as may be prescribed [F.No 1/2/2016-IR dated 17-08-2016, F.No 1/6/2011-IR dated 15-04-2013]

5.1 (i) Name and details of (a) Current CPIOs & FAAs (b) Earlier CPIOs & FAAs from 01.01.2015

Officers nominated under RTI Act 2005 at Rubber Board (as on 24.02.2020)

Sl. No.	Department	Officers nominated		E-mail ids
1	Administration (including Executive Director's Office)	Sri. G Asokan , DS(P & A) (I/C)		dsipa@rubberboard.org.in
2	Statistics	Smt MJ Lizy, DD(S&P)		lizymj@rubberboard.org.in
3	Internal Audit	Sri Zachariah Kurian, JDF		zack@rubberboard.org.in
4	F & A	Sri V George Mathew, DDF		georgemathew@rubberboard.org.in
5	L & ED	Sri Gopalakrishnan Chellaaton, DD(Excise)		gopalakrishnan@rubberboard.org.in
6	Planning	Sri Toms Joseph, JD(Economics Research)		tomsjoseph@rubberboard.org.in
7	P & PR	Sri KG Satheeskumar, AD(Pub)		adp@rubberboard.org.in
8	Vigilance	Sri SP Ramesan, Assistant Vigilance Officer		vigilance@rubberboard.org.in
9	Research	Dr RG Kala, Principal Scientist, Biotechnology Division		rgkala@rubberboard.org.in
10	Engineering & Processing	Sri Shaji Abraham, Dy. Director (Engineering)		ddengg@rubberboard.org.in
11	Training	Dr. Alice John, DD(RPDT)		alice@rubberboard.org.in
12	Market Promotion	Dr. Binoi K Kurian, DD(Marketing)		ddmarketing@rubberboard.org.in
13	RP Department	For Central Zone of Kerala, AP, Odisha, Andaman & Nicobar islands and other States in the East. For North Kerala and all States in the West For South Kerala and Tamil Nadu State For all North East States except Tripura For Tripura State	Sri K Mohanan Nair, Jt. RPC (Dev) (I/C), RP Dept., HO, Kottayam	jtrpcdev@rubberboard.org.in
	f) HO, KTM			
	g) North Zone		Sri.PV Geevergees DO, RO, Manjeri	romanjeri@rubberboard.org.in
	h) South Zone		Sri. K Mohana kumar, DO, RO, TVM	rotvm@rubberboard.org.in
	i) Guwahati		Sri.S Selvaraj. Jt.RPC, ZO Guwahati	zogty@rubberboard.org.in
	j) Agartala		Smt. KA Girijamony, Jt. RPC(I/C), NRETC Agartala	zoagr@rubberboard.org.in

Link PIO	Sri MG Sathees Chandran Nair, DD(P&PR), Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2574902 mgs@rubberboard.org.in
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In the case of offices situated outside Kottayam, the Controlling Officers/ Officers - in-Charge of that office will be the Assistant Public Information Officer for the purpose.

Appellate Authority for RTI	Smt. P Sudha, Secretary – in-charge, Rubber Board, Kottayam – 686 002.	Phone : 0481 - 2571243 sudha@rubberboard.org.in
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5.1 (ii) Details of third party audit of voluntary disclosure -

- (a) Date of audit carried out :
(b) Report of the audit carried out : -----

5.1 (iii) Appointment of Nodal Officers not below the rank of Jt. Secretary/ Additional HoD

- a) **Date of appointment** : 7th January 2020
b) **Name & designation of the officers** : Shri. Gopalakrishnan Chellaaton,
Deputy Director (Excise),
Rubber Board, Kottayam - 686 002.

5.1 (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure a) Dates from which constituted b) Name & designation of the officers (Address, telephone numbers and email ID of each designated official)

Link PIO	Sri MG Sathees Chandran Nair, DD(P&PR), Rubber Board, Kottayam – 686002.	Phone : 0481 - 2574902 mgs@rubberboard.org.in
Nodal Officer for Transparency Audit of suo motu disclosure	Sri Gopalakrishnan Chellaaton, DD(E) , Rubber Board, Kottayam – 686002.	Phone : 0481 - 2301231 gopalakrishnan@rubberboard.org.in
Transparency Officer	Smt. P Sudha, Secretary – in-charge, Rubber Board, Kottayam – 686002.	Phone : 0481 - 2571243 sudha@rubberboard.org.in
Appellate Authority for RTI Act	Smt. P Sudha, Secretary – in-charge, Rubber Board, Kottayam – 686002.	Phone : 0481 - 2571243 sudha@rubberboard.org.in

5.1 (v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - a) Dates from which constituted, b) Name & designation of the officers

No such committee of PIOs / FAAs was constituted.

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6 Information disclosed on own initiative

6.1 Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information

6.1 (i) Most of the information, listed under Section 4(1) (b) have been disclosed.

Yes.

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India)

6.2 (i) Whether STQC certification obtained and its validity

Yes, the Board followed Guidelines for Indian Government Websites (GIGW) while revamping the website through NIC, Thiruvananthapuram. Security Audit and Certification done by the SQTC, Thiruvananthapuram, which is valid up to 2020.

6.2 (ii) Does the website show the certificate on the website?

No.