

As on 13 August 2010

**Directory and Duties of Officers and Employees in
EXPORT INSPECTION AGENCY-MUMBAI
Export Inspection Agency-Mumbai (Head Office)**

Aman Chambers - 4th Floor,
113, Maharshi Karve Road,
Mumbai - 400 004.

Tel: 022 - 2363 0311 / 2363 0312 / 2363 0113

Fax: 022 - 2368 3927

E – mail: eiabombay@eicindia.org

S.No	Name & Designation	Work / Duties assigned
1.	Shri A.K. Saxena Joint Director	Incharge of Agency & All activities pertaining to CoO, RTI, ICP, Non food schemes, Training & Seminars etc. Alternate : Shri A.Chattopadhyay, Deputy Director
2.	Shri A.Chattopadhyay, Deputy Director	All matters pertaining to Administration and Accounts of H.O, Sub Offices including PTH, Legal, Hindi, Plan Fund, MIS & Vigilance etc. Alternate :Smt. Raymol S George, Deputy Director
3.	Smt. Raymol S George Deputy Director	All activities pertaining to F&FP /Milk Product / Egg Products/ Poultry/Meat/ Honey / Turkey exports/Non GMO & Upgradation of Laboratory and PIAs and other food related activities including training & seminar and foreign mission visits etc. Alternate Shri A. Chattopadhyay, Deputy Director
4.	Shri T.M. Mathew Assistant Director	F&FP / Milk Product scheme/ Food & Agriculture/GSP Certification
5.	Shri C.C. Chandramohanran Assistant Director	F&FP / Milk Product scheme/ Food & Agriculture/GSP Certification
6.	Shri V.K. Arora Assistant Director	Non Food & GSP Certification
7.	Shri K.P. Kala Assistant Director	Milk Products Scheme/Organic certification scheme/GSP Food & Agriculture

S.No	Name & Designation	Work / Duties assigned
8.	Shri R.K. Gupta Assistant Director	Non Food & GSP Certification
9.	Dr. Amit Sharma Assistant Director	Milk Products Scheme/Organic certification scheme/GSP/ Food & Agriculture
10.	Smt. D.H. Trivedi Section Officer	All work related to administration section. Maintenance of casual leave registers. Reimbursement of tuition fees. All work related to trainings.
11.	Shri D.M. Badge Section Officer	All work related to Purchases and maintenance of Stores. Maintenance of all office equipment and facilities including staff car. All work related to House keeping. Office attendance. Work related to supply of GSP and allied blank forms including GSP correspondence with sub offices. Disposal of obsolete items and office records. All work related to court cases.
12.	Smt. A.A. Tharwal Accounts Officer	Making budgeting proposals Plan & Non-plan, managing audits and audit objections, Internal audit of EIA-Mumbai accounts, reconciliation with Central Fund a/c and overall supervision and guidance to the accounts section.
13.	Shri Sital Kumar Sar Technical Officer	Non Food/GSP Certification.
14.	Dr. Leejee James Technical Officer	F&FP/Milk Products Scheme/Food & Agriculture/GSP Certification.
15.	Smt. Akhila V.P Technical Officer	All the work related to computerization in Head Office Mumbai and GSP certification.
16.	Shri Sudhansu Sekhar Das Technical Officer	F&FP/Milk Products Scheme/Food & Agriculture/GSP Certification.
17.	Smt. A.A. Desai Office Assistant	All work related to administration section, maintenance of service book for all sub offices and all Hindi related work.
18.	Smt. A.P. Bhoir Office Assistant	Accounts Section
19.	Shri S.K. Sawant Office Assistant	House keeping and General maintenance of office.
20.	Smt. Asha S Singh Clerk Gr.I	Medical reimbursement, maintenance of Head Office leave, personal files and service books, casual leave.
21.	Shri S.M. Karve Clerk Gr.I	Accounts Section.

S.No	Name & Designation	Work / Duties assigned
22.	Shri P.T. Pawaskar Clerk Gr.I	Receipt for deposit account and sale of CoO forms/publications
23.	Smt. S.s. Deo Clerk Gr.I	Receipt of CoO and General supervision/maintenance of all files of the CoO section.
24.	Shri A.A.Dabre Clerk Gr.I	Despatch Administration Section
25.	Shri S.C. Mahyavanshi Clerk Gr.I	Administration section, MIS/Statistics Cell/RSCQC/Inward entry
26.	Shri T.V. Gaonkar Clerk Gr.I	Cashier
27.	Shri C.C. Ghosh Accountant	Accounts Section
28.	Shri J.L.Kharatmol Accountant	Accounts Section
29.	Smt. A.S. Dhavale Clerk Gr.II	Tatkal certificates (CoO)/Data entry
30.	Smt. B.S. Kulkarni Clerk Gr.II	All work related to Food Division other than CoO.
31.	Smt. V.V. Kadam Clerk Gr.II	All typing work related to Food Division/ Hindi.
32.	Shri G.K. Walanju Clerk Gr.II	Accounts Section
33.	Smt. V.B. Abhanave Stenographer Gr.I	Attached to JD/DD for typing & correspondences.
34.	Shri B.D. Bansode Staff Car Driver Gr.I	Driving
35.	Shri S.S. Kasale Record Keeper	Administration
36.	Shri M.G. Gaikwad L.A	GSP stamping & non clerical work
37.	Shri P.K. Patade L.A	Accounts section non clerical work.
38.	Shri R.D. Solanki Multi task staff	Administration/Despatch and non clerical work
39.	Shri B.S. Mohite Multi task staff	Fish section non clerical work
40.	Smt. S.M. Solanki Multi task staff	Attached to JD/DD – non clerical work

Export Inspection Agency-Mumbai, Sub - Office: Ahmedabad

Gun House, Gujarat Samachar Marg,
Khanpur, Ahmedabad - 380 001.

Tel: 079 - 2550 2704

E – mail: eiaahmedabad@eicindia.org

S.No	Name & Designation	Work / Duties assigned
1.	Shri Ravi Shanker Deputy Director	Officer Incharge GSP certification, Milk Products Scheme , Food and Agriculture etc.
2.	Shri P.M.Parmar Store Keeper Gr. II	GSP/All related work

Export Inspection Agency-Mumbai, Sub - Office: Baroda

Kuber Bhavan

Room No. 824,8th floor, Kothi

Vadodara - 390 001.

Tel: 0265 - 2415 706

E – mail: eiabaroda@eicindia.org

S.No.	Name & Designation	Work / Duties assigned
1.	There is no permanent officer incharge. Presently manned by Officer on tour	Officer Incharge GSP Certification, Milk Products Scheme , Food & Agriculture, IPQC certification.
2.	Shri N.R.Mehta Office Assttt.	GSP/Other related work
3.	Smt. J.S.Patel Clerk Gr. II	GSP
4.	Shri K.H.Solanki Multi task staff	Non-clerical work

Export Inspection Agency-Mumbai, Sub - Office: Gandhidham

Flat No. 4, 1st floor, Yogesh Bhuvan,
Plot No. 10, Sector 12-C, Lilashah Nagar,
Gandhidham - 370 201
Tel: 02836 - 220 836
E – mail: eiagandhidham@eicindia.org

S.No.	Name & Designation	Work / Duties assigned
1.	There is no permanent officer incharge. Presently manned by officer on tour.	Officer Incharge GSP certification, Food & Agriculture etc.
2.	Shri S.G. Chaturvedi Clerk Gr. I	All office related work.
3.	Shri N.K.Gusai Clerk Gr. I	All office related work.

Export Inspection Agency-Mumbai, Sub - office: Pune

34 - D, Swapna Samraj Co-operative House Society,
Maharshi Karve Road,
Pune - 411 004.
Tel: 020 - 2544 0819
E – mail: eiapune@eicindia.org

S.No.	Name & Designation	Work / Duties assigned
1	Ms. Dipty Shiriskar Technical Officer	Officer Incharge GSP certification, Food & Agriculture and IPQC certification
2.	Shri N.M.Raskar Accountant	All Office related work

Export Inspection Agency-Mumbai, Sub - Office: Porbandar

4, Bhojeswar Plot,

Porbandar - 360 575

Tel: 0286 - 2246 376

E mail: eiaporbandar@eicindia.org

S.No.	Name & Designation	Work / Duties assigned
1	Officer to be posted Presently manned by Officer on tour	Officer Incharge F&FP, GSP certification, Milk Products Scheme , Food and Agriculture etc.
2.	Shri B.N.Dadia Clerk Gr. I	All office related work
3.	Shri H.M.Khodiyatar Lab Asstt. Gr. I	Lab
4.	Shri S.V.Jadhav L.A	Non clerical work

Export Inspection Agency-Mumbai,

Sub - Office: Goa

Shanta (2nd floor), 18th June Road,

St. Inez, Panaji,

Goa - 403 001.

Tel: 0832 - 2222 380

E – mail: eiagoa@eicindia.org

S.No.	Name & Designation	Work / Duties assigned
1.	Shri Gopal Pawar Assistant Director	Officer Incharge, F&FP, GSP certification. Food and Agriculture etc.
2.	Shri R.N.Sarmalkar Clerk Gr. I	All office related work
3.	Shri G.M.Mishal Lab Asstt. Gr. I	Lab

**Export Inspection Agency-Mumbai,
Sub - Office: Veraval**

Jai Kishan Complex, 80feet Road
Near Chandramouleshwar Mandir

Veraval Dist. Junagadh

Veraval - 362 265

Gujarat State

Tel: 02876 – 220610

E – mail: eiaveraval@eicindia.org

S.No	Name & Designation	Work / Duties assigned
1.	Shri G. Jayapalan Deputy Director	Officer Incharge, F&FP, GSP certification, Food and Agriculture, Milk Products Scheme
2.	Dr. M.S.Shirsath Assistant Director	F&FP, GSP certification, Food & Agriculture
3.	Shri S.S.Kalatora Clerk Gr. I	GSP/Fish
4.	Shri P.D. Parmar Clerk Gr. II	Typing
5.	Shri G.K.Zala Clerk Gr. II	Accounts Work
6.	Shri N.B.Chavda Lab Asstt. Gr. I	Lab
7.	Shri Rakesh Kumar Gaur Multi task staff	Non clerical work

**Export Inspection Agency-Mumbai,
Sub - Office: Rajkot**

Sharad Villa,

25, New Jagnath Plot, Rajkot - 360 001.

TEL: 0281 - 2463 620

E – mail: eiarajkot@eicindia.org

S.No	Name & Designation	Work / Duties assigned
1	Officer to be posted. Presently manned by Officer on tour	Officer Incharge, GSP certification, Food & Agriculture
2.	Shri R.D.Bhagora Clerk Gr. II	GSP/All related work
3.	Shri J. P. Langonoja Multi task staff	Non clerical work
4.	Shri D.K. Dutta Multi task staff	Non clerical work

Export Inspection Agency-Mumbai,
Sub - Office: Thane
102, Shanti Niwas Co-operative Hsg. Society Ltd.,
Mithbunder Road, Chendnani Koliwada
Kopri (East),
Thane - 400 601.
Tel: 022 - 2532 3260
E – mail: eiathane@icindia.org

S. No	Name & Designation	Work / Duties assigned
1.	Officer to be posted. Presently manned by officer on tour	Officer Incharge, GSP certification work, Food & Agriculture
2.	Shri V.S.Shinde Multi task staff	Assisting in routine office work like diary, dispatch etc. Including on Computer.

Export Inspection Agency-Mumbai,
Sub - Office: Ratnagiri
Sahil Mansion, Shivaji Nagar,
Maruthi Mandir,
Ratnagiri - 415 612.
Tel: 0235 – 222589
E – mail: earatnagiri@icindia.org

S.No.	Name & Designation	Work / Duties assigned
1.	Shri B.Madhavji Asstt. Director	Officer Incharge F&FP/GSP certification, Food, Agriculture
2.	Shri R.R.Patil J.S.A.	Lab
3.	Smt. J.N.Dongre Clerk Gr. II	Work related to FFP

**Export Inspection Agency-Mumbai,
Pilot Test House**
E-3, MIDC Area, Marol, Andheri (East)
Mumbai – 400 093
Tel: 022 - 2836 3396, 3397, 3401, 2834 9619;
Fax: 022 – 2836 9868
E-mail: pth@eicindia.org

S.No	Name & Designation	Work / Duties assigned
1.	Shri S.N. Dewevedi, Deputy Director	Incharge Pilot Test House
2.	Shri S.V. More Deputy Director	Presently on tour to Sub Office:Gandhidham
3.	Shri Goutam Dutta, Assistant Director	Chemical Section & Biological Section/GSP Certification
4.	Shri V.K.Meena Assistant Director	Chemical Section/GSP certification
5.	Shri Vivek R. Bidwai, Asstt. Director	Electrical Section/Mechanical Section/GSP certification
6.	Smt. U.K. Wadke, Asstt. Director	Chemical Section/GSP certification
7.	Shri Joshy Antony, Asstt. Director	Biological Section/GSP certification
8.	Shri Anoop A.Krishnan Technical Officer	Chemical Section/GSP certification
9.	Shri M.B. Ghag, Section Officer	Administration Section Incharge
10.	Shri M.Nadrajana Clerk Gr. I	All Work related to Administration section
11.	Shri S.T.More Clerk Gr. II	Administration/Sample Cell
12.	Shri H.D.Mevada Clerk Gr. II	Cashier/Accounts
13.	Shri S.V.Bhagat Clerk Gr. II	Administration/GSP
14.	Shri Jai Prakash L.A	Laboratory Assistance
15.	Shri B.L. Kadam L.A	Laboratory Assistance