

# Obligations of Public Authorities



**MANUAL UNDER**

**RIGHT TO INFORMATION ACT, 2005**

**Available in Printed and Electronic Format**

English Version

**Punjab Agri Export Corporation Limited,  
Plot No.2A, Sector-28A, Madhya Marg, Chandigarh-160002**

**Introduction**

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, Punjab Agri Export Corporation Limited has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
  1. Every Public Authority shall:-
    - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
    - b) 17 Manuals
    - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
    - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
  2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
  3. Every Information shall be disseminated widely (Sub-Section 1)
  4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority's organisational set-up, functions and duties of its officers and employees, records and documents available with it

- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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**1st Manual: Particulars of the Public Authority****1.1 Name and address of the organization:-**

Punjab Agri Export Corporation Limited,  
2-A, Sector-28-A, Madhya Marg, Chandigarh-160002 (INDIA)  
Phone: 91-172-2656241,42, 5074210-15, Fax: 91-172-2656270  
Email:mail@punjabagro.org.in  
Website: www.punjabagro.org.in

**1.2 Head of the organization: Managing Director****1.3 Key Objectives:**

Punjab Agri Export Corporation Limited (PAGREXCO) was incorporated in January, 1997 in accordance with the provisions of the Companies Act, 1956. Authorized and paid-up capital of the Corporation is Rs. 5 crore. The main objectives of the Corporation are to promote/assist export and distant domestic marketing of agri produce from the State with focus on fresh and processed fruits and vegetables, promote organic farming, to create cold chain infrastructure facilities to facilitate exports and to improve productivity of existing crops

**1.4 Functions and duties:** Punjab Agri Export Corporation Limited (PAGREXCO) was incorporated in January, 1997 in accordance with the provisions of the Companies Act, 1956. Authorized and paid-up capital of the Corporation is Rs. 5 crore.

1. PAGREXCO has set up 5 Pack Houses in different location in Punjab with a grant from APEDA having facilities of waxing- grading- packing, pre-cooling, cold storage and transporting.
2. PAGREXCO has set up 5 Kinnow Waxing & Grading Centres with Imported Electronic Volumetric Grader for providing facility to farmers to promote domestic/export marketing of Kinnow from the State.
3. The Corporation has also undertaken a major initiative to promote Organic Farming and also Domestic/Export Marketing of organic produce. The farmers interested in Organic Farming are being provided help in adoption of practices for organic Farming.
4. The Corporation is managing Corpus Fund of the State Government and had facilitated setting up of 9 Cold Storage under the State Government scheme for creation of Cool Chain Infrastructure. The Corporation also provides financial assistance for distant domestic & export marketing. The Corporation has released subsidy of Rs. 900.53 lac till 2010-11 for providing export/distant marketing of Punjab produce.
5. Annual Account of the Corporation for the year 2014-15 have been finalized and approved by the Board of Directors.

**Activities**

The Corporation has undertaken the following activities:

**Packhouses for Fruits and Vegetables:**

PAGREXCO has set up 5 pack houses with a cost of Rs. 5.35 Cr., in Punjab for providing facilities for distant marketing and export of fruits and vegetables. Each Pack House is located in Fruits & Vegetables growing clusters having facilities like washing-waxing-grading-packing, pre-cooling & cold storage. It has also been proposed to set up 2 more Pack Houses at different locations in Punjab.

**Perishable Cargo Centre at Amritsar:**

A temporary perishable cargo centre has been set up at International Airport, Amritsar having facilities of Cold Rooms, X-ray cum scanner machine, refer vans etc.

**Waxing of Kinnow:**

During 2014-15, the Corporation waxed 37,480 MT Kinnow. The Corporation offered the facility of mechanical grading and waxing to the growers at 5 centres located in all the five Citrus Estates declared by the State government at Balluana, Badal, Tahliwala Jattan, Chhauni Kalan and Kangmai.

**Pea Harvester:** With the objective to promote Pea cultivation, a Pea harvester has been imported and successfully demonstrated to curtail the labour problem.

**Handling of Corpus Fund:**

The State government created a Corpus Fund in 1998 for creation of Cold Chain Infrastructure in the State of Punjab. 9 units have been financed under the scheme. The Corporation is also provide financial assistance on inland haulage, packing material, waxing and pre-cooling of fruits out of Corpus Fund of the farmers and exporters for export/distant marketing of fruits & vegetables from the State of Punjab to designated places.

**Small Farmer's Agri-Business Consortium:**

Small Farmers Agri-Business Consortium (also called Central SFAC) is a Society under Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India to implement the schemes of projects development facility and venture capital assistance for development of agri-business in the country in association with commercial banks. Punjab Small Farmer's Agri Business Consortium (PSFAC) is a registered Society under the Societies Registration Act, 1860 on the pattern of Central SFAC to facilitate setting up of agri-business ventures in close association with banks, catalyze private investment in setting up of agri-business projects and thereby providing assured market to producers, strengthen backward linkages of agri-business projects with producers, assist farmers, producer groups, and agriculture graduates to enhance their participation in value chain through Project Development Facility and arrange training and visits, etc., of agripreneurs for setting up of identified agri-business projects through central SFAC.

**Juice Vending:**

The objectives are promotion of horticultural crops, processed horticultural produce, generate employment opportunities and provide nutritious fruit based beverage at affordable prices. The scheme is for unemployed youths and ex-servicemen. Corporation facilitates allotment of sites. The juice dispensing machines are provided against security on lease basis. The fruits concentrate and other articles are provided to vendors at very

reasonable rates. At present, 60 machines are functional at various locations in Punjab, Chandigarh, Delhi, Rajasthan, Uttar Pradesh and Gujarat.

**Procedure for allotment of Juice Vending Units:**

Unemployed youth and Ex-serviceman can apply for the franchise of PAGREXCO on a prescribed performa along with a nominal fee of Rs.100/-. PAGREXCO take up the matter with the concerned authority for getting the site allotted at the proposed place in the name of PAGREXCO. After allotment of the site an agreement is entered between PAGREXCO & the concerned authority. An agreement is also signed by PAGREXCO with the Vendor. Security amount is taken from the vendor in the form of fixed deposit/bank guarantee. Lease money is charged from the vender.

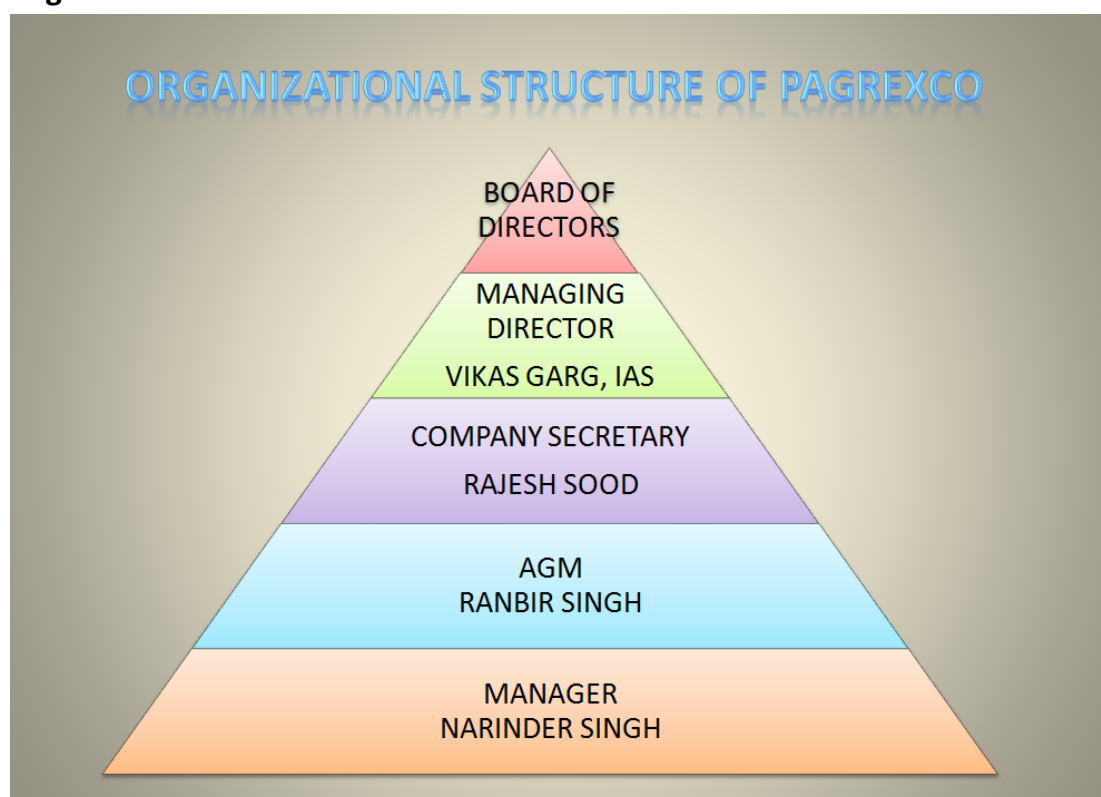
**Promotion of Agri-Exports:**

To boost agri-exports of fruits, vegetables and flowers, the Corporation implemented a scheme of the State government providing financial assistance for export/distant marketing

**Current Outlook:**

- 1.4 Keeping in view, the State government policy to promote agri-export from the State. The Corporation has purchased mobile pre-coolers and refrigerated vans to facilitate the export of vegetables and also to improve the quality and shelf life of the produce. One of the major thrust areas would be to undertake/assist distant marketing and export of fresh/processed fruits & vegetables and organic farming. The Corporation has set up a pre-fabricated cold store at Amritsar airport to provide Cool Chain Infrastructure in order to boost export of fresh produce.

**1.5 Organization chart:**





## **2nd Manual: Powers & duties of officers & employees**

2.1 Powers and duties of officers (administrative, financial & judicial):

### **A. Managing Director:**

<b>Sr. No.</b>	<b>Nomenclature of Power</b>	<b>Extent of Power</b>
1.	Appointment and Promotion against the sanctioned posts, on the recommendation of Selection Committee consisting of:  a) Managing Director b) General Manager (P&A) c) Activity Head d) One or two experts to be nominated by M.D.	Full Powers
2.	To extend the period of probation/ declare satisfactory completion of probationary period.	Full Powers
3.	Extension of Joining Time on Transfer	Full Powers
4.	Permission to join duty at a place other than the Head Quarters.	Full Powers
5.	To Sanction journeys beyond jurisdiction.	Full Powers
6.	To grant T.A. Advance on transfer and on tour.	Full Powers
7.	Power to grant daily allowance for halts exceeding 10 days while on tour.	Full Powers
8.	To sanction liveries & uniforms at the cost & scale prescribed for Government Offices.	Full Powers
9.	To remit disallowance of accounts and audits.	Full Powers
10.	To permit Corporation employees to appear in an optional examination.	Full Powers
11.	Power to appoint Corporation employees to hold temporarily or to officiate in more than one post.	Full Powers
12.	Leave Travel Concession.	Full Power
13.	Reimbursement of Medical Charges.	Full Power

14.	Absence of employees.	Full Power to take action against class III & IV employees as per standing orders and for officers as per Punjab CSR.
15.	Sanction of Special/ Regular/ Casual Leave	Full Power
16.	a) Transfer of Officers/ Officials. b) Deputation to and from other Organizations.	Full Power
17.	Removal of anomalies.	<p>i) The Board decided that the pattern adopted by Pb. Govt. be introduced in the Corporation and that the MD should himself bring the grades of all such employees to the level of the grade approved by the Punjab Govt. to its employees.</p> <p>ii) The Board further desired that MD should go into the question of the anomalies in the pay scales in consultation with the Joint Secretary, Finance and submit progress to the Board for removal of such anomalies.</p> <p>iii) The Board of Directors of PAIC in its meeting held on 30-06-1998 has authorised Managing Director of PAIC to allow the scales/allowances and to remove the anomalies on the pattern of Punjab Govt. from time to time.</p>
18.	Powers to suspend and withhold increments.	Full Power
19.	Grant of TA on tour and transfer TA etc.	Full Power
20.	To decide shortest and cheapest of two or more routes.	Full Power
21.	To determine journey time etc.	Full Power
22.	Contingent payments.	Full Power
23.	Sanction of Reimbursement of expenditure on defence witnesses.	Full Power
24.	Compensation under Workmen Compensation Act.	Presently the compensation to the Workmen is paid as per the Workmen Compensation Act.

25.	Imposition of penalty etc.	MD is appointing / punishing authority in respect of officers/ officials.
26.	Loan to employees for the purchase of Bicycle/ Scooter/ Car.	Full Power subject to the procedure & restrictions as approved by the BODs in their meeting held on 05.07.1983.
27.	To sanction officiating allowance.	Full Power to sanction honorarium upto Rs. 500/-.
28.	To sanction contingent expenditure for telephone bills.	Full Power
29.	Renting of Office Accommodation.	Full Power
30.	Temporary fittings in Hired Buildings.	Full Power
31.	Write off/ dispose off surplus/ unserviceable stores.	Full Power for disposal of the stores, the original value of which does not exceed Rs. 50,000/-.
32.	Purchase of Stationary.	Full Power
33.	<ul style="list-style-type: none"> <li>a) Losses due to breakage in stock.</li> <li>b) Shortage in inventory/ Stock Verification.</li> <li>c) Service Charges not recoverable e.g. freight handling charges.</li> <li>d) To write off in cases of defalcation, fraud, mis- appropriation, pilferage, theft etc. of the articles upto Rs. 1000/-.</li> <li>e) Loss of each item upto Rs. 100/- after due investigation.</li> </ul>	MD is fully empowered to write off the losses upto Rs. 5000/- each item.
34.	Furniture.	Full Power
35.	To declare stores as surplus, dispose off the unserviceable stores and to fix the resale price.	Full Power rests with MD for disposal of surplus obsolete or non- serviceable ordinary charge Auction the original value of which do not exceed Rs. 10,000/-.
36.	Writing down the value of surplus/ obsolete stores from the books.	As above.
37.	Sanction/ writing of losses not due to theft, fraud or negligence.	Full Power rests with MD upto Rs. 5000/- of each item to writing off losses not due to fraud, theft and negligence.

38.	Sanction of expenditure on entertainment.	Full Power
39.	Sanction for demurrage etc.	Full Power upto Rs. 5000/- at a time or to sanction payment of demurrage or wharfage charges.
40.	<p>Institution of legal proceedings.</p> <p>“Resolved that in supersession of all previous resolutions, the Managing Director of the Punjab Agro Industries Corporation Limited be and is hereby authorized to exercise the following power on behalf of the Corporation <b>(102.9 (28.09.87): -</b></p> <p>a) Filing of suits in the competent courts of jurisdiction;</p> <p>b) To defend legal proceedings against the Corporation or its officers or otherwise concerning the affairs of the Corporation and also to compound and allow time for payment or satisfaction of any debt due or any claim by or against the Company.</p> <p>c) To make settlement /Compromise/abandon in the cases concerning the affair of the Corporation</p>	<p>Full Powers.</p> <p>Full Powers.</p> <p>Upto Rs. 5.00 Lakhs</p>
41.	Re-delegation of powers.	<p>M.D. is authorized to re-delegate the powers already vested in him and to be vested in future, in respect of court cases, service matter cases and all legal matters further to the officers/officials of the Corporation to the extent considered appropriate.</p> <p>(Revised 137<sup>th</sup> meeting 29.09.95)</p>
42.	Legal expenses.	Full Power
43.	Sign. & execute contracts.	Full Power
44.	To fix fees of legal experts/ pleaders.	Full Power in accordance with the scale laid down by L.R., Govt. of Punjab in the Law Department, in consultation with L.D.
45.	Appointment of a staff and awarding punishments.	Full Power
46.	To enter into direct negotiation with manufacturers and supplier for the purchase and sale of their products.	Full Power

47.	To fix the sale price of products- sold by Corporation.	Full Power
48.	To write off unserviceable equipment & machinery.	Full Power
49.	To make purchase of office equipment, books and vehicles.	Full Power
50.	Misc. expenditure not covered under above.	Full Power upto Rs. 500/- per item.
51.	To fix the rate of servicing and repair.	Full Power
52.	To make purchase of spare parts.	Full Power
53.	To sanction refundable advance to the employees of the Corporation.	Full Power to the extent admissible to Punjab Govt. employees for the purpose.
54.	To incur expenditure on advertisement, purchase of showroom, equipment and publicity, Hoarding etc. etc.	Full Power
55.	Advancement of loans to subsidiary companies.	Full Power subject to the condition that the interest should be charged from subsidiary companies 1% over and above the rate being charged by the Banks from PAIC.
56.	To decide about the period, amount and mode of payment of incentive for the sale promotion of tractors.	Full Power
57.	Purchase of raw material components and equipment for manufacturing of implements, biogas plants, Grain storage bins etc.	Full Power
58.	To hire godown/ shops/ space for storage of fertilizers, agricultural machinery, spare parts, equipment and other materials.	Full Power
59.	To allow rebate and fix the prices of fertilizers/ agricultural machinery / agricultural equipments/ spare parts and other materials.	Full Power
60.	Appointment of dealers/ sub- dealers for the sale of fertilizers, tractors, agricultural implements, spare parts and other materials.	Full Power
61.	Payment of License fees under various Acts.	Full Power

62.	Bonus & Ex- gratia to the employees and officers of PAIC.	Full Power for sanctioning ex-gratia bonus to officers who are not covered by the Bonus Act.
63.	Raising of short term loan from the Punjab Government and Government of India.	Full Power
64.	Preparation/ submission of project proposals/ schemes for direct financial assistants/ grant from Govt./ Voluntary Organisations/ agencies and executing projects/ schemes as per provisions of the terms of assistance/ grant including expenditure of the surplus available from the sanction under the head " Overheads Contingencies ...etc." in the interest of the PAIC .	Full Power
65	Furnishing the guarantees by PAIC on behalf of subsidiary and jointly owned companies for the drawl of bridge loans and terms loans from the financial institutions and affixing of common seal on the documents.	MD is authorized to furnish unconditional and irrevocable guarantees in the prescribed proforma for drawl of bridge loans and term loans from financial institutions.
66.	Working capital requirements of the Corporation.	Full Power to negotiate terms and conditions for the following facilities :-  I) To open cash credit account against hypothecation/pledge upto Rs. 15 crores.  ii) Opening of letter of credit, inland/ foreign, favouring all institutions for the purchase of fertilizers, tractors, pesticides and poultry feeds upto Rs. 40 crores.
67	Signing of M.O.U. with prospective entrepreneurs for further investigation and implementation of a project.	Full Power to execute Memorandum of Understanding with prospective entrepreneurs on behalf of the Corporation provided the project did not involve total investment of less than Rs. 3 crores.
68.	To approve procedure for delegation of officers/ officials of the Corporation on foreign tours.	The BODs in its meeting held on 28.09.1987 resolved as under:-  a) Officers and officials in the regular employment of the

		<p>Corporation. : <b>Managing Director</b></p> <p>b) Directors and persons not in regular employment of the Corporation: <b>Board of Directors.</b></p> <p>c) Chairman, Managing Director or any other official Director: <b>Punjab Govt.</b></p>
69.	Short term investment of Surplus Funds in Scheduled Banks, Financial Institutions and Public Sector Companies.	Full Power
70.	Loss due to standardization of fertilizers.	To write off losses on account of standardization of fertilizers over and above the extent of reimbursement/ compensation received from the suppliers upto an amount not exceeding Rs. 25,000/- for each case.
71.	Power to sanction installation of new telephone connection, keeping in view the requirement.	Full Powers
72.	To nominate officers/ officials of the Corporation for attending courses, training programmes, seminars etc within India.	Full Powers
73.	Power to purchase & sale for various activities/works, which are mandatory for manufacturing, and trading for Corporation's work.	Full Powers.
74.	To Issue "No Objection Certificate" for obtaining the passport/visa for going abroad.	Full Powers.
75.	Obtaining the certificate of Residence for the purposes of admission to educational institutions (including technical/medical institutions).	Full powers.
76.	To take all decision for the successful implementation of procurement work relating to wheat and paddy w.e.f. Rabi 1997-98.	Full Powers.
77.	Condemnation & disposal of vehicles.	Full Powers.
78.	To sanction loan/advances to the employees of the Corporation.	"M.D., PAIC/PAFC is authorized to sanction the loans to the employees for education/marriage and medical purposes subject to the limit of such loans

		<p>outstanding at Rs. 1 crore.”</p> <p>“The Managing Director may review the scheme and grant loans depending on the availability of funds with the PAIC/PAFC/PAGREXCO.”</p>
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## 2. General Manager

S.No.	Nomenclature	Financial/ Administrative Powers
1.	Sanction of./regular/casual/ leave.	Full powers for staff working under him
2.	To sanction journey within & outside the state, and also mode of journey beyond entitlement of staff & determine joining time etc.	Full powers for staff working under him
3.	To incur expenditure on recurring and non-recurring contingencies	Upto Rs.10,000/-
4.	Engagement of casual labour	Full powers
5.	Sanction for refund of Security/Earnest Money deposits	Full powers
6.	Purchase of furniture, official equipments, consumable & non-consumable stores	Upto Rs.10,000/-
7.	Approve Cancellation charge in respect of air/rail and hotel bookings	Full powers
8.	To grant advance against TA	Rs.10,000/- for each case
9.	Purchase of computer stationary, spare parts, ink cartridge, refilling of ink/toner cartridge, repair & services and other related items.	Full powers upto 15,000/- in each case
10.	To sanction imprest/advance to staff	Upto Rs.10,000/- for each case
11.	To hire taxis, LCV/trucks & sanction the amount of bills	Full powers
12.	To sanction the payment of TA, LTC & Medical Bills	Full powers as per rules
13.	To sanction expenditure for telephone/fax/internet/postage/Photostat machine bill, courier bills.	Upto Rs.5,000/-
14.	Sanction of expenditure on entertainments.	Upto Rs. 5,000/-
15.	To sanction salary bills, statutory payments i.e. EPF, Income tax, gratuity, ESI etc.	Full powers

16.	To incur expenditure on POL, repair and maintenance and registration of vehicles	Full powers
17.	To incur expenditure on POL, repair and maintenance of grading centres/pre-cooling-cum-cold stores and generator sets, perishable cargo centres, Pack houses and DG sets etc.	Full powers
18.	Statutory payments under various Government Acts and Rules.	Full powers
19.	Write off/dispose off surplus/ unserviceable stores/machinery and equipment such as used parts, old computers, printers, scanners, UPS, photo state machine, telephone/mobils, stabilizers, A/c, Cooler, Juice dispensing machines, Furniture fixture etc.	Full powers for disposal of stores. The book/written down value of which does not exceed Rs. 5,000/-
20.	Disposal of old news paper, magazines, scrape, periodicals, old records and other consumables items.	Full powers
21.	To sign & execute contracts with vendors/farmers/growers	Full powers
22.	Payments of advertisement/Tender Notice bills as approved by MD	Full powers
23.	To Approve and sanction bills for purchase of newspapers, periodicals, subscription of magazine.	Full Powers
24.	Preparation/submission of project proposals/ schemes for direct financial assistance/ grant from Govt./voluntary organisations/ agencies and executing projects/ schemes as per provisions of the terms of assistance/grant in the interest of PAGREXCO.	Full powers
25.	To recommend and forward the cases relating to financial/technical assistance to Central/State Government Agencies where PAGREXCO is the Nodal Agency	Full powers
26.	Appointment of juice dispensing vendor	Full powers
27.	To fix the rate of servicing & repairs equipments, instruments of Juice Machines, tools etc.	Up to Rs.10,000/-
28.	To appoint the vendors, signing the site allotment letters/ agreements licence deeds to be executed	Full powers

	with vendors and site allotment Authorities.	
29.	To release the securities of the vendors who are not willing to continue their vender ship and to cancel the PAGREXCO juice bars due to unsatisfactory working and violation of clauses of agreement.	Full powers
30.	To sanction the payment/ adjustment payable to suppliers of juice/bottled & other products on account of sale of products or other suppliers through C&F PAGREXCO Chandigarh.	Full powers
31.	To purchase spare parts for juice dispensing machines, to repair the equipments and fixation of sale price of spare parts of juice dispensing machines.	Full powers
32.	To write off the products, which get spoilt due to fungal infection and to sanction/writing off loses for lease money, Admn. Charges, spare parts of J.D.M. occurred not due to theft fraud or negligence.	Full powers upto Rs.5,000/- in each case
33.	<b>Onion Activity:</b> Purchase of Onion on APMC rates, Sale of Onion at prevailing market rates, Payment of Transportation on Onion Any other expenses on onion activity like logistic, storage, packaging, loading & unloading, grading & sorting and other miscellaneous Expenses.	Full powers on actual basis
34.	<b>Organic Activity.</b> Purchase of organic seeds, marketing of crops etc., any other expenses on organic activity like logistic, Audit, storage, packaging, loading & unloading, grading & sorting and other miscellaneous Expenses including fixing of rates for organic products.	Full powers
35.	To Approve & sanction, organize, conduct, training, Seminars, exhibitions on the activities being under taken by PAGREXCO	Full powers up to Rs.50,000/- in each case.
36.	To attend seminars, workshop, training, exhibitions, meals, trade fares in and out of	Full powers for staff working under him.

	states.	
37.	Fixing of rates for providing Reffer vans, Pre-cooler, Pea-harvester, to the exporters, growers and others.	Full powers
38.	<p>Farm activity:</p> <p>Purchase of seeds (organic/non organic), Plants, Fertilizers, Pesticide, Bio-inputs, expenditure on organic certification of Farm, Fixed Assets., Diesel/petrol, labour, soil testing, machinery repair, Consumable store, Printing &amp; stationery, Vehicle expense, Rent, staff welfare, travelling, advance party, advance to staff, marketing of crops etc., any other expenses on activity like logistic, Audit, storage, packaging, loading &amp; unloading, grading &amp; sorting and other miscellaneous. Expenses, including fixing of rates for produce. Hiring of taxi, LCV/HMV/truck/Combine/Crop harvester /tractor trolly, Gen sets etc.</p>	Full powers

**Manager (Accounts)**

<b>Designation</b>	<b>Manager (Accounts)</b>	
<b>Powers</b>	<b>Administrative</b>	<b>Nil</b>
	<b>Financial</b>	<b>Nil</b>
	<b>Others</b>	<b>Nil</b>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Accounts and Finance PAGREXCO.</li> <li>• Coordination and Management of Corpus Fund.</li> <li>• Financial Assistance/ Subsidy cases relating to Marketing/Export of fresh fruits and Vegetables.</li> <li>• Annual plan and budget.</li> <li>• Compliance of Audit paras.</li> <li>• Compliance of Court cases.</li> <li>• Filing statutory returns.</li> <li>• Government information/Correspondence relating to accounts.</li> <li>• Working as PIO under RTI in PAGREXCO.</li> <li>• Any other work entrusted by GM PAGREXCO and GM Accounts.</li> </ul>	

**2.2 Powers and duties of other employees:**

NA

**2.3 Rules/orders under which powers and duties are derived:**

Board of Directors delegates powers to M.D. of the Corporation and whenever required, he further delegates the powers to all Activity Heads.

## **3rd Manual: Procedure followed in decision making**

### **3.1 Process of decision making:**

Case is initiated by dealing assistant (in corporation, called executive), and the case through Manager/Sr Manager/Manager Accounts goes to general Manager and then final decision will be taken by worthy Managing Director. In some case the decision will be taken by Board of directors.

**3.2 Final decision making authority:** Managing Director

**3.3 Related provisions, acts, rules etc:** As per PAIC Rules.

**3.4 Time limit for taking a decision, if any:** NA

**3.5 Channels of supervision and accountability:** From concerned Executive/Assistant, to Managerial staff and then Activity Head to MD.

## **4th Manual: Norms for discharge of functions**

### **4.1 Nature of functions/services offered**

Subsidy for export and domestic marketing from Corpus fund is released as per norms set by the state Govt. Schemes of APEDA & SFAC are implemented as per norms set by these Departments.

### **4.2 Norms/standards for functions / service delivery:**

Subsidy for export and domestic marketing from Corpus fund is released as per norms set by the state Govt. Schemes of APEDA & SFAC are implemented as per norms set by these Departments.

**4.3 Time-limits for achieving the targets:** As per State and Central Government Guidelines.

**4.4 Reference document prescribing the norms:** As per State and Central Government Guidelines.

## **5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions**

5.1 Title and nature of the record / manual / instruction Gist of contents:

<b>S.no</b>	<b>Title</b>	<b>Nature</b>	<b>Gist of Content</b>
1)	Memorandum & Articles of Association	Statutory Document	It includes the main objects of the Corporation to be peruse by the Corporation on its incorporation and objects ancillary to the attainment of main objects.
2)	Standing Orders	Rules	As per PAIC rules



## **6th Manual: Categories of documents held by the Authority or which are under its control**

- 6.1 Title of the document  
6.2 Category of document  
6.3 Custodian of the document

	<b>Name of the Document</b>	<b>Procedure to obtain the Document</b>	<b>Held by/Under control of</b>
1.	Books, papers and documents as required under the Provisions of the Companies act, 1956 and other laws applicable.	Approach Public Information Officer	Company Secretary and General Manager
2.	Financial Collaboration Agreements signed with the Collaborators of joint/assisted sector companies of PAIC;	Approach Public Information Officer	Managing Director and General Manager
3.	Share certificates in respect of the investments made in Joint/assisted sector companies.	Approach Public Information Officer	Company Secretary

## **7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof**

### **7.1 Relevant rule, circular etc:**

NA

### **7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:**

Policy implementation is done by the Board of Directors which includes nominated members/ representatives of the public conversant in the relevant field. In addition to this, the suggestions received through letters and discussions held during various meetings held with the stakeholders & experts also accounts for the formulation of its policy & implementation thereof.

## **8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public**

### 8.1 Name of the Board, Council, committee etc

S.No	Name of the Chairman/Vice Chairman, Director	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1)	Sh. Vikas Garg, IAS	Managing Director	Principal Secretary to Govt. of Punjab, Chandigarh	<a href="mailto:mail@punjabagro.org.in">mail@punjabagro.org.in</a>
2)	Sh. Deepinder Singh, IAS	Director	Secretary , Punjab Mandi Board, Sector 65, SAS Nagar Mohali.	-
3)	Sh. Asit Tripathy, IAS	Director	Chairman, APEDA , NCUI Building, 3 Siri Institutional Area, August Krinti Marg, New Delhi	-
4)	Sh. Bijay Kumar, IAS	Director	Managing Director, National Horticulture Board, 85 Institutional Area, Sector 18, Gurgaon	
5)	Dr. B.S. Dhillon	Director	Vice Chancellor Punjab Agriculture University, Ludhiana	
6)	Smt. Surinder Kaur Warsaich, IRS	Director	Income Tax Advisor cum OSD (F&A), Department of Finance, Punjab, Directorate of Disinvestment, SCO 53-55, Sector 17 D, CHD	
7)	Sh. Gurkanwal Singh	Director	Director Horticulture, Punjab, Kheti Bhawan, Plot No. 204, Phase 6, SAS Nagar, Mohali	
8)	Sh. Khushwant Singh	Director	Chhauni Kalan, Hoshiarpur, Punjab.	

**8.2 Composition Powers & functions:** In the Board of Directors of Punjab Agri Export Corporation Limited, there are total 9 Directors, who always associate in the decision taking process in the Board of Directors meetings.

**8.3 Whether their meetings are open to the public?** The meetings of these committees are not opened to the public

**8.4 Whether the minutes of the meeting are open to the public:**

The minutes of the meetings of the Board of Directors are open for inspection as per the provisions of the Companies Act, 1956 and other applicable law

**8.5 Place where the minutes if:** The minutes of meeting of Board of Directors are maintained by Secretarial Division.

**8.6 Open to the public is available?** No

## **9th Manual: Directory of Officers and employees**

9.1 Name and designation

9.2 Telephone, fax and email ID

<b>S. No</b>	<b>Employee name</b>	<b>Designation</b>	<b>Ph.No</b>	<b>Mobile No.</b>	<b>Address</b>
1	Rajesh Sood	Company Secretary	-	-	2A,Sec-28A, Madhya Marg, Chandigarh
2	Ranbir Singh	AGM	0172-5074241	-	2A,Sec-28A, Madhya Marg, Chandigarh
3.	Narinder Singh	Manager	0172-5074241	9872827386	2A,Sec-28A, Madhya Marg, Chandigarh
4.	MADHU GILL	CONSULT	-	-	2A,Sec-28A, Madhya Marg, Chandigarh
5.	Jaspal Singh	EXE-I (G)	-	9463652557	2A,Sec-28A, Madhya Marg, Chandigarh
6.	Gopal Singh	EXE-I (G)	-	9023856511	2A,Sec-28A, Madhya Marg, Chandigarh
7	Harmanjit Singh	EXE-I (T)	-	-	2A,Sec-28A, Madhya Marg, Chandigarh
8	Manish Garg	EXE-I (G)	-	-	2A,Sec-28A, Madhya Marg, Chandigarh
9	Darshan Singh	EXE (A/Cs)	-	-	2A,Sec-28A, Madhya Marg, Chandigarh
10	Manpreet Singh	Sub Inspector	-	-	2A,Sec-28A, Madhya Marg, Chandigarh

11	Deepinder Singh	Sub Inspector	-	-	2A,Sec-28A, Madhya Marg, Chandigarh
12	Rupinder Singh	SR Steno	-	9855873517	2A,Sec-28A, Madhya Marg, Chandigarh
13	Chaman Lal	Tech. Asst.	0172-5074215	9646507882	2A,Sec-28A, Madhya Marg, Chandigarh
14	Velap Pan Nair	Peon	-	9417196151	2A,Sec-28A, Madhya Marg, Chandigarh
15	Ram Chander	Helper	-	9888633977	2A,Sec-28A, Madhya Marg, Chandigarh
16	Ranjit Singh	Weaver	-	9988357991	2A,Sec-28A, Madhya Marg, Chandigarh
17.	MOHINDER SINGH	P OPERATOR	-	-	2A,Sec-28A, Madhya Marg, Chandigarh

## **10th Manual: Monthly Remuneration received by officers & employees including system of compensation**

- 10.1 Name and designation of the employee  
 10.2 Monthly remuneration  
 10.3 System of compensation as provided by in its regulations

S. No	Emp No.	Employee name	Designation	Location	Monthly Remuneration	Compensation/ Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
1.	11312	RANBIR SINGH	A G M	CHD	112093.00	Nil	Nil
2.	10650	NARINDER SINGH	MANAGER	CHD	97600.00	Nil	Nil
3.	11079	RUPINDER SINGH	SR STENO	CHD	65369.00	Nil	Nil
4.	15001	MADHU GILL	CONSULT	CHD	60000.00	Nil	Nil
5.	11040	GOPAL SINGH	EX I	CHD	50446.00	Nil	Nil
6.	11072	JASPAL SINGH	EX I	CHD	53281.00	Nil	Nil
7.	11469	MUNISH GARG	EX I	CHD	24770.00	Nil	Nil
8.	11512	HARMANJEET SINGH	EX I	CHD	24770.00	Nil	Nil
9.	11628	DARSHAN SINGH	EX I	CHD	24770.00	Nil	Nil
10.	11615	MANPREET SINGH	SUB INSP	CHD	19774.00	Nil	Nil
11.	11651	DEEPINDER SINGH	SUB INSP	CHD	19774.00	Nil	Nil
12.	10793	CHAMAN LAL	T ASTT II	CHD	66650.00	Nil	Nil
13.	10921	MOHINDER SINGH	P OPERATOR	CHD	46497.00	Nil	Nil
14.	10991	VELAPPAN NAIR	PEON	CHD	40683.00	Nil	Nil
15.	10888	RANJIT SINGH	WEAVER	CHD	44582.00	Nil	Nil
16.	10928	RAM CHANDER	HELPER	CHD	42932.00	Nil	Nil

**11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.**

**11.1 Total Budget for the Public Authority: NA**

**11.2 Budget for each agency and plan & programmes: NA**

**11.3 Proposed expenditures: NA**

**11.4 Revised budget for each agency, if any: NA**

**11.5 Report on disbursements made and place where the related reports are available: NA**

The capital of the Corporation has been contributed by the Punjab Agro Industries Corporation and Punjab Agriculture Marketing Board to the extent of Rs. 2.50 crores each. There is no budget allocation. The expenditure is made out of capital/ internal accruals/borrowings.



## **12th Manual: Manner of execution of subsidy programmes**

### **12.1 Name of the programme or activity**

For Distant domestic marketing and export for Fruits and Vegetables

### **12.2 Objective of the program**

For upliftment of Farmers and to boost diversification programme of State Government.

**12.3 Procedure to avail benefits:****A. Form for Registration of Growers:**

**Punjab Agri Export Corporation Limited**  
2-A, Madhya Marg, Sector - 28 A, Chandigarh

Phone 0172- 2656241, 5074210-15, Fax: 0172-2656270

**APPLICATION FORM FOR REGISTRATION AS GROWERS**

Name Father's Name		
Postal Address Village Tehsil District Pin Code		
Area/production of horticulture crops for last 3 years (crop-wise) Growers should provide specific land details with Khasra number and crops. Please attach copy of Fard of land in your name.		
Description of the products for which registration is required	<b>Fruits</b>	
	<b>Vegetables</b>	
	<b>Floriculture</b>	
Detail of deposit of processing fee	<u>D.D. No.</u>	<u>Date</u> <u>Bank</u> <u>Amount</u>

We hereby solemnly declare the above stated information to be true and correct and undertake without reservation to

- Abide by the terms of the registration certificate granted to us on all our exports.
- Use the import license for the purpose for which they are issued and under terms & conditions under which they are issued.
- Agree to abide by any code of conduct that may be specified by the registering authority.
- Furnish without fail quarterly returns of exports including Nil returns to the registering authority by the 15<sup>th</sup> day of the month following the month of export.

We further undertake that our registration is liable to be cancelled in the event of breach of any of the undertaking mentioned above.

Yours faithfully

Name in Block Letters \_\_\_\_\_

Designation \_\_\_\_\_

Residential Address \_\_\_\_\_

Place:

Date:

**GENERAL TERMS & CONDITIONS FOR REGISTRATION:**

1. All applications must accompany a demand draft of Rs.1,000/- in favour of "*Punjab Agri Export Corporation Limited*" payable at Chandigarh towards processing fee.
2. Mere submission of application shall not entitle the applicant for registration, which will be granted on merits.
3. For registration as exporter the firm must have a business premises located anywhere in Punjab also indicating area of their operation and sales tax number.
4. Please specify if any of the state/central or any other agency ever blacklisted the exporter in the past.
5. Please attach additional sheets for information wherever required.
6. Fard Jamabandi & Girdowari.

**B. Form for Registration of Exporter:**

**Punjab Agri Export Corporation Limited**  
**2-A, Madhya Marg, Sector - 28 A, Chandigarh**  
**Phone 0172-2651622, 2656241, 5074210-15, Fax: 0172-2656270**

**FORM FOR APPLICATION FOR REGISTRATION OF EXPORTERS**

Name and Address (with telegraphic address, telephone number, fax number of the registered office, head office and branches.		
Business address in Punjab with sales tax number, if any		
Whether proprietary Partnership concern or Private, Public Limited Company, or Co-operative Marketing Society etc. (name of Partners/Directors/Managing Director / Proprietor should be furnished/enclosed with their permanent address		
Names of the associate firms for whom the applicants act as agents in export business		
Name and address of the applicant bankers		
Date of establishment of business		
Description of the products for which registration is required	<b>Fruits</b>	
	<b>Vegetables</b>	
	<b>Floriculture</b>	
Please indicate arrangements made with growers whose products are to be exported		
If registered with any other Export Promotion Council/Commodity Board, give name of the registering authority and registration number and also the export product for which registered along with photocopy.		
Bank Certificate (in Banks Sealed Cover) certifying the financial standing along with banks forwarding letter.		
List of Directors/Partners/Proprietor with their Permanent addresses on the letterhead of the company duly stamped and signed.		

Private Limited/Public Limited Companies/ Societies should forward a copy of their Memorandum and Articles of Association along with latest copy of balance sheet. Partnership firms should forward their partnership deed.							
Description of products exported during last 3 years (product/quantum/country wise) – attach details							
Photocopy of your I.E. Code number issued by the concerned Licensing Authority duly attested by you.							
Detail of deposit of processing fee	<table> <tr> <td><u>D.D. No.</u></td> <td><u>Date</u></td> <td><u>Bank</u></td> </tr> <tr> <td colspan="3"><u>Amount</u></td> </tr> </table>	<u>D.D. No.</u>	<u>Date</u>	<u>Bank</u>	<u>Amount</u>		
<u>D.D. No.</u>	<u>Date</u>	<u>Bank</u>					
<u>Amount</u>							

We hereby solemnly declare the above stated information to be true and correct and undertake without reservation to abide by the terms of the registration certificate granted to us on all our exports.

Use the import license for the purpose for which they are issued and under terms & conditions under which they are issued.

Agree to abide by any code of conduct that may be specified by the registering authority.

Furnish without fail monthly returns of exports including Nil returns to the registering authority by the 15<sup>th</sup> day of the month following the month of export.

We further undertake that our registration is liable to be cancelled in the event of breach of any of the undertaking mentioned above.

Yours faithfully

Name in Block Letters \_\_\_\_\_

Designation \_\_\_\_\_

Residential Address \_\_\_\_\_

Place:

Date:

**Documents for registration as exporter**

1. Address of business premises in Punjab.
2. PAN no. From Department of Income Tax.
3. Banker certificate of financial standing.
4. List of directors/memorandum of articles and balance sheet, proprietorship/agreement.
5. Import export Code No.
6. Source of procurement with complete address.
7. Demand draft for Rs.1000/- in favour of Punjab Agri Export Corporation Ltd., payable at Chandigarh.

**12.4 Duration of the programme/scheme**

As per availability of funds.

**12.5 Physical and financial targets of the program**

NA

**12.6 Nature/scale of subsidy/amount allotted****Subsidies available from Corpus Fund****Domestic:**

<b>Description</b>	<b>Quantum of Subsidy</b>
Subsidy on waxing/grading of kinnow	50%
Subsidy on pre-cooling-cum-cold storage	50%
Subsidy on non wooden packing material	35%
Subsidy on inland cost of freight for fruits & vegetables	35%
Subsidy on inland reefer freight cost of frozen fruits & vegetables	25%

**Exports of flowers, fruits & vegetables:**

<b>Description</b>	<b>Quantum of subsidy</b>
Subsidy on non wooden packing material	30%
Inland reefer cost of freight upto airport/sea port	30%
Subsidy on air freight for partial load (maximum Rs.10/- per kg. for Asian and Rs.25/- per kg. for other countries)	30%
Subsidy on air freight for full load (maximum of Rs.20/- per kg.)	50%
Subsidy on sea freight (maximum Rs.10/- per kg. for Asian and Rs.25/- per kg. for other countries)	30%

**Subsidy on import of seed & planting material for Horticultural crops**

<b>Description</b>	<b>Quantum of subsidy</b>
Subsidy @ 50% of the landed cost in India including cost of planting material & freight	50%

**Other conditions**

1. All the above subsidies would be available for produce of Punjab only.
2. Financial assistance is subject to ceiling/limitations and assessment by PAGREXCO against budgeted provisions on first come first serve basis.

3. The claims for subsidies for the financial year should reach PAGREXCO within 60 days of its closing. Claims received later will not be entertained.
4. In case of claims being more than the targeted quantity these will be considered on proportionate performance basis.
5. Subsidy on inland haulage would be only available if CFB carton packaging is used.
6. The registered grower/exporter should file their claims in the prescribed performa.

## **12.7 Eligibility criteria for grant of subsidy:**

### **A. Eligibility for Growers:**

1. All applications must accompany a demand draft of Rs.1,000/- in favour of "*Punjab Agri Export Corporation Limited*" payable at Chandigarh towards processing fee.
2. Mere submission of application shall not entitle the applicant for registration, which will be granted on merits.
3. For registration as exporter the firm must have a business premises located anywhere in Punjab also indicating area of their operation and sales tax number.
4. Please specify if any of the state/central or any other agency ever blacklisted the exporter in the past.
5. Please attach additional sheets for information wherever required.
6. Fard Jamabandi & Girdowari.

### **B. Eligibility for exporter**

1. Address of business premises in Punjab.
2. PAN no. From Department of Income Tax.
3. Banker certificate of financial standing.
4. List of directors/memorandum of articles and balance sheet, proprietorship/agreement.
5. Import export Code No.
6. Source of procurement with complete address.
7. Demand draft for Rs.1000/- in favour of Punjab Agri Export Corporation Ltd., payable at Chandigarh.



**12.8 Details of beneficiaries of subsidy program (2013-2014):**

<b>S.No</b>	<b>Name of Beneficiary</b>
1	Harbans Kaur
2	Bhupinder Singh
3	Amarvir Singh Dhillon
4	Sajjan Kumar Jakhar
5	Kuldip Singh
6	Kanta Devi
7	Asha Devi
8	Balram Jakhar
9	Sandeep Jakhar
10	Ajayvir Singh Jakhar
11	Kulwant Singh
12	Parminder Kaur
13	Sartaj Kaur
14	Jasveer Kaur
15	Alep Dhillon
16	Harinder Singh Dhillon
17	Vivek Aggrawal
18	Mount Orchards
19	Harman Singh
20	Arvinder Kaur
21	Gurdyal Singh
22	Sukhwant Singh
23	Deepak Puri
24	Balwinder Singh Tikka

25	PAGREXCO Co.
26	Ranjit kinnow Waxing
27	Kailash Farm
28	Tamber Agri Waxing & Grading
29	Hi-Tech Fruit Processing
30	Sewa Singh

## **13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority**

- 13.1 Concessions, permits or authorizations granted by Public Authority: NA**
- 13.2 For each concession, permit or authorization granted: NA**
- 13.3 Eligibility criteria: NA**
- 13.4 Procedure for getting the concession/grant and/or permits or authorizations: NA**
- 13.5 Name and address of the recipients given concessions/ permits or authorizations: NA**
- 13.6 Date of award of concessions/ permits or authorizations: NA**

The Company had provided loan for setting up of cold store under cool chain infrastructure scheme from corpus fund at the concessional rate of 10% P.A to the following Party.

1. M/s Asli Foods, Hoshiarpur
2. M/s Aman Frozen Foods, Hoshiarpur
3. M/s Nijjar Horticulture Pvt. Ltd, Amritsar
4. M/s Gagandeep Ice & Cold Store, Sirhind
5. M/s Patiala Horticulture, Patiala
6. M/s Pagro Foods Pvt. Ltd., Rajpura
7. M/s Himalayan Frozen Foods, Chandigarh
8. M/s International Fresh Farms, Sangrur
9. M/s Marwaha Cold Store, Amritsar

But presently no concession, permit or authorizations is being provided.

## **14th Manual: Information available in electronic form**

**14.1 Details of information available in electronic form:** All the relevant information from the public point of view has been reduced to electronic form and is available at the website of Punjab Agro Industries Corporation viz [www.punjabagro.org.in](http://www.punjabagro.org.in)

**14.2 Name/title of the document/record/other information:**

As Above

**14.3 Location where available:** There is a website of Punjab Agro Industries Corporation Limited: [www.punjabagro.org.in](http://www.punjabagro.org.in) .

## **15th Manual: Particulars of facilities available to citizens for obtaining information**

### **15.1 Name & location of the facility:**

There is a website of Punjab Agro Industries Corporation, [www.punjabagro.gov.in](http://www.punjabagro.gov.in) from where important information may be collected. The citizens may also collect various information pertaining to Punjab Agri Export Corporation, by writing letter to the officials of PAGREXCO.

### **15.2 Details of information made available:**

All Matter related to corporation.

### **15.3 Working hours of the facility:**

09.00 AM to 17.00 PM on all working days (except Saturday Sunday and Holiday)

### **15.4 Contact Person & contact details (phone, fax, email):**

Approach to PIO and APIO as per information provided in Manual 16.

## **16th Manual: Names, designations and other particulars of public information officers**

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

S. no	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Sh. Bhushan Goyal	Appellate Authority	2A, Sec-28A, Madhya Marg, changigarh	0172-2658082	9872821994	0172-2651561	goyalbhushan@yahoo.com
2)	Smt. Anjna Kapoor	Public Information Officer	2A, Sec-28A, Madhya Marg, changigarh	0172-2638495	9814735927	0172-2638276	agro.anjna@yahoo.co.in
3)	Sh. Satish Kumar	Assistant Public Information officers	2A, Sec-28A, Madhya Marg, changigarh	0172-2651561	-	0172-2651561	mail@punjabagro.org.in

## **17th Manual: Any other useful information**

### **17.1 Citizen's charter of the public authority:**

Citizen's Charter is document which represents a systematic effort to focus on the commitment of the organisation towards its Citizens in respects of Standard of Services, Information, Choice and Consolation, Non- Discrimination and Accessibility, Grievance Redress, Courtesy and Value for Money, This also includes expectations of the Organisation from the citizen for fulfilling the commitment of the Organisation. However Citizen Charter is not legally enforceable and therefore, is not Justiciable.

**17.2 Grievance redressal mechanisms:** Whenever a complaint of employee/ outsider is received, it is processed on merit basis.

### **17.3 Details of applications received under RTI and information provided:**

Year	Application Received	Information Provided	Pending
2013	3	3	Nil
2014	1	1	Nil

### **17.4 List of completed schemes / projects / programmes:**

- a) Setting up of Pack houses for Fruits and Vegetables .
- b) Up gradation of Kinnow Waxing and Grading Centres.
- c) Import and Commissioning of Pea Harvester
- d) Food Park Projects.
- e) Juice Dispensing Machines Activity.

### **17.5 List of schemes/projects/programmes underway**

Nil

### **17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-**

Nil

### **17.7 Any other Information:**

#### **Process For Obtaining The Information**

- The Applicant has to give in writing for obtaining the required information and has to pay fees at the following rates:
  - a. Rs.10/- for each page in A-4 or A-3 size paper, created or copied; and

- b. If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged.
- **For providing an information under sub-section (5) of section -7, the fee shall be charged from the applicant at the following rates:**
- Rs.50/- for providing information in a floppy;
  - Rs.100/- for providing information in a CD
  - If information sought is of a nature, which is contained in priced document, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for then a fee of Rs.10/- per page shall be charged from the applicant.
- **No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.**

#### Form 'A'

Form of application for seeking information under the Right to Information Act, 2005

I.D.No \_\_\_\_\_  
(For official use)

**To**  
**The Public Information Officer,**  
**Authority Name**  
**City**

- Full Name of the Applicant \_\_\_\_\_
- Father's/Spouse's name \_\_\_\_\_
- Permanent Address \_\_\_\_\_
- Correspondence Address \_\_\_\_\_
- Particulars of information required
  - Subject matter of information\*: \_\_\_\_\_
  - The period to which the information relates\*\* \_\_\_\_\_
  - Specify details of information required \_\_\_\_\_
  - Whether information is required by post or in person \_\_\_\_\_  
(The actual postal charges shall be included in providing information)
  - In case by post (Ordinary, Registered or Speed post.) \_\_\_\_\_
- Is this information not made available by the Public Authority under voluntary disclosure?  
\_\_\_\_\_



7. Do you agree to pay the required fee? \_\_\_\_\_

8. Have you deposited application fee? (If yes, details of such deposit)

\_\_\_\_\_

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?

Place : .....

Date : .....

Full Signature of the applicant and Address

E-mail address, if any.....

Tel. No. (Office).....

(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

**ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D No \_\_\_\_\_

Dated: \_\_\_\_\_

1. Received an application in Form A from Shri/Ms. \_\_\_\_\_ resident of \_\_\_\_\_ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. \_\_\_\_\_ between 11 A.M to 1 P.M.
4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the  
Public Information Officer  
PICT

Dated.....

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No : \_\_\_\_\_

**Form 'B'**  
**TRANSFER OF APPLICATION FORM**

From \_\_\_\_\_

Date: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the Undersigned regarding supply of information on \_\_\_\_\_

2. The requested information does not fall within the jurisdiction of this Corporation and, Therefore, your application is being referred herewith to Shri \_\_\_\_\_

4 This is supersession of the acknowledgement given to your on \_\_\_\_\_

Yours faithfully,

Public Information Officer.

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No. \_\_\_\_\_

=====

**Form 'C'**  
**Rejection Order**  
**[See rule 8&9]**

From \_\_\_\_\_

Dated: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/ Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.  
 E-mail address: \_\_\_\_\_  
 Web-site: \_\_\_\_\_  
 Tel. No. \_\_\_\_\_

**FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY**

I. D N. o	Name and Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

**18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:**

NA

**19 Provide reasons for its administrative or quasi-judicial decisions to affected persons:**

NA