Government of Goa

DEPARTMENT OF HANDICRAFTS, TEXTILE & COIR

Craft Complex, Neuginagar, Panaji - Goa

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Office Complex, Neuginagar, Panaji – Goa
INTRODUCTION

Before the formation of the Department viz. “Department of Handicrafts, Textile & Coir”, the TCP Section was functioning as Rural Industries Project, and thereafter as Design and Development Centre (DDC), under the then Directorate of Industries & Mines (DIM). In the year 1985, the said Section was designated as ‘Technical, Coir and Fibre’ (TCF) under the District Industries Centre (DIC) under the control of the then Directorate of Industries and Mines and was named as ‘Training-cum-Production Centre’.

In the year 2001, this TCP Section was brought under the control of Director, State Directorate of Craftsmen Training (SDCT), but till the year 2003, the centres were under the administrative control of Industries Department. After 2003, these TCP Centres were linked with State Directorate of Craftsmen Training and were functioning under SDCT, till May, 2013.

The Department of Handicrafts, Textile & Coir has been established as an independent Department by delinking Training-cum-Production Section attached to the State Directorate of Craftsmen Training, vide Notification number 23/1/87/-GA&C(Vol.I)/1492 dt.09/05/2013.

The Department has recently framed a scheme viz “Goa Integrated Skill Development Scheme - 2014” under which local youths, young widowed women, school dropouts and segment from rural areas will be trained in various Handicrafts, Textile & Coir trades so as to make them self-sufficient to earn their daily livelihood. This scheme later was re-nomenclated as “Vishwakarma Kaushal Yojana-2014”.

......2/-
Organizational flow chart of the Directorate of Handicrafts, Textile & Coir.

1) Director (HOD) - 1

2) Assistant Director (Trg.)

Administrative Section
1) Office Superintendent - 1
2) Head Clerk - 1
3) Master Craftsman - 1
4) Sr. Steno - 1
5) LDC - 3
6) Junior Craftsman - 1
7) Skilled Worker - 3
8) Peon - 1
9) Helper - 1
10) Driver - 3
11) Sweeper-cum-wet cleaner (C.B.) - 1

Technical Section
1) Technical Officer - 1
2) Sr. Technical Specialist - 1 (Addl.Chrg)
3) Technical Assistant - 1
4) Master Craftsman - 1
5) Designer - 1
6) Handicrafts Inspector - 1
7) Inspector-2
8) UDC - 1
9) Assistant Craftsman - 2
10) Junior Craftsman - 1

Accounts Section
1) Accountant - 1
2) UDC - 2
3) U.D.C./Store Keeper - 1
4) Skilled Worker - 1
5) Helper - 2

Training Centres under the control of DHTC in North and South districts of the State, along with the existing staff.

NORTH GOA

SOUTH GOA

PERNEM
Handloom Training Centre, Mandrem
1) J.C. - 3
2) S.W. - 1

BARDEZ
Wood Craft, Siolim
1) M.C. - 1
2) J.C. - 1
3) S.W. - 2
4) Helper - 6

Common Facility Centre, Korgao
1) J.C. - 2
1 Adl.Chrg)
2) S.W. - 1

T&E Mandrem
1) A.C. - 1

BICHOLIM
Pottery, Bicholim
1) J.C. - 1
2) S.W. - 2
3) Helper - 3

Carpentry, Verem
1) M.C. - 1

(Addl.Chrg)
2) S.W. - 2
3) Helper - 2

TISWADI
Wood Craft, Neuginagar, Panaji
1) A.C. - 1

Wood Craft, Bicholim
1) J.C. - 2 (Addl.Chrg)
2) S.W. - 4
3) Helper - 2

T&E, Neuginagar, Panaji
1) A.C. - 1

Wood Craft Centre, Chimbol
1) A.C. - 1
2) J.C. - 1
3) Skilled Worker - 1
4) Helper - 2

Wood Craft, Morambl
1) S.W. - 1
2) Helper - 3

T&E, Dhulapi, Old Goa
1) A.C. - 1

PONDA
Coir Defibring Plant, Kundaim
1) M.C. - 1
2) A.C. - 2
3) S.W. - 7
4) Helper - 4

Powerloom, Shiroda
1) T.A. - 1
(Addl.Chrg)
2) Helper - 2

T&E, Ponda
1) A.C. - 1

SALCETE
Wood Craft, Benaulim
1) M.C. - 1
2) S.W. - 1
3) Helper - 5

QUEPEM
Coir, Betul
1) S.W. - 1
2) Helper-4

SANGUEM
Powerloom, Vaddem
1) T.A. - 1
(Addl.Chrg)
2) Powerloom Attendant (C.B.) - 1

Powerloom, Dhulapi, Old Goa
1) A.C. - 1

CANAONA
Wood Craft, Poingunim
1) Sr. Tech. Spec. - 1
2) M.C. - 1
3) S.W. - 4
4) Helper - 7

.....3/-
Information of authorities under RTI Act 2005.

Designators of PIO:

- Public Information Officer – Shri Rohan J. Kaskar, Assistant Director (Trg.)
- Assistant Public Information Officer (I) – Shri Soma M. Gauns, Technical Officer
- Assistant Public Information Officer (II) – Smt. Josephine Braganza e Vaz, Head Clerk.
- First Appellate Authority – Shri Arvind V. Bugde, Director of Handicrafts, Textile & Coir

Main activities of the Department

Department conducts training under “VishwakarmaKaushalYojana” at Training-cum-Production Centres at below shown places.

- Powerloom Weaving, Vaddem, Sanguem & Shiroda, Ponda – Goa.
- Handloom Weaving, Mandrem, Pernem – Goa.
- Tailoring & Embroidery, All over State.
- Production of Coir Fibre & Pith, Kundaim, Ponda – Goa.
- Coir Spinning & Weaving, Poinginim-Canacona & Betul-Quepem – Goa.
- Carpentry, Siolim-Bardez, Nauginagar-Panaji
- Wood Carving, Canacona, Benaulim, Verem, Morombi & Chimbel.
- Bamboo & Cane Craft, Bicholim – Goa.
- Pottery & Ceramic, Bicholim – Goa.
- Common Facility Centre, Gaonkarwada, Korgao, Pernem.

Apart from above, the following training centres are under proposal.

- Garment & Dress Making
- Dyeing & Printing
- Carpet Weaving & Wall Hanging
- Coir Jewellery & Geo Textile
- Dolls & Novelty Toys making
- Embroidered & Crocheted goods
- Papier Machie
- Metal Crafts
- And Other Village Craft

…..4/-
**Training Programme & the centres:**

The Department shall start training in the trades given below. This shall include the existing centres wherein the Training & Production is currently going on.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Training Programme</th>
<th>Duration</th>
<th>No. of participants for each batch</th>
<th>No. of Centres</th>
<th>No. of Trainers and Attendants</th>
<th>Area of premises in sqmtrs. required for the centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training in Powerloom weaving Units</td>
<td>Six Months</td>
<td>10</td>
<td>8 2+6</td>
<td>8+8</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>Training in Tailoring and Embroidery</td>
<td>Six Months</td>
<td>10</td>
<td>120 112+8</td>
<td>120+120</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>Training in Garment and Dress Making</td>
<td>Six Months</td>
<td>25</td>
<td>5</td>
<td>5+5</td>
<td>150</td>
</tr>
<tr>
<td>4</td>
<td>Training in Handloom Weaving</td>
<td>Six Months</td>
<td>10</td>
<td>2 1+1</td>
<td>2+2</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Training in Dyeing and Painting</td>
<td>Six Months</td>
<td>10</td>
<td>1</td>
<td>1+1</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>Training in Carpet Weaving and Wall Hanging</td>
<td>Six Months</td>
<td>10</td>
<td>1</td>
<td>1+1</td>
<td>50</td>
</tr>
<tr>
<td>7</td>
<td>Training in Carpentry</td>
<td>Six Months</td>
<td>10</td>
<td>6</td>
<td>6+6</td>
<td>150</td>
</tr>
<tr>
<td>8</td>
<td>Training in Wood Carving</td>
<td>Six Months</td>
<td>10</td>
<td>1</td>
<td>1+1</td>
<td>100</td>
</tr>
<tr>
<td>9</td>
<td>Training in Bamboo and cane craft</td>
<td>Four Months</td>
<td>10</td>
<td>2 1+1</td>
<td>2+2</td>
<td>50</td>
</tr>
<tr>
<td>10</td>
<td>Training in Pottery Ceramic</td>
<td>Four Months</td>
<td>10</td>
<td>2 1+1</td>
<td>2+2</td>
<td>150</td>
</tr>
<tr>
<td>11</td>
<td>Training in Paper Mache</td>
<td>Four Months</td>
<td>10</td>
<td>1</td>
<td>1+1</td>
<td>50</td>
</tr>
<tr>
<td>12</td>
<td>Training in Metal Crafts</td>
<td>Four Months</td>
<td>10</td>
<td>1</td>
<td>1+1</td>
<td>50</td>
</tr>
<tr>
<td>13</td>
<td>Training in Dolls and Embroidery</td>
<td>Three Months</td>
<td>10</td>
<td>1</td>
<td>1+1</td>
<td>50</td>
</tr>
<tr>
<td>14</td>
<td>Training in Other Village Crafts</td>
<td>One Month</td>
<td>10</td>
<td>20</td>
<td>As per requirement</td>
<td>As per requirement of the trade</td>
</tr>
<tr>
<td>15</td>
<td>Training in Coir Spinning and Weaving</td>
<td>Six Months</td>
<td>10</td>
<td>4 3+1</td>
<td>4+4</td>
<td>100</td>
</tr>
</tbody>
</table>
Other activities undertaken by Department of Handicrafts, Textile & Coir:

*BasicTraining *Advance Training *Designs of Handicraft items*Sales of Handicrafts, Textile & Coir Products*Manufacturing of Handloom, Powerloom, Handicrafts& Coir items.

3.a) Sponsoring of Goan candidates for 3 years Diploma in Handlooms & Textiles Technology at:

- Indian Institute of Handloom Technology at Salem in Tamil Nadu& at Kannur in Kerala.

- Karnataka Institute of Handloom Technology at Gadag in Karnataka.

Goa Government pays stipend of Rs. 1000/- for First year, Rs. 1100/- for Second year, and Rs. 1200/- for Third year candidates, with equal share of Government of India.


- Wood & Stone Carving, Metal Craft Casting & Embossing (18 months Training)

3. c) Pottery Training (Terracotta) 6 months Training

(The above institute imparts free training & pro vides free food and accommodation.)
## CITIZEN CHARTER

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Period Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue of Certificate of Excellency in the trade</td>
<td>One month after receiving the result from the respective centre In-charge.</td>
</tr>
<tr>
<td>2</td>
<td>Payment of Stipend to the Trainees within State</td>
<td>One month after receiving the bills from the respective centre In-charge.</td>
</tr>
<tr>
<td>3</td>
<td>Payment of Stipend to the candidates deputed out of State for training in various trades</td>
<td>One month after receiving the attendance from the concerned Institute.</td>
</tr>
<tr>
<td>4</td>
<td>Issue of Identity cards to the Trainees</td>
<td>Within15 days of the next month of training period, subject to completion of 80% attendance in training during the first month.</td>
</tr>
<tr>
<td>5</td>
<td>Supply of Suiting, Shirting and bed covers and other textile material to various Departments and Government undertakings</td>
<td>Immediately after receiving the order subject to availability of the cloth with the Department; Incase ready stock is not available, within two months from the date of placing of supply order.</td>
</tr>
<tr>
<td>6</td>
<td>Supply of Wooden Furniture</td>
<td>Immediately after receiving the order subject to availability of stock, and if the designs are supplied by the customer, the delivery period will depend on the size and intricacy of the design.</td>
</tr>
<tr>
<td>7</td>
<td>Supply of Handicrafts Items</td>
<td>Immediately after receiving the order subject to availability of stock, and if the designs are supplied by the customer, the delivery period will depend on the size and intricacy of the design.</td>
</tr>
<tr>
<td>8</td>
<td>Supply of Paper, Design Logo, Sign boards, etc.</td>
<td>20 days from date of order.</td>
</tr>
</tbody>
</table>
Manufacture and Supply of:

- Textile material manufactured by the Piece Rate Workers in Government Powerloom Training-cum-Production Centres, at Shiroda-Ponda and at Vaddem-Sanguem is processed by sending it to processing unit at Ichalkaranji in Maharashtra. After receiving the same, the cloth is supplied to various Government Departments and undertakings.

Recently, Government has revised the Piece Rate wages. Further, due to hike in the rate of yarn, Government has revised the selling price of suiting and shirting cloth i.e. Rs. 110/- and Rs. 80/- respectively.

Department also undertakes manufacturing and sale of furniture items made from rose wood, teak wood and other jungle wood. Mostly, rose wood and teak wood is used to manufacture carved furniture, such as sofa sets, dining sets, corner tables, divans, etc. These items are sold in local market. Jungle wood is mostly used for manufacturing benches meant for Government schools, and Government-aided schools.

The Pottery Centre, Bamboo Craft Centre is involved in imparting training and production. The goods manufactured by these centres have good local market and are sold at respective centres, as well as the Department participates in the exhibitions to promote its goods.

The Coir Defibring Plant, Kundaim is involved in extracting coir fibre from coconut husk, which is available in bulk in the State. Coir pith is a by-product of coconut husk, which evolves during the process of extraction of fibre from coconut husk.

Following products are produced at Coir Training-cum-Production Centre, Kundaim in Ponda and Betul in Quepem:-

Coir fibre, Coir yarn, Coir ropes, Door mats, Corridor mats, Mesh mats, Sinnet mats, etc.
Powerloom Weaving

It is a automatic pirn winding machine used in Powerloom industry for pirn winding. This pirn inserts weft yarn in the cloth during the course of weaving and runs along with its vehicle called as shuttle from one shuttle box to another. This machine automatically gets stopped when the pirn is fully filled as per the requirement.

A lady seen in the picture is a trainee worker working on Powerloom to weave the cloth. This lady joined as trainee and presently she is trained to weave the cloth independently. In due course, she will be trained to handle two looms at a time. After that, she will be in position to weave approximately 350 meters of cloth per month on each loom. This will help her to earn approximately Rs. 5,000/- per month.
A boy seen in the picture is a dumb and deaf. He is a Piece Rate Weaver who was trained in the year 2000. Since then, he is working as Piece Rate Worker. He is weaving approximately 700 meters of cloth per month on two looms. As per Government wages he is earning approximately Rs. 5,000/- per month.

The cloth produced at this unit is shirting material. It is processed at processing mills at Ichalkaranji in the State of Maharashtra. After processing, it is supplied to various Government Departments/undertakings as uniform material. In this trade, training is imparted to the interested candidates. The training duration is of 6 months for full working day.

**Handloom Weaving**

Handloom seen in the picture is a frame loom with four treadles. It is used to weave bed sheets, towels, plain cloth and plain sarees. This loom is situated in Handloom Training Centre, Mandrem, Pernem – Goa.
The instrument seen in the picture is a charkha with swift. The yarn in hankform is placed over the swift and wound on bobbins or pirns for its further use on handloom for weaving of cloth. In this trade, training is imparted to the interested candidates. The training duration is of 6 months for full working day.

**Tailoring & Embroidery**

A lady seen in the picture is the trainer of the Department who imparts training in Tailoring & Embroidery to the youths, widows and school dropouts from villages of the State. Basic as well as Advance training in tailoring is imparted to the youths and others for self-employment as well as to gain employment with other entrepreneurs in private sector. The training duration is of 6 months for full working day.
Production of Coir Fibre & Pith

The plant seen in the picture is of Coir De-fibring Plant. It is situated in the village of Kundaim in Ponda Taluka. It was established after the liberation of the State under the Department of Industries & Mines and presently, it is a part of Department of Handicrafts, Textile & Coir.

The machine seen in the picture is Coir De-fibring Machine established in the above plant at Kundaim. It is used to extract coir from coconut husk. This coir is having good demand in local market from the manufacturers who manufacture coir ropes, yarns and coir mats, door mats and floor mats, etc. which have good demand in the local market, as well as markets of other States.
This picture is from Government Coir Defibring Plant, Kundaim. Women are seen working on a device called “Ratt” over which at a time around 8 to 10 meters of yarn is spun. In this trade, training is imparted to the interested candidates. The training duration is of 6 months for full working day.

**Carpentry**

This picture is from Government Wood Craft Centre, Siolim, wherein the workers are seen engaged in wood carving work. At this unit, carved furniture is manufactured as per the order (inclusive of design) received from the customers. Department also participates in Exhibitions and Melas to promote its sale, which has also good demand in local market.
The picture seen above is of rose wood carved furniture, manufactured at Government Wood Craft Centre, Siolim. In this trade, training is imparted to the interested candidates. The training duration is of 6 months for full working day.

**Wood Carving**

The worker seen in the picture is engaged in wood carving at Government Wood Craft Centre, Siolim.
In this trade, training is imparted to the interested candidates. The training duration is of 6 months for full working day.

**Bamboo & Cane Craft**

This picture is from Government Bamboo Craft Centre, Bicholim, where the workers are engaged in manufacture of decorative items such as lamp shades and floral baskets out of bamboo strips. These items have good market value at tourist places and hotels in the State.
This picture is from Government Bamboo Craft Centre, Bicholim. The items displayed are manufactured in the said centre, which are to be sold. In this trade training is imparted to the interested candidates. The training duration is of 4 months for full working day.

**Pottery & Ceramic**

This picture is from Government Pottery and Ceramic Centre at Bicholim. The worker is seen busy with manufacturing of Pottery items on rotating wheel.
The items seen in the picture are of Pottery, displayed at the manufacturing unit in Bicholim for its sale. These items have good demand in local market. It helps the Artisans to earn their livelihood. In this trade, training is imparted to the interested candidates. The training duration is of 4 months for full working day.

**PapierMachie**

The items seen in the picture are of PapierMachie manufactured at PapierMachie training centre during the course of imparting of the training. In the PapierMachie trade, training is imparted to the interested candidates. The training duration is of 4 months for full working day.
**Metal Craft**

The items seen in the picture are of Metal Craft manufactured at training centre during the course of imparting of the training. The training duration is of 4 months for full working day.

In all the above referred trades to undergo training, stipend of Rs. 1,000/- per month is paid to general/OBC candidates, whereas Rs. 1,500/- per month is paid to SC/ST candidates. The training is imparted in every trade as per the syllabus. After completion of each course in respective trade, Excellency Certificate is issued by the Department.

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