

## **Functions, Power and duties of Officers of the Ministry of Textiles**

The principal functional areas of the Ministry cover the following:-

- Textile Policy & Coordination
- Man-made Fiber/Filament Yarn Industry
- Cotton Textile Industry
- Jute Industry
- Silk and Silk Textile Industry.
- Wool & Woolen Industry
- Decentralised Powerloom Sector
- Export Promotion
- Planning & Economic Analysis
- Integrated Finance Matters
- Information Technology.

### **WORK ALLOCAION**

#### **Powers and Duties of Officers and Employees**

The Ministry disposes business allotted to it in accordance with the authority, responsibility and obligations as defined in the Government of India (Transaction of Business) Rules. Formulation, execution and review of policies in relation to business allotted to this Ministry is taken up under directions of the Textile Minister.

2. The powers of the officers and the employees are derived from the various Government rules, instructions, executive orders etc. issued from time to time by the respective nodal departments. The officers and employees of this Ministry exercise powers and perform duties as delegated to them by various Government Departments such as Department of Personnel, Ministry of Commerce, Ministry of Finance and other nodal departments. An indicative list of these Rules/Manuals is attached. The nodal Ministries/Departments viz. Ministry of Personnel, Public Grievances & Pensions, and Ministry of Finance etc. are the custodian of these Rules/Manuals. These Rules/Manuals/Instructions are under the direct control of these nodal Ministries/Departments and amendments to these rules are also undertaken by these Departments from time to time. These rules guide the financial and administrative transactions in day to day processing/dealing of various cases, whereas authority/power to process a particular case is derived from the above said Rules/Manuals. Procedure for performance of secretariat work has been laid down in the Manual of Office (MOP) and the Notes on Office Procedure (NOP) which is issued and controlled by the Department of Administrative Reforms and Public Grievances. All Government Departments including Ministry of Textiles follow the procedures strictly in accordance to the procedure as outlined in the MOP. Amendments in the MOP are also carried out by the Department of Administrative Reforms and Public Grievances from time to time.

3. Financial powers to deal with any financial proposal in the Ministry is derived from the Delegation of Financial Power Rules which has been issued by the Ministry of Finance. However, to expedite decisions and improve

efficiency, the financial powers rested with the Ministry have been further delegated to Head of Organisations as envisaged in DFPRs.

