



# कयर बोर्ड COIR BOARD

(कृषि व ग्राम उद्योग मंत्रालय, भारत सरकार)  
(MINISTRY OF AGRO AND RURAL INDUSTRIES,  
GOVERNMENT OF INDIA)

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**OFFICE ORDER NO. 33 DATED 24-06-2005**

दिनांक .....  
Date :

**Sub: Thrust areas identified by the Govt. of India for implementation-Delegation of powers – Administrative arrangements for speedy disposal of work**

With a view to facilitate decentralization and speedy disposal of work so as to extend the services provided by the Board to the trade and industry more efficiently the following delegation of powers/administrative arrangements are ordered with immediate effect.

1. The Regional Offices and Office of the Coir Mark Scheme of the Board will hereafter accept the applications for grant of registration as exporter within their jurisdiction. The Regional Officers and Sr. Inspector of Coir Mark Scheme will scrutinize and rectify the discrepancies, if any, in the applications and forward the same to Head Office with their specific recommendations.
2. The Regional Officers and the Extension Service Officers in the Regional Offices are authorized to issue the Certificate of Origin under the Generalized System of Preferences. However, these powers will be exercised only after their signatures are authenticated and circulated by the Ministry of Commerce & Industry to the concerned agencies in the importing countries, for which action is being initiated from the Head Office.
3. The Regional Officers, Senior Inspector (Coir Mark Scheme) and Branch Officer of Export Promotion Section of the Board are authorized to issue primary approval to the exporters desirous of availing of the External Market Development Assistance(EMDA) in accordance with the provisions of the Scheme of Coir Board circulated vide Trade Circular No. 03 dated 12-03-2003. The primary approval will be issued after ensuring that the applicant satisfies the conditions of the scheme and without any financial commitment, what so ever.
4. The Regional Offices and Office of the Coir Mark Scheme of the Board will hereafter accept the claim applications for grant of EMDA within their jurisdiction. The Regional Officers and Sr. Inspector of Coir Mark Scheme will scrutinize and rectify the discrepancies, if any, in the applications and forward the same to Head Office with their specific recommendations for consideration and grant of claim amount.
5. The Officers concerned are responsible for the proper scrutiny/verification of documents etc, before considering the application to exercise the powers delegated to them. The officers should endeavor to generate more export of coir and coir products and also pursue the exporters to participate in the export promotional activities. The officers shall be accountable for the shortfalls, errors or malpractices, if any, occurred in the course of exercising the delegated powers.
6. The Export Promotion Section will co-ordinate the above works with accountability and responsibility at all levels.

This issues with the approval of Chairman.

  
SECRETARY

- To :
1. The Regional Officers
  2. Extension Service Officers in Regional Offices
  3. Senior Inspector (CMS)
  4. All concerned

(Issued from file No. CB/EM/2005/1/3)