

Obligations of Public Authorities



MANUAL UNDER

RIGHT TO INFORMATION ACT, 2005

(Available in Electronic and Printed format)

English Version

**Punjab State Agro Industry Corporation Limited.
Plot No. 2, Sector 28-A
Chandigarh**

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 Agro industry Corporation Ltd. 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.

Index

S.no	Details of Information	Page no
1	1st Manual: Particulars of the Public Authority	6-7
1.1	Name and address of the organization	6
1.2	Head of the organization	6
1.3	Key Objectives	6
1.4	Functions and duties	6
1.5	Organization chart	7
2	2nd Manual: Powers & duties of officers & employees	8-33
2.1	Powers and duties of officers (administrative, financial & judicial)	8
2.2	Powers and duties of other employees	31
2.3	Rules/orders under which powers and duties are derived	33
3	3rd Manual: Procedure followed in decision making	34
3.1	Process of decision making	34
3.2	Final decision making authority	34
3.3	Related provisions, acts, rules etc	34
3.4	Time limit for taking a decision, if any	34
3.5	Channels of supervision and accountability	34
4	4th Manual: Norms for discharge of functions	35
4.1	Nature of functions/services offered	35
4.2	Norms/standards for functions / service delivery	35
4.3	Time-limits for achieving the targets	35
4.4	Reference document prescribing the norms	35
5	5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions	36
5.1	Title and nature of the record / manual / instruction Gist of contents	36
6	6th Manual: Categories of documents held by the Authority or which are under its control	37
6.1	Title of the document	37
6.2	Category of document	37
6.3	Custodian of the document	37
7	7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof	38
7.1	Relevant rule, circular etc	38
7.2	Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation	38
8	8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public	39-40
8.1	Name of the Board, Council, committee etc	39
8.2	Composition Powers & functions	40

8.3	<i>Whether their meetings are open to the public?</i>	40
8.4	<i>Whether the minutes of the meeting are open to the public</i>	40
8.5	<i>Place where the minutes if</i>	40
8.6	<i>Open to the public are available?</i>	40
9	9th Manual: Directory of Officers and employees	41-43
9.1	<i>Name and designation</i>	42
9.2	<i>Telephone, fax and email ID</i>	43
10	10th Manual: Monthly Remuneration received by officers & employees including system of compensation	43-45
10.1	<i>Name and designation of the employee</i>	43
10.2	<i>Monthly remuneration</i>	44
10.3	<i>System of compensation as provided by in its regulations</i>	45
11	11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.	46
11.1	<i>Total Budget for the Public Authority</i>	46
11.2	<i>Budget for each agency and plan & programmes</i>	46
11.3	<i>Proposed expenditures</i>	46
11.4	<i>Revised budget for each agency, if any</i>	46
11.5	<i>Report on disbursements made and place where the related reports are available</i>	46
12	12th Manual: Manner of execution of subsidy programmes	47
12.1	<i>Name of the programme or activity</i>	47
12.2	<i>Objective of the program</i>	47
12.3	<i>Procedure to avail benefits</i>	47
12.4	<i>Duration of the programme/scheme</i>	47
12.5	<i>Physical and financial targets of the program</i>	47
12.6	<i>Nature/scale of subsidy/amount allotted</i>	47
12.7	<i>Eligibility criteria for grant of subsidy</i>	47
12.8	<i>Details of beneficiaries of subsidy program (Number, Profile etc.)</i>	47
13	13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority	48
13.1	<i>Concessions, permits or authorizations granted by Public Authority</i>	48
13.2	<i>For each concessions, permit or authorization granted</i>	48
13.3	<i>Eligibility criteria</i>	48
13.4	<i>Procedure for getting the concession/grant and/or permits or authorizations</i>	48
13.5	<i>Name and address of the recipients given concessions/ permits or authorizations</i>	48
13.6	<i>Date of award of concessions/ permits or authorizations</i>	48
14	14th Manual: Information available in electronic form	49
14.1	<i>Details of information available in electronic form</i>	49
14.2	<i>Name/title of the document/record/other information</i>	49
14.3	<i>Location where available</i>	49
15	15th Manual: Particulars of facilities available to citizens for obtaining information	50

15.1	<i>Name & location of the facility</i>	50
15.2	<i>Details of information made available</i>	50
15.3	<i>Working hours of the facility</i>	50
15.4	<i>Contact Person & contact details (phone, fax, email)</i>	50
16	16th Manual: Names, designations and other particulars of public information officers	51
16.1	<i>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</i>	51
17	17th Manual: Any other useful information	52-58
17.1	<i>Citizen's charter of the public authority</i>	52
17.2	<i>Grievance redressal mechanisms</i>	52
17.3	<i>Details of applications received under RTI and information provided</i>	52
17.4	<i>List of completed schemes / projects / programmes</i>	52
17.5	<i>List of schemes/projects/programmes underway</i>	58
17.6	<i>Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract</i>	58
17.7	<i>Any other Information</i>	58
18	Reasons for administrative or quasi-judicial decisions taken; communicated to affected persons	64
19	Important policies or decisions which affect public	64

1ST MANUAL: PARTICULARS OF THE PUBLIC AUTHORITY**1.1 Name and address of the organization:-**

Punjab Agro Industries Corporation Limited
2-A, Sector 28-A, Madhya Marg, Chandigarh - 160002, INDIA .
Fax: 91-172-2657398, 2651561
EPABX: 91-172-2651576, 2656241, 2656242, 2656247, 2656272
E-mail: mail@punjabagro.org.in

1.2 Head of the organization: Managing Director

1.3 Key Objectives: PAIC is the premier organization of Punjab Government, To set up public sector projects in agro/food processing sector as also create facilities for setting up of agro/food processing units in the state.

1.4 Functions and duties: Punjab Agro Industries Corporation was incorporated in February, 1966 in accordance with the provisions of the Companies Act, 1956. Presently the authorized share capital of the Corporation is Rs. 7500 lacs and the paid up capital is Rs. 4920.86 lacs.

PAIC is the premier organization of Punjab Government, entrusted with the responsibility of promotion and facilitation of agro based industries including agro processing, dairy processing, poultry processing, agro residue processing, food & horticulture processing, agro chemicals manufacturing etc. in Punjab. PAIC has promoted 44 units in financial collaboration with private promoters. These projects have been setup with a total investment of Rs. 7050 million including PAIC's equity contribution of Rs.692 million. In 1997 PAIC took on the task of procurement of wheat and paddy and since then that activity has overshadowed its prime role of promoting agro based industries. The activities were therefore restructured mainly aimed at achieving focused aims and objectives of PAIC as the primary agency for development of value added agro processing in the State and also create special purpose vehicle to spearhead the move to diversify Punjab's Agriculture away from the paddy-wheat cycle through Contract Farming. PAIC identifies viable projects in the above areas, entrepreneurs in obtaining all and assists kinds of official sanction, licenses, permits and arranging for other infrastructural facilities for proper, efficient and economic working of new projects.

PAIC also provides secretarial support to the Empowered Committee of Punjab Government for Agri Mega projects. PAIC also follows up with concerned departments facilitating release of concessions under this scheme.

1.5 Organization chart:



□

2ND MANUAL: POWERS & DUTIES OF OFFICERS & EMPLOYEES**2.1 Powers and duties of officers (administrative, financial & judicial):**

POWERS OF MANAGING DIRECTOR		
Sr. No	Nomenclature of Power	Extent of Power
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</p>

		PAIC to allow the scales/allowances and to remove the anomalies on the pattern of Punjab Govt. from time to time.
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.	<p>a) Losses due to breakage in stock.</p> <p>b) Shortage in inventory/ Stock Verification.</p> <p>c) Service Charges not recoverable e.g. freight handling charges.</p> <p>d) To write off in cases of defalcation, fraud, mis- appropriation, pilferage, theft etc. of the articles upto Rs. 1000/-.</p> <p>e) Loss of each item upto Rs. 100/- after due investigation.</p>	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.	Institution of legal proceedings. "Resolved that in supersession of all previous resolutions, the Managing Director of the Punjab Agro Industries	

	<p>Corporation Limited be and is hereby authorized to exercise the following power on behalf of the Corporation (102.9 (28.09.87): -</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 137th 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 un- conditional 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

		<p>account against hypothecation/pledge upto Rs. 15 crores.</p> <p>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.</p>
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.	<p>The BODs in its meeting held on 28.09.1987 resolved as under:-</p> <p>a) Officers and officials in the regular employment of the Corporation. : Managing Director</p> <p>b) Directors and persons not in regular employment of the Corporation: Board of Directors.</p> <p>c) Chairman, Managing Director or any other official Director: Punjab Govt.</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

		<p>to the limit of such loans 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>
--	--	---

DELEGATION OF POWERS OF ADDITIONAL MANAGING DIRECTOR, PAIC		
Sr. No	Nomenclature of Power	Extent of Power
1.	To extend the period of probation/ declare satisfactory completion of probationary period.	Full Powers
2.	Extension of Joining Time on Transfer	Full Powers
3.	Permission to join duty at a place other than the Head Quarters.	Full Powers
4.	To grant T.A. Advance on transfer and on tour.	Full Powers
5.	Power to grant daily allowance for halts exceeding 10 days while on tour.	Full Powers
6.	To sanction liveries & uniforms at the cost & scale prescribed for Government Offices.	Full Powers
7.	To remit disallowance of accounts and audits.	Full Powers
8.	To permit Corporation employees to appear in an optional examination.	Full Powers
9.	Leave Travel Concession.	Full Power
10.	Reimbursement of Medical Charges.	Full Power

11.	Absence of employees.	Full Power to take action against class III & IV employees as per standing orders and for officers as per Punjab CSR.
12.	Sanction of Special/ Regular/ Casual Leave	Upto the level of Senior Manager
13.	Grant of TA on tour and transfer TA etc.	Full Power
14.	To decide shortest and cheapest of two or more routes.	Full Power
15.	To determine journey time etc.	Full Power
16.	Contingent payments.	Full Power
17.	Sanction of reimbursement of expenditure on defense witnesses.	Full Power
18.	Compensation under Workmen Compensation Act.	The compensation to the Workmen is paid as per the Workmen Compensation Act.
19.	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.
20.	To sanction officiating allowance.	Full Power to sanction honorarium upto Rs. 500/-.
21.	To sanction contingent expenditure for telephone bills.	Full Power
22.	Renting of Office Accommodation.	Full Power

23.	Temporary fittings in Hired Buildings.	Full Power
24.	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/-.
25.	Purchase of Stationary.	Full Power
26.	<ul style="list-style-type: none"> a) Losses due to breakage in stock. b) Shortage in inventory/ Stock Verification. c) Service Charges not recoverable e.g. freight handling charges. d) To write off in cases of defalcation, fraud,, pilferage, misappropriation theft etc. of the articles upto Rs. 1000/-. e) Loss of each item upto Rs. 100/- after due investigation. 	Full Power upto Rs. 5000/- for each item.
27.	To purchase Furniture.	Upto Rs. 20,000/-
28.	To declare stores as surplus, dispose off the unserviceable stores and to fix the resale price.	Full Power rests with AMD for disposal of surplus obsolete or non-serviceable items, the original value of which does not exceed Rs. 10,000/-.
29.	Writing down the value of surplus/ obsolete stores from the books.	As above.
30.	Sanction/ writing of losses not due to theft, fraud or negligence.	Full Power rests with AMD upto Rs. 5000/- for each item to write off losses not due to fraud, theft or negligence.
31.	Sanction of expenditure on entertainment.	Upto Rs. 20,000/-

32.	Sanction for demurrage etc.	Full Power upto Rs. 5000/- at a time or to sanction payment of demurrage or wharfage charges.
33.	Institution of legal proceedings.	AMD is authorized to institute legal proceedings in the cases where the amount does not exceed Rs. Two lac.
34.	Legal expenses.	Full Power
35.	Sign. & execute contracts.	Full Power
36.	To enter into direct negotiation with manufacturers and supplier for the purchase and sale of their products.	Full Power
37.	To fix the sale price of products- sold by Corporation.	Full Power
38.	To write off unserviceable equipment and machinery.	Full Power
39.	To sanction purchase of office equipment and books.	Full Power
40.	To fix the rate of servicing and repair.	Full Power
41.	To make purchase of spare parts.	Full Power
42.	To sanction refundable advance to the employees of the Corporation.	Full Power to the extent admissible to Punjab Govt. employees for the purpose.
43.	Misc. expenditure not covered under above, Rs. 500/- per item.	Full Power
44.	To incur expenditure on advertisement, purchase of showroom, equipment and publicity, Hoarding	Full Power

	etc. etc.	
45.	Payment of License fees under various Acts.	Full Power
46.	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.
47.	Power to sanction installation of new telephone connection, keeping in view the requirement.	Full Powers
48.	To issue 'No Objection Certificate' to the level of Senior Manager & above.	Full Powers
49.	Power to purchase & sale products for various activities/ works which are mandatory for manufacturing and trading for Corporation's work.	Full Powers
50.	Appointment and punishing authority for Class III and IV employees of PAIC.	Full Powers
51.	Issuing the "Certificate of Residence' for the purposes of admission to educational institutions (including technical/ medical institutions).	Full Powers.
52.	Fixation of pay in respect of officers/ officials of the Corporation.	Full Powers.

POWERS TO EXECUTIVE DIRECTOR (PROJECTS)/ GENERAL MANAGER (PROJECTS), PAIC, CHANDIGARH.

Sr. No	Nature of Powers	Extent of Powers
1.	a) To sanction journeys beyond jurisdiction. b) To pass T.A. Bills	Full Powers in respect of officers & other staff working under them.
2.	a) To decide the shortest or cheapest of the two or more routes. b) To allow mileage allowance by a route other	Full Powers.

	than that shortest and cheapest. c) To permit calculation of joining time by a route other than that which travellers ordinary use. d) To decide journey	
3.	To grant T.A. advance on tour.	Full Powers.
4.	Powers to incur expenditure on recurring & non-recurring contingencies.	Full Powers on Misc. expenditure not covered under any specific head of expenditure subject to an over-all limit of Rs. 1,000/- per transaction
5.	Misc. Charges	Full Powers subject to limit under Sr. No. 4
6.	Grant to casual/ special/regular compensatory leave	Full Powers
7.	Cancellation charges in respect of Air/ Rail and Hotel Bookings etc.	Full Powers
8.	Sanction of Expenditure on Telex/ Telegrams/ Mail and other communications media.	Full Powers
9.	To approve Tour Programmes and sanction T. A Bills of Tours and Actual Conveyance performed in the interest of the Corporation.	Full Powers of officers/ staff working under him.
10	Payment of fees to visiting experts/consultants & sanctioning their actual travelling expenses to & fro from their place of work.	Full Powers
11	Appointment of Advocates/ Barristers/ pleaders etc. for defending/initiating legal cases.	Full Powers upto fee of Rs. 2,200/- (Rs. 200/- as Clerkage per case.)
12	Purchase of Books/ periodicals/ stationery etc. for the division	Full Powers
13	To sanction permanent/ temporary imprest	Upto maximum limit or Rs. 2, 000/-
14	Powers to grant daily allowance for halts exceeding 10 days while on tour.	Full Powers (upto maximum of 20 days.)
15	To write off/ dispose of surplus/ unserviceable.	Full Powers for the items, the original value of which does not exceed Rs. 10,000/-.
16	To write off losses due to breakage/ shortage in	Full Powers to write off

	stock.	the losses upto Rs. 2,000/-
17	To sanction the expenses on boarding, lodging, travelling and entertainment to the consultants.	Upto Rs. 5,000/-.

Duties of Activity Head (Projects Division)

- To develop new project ideas/concepts in the areas of:
 - agro processing
 - agro residue utilization
 - agro chemicals
 - agri infrastructure
 - processing of fruits & vegetables
- To collect techno-commercial information from primary & secondary sources concerning new ideas/concepts.
- To develop profiles on different project ideas/concepts based on the gathered information and then select the most promising ones.
- To get assessed techno-economic viability of promising project ideas/concepts from professional consultants.
- To undertake active search for suitable co-promoters through public advertisements or otherwise.
- To assist co-promoters in identifying suitable technologies and knowhow, plant & machinery suppliers and obtaining official sanctions, licenses,

long/short term loans, etc. for successful implementation & operation of their projects.

- To monitor progress of implementation, and thereafter operations of different projects.
- To prepare plan schemes of the Corporation for obtaining loan assistance/share capital from the state govt. from its annual budgets.
- To receive applications under Agri Mega Project Scheme.
- To process applications, receive comments of concerned department, submit agenda to the Screening Committee and the Empowered Committee for their consideration and approval.

POWERS OF ACTIVITY HEAD (P&A)		
Sr. No	Nature of Power	Extent of Power
1.	To appoint and fix pay on initial appointment	<p>i) Full Power to issue appointment letters for the employees below the rank of PS/Manager after the appointment is approved by the Managing Director.</p> <p>ii) To fix pay for all the posts below the rank of PS/ Manager.</p>
2.	To extend the period of Probation.	Full Powers in respect of all employees below the rank of PS/ Manager and to issue letter thereof.
3.	To extend adhoc period appointment which has already been made in case of employees below the rank of PS/ Manager.	Full Powers.
4.	To declare satisfactory completion of probationary period.	Full Powers in respect of all employees below the rank of PS/ Manager and to

		issue letter thereof.
5.	To permit crossing efficiency bar.	Full Powers in respect of all the employees below the rank of PS/ Manager.
6.	To permit Proficiency Step Up and grant of increment in lieu thereof.	Full Powers in respect of all the employees below the rank of PS/ Manager.
7	To grant of leave other than Casual/ Compensatory leave.	Full Powers on the recommendations of the Activity Heads below the rank of Activity Heads.
8.	Extension of joining time on transfer.	Full Powers below the rank of PS/ Manager, if recommended by the Activity Heads.
9.	Permission to join duty at a place other than the Head Quarters.	Full Powers below the rank of PS/ Manager.
10.	To sanction T.A. Advance.	Full Powers below the rank of PS/ Manager.
11.	Power to grant daily allowance for halts exceeding 10 days while on tour.	Full Powers in respect of all the employees below the rank of PS/ Mgr.
12.	To incur recurring and non- recurring expenditure for purchase of office equipment, stationery, periodicals, consumable and non consumable stores, repair and maintenance of office building and assets of the Corporation and to sanction expenditure on advertisement and publicity etc.	Full Powers upto Rs. 50,000/-.
13.	To incur expenditure on printing stationary and purchase of paper for	Full Powers upto Rs. 50,000/-.

	the printing office stationary and sanction of publicity bills for the various exhibitions and Kisan Melas' etc. & to sanction the bills for the purchase of various periodicals, newspapers and advertisement bills.	
14.	To incur expenditure on POL, repair and maintenance, registration of vehicles, purchase of accessory and Road Tax and taxes etc. for P&A and Printing & Stationary Cell.	Full Powers.
15.	To hire taxi and sanction the amount of their bills.	Full Powers.
16.	To write off/ dispose off surplus/ unserviceable stores.	Full Powers up to Rs. 20,000/-.
17.	To write off losses due to breakage/ shortage in stock.	Full Powers up to Rs.10,000/-.
18.	To sanction liveries and uniforms at the cost and scale prescribed for Government Offices.	Full Powers in respect of all the employees below the rank of PS/ Manager.
19.	Fee to Barristers and Pleaders & other misc. legal charges.	Full Power
20.	Filing of civil suits in competent courts of jurisdiction.	Full Powers.
21.	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.	Full Powers.
22.	To sanction reimbursement of expenditure incurred on defence witnesses.	Full Powers.
23.	To institute all kind of civil suits, service matters labour case, criminal case and appeals thereof and to sign all documents required in the cases in the courts of competent jurisdiction. To defend legal proceedings against the Corporation or its officers.	Full Powers.

24.	To sanction workman compensation under Workman Compensation Act in case of employees below the rank of PS/Manager.	Full Powers.
25.	Powers to permit Corporation employees to appear in an optional examination.	Full Powers.
26.	Leave Travel Concession.	Full Powers below the rank of PS/Manager.
27.	To sanction the leave and L.T.C. & to approve tour programme.	Full Powers.
28.	To accord sanction for payment of wages for un-availed Earned Leave (Leave Encashment)	Full Powers.
29.	To accept resignation.	Full Powers below the rank of PS/Manager.
30.	To accord sanction for payment of gratuity to the staff.	Full Powers upto the rank of G.M.
31.	To sanction overtime allowance to staff on National Holidays.	Full Powers below the rank of PS/Manager.
32.	To sanction compensatory leave in lieu of work done on other holidays.	Full Powers.
33.	To grant increment under family planning scheme to the employees below the rank of PS/Manager.	Full Powers as per Government Instructions.
34.	To sanction local conveyance expenditure to the employees below the rank of PS/Manager.	Full Powers.
35.	To nominate/ sponsor the employees/officers for any training programme	Full Powers upto the level of Senior Managers.
36.	To sanction advance against Medical Treatment.	Full Powers upto Rs. 25,000/-.
37.	To issue 'No Objection Certificate' for obtaining the passport/ Visa for going abroad.	Full Powers upto the rank of Manager.
38.	To accord sanction for the new membership of Credit Cards/ professional bodies and subsequent renewals.	Full Powers.

39	To allow summer trainees for the summer training for a maximum period of two months without any stipend.	Full Powers only in the case of students from Universities located in Chandigarh & Punjab.
40.	Power to engage all Apprentices/ Vocational Trainees under Apprenticeship Act on the stipend as intimated by the Authority from time to time.	Full Powers.
41.	Power to sanction ex- gratia payments to the members of deceased employees on the pattern of Punjab Government.	Full Powers.
42.	Powers to sanction TA/DA bills in respect of ex- employees of PAIC.	Full Powers.
43.	Power to sanction the expenditure towards the purchase of Overseas Medclaim Insurance Policy.	Full Powers.
44.	Power regarding signing of proforma for shifting of telephone connections.	Full Powers.
45.	Power to sanction contingent expenditure up to the maximum limit of Rs. 10,000/-.	Full Powers.
46.	To institute and defend all kind of civil suits, court cases, service matters, labour cases, criminal cases & appeals thereof & to sign all documents required in the cases, in the courts of competent jurisdiction. To defend legal proceedings against the Corporation or its officers.	Full Powers.
47.	To engage apprentice under Apprenticeship Act.	Full Powers.
48.	Power for condoning the delay in	Full Powers.

	submission of T.A. Bills.	
49.	Power to sanction entertainment expenditure.	Full Powers up to Rs. 10,000/-.
50.	Payment of enquiry fee(honorarium) and visiting charges to Enquiry Officers/Presenting Officers as per approved rates.	Full Powers up to Rs. 5,000/-.
51.	To condone the period of delay in submission of medical bills.	Full Powers.
52.	Deployment of security guards at shellers.	Full Powers.
53.	To sanction payment of honorarium to the employees of the corporation for their arduous and multifarious nature of duties.	Full powers upto Rs. 500/-.

- Overall incharge of P&A Division.

DELEGATION OF POWERS TO EXECUTIVE DIRECTOR (C.S.)

Sr. No	Nature of Powers	Extent of Powers
1.	To sanction registration fees to be paid to the Registrar of Companies regarding incorporation of new subsidiary Companies of the Corporation and also fees for filing other documents with the Registrar of Companies from time to time under the Companies Act, 1956 in respect of PAIC, PAGREXCO and PAFC including fee to be paid to the professionals for certifying/uploading the documents required as per the Companies Act.	Full Powers
2.	To incur expenditure for hosting lunch/dinner/refreshment in the Board meetings/ Shareholders meetings and all other expenditure concerning these meeting.	Full Powers.

3.	To sign Power of Attorney, complaints/ statements claim etc. in legal cases on behalf of the Corporation.	Full Powers.
4.	Appointment of Advocates for defending/initiating legal/quasi legal proceedings on behalf of PAIC/PAFC/PAGREXCO and payment of counsel fee and other legal and miscellaneous expenses.	Full Powers as per the norms fixed.

POWERS TO ALL ACTIVITY HEADS		
Sr. No.	NATURE OF POWERS	EXTENT OF POWERS
1.	To sanction journey.	Full Powers in respect of staff working under them except Activity Heads whose tour programmes will be approved by M.D.
2.	To approve tour programme and sanction T.A. bills of tour and actual conveyance as per rules performed in the interest of corporation.	Full Powers in respect of staff working under them.
3.	To grant daily allowance for halts exceeding 10 days while on tour.	Full Powers upto maximum of 20 days.
4.	Powers to incur, expenditure on recurring and non- contingencies charges and other Misc. expenses (except entertainment)	Full Powers on Misc. expenses not covered under any specific head of expenses, subject to an overall limit of Rs. 1000/-.
5.	To appoint Advocates/ Barristers/ Pleaders etc. for defending/ initiating legal company law and civil cases for and against the corporation and incurring legal expenses.	Full Powers provided the Advocate etc. is on the approved panel on PAIC and are engaged on the fees fixed by a general order by the M.D.
6.	Grant of Casual/ Compensatory/ Special & Regular leave.	Full Powers in respect of the staff working under them.
7.	Cancellation charges in respect of Air/Rail & Hotel booking etc.	Full Powers.
8.	To grant imprest advance to staff for corporation's work.	Full Powers upto Rs. 10,000/- in respect of staff working under them.

9.	To grant T.A. advance on transfer and on tour	Full Powers upto Rs. 25,00/- in respect of staff working under them.
10.	To incur expenditure on POL, repair and maintenance, registration, payment of road taxes etc. in respect of vehicles of their respective divisions.	Full Powers.
11.	To write off/ dispose off surplus and unserviceable.	Full Powers for the items, the original value of which does not exceeds Rs. 1000/-.
12.	To write off losses due to breakage/ shortage in stock.	Full Powers for the items, the original value of which does not exceed Rs. 1000/-.
13.	Purchase of Books & Periodicals (except Magazines) of related field & those are of in the interest of corporation.	Full Powers upto maximum limit of Rs. 1,000/-.
14.	To sanction Local Conveyance expenditure, as per rules.	Full Powers in respect of the staff working under them.
15.	To sign the Power of Attorney, Plaints, claim statements, written statements and other documents required to be filed in the court cases on behalf of PAIC for initiating the court cases and for defending the court cases in legal matters.	Full Powers.
16.	To sanction expenses on entertainment.	Upto Rs. 3,000/- per month.

2.2 Powers and duties of other employees:

Designation	Manager (Accounts)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil

Duties	<p>1. SUPERVISION OF ACCOUNTS</p> <ul style="list-style-type: none"> - Looking after accounts of PAIC which includes all types of payments relates to PAIC - Bank accounts, bank reconciliation, fixed deposit accounts etc. - Checking of cash, bank and journal vouchers. - Checking of cash book, bank book and general ledger. - Scrutiny of trial and ledgers etc. - Timely finalization of accounts, Balance sheet and profit & Loss account, compilation of accounts for the year 2009-10 is under process. <p>2. AUDIT</p> <ul style="list-style-type: none"> - Coordinate with Internal Auditors and compliance in all respects. - Coordination with Statutory Auditors and compliance in all respects. - Coordination with A.G. Auditors and compliance in all respects. - Coordination with Tax Auditors and compliance in all respects. <p>3. INCOME TAX</p> <ul style="list-style-type: none"> - Matter relating to Income Tax returns, Assessments etc. - Since cases of the corporation are under scrutiny huge information is required to be prepared and compiled for the cases. - To prepare all the tax cases and to attend hearings called by assessing officers. - To look after other related jobs of income tax. - Timely deposit of TDS, FBT and other Government dues like GPF, GIS, Rent etc. <p>4. MISCELLANEOUS</p> <ul style="list-style-type: none"> - To prepare all replies relating to correspondence received from Punjab Government, BPE, Ministry of Agriculture, Directorate of Disinvestment, Department of Agriculture etc. - Preparation of data/ information as desired by the management from time to time. - RTI information. - Any other assignment by the seniors and day to day work.
---------------	--

Designation	Executive Accounts	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> 1. Finalization of accounts & Balance Sheet for the F.Y. 2011-12. 2. All Taxation Matters with ACIT/CIT/ITAT (Co-ordination with CA's/ Advocates) and timely filling of income tax returns. 3. Govt. Information. 4. RTI Information. 5. Disinvestment work relates to accounts – Co-ordination with CA for calculation. 6. Co-ordination with A.G. Audit, Internal Audit & Statutory Audit and compliance of audit para's. 7. Fixed Deposit Cases. 8. Accounts of Pb. Agro Power Corp. Ltd. 9. Day to Day work assigned by seniors. 10. Checking & Passing of payments Cash & bank. 11. Timely deposit of Statutory Payments like TDS, GPF, GIS, LSPC, rent etc. 12. TDS return details. 13. Issue of Form 16-A. 14. Inter Branch Reconciliation. 15. Detail of expenditure keeping in view of Budget allocation. 16. Misc. work (Dak). 17. Day to Day work assigned by seniors. 18. Working as cashier (Cash handling of PAIC, PAFCL & PAGREXCO.) 19. Staff security details. 20. Bank reconciliations. 21. Feeding of all vouchers (Cash & Bank). 22. Day to Day work assigned by seniors. 	

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) & this case through Manager/ Senior Manager goes to Activity Head i.e. General Manager & final decision is taken by M.D (in some cases Board of Directors).

3.2 Final decision making authority:

In most of the cases, M.D. is the final decision making authority, being cadre controlling authority. Board of Directors is the Appellate Authority.

3.3 Related provisions, acts, rules etc:

As mentioned in Standing Orders (Clause 34).

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 AMD/MD.

4TH MANUAL: NORMS FOR DISCHARGE OF FUNCTIONS**4.1 Nature of functions/services offered:**

To set up public sector projects in agro/food processing sector as also create facilities for setting up of food processing units in the state.

4.2 Norms/standards for functions / service delivery:

NA

4.3 Time-limits for achieving the targets:

NA

4.4 Reference document prescribing the norms:

NA

**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:

S.no	Title	Nature	Gist of Content
1	Memorandum & Articles of Association	Statutory Document	It includes the main objects of the Corporation to be persuec by the Corporation on its incorporation and objects ancillary to the attainment of main objects.
2	Standing Orders	Rules	It includes the rules & regulations which govern the work, conduct and punishment of the employees in Corporation.
3	Recruitment And Promotion Policy	Policy	It includes number of sanctioned posts, conditions, qualifications and other guidelines for the promotion and recruitment of employees.

**6TH MANUAL: CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY OR WHICH
ARE UNDER ITS CONTROL**

Sr. No.	Name of the Document	Procedure to obtain the Document	Held by/Under control of
1.	Books, papers and documents as required under the Provisions of the Companies act, 1956 and other laws applicable.	Approach Public Information Officer	ED (S), GM (F&A), GM (P&A)
2.	Agri Mega Projects Agreements	-Do-	AGM (Projects)
3.	Financial Collaboration Agreements signed with the Collaborators of joint/assisted sector companies of PAIC; and	-Do-	GM (Legal)
4.	Share certificates in respect of the investments made in Joint/assisted sector companies.	-Do-	ED (S), GM (Legal)

**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:

In the Board of Directors of Punjab Agro Industries Corporation, there are total 8 Directors, who always associate in the decision taking process in the Board of Directors meetings. 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 laws.

Board of Directors

S.no	Name of Chairman/ Vice Chairman/ Director	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1.	Shri Gurdial Singh Nijjar	Senior Vice Chairman	-	mail@punjabagro.org.in
2.	Shri Ashok Aneja,	Vice Chairman	Ram Sharnam Colony, Jalalabad Distt. Fazilka	
3.	Shri Karan A. Singh, IAS,	Director	Principal Secretary to Govt.Punjab, Chandigarh....	-
4.	Sh.Jaspal Singh, IAS	Director	Director, Disinvestment, Govt. of Punjab, Department of Finance, Directorate of Disinvestment, SCO No. 53-55, Sector 17-D, Chandigarh..	-
5..	Shri Vikas Garg, IAS, Managing Director	Managing Director	Punjab Agro Industries Corporation Ltd. Chandigarh.Corpora	mdpunjabagro@yahoo.com

			tion Ltd. Plot No. 2, Sector 28-A Chandigarh.	
6..	Sh.Gurbachan Singh	Director	VPO. Jhamke, Teh- Zira, Distt. Ferozepur	-
7..	Sh.Harjit Singh	Director	Vill. Dabwal kalan Distt.- Fazilka	-
8.	Sh. Himmat Singh	Director	Director Northern Region Farm Machinery Training & Testing Institute Ministry of Agriculture, Deptt. of Agriculture & Coop. Tractor Nagar, Sirsa Road Hissar.- 125001	-
9.	Sh. Manjit Singh	Director	Village- Jawanda Kalan, Tehsil & Distt. Tarn Taran	-

8.2 Composition Powers & functions:

In the Board of Directors of Punjab Agro Industries Corporation, there are total 8 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

Sr No.	Emp. No	Employee Name	Designation	Mobile No.
1.	10617	BHUSHAN GOYAL	G M	9872821994
2.	11523	DWIJENDRA VERMA	G M	***
3.	10782	RAJNISH TULI	D G M	9592009121
4.	10795	SUDHA BHALLA	A G M	8699357096
5.	11147	RANJIT KAUR	SECRETARY	***
6.	11644	RAJESH SOOD	SECRETARY	***
7.	11167	SEWAK SINGH SAINI	P S	***
8.	11181	AJMER SINGH	P.A.	9814410206
9.	90260	ABHEY KUMAR MEHTA	CONSULTANT	***
10.	11749	HARWINDER KAUR	LAWOFFICER	***
11.	10511	SATISH GUPTA	SR MANAGER	9814976609
12.	11069	RAKESH KUMAR	SR MANAGER	98557-15748
13.	11375	BHAWAN DEEP SINGH	SR MANAGER	***
14.	10619	NAVTEJ SINGH	SR MANAGER	9878958611
15.	11379	JAPINDER SINGH	SR MANAGER	***
16.	11201	DARBARA SINGH	SR MANAGER	***
17.	11257	SEEMA KHURANA	MANAGER	93570-03555
18.	11276	HARDEV SINGH	MANAGER	97798-20975
19.	11425	RAVI GUPTA	MANAGER	***
20.	11223	LAKHVINDER KAUR	SR STENO	92175-31613
21.	11139	SOHAN SINGH	JR STENO	99883-25769
22.	11022	SUKHBIR SINGH	JR STENO	98768-63085
23.	11481	HARJOT KAUR	EX I	***
24.	11427	VARINDER KUMAR	EX I	***

25.	11472	GAGAN PREET KAUR	EX I	***
26.	11508	GURPREET SINGH	EX I	***
27.	10725	JARNAIL SINGH	EX I	***
28.	10839	NARAYAN SINGH	EX I	86991-06071
29.	11204	CHARANJIV SINGH	EX I	98150-88933
30.	11345	PARVINDER SINGH	EX I	***
31.	11731	ABHISHEK KUMAR	C C O	***
32.	10865	SURJIT SINGH	P WINDER	***
33.	10838	BHAGAT SINGH	DAFTRI	***
34	11337	KAMLESH KUMAR	W M	***
35	11365	ARIF KHAN	W M	98729-86898
36	11690	JAGDISH SINGH	W M	***
37	11178	DALIP SINGH	PEON	98760-02355
38	10859	MAHAVIR SINGH	PEON	***
39	10895	JAGDISH LAL	PEON	***
40	11176	DHAN BAHADUR	PEON	***
41	11013	FAUJI SINGH RAWAT	PEON	99888-43586
42	10794	KULDEEP SINGH SAINI	PEON	***
43	10939	JAGDISH SINGH	TAILOR	98142-34487

10TH MANUAL: MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES INCLUDING SYSTEM OF COMPENSATION

Sr No.	Emp. No	Employee Name	Designation	Address/Place	Salary
1.	10617	BHUSHAN GOYAL	G M	CHD	188510.00
2.	11523	DWIJENDRA VERMA	G M	CHD	75000.00
3.	10782	RAJNISH TULI	D G M	CHD	130696.00
4.	10795	SUDHA BHALLA	A G M	CHD	115772.00
5.	11147	RANJIT KAUR	SECRETARY	CHD	73206.00
6.	11644	RAJESH SOOD	SECRETARY	CHD	75000.00
7.	11167	SEWAK SINGH SAINI	P S	CHD	75518.00
8.	11181	AJMER SINGH	P.A.	CHD	59018.00
9.	90260	ABHEY KUMAR MEHTA	CONSULTANT	CHD	35000.00
10.	11749	HARWINDER KAUR	LAWOFFICER	CHD	45000.00
11.	10511	SATISH GUPTA	SR MANAGER	CHD	106219.00
12.	11069	RAKESH KUMAR	SR MANAGER	CHD	89920.00
13.	11375	BHAWAN DEEP SINGH	SR MANAGER	CHD	86162.00
14.	10619	NAVTEJ SINGH	SR MANAGER	CHD	102966.00
15.	11379	JAPINDER SINGH	SR MANAGER	CHD	88897.00
16.	11201	DARBARA SINGH	SR MANAGER	LDH	***
17.	11257	SEEMA KHURANA	MANAGER	CHD	61473.00
18.	11276	HARDEV SINGH	MANAGER	CHD	86340.00
19.	11425	RAVI GUPTA	MANAGER	CHD	66352.00
20.	11223	LAKHVINDER KAUR	SR STENO	CHD	51454.00
21.	11139	SOHAN SINGH	JR STENO	CHD	59051.00
22.	11022	SUKHBIR SINGH	JR STENO	CHD	64696.00

23.	11481	HARJOT KAUR	EX I	CHD	24486.00
24.	11427	VARINDER KUMAR	EX I	CHD	55022.00
25.	11472	GAGAN PREET KAUR	EX I	CHD	24486.00
26.	11508	GURPREET SINGH	EX I	CHD	24486.00
27.	10725	JARNAIL SINGH	EX I	CHD	53432.00
28.	10839	NARAYAN SINGH	EX I	CHD	51687.00
29.	11204	CHARANJIV SINGH	EX I	CHD	51928.00
30.	11345	PARVINDER SINGH	EX I	CHD	45772.00
31.	11731	ABHISHEK KUMAR	C C O	CHD	***
32.	10865	SURJIT SINGH	P WINDER	CHD	42932.00
33.	10838	BHAGAT SINGH	DAFTRI	CHD	42469.00
34	11337	KAMLESH KUMAR	W M	CHD	27427.00
35	11365	ARIF KHAN	W M	CHD	23352.00
36	11690	JAGDISH SINGH	W M	LDH	8368.00
37	11178	DALIP SINGH	PEON	CHD	35101.00
38	10859	MAHAVIR SINGH	PEON	CHD	41874.00
39	10895	JAGDISH LAL	PEON	CHD	41709.00
40	11176	DHAN BAHADUR	PEON	CHD	34881.00
41	11013	FAUJI SINGH RAWAT	PEON	CHD	41926.00
42	10794	KULDEEP SINGH SAINI	PEON	CHD	34776.00
43	10939	JAGDISH SINGH	TAILOR	CHD	42872.00

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

12TH MANUAL: MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**12.1 Name of the programme or activity****12.2 Objective of the program****12.3 Procedure to avail benefits****12.4 Duration of the programme/scheme****12.5 Physical and financial targets of the program****12.6 Nature/scale of subsidy/amount allotted****12.7 Eligibility criteria for grant of subsidy**

S.no	Name of the programme or activity	Objective of the program	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the program	Nature/scale of subsidy/amount allotted	Eligibility criteria for grant of subsidy
NIL							

12.8 Details of beneficiaries of subsidy program (Number, Profile etc.):

NIL

**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

13.2 For each concession, permit or authorization granted

13.3 Eligibility criteria

13.4 Procedure for getting the concession/grant and/or permits or authorizations

13.5 Name and address of the recipients given concessions/ permits or authorizations

13.6 Date of award of concessions/ permits or authorizations

S.no	Concessions, permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions / permits or authorizations	Date of award of concessions / permits or authorizations	For each concession , permit or authorization granted
NIL						

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

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

All matters pertaining to the Corporation is available on the Corporation Website.

14.3 Location where available:

Punjab Agro Industries Corporation Limited, Plot No.2-A, Sector 28-A, Chandigarh and Corporation Website. 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.org.in from where important information may be collected. The citizens may also collect various information pertaining to Punjab Agro Industries Corporation, by writing letter to the officials of PAIC, from the PIO and by visiting the office.

15.2 Details of information made available:

All matters related to the 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)	Mobil e	Fax	Email
1)	Sh. Rajnish Tuli	Public Information Officer(P.I.O)	PAIC, 2A, Sec-28A, Madhya Marg, Chandigarh	0172-2651561	-	0172-2651561	agro.rtuli@yahoo.com
2)	Sh. N.S. Sodhi	Assistant Public Information Officer(A.P.I.O)	PAIC, 2A, Sec-28A, Madhya Marg, Chandigarh	0172-2651561	-	0172-2651561	-

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	63	55(8 rejected)	NIL
2014	46	43(3 rejected)	NIL

17.4 List of completed schemes / projects / programmes:

Sr.No	Project & Location	Products	Project cost (Rs in millions)	PAIC's equity (Rs in millions)	Date of Commissioning	Disinvestment Status
1.	Mini Sugar mill Village Changaliwala, Distt. Sangrur (M/s. Kissan Agro Mini Sugar Mill Ltd.)	Sulphur Sugar	3.35	1.16	Dec., 1981	Disinvested in Jan.,1990
2.	Cottonseed processing complex Doomwali, Distt. Bathinda (M/s. Malwa Cottonseeds Products Ltd.)	Semi refined cottonseed oil, De-oiled cottonseed cake, Lint, Hull, Rice Bran Oil, De-oiled Rice Bran.	23.69	4.81	Feb.,1983	Disinvested in Jan., 1988
3.	Solvent Extraction of Vegetable Oils. Guruaharsahai, Distt.	Rice Bran Oil, De-oiled Rice Bran.	13.34	4.75	April,1984	Disinvested in Sept.,1985

	Ferozepur (M/s.Punjab Agro Rice Bran Extraction Ltd.)					
4.	Fruit Juice Concentrates & Tomato Paste Abohar, Dist. Ferozepur. (M/s. Agro Foods Punjab Ltd.)	Orange, Mango, Guava, Pineapple Juice Concentrates	84.30	14.00	1984	Disinvested in 1994
5.	Pesticides/weedicides formulation, Salim Tabri, Ludhiana (M/s. Sunbeam Agro Chemicals Ltd.)	E.C. Formulations of Butacholor, Mono- crotophos, Endosulphan, Di-methoate, Fenvalerate, Cypermetherin.	1.21	0.20	Sept.,1985	Disinvested in August, 1991
6.	Fuel Briquettes from agro residues viz. Rice Husk, Cotton Stalks and Bagasse Malerkotla Dist. Sangrur. (M/s. Punjab Energy Devices Ltd.)	Fuel Briquettes	6.60	1.98	June, 1985	Disinvested in Oct., 1994
7.	Phosphatic Fertilizer & Sulphuric Acid Village Singhpura, Dist. Patiala. (M/s. Agro Chem Punjab Ltd.)	Single Super Phosphate – Powder & Granules, Sulphuric Acid.	82.32	6.80	Dec., 1986	Disinvested in April, 1991
8.	Technical Grade Weedicides, Vill. Toansa, Distt. Hoshiarpur. (M/s. Montari Industries Ltd.)	Butachlor & Isoproturon.	78.00	0.82	Jan.,1987	Disinvested in Oct.,1991
9.	Integrated paddy processing complex Village Budhewal, Distt. Ludhiana (M/s. Grain Tech India Ltd. erstwhile M/s. Agro Tech India Ltd)	Rice, Parboiled Rice, Cattlefeed, Vanaspati Ghee, Rice Bran Oil.	574.90	44.20	Sept.1989	Sept., 1994

10.	Soft Drink Concentrate, Fruits & Vegetables Processing and Snack Foods, Channo Dist. Patiala and Zahura Dist. Hoshiarpur. (M/s. Pepsi Foods Pvt. Ltd.)	Snack Foods, Beverage Concentrates, Processed Fruits & Vegetables.	685.00	90.30	May, 1990.	Disinvested in 1994-95 & 2005-06
11.	Kraft Paper from Agro Residues Vill. Fatehpur, Kurali Dist. Ropar (M/s. Rana Mohendra Papers Ltd. – erstwhile M/s. Agro Boards Ltd.)	Kraft Paper.	49.20	1.70	Oct., 1990	Disinvested in Sept., 1994.
12.	Hybrid Seeds, Dera Bassi, Mohali. (Omega Ag-Seeds (Punjab) Ltd.)	Hybrid Seeds	54.00	8.00	-----	April 1996
13.	Processing of Tomatoes, Jandiala Guru, Distt. Amritsar (M/s. Nijjer Agro Foods Ltd.)	Tomato Paste/ Ketchup, Chilli Paste, Desi Ghee, Milk Powder and Condensed Milk	128.90	11.10	May, 1991	May, 1998
14.	Sugar Mill Mukerian, Dist. Hoshiarpur (M/s. Oswal Sugars Ltd.)	Sugar crystals	320.00	31.90	Jan., 1992	Disinvested in July, 1992.
15.	Semen Processing Centre Vill. Kisanpura, dist. Patiala. (M/s. Superior Genetic (India) Ltd.)	Frozen Semens	65.30	13.50	-----	Sept., 2000
16.	Sugar Mill Vill. Butter Saviyan, Dist. Amritsar. (M/s. Rana Sugars Ltd.)	Sugar Crystals & Power co-generation	675.50	61.00	Dec., 1993	Disinvested in 2004-06 under OTS. Matter is in court
17.	Mushroom Growing and Canning Vill. Lalru, Dist. Patiala. (M/s. Agro Dutch Foods Ltd.)	Button Mushrooms & Canned Mushrooms.	235.00	30.00	July, 1994	Disinvested in Dec., 1999.

18.	Honey, honey based health foods/cosmetics and bee keeping equipments, Village Alamgir, Distt. Patiala (M/s. Honey Bee Natural Products Ltd.)	Processed Honey	20.50	2.10	Jan., 1995	Jan., 2000
19.	Growing of Roses, Vilalge Starpur, Distt. Patiala (M/s. Punjab Blossoms Ltd.)	Roses & Cut flowers.	30.30	3.92	April, 1995	April, 2000
20	Solvent extraction & refining of vegetable oils, Quadian, Distt. Gurdaspur (M/s. Bajwa Agro Industries Ltd.)	Refined Vegetable Oils, Deoiled Cake.	142.50	21.80	April, 1995	April, 2000
21.	Shoes and shoe uppers Village Banmajra & Mathari, Distt. Ropar (M/s. Domino Leathers Ltd.)	Shoe Uppers & Shoes	164.00	25.60	Oct., 1995	Oct., 2000
22.	Frozen boneless buffalo meat, Village Behra, Distt. Patiala (M/s. PML Industries Ltd.)	Frozen Boneless Buffalo Meat	396.80	46.00	March, 1996	March, 2001
23.	Essential oils and aroma chemicals from aromatic plants, Village Machana, Distt. Bhatinda (M/s. Punjab Phytochemicals Ltd.)	Essential oils and aroma chemicals from aromatic plants,	32.70	5.85	August, 1996	August, 2001.
24.	Invert Sugar from Sugar Crystals Village Lalru, Distt. Patiala (M/s. Punjab Bio-Tech Sugars Ltd.)	Invert Sugar	16.00	3.00	Feb., 1997	Feb., 2002
25.	Day old broiler chicks,	Day old broiler	18.80	3.15	Feb., 1997	Sept., 2002

	Rajpura, Distt. Patiala (M/s. Punjab Breeders Ltd.)	chicks				
26.	Multi Oilseed processing, Village Simbli, Distt. Hoshiarpur (M/s. Deol Agro Oils Ltd.)	Vegetable oils, Deoiled Cake.	72.80	17.30	Dec., 1997	Dec., 2002
27.	Kraft paper from agro residues/ waste paper, Village Tappa, Dist. Sangrur. (M/s. Sukhraj Agro Papers Ltd.)	Kraft paper	47.60	10.30	Feb., 1998	Feb., 2003
28.	Egg powders & frozen egg liquids, Village Uchimangli, Distt. Ludhiana (M/s. A.G. Foods Ltd.)	Egg powders & frozen egg liquids,	180.50	27.00	July, 1998	July, 2003
29.	Rice Mill, Vill. Nayamatpur, Dist. Patiala (M/s. Sumer International Ltd.)	Quality Rice	46.60	5.00	May, 1999	May, 2004
30.	Spice Oils and Oleoresins Village Kotli Muglan, Distt. Gurdaspur. (M/s. Recherche Spice Oils Ltd.)	Spice Oils and Oleoresins	37.10	9.27	June, 1999	June, 2004
31.	Wine from grapes Village Kot Shamir Distt. Bathinda (M/s. Golden Agro Winery Ltd.)	Wine from grapes	8.75	1.87	Dec., 1999	Dec., 2004
32.	Cheese, butter, ghee & pasteurized milk from whole milk, Vill. Aluwan, Dist. Patiala. (M/s. Punjab Milkchem Ltd.)	Cheese, Butter, Ghee & Pasteurized Milk	72.40	10.47	Feb., 2000	Feb., 2005
33.	Fruits & Vegetables Processing Unit	Fruit Juice Concentrates,	97.00	7.80	April, 2000	April, 2005.

	Vill. Rajgarh, Dist. Patiala (M/s. Himalayan Frozen Foods Ltd.)	Pickles & Tomato Ketchup				
34.	Tissue Culture Village Mallakpur, Dist. Patiala. (M/s. Phulwari Bio-tech Ltd.)	Tissue cultured plants.	9.35	0.37	Oct., 2000	Oct., 2005
35.	Processing of Fruit Juice Concentrate Unit, Vill. Rajgarh, Teh. Rajpura, Dist. Patiala. (M/s. Green Bagh Foods Ltd.)	Juice concentrates and Paste of Fruits.	61.00	2.00	-----	March, 2006.
36.	Fruit & Vegetable Processing Unit Vill. Dalo Majra, Near Sirhind, Dist. Fatehgarh Sahib (M/s. Pagro Foods Ltd.)	Frozen Fruits & Vegetables	75.00	6.50	Jan., 2002	Co. deposited amount under OTS. Matter being examined.
37.	Vital Wheat Gluten Village Kotli Muglan, Pathankot, Dist. Gurdaspur (M/s. Pioneer Industries Ltd.)	Vital Wheat Gluten and Starch A and B	300.00	20.90	March, 2002	Co. deposited amount under OTS.
38.	Dehydration/Canning of Fruits & Vegetables, Vill. Madhopur, Dist. Patiala. (M/s. Glossy Foods Ltd.)	Dehydrated Fruits & Vegetables	61.00	6.30	April, 2002	April, 2007.
39.	Integrated Honey Processing Project Vill. Jalalpur, near Banur, Dist. Patiala. (M/s. Kejriwal Bee Care India Pvt. Ltd.)	Processed Honey	65.00	3.20	2005-06	PAIC is yet to exercise its option of disinvestment.
40.	Automatic Packaging unit, Warehouse & Cold Store Village Channo, Dist. Sangrur.	Back-end agri infrastructure.	92.50	2.15	Sep.2008	PAIC is yet to exercise its option of disinvestment

	(M/s. International Fresh Farm Products (India) Ltd.)					
41.	Integrated Potato Processing Project Vill. Partapura, Dist. Jalandhar. (M/s. Satnam Agri Projects Ltd.)	French Fries, Potato Flakes & Frozen Peas/cut vegetables.	373.70	27.30	July., 2008	PAIC is yet to exercise its option of disinvestment.
42.	Integrated Vegetable Processing Bara Farm, Sirhind Dist. Fatehgarh Sahib. (M/s. Punjab Agri Ventures Limited)	Frozen fruits & vegetables and ready to eat/serve food products	270.00	21.4	2007-08	PAIC is yet to exercise its option of disinvestment.
43.	Integrated Milk Processing Focal Point, Mandi Gobindgarh Dist. Patiala (M/s. Chanakya Dairy Products Limited)	Butter/Ghee, Pasteurized Milk & Skimmed Milk Powder	127.50	9.26	2007	PAIC is yet to exercise its option of disinvestment..
44.	Grain based Distillery Vill. Kiri Afgana, Dist. Gurdaspur. (M/s. A.B. Grain Spirits Pvt. Ltd.)	IMFL & country liquor and Grain Neutral Alcohol	1100.00	61.70	Feb-March 2008	PAIC is yet to exercise its option of disinvestment.
Total:			7050.01	691.93		

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:

NIL

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

1. Full Name of the Applicant _____

2. Father's/Spouse's name

3. Permanent Address _____

4. Correspondence Address

5. Particulars of information required

a. Subject matter of information*:

b. The period to which the information relates**

c. Specify details of information required

d. Whether information is required by post or in person

(The actual postal charges shall be included in providing information)

E. In case by post (Ordinary, Registered or Speed post.)

6. 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 _____

9. 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	
							Sup plied	Par tially Sup plied	Rej ected	Return ed to Applica nt

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

- a) Recruitment & Promotion Rules, 2015 of PAIC have been adopted and the same has been uploaded on website.
- b) For direct recruitment of posts of different cadres, advertisement is given in the leading newspapers and the copy of the same is uploaded on the website.

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

NA