

PUNJAB AGRICULTURE EXPORT CORPORATION LIMITED

HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2005

**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 15th June, 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. This hand-book is intended to be used by all citizens of India who are interested in getting any information about Punjab Agri Export Corporation Limited.
- III. The information in this hand-book has been organised in 17 (Seventeen) Manuals.
- IV. Any citizen who wants to get more information on topics covered in the handbook as well as other information also may contact the concerned Company's Head Office/ other Offices, Assistant Public Information Officer (APIO) and the Public Information Officer (PIO) as mentioned in this hand book.

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1st Manual

1.1 Particulars of the Organisation

Punjab Agri Export Corporation Limited (hereinafter known as PAGREXCO) was incorporated in January, 1997 in accordance with the provisions of the Companies Act, 1956. The Authorized share capital of the Company as on 31.03.2023 is Rs. 55.01 crores and paid-up capital of the Corporation is Rs. 5 crores.

Name and address of the Organization: -

Punjab Agri Export Corporation Limited,
2-A, Sector-28-A, Madhya Marg, Chandigarh-160002 (INDIA)
Phone: 91-172-5074210
Email: gm.pagrexco@punjab.gov.in
Website: www.punjabagro.gov.in

1.2 Functions and duties of PAGREXCO:

FUNCTIONS

1. **Kinnow Waxing, Grading & Packing facilities:** PAGREXCO has set up 6 Kinnow Waxing, Grading & Packing facilities to facilitate the farmers and these centres have been set up in kinnow growing areas at:

1. Kangmai , District Hoshiarpur
2. Chhauni Kalan, District Hoshiarpur
3. Badal, District Muktsar
4. Sitto Gunno, District Fazilka
5. Tahliwala Jattan, District Fazilka
6. Alamgarh, District Fazilka

PAGREXCO is providing mechanical waxing & grading facility for Kinnow to the farmers/growers of Punjab during the Kinnow season.

2. **Pack Houses for Fruits & Vegetables:** To facilitate the growers in distant marketing and export of fruits & vegetables, 5 Pack houses has been set up for grading, sorting & packaging of agricultural and horticultural products:

1. Mushkabad, District Ludhiana
2. Saholi, District Patiala
3. Lalgah, District Patiala
4. Kangmai, District Hoshiarpur
5. Sohal, District Gurdaspur

-
3. **Promotion of Organic farming in the state of Punjab:** Government of Punjab, through Punjab Agri Export Corporation Limited (PAGREXCO), a mandated agency, is implementing the Organic Program by providing institutional support to the organic farmers of the state under various GOI schemes, as a holistic approach right from production stages which is handled in a process by registering the farmers after mobilization, for organic certification regime. In addition to supplying organic inputs, the expert team undertakes training, on bio-input production, Organic crop practices and, hand holding of the farmers for the Organic farm management as per Organic standards. During the Certification period of 3 years, farmers are being certified by SGS, an APEDA accredited global Organic certification agency. Punjab Agro is helping the farmers in the marketing of their produce by purchasing Organic Wheat, Basmati Rice, Maize and other crops from them at remunerative prices after certification for selling the same in India and abroad.

The Organic produce is stored in a specialized structure which is free from chemical, explicitly imported for the purpose for preservation of grains and protection from pest infestation. The produce is got tested each year for being pesticide residues free from NABL accredited labs. Punjab Agro has started processing the Certified organic produce of the farmers in Certified Organic processing units and has come out with various products under the brand name "FIVE RIVERS". Organic Certification of production, storage, processing, and trading is verified as per Organic farming principle and standards. A specialized Organic mart by the name of "Organic Hut" has been designed and opened in Chandigarh to meet the needs of Organic products of the consumers of Tricity in Chandigarh and also to provide a marketing platform to the registered Organic growers for direct access to the consumers and vice-versa.

4. With the order of Ministry of Corporate Affairs, Government of India dated 17th January, 2023, Punjab Agro Juices Limited has merged with Punjab Agri Export Corporation Limited. Accordingly, PAGREXCO now operates **two multi fruit and vegetable processing units at Hoshiarpur and Abohar**. These plants are the first of its kind to process different varieties of citrus as well as other fruits and vegetables like Tomato, litchi, Carrot, Melon, Mango, Guava, Pear, Sweet Gourd, Bitter Gourd, Aloevera, Apple and Amla etc. These plants are the only plants in India to de-bitter the fruit juices such as Kinnows & Mossambi etc. Plants were set up by the state government, keeping following objectives in view:

- To provide support for both existing Kinnow growers as well as new citrus growers by developing de-bittering technology.
- To support small and marginal farmers of respective areas to grow seasonal fruits and vegetables and enable them to earn higher incomes per acre.
- To support Punjab's fruit and vegetable production that is characterized by short harvesting seasons and high productivity.
- To select a breakthrough technology that could handle different types of fruits and vegetables to optimize capacity utilization of the plants.

5. PAGREXCO is the State Nodal Agency for implementation of Agriculture Export policy in Punjab.

6. PAGREXCO is the State Nodal Agency for implementation of Punjab State FPO policy in the state of Punjab. The Punjab FPO policy aims to help farmers especially small and marginal farmers by providing better income by availing the benefits of economies of scale through an organization of their own.

DUTIES

The duties of the Corporation are: to enhance economic return to the farmers through better farm connect, enhancing business efficiency, continuous improvement in product, process and manpower quality, providing holistic support on health and wellness of all stakeholders by offering organic and healthy food products, undertaking product and process innovation for consumer delight, developing organizational culture to induce integrity and belongingness across the value chain and promoting best practices to sustain environment.

1 Organization chart:



2nd Manual:**2.1 Powers & duties of officers & employees**

The Board of Directors of the Company have approved the following delegation of powers in their 99th Board meeting held on 27th November, 2020 vide resolution no. 99.11. These delegation of powers orders are effective from 27th November, 2020.

Department	Description of work	Level of Approval			
		Managing Director	GM/CEO	Department -Head	Plant Head
Human Resources	Recruitment, promotion, resignation, transfers of all employees	For officers of the level of Managers and above	For all other employees		
	Annual Performance Appraisal Reports	For officers of the level of Managers and above	For all other employees		
	Complaints against employees	For officers of the level of Managers and above	For all other employees		
	Sanction of - Tour Programmes, Training Programmes, All types of leaves	For General Managers	For all other employees		
	Sanction of air travel	For out of India travel	For domestic travel		

Department	Description of work	Level of Approval			
		Managing Director	GM/CEO	Department -Head	Plant Head
Human Resources	Sanction of Ex- India Leave	For All employees			
	Determination of Seniority / Transfers / Pay Fixation / Annual increments including Assured Career Progression Scheme / Payment of Gratuity and all other retirement benefits (<i>Where any criminal case or disciplinary proceedings or enquiry are pending or not</i>)	For officers of the level of Managers and above	For all other employees		
	Issuance of No Objection Certificates against whom any disciplinary proceedings / enquiry / recovery proceedings are pending or not pending	For officers of the level of Managers and above	For all other employees		
	Issue of Show Cause Notice to all employees and impose penalty	For officers of the level of Managers and above	For all other employees		
	All types of trainings for all officers / employees	More than Rs 50,000/- per head per programme	Upto Rs 50,000/- per head per programme		
	All Enquiries and Complaints against employees	Against officers of the level of Managers and above	Against all other employees		
Admn.	Sanction of any premises to be taken on rent.		Full powers		
	Allotment of Vehicles and approval for hiring of vehicles.		Full powers		
	Sanction of purchase of printing & stationary, postage, courier, consumable store items, petty supplies, electronic components and other consumables, printing material and any other item as per rules	Above Rs 50,000 per transaction	Upto Rs 50,000 per transaction	Upto Rs 10,000 per month	Upto Rs 10,000 per month

Department	Description of work	Level of Approval			
		Managing Director	GM/CEO	Department -Head	Plant Head
Admn	Sanction of purchase of furniture / fixtures and other Fixed Assets	Above Rs 50,000 per transaction	Upto Rs 50,000 per transaction		
	Disposal of any item not used for more than 6 months (like Air Conditioner, Furniture, spare parts etc) and which will not be used in future. <i>These items should be auctioned when 6 months are elapsed.</i>		Full powers		
Marketing and Sales	Fixation of Sale Price for all products				
	a) For retail products		Full powers		
	b) For bulk sale	Full powers			
	Finalization of any Incentive Scheme for any product.	Full powers			
	Finalization of Branding & Advertisement strategy		Full powers		
	All kinds of publicity and promotion campaigns, branding & advertising expenditures including FM radio jingles / social media	Above Rs 5,00,000 per transaction	Upto Rs 5,00,000 per transaction	Upto Rs 10,000 per month	
	Any expenditure relating to Hospitality & Entertainment expenses relating to sales promotion	Above Rs 20,000 per transaction	Upto Rs 20,000 per transaction	Upto Rs 10,000 per month	
	Disposal of expired stock	Full powers			
Purchase	Development and launching of new value added products	Full powers			
	Approval of all purchases and related expenses:				
	a) F&V		Full powers		
	b) Raw Material, packaging materials, consumables, flavours, chemicals and any other purchase.	Above Rs 2,50,000 per purchase transaction	Upto Rs 2,50,000 per purchase transaction	Upto Rs 50,000 per month	Upto Rs 50,000 per month

Department	Description of work	Level of Approval			
		Managing Director	GM/CEO	Department -Head	Plant Head
Purchase	c) Capital assets	Above Rs 2,50,000 per purchase transaction	Upto Rs 2,50,000 per purchase transaction	Upto Rs 25,000 per month	
	d) Computer, computer peripherals, Software, printers and other IT related hardware/software	Above Rs 2,50,000 per purchase transaction	Upto Rs 2,50,000 per purchase transaction	Upto Rs 25,000 per month	
	Finalization of Annual Rate Contracts and revision of rate contracts	Full powers			
	Finalization / Modification of terms and conditions for Purchase of all products		Full powers		
	Sanction of administrative approval for disposal of scrap by any Unit		Full powers		
	Auction of scrap		Full powers		
	Release of all tenders	Above Rs 5,00,000	Upto Rs 5,00,000		
Finance & Accounts	Insurance of Cash, Stocks etc for all HO and Plants		Full powers above Rs 10,000	Upto Rs 10,000 per transaction	
	Grant of advances to employees subject to its appropriation as per norms.	Above Rs 1,00,000 per person	Above Rs 10,000 to Rs 1,00,000 per person	Upto Rs 10,000 per person	
	Operation of Bank Accounts as authorized signatory.		Singly upto Rs 50,000 and jointly above Rs 50,000	Singly upto Rs 50,000 and jointly above Rs 50,000	

Department	Description of work	Level of Approval			
		Managing Director	GM/CEO	Department -Head	Plant Head
Finance & Accounts	All payments relating to statutory taxes like GST, TDS, professional tax, custom duty etc			Full power	
	Issue of Bank Guarantees / Letters of Credit / Cash Credit Limits / Short Term Loans from Banks		Full power		
Quality Assurance and Engineering	Sanction of all technical approvals for purchase/ up gradation / modernization of all buildings, plant & machinery as well as transportation	Above Rs 2,50,000 per transaction	Above Rs 50,000 to Rs 2,50,000 per transaction	Upto Rs 50,000 per transaction	Upto Rs 10,000 per month
	Approval for appointment of any Technical Consultancy, architects	Above Rs 2,50,000 per transaction	Above Rs 50,000 to Rs 2,50,000 per transaction	Upto Rs 50,000 per transaction	
	Finalization of Annual Rate Contract related to the section		Full powers		
	Sanction of Annual Maintenance Contracts for Maintenance of all products related to the Section	Above Rs 2,50,000 per transaction	Above Rs 50,000 to Rs 2,50,000 per transaction	Upto Rs 50,000 per transaction	
	Up gradation of labs at plants and sanction of required infrastructure	Above Rs 2,50,000 per transaction	Above Rs 50,000 to Rs 2,50,000 per transaction	Upto Rs 50,000 per transaction	Upto Rs 10,000 per month
	Sanction of administrative & technical approval for all kinds of engineering works and civil works	Above Rs 2,50,000 per transaction	Above Rs 50,000 to Rs 2,50,000 per transaction	Upto Rs 50,000 per transaction	
	Imposition or waiver of penalty / liquidated damages	Full powers			

Department	Description of work	Level of Approval			
		Managing Director	GM/CEO	Department -Head	Plant Head
Quality Assurance and Engineering	Sanction of Expenditure to get day to day job of urgent nature like repair & maintenance of existing buildings without changing architectural features	Above Rs 2,50,000 per transaction	Above Rs 50,000 to Rs 2,50,000 per transaction	Upto Rs 50,000 per transaction	Upto Rs 10,000 per month
	Sanction for payment of of running bills for actual work done when the initial approval is taken by Managing Director		Full powers		
	Sanction of time extension for the Civil works	Above 1month	Upto 1 month		
	Processing for payment of utility bills / insurance bills / taxi charges / AMC		Full powers		
Inventory	Disposal of RM,PM, consumables etc which have crossed their respective lead time. <i>The responsibility to define lead time is of respective Plant Head, Department Head of Organic and F&V.</i>		Full powers		
Secretarial & Legal	Empanelment of lawyers & fixation of their fees / allowances.		Full powers		
	Signing of Vakalatnama, filing of affidavits, written statements / replies in various courts relating to Court cases on behalf of the Company.		Full powers		
	Expenses of Board meetings / AGM and any other meeting.		Full powers greater than Rs 5,000	Upto maximum of Rs 5,000	
	To commence, institute , prosecute, defend, all actions suit, complaint, appeal, or other proceedings/ All complaints from public.	High Court/ Supreme Court	In all other cases		

Department	Description of work	Level of Approval			
		Managing Director	GM/CEO	Department -Head	Plant Head
Secretarial & Legal	Power to incur expenditure on recurring and non-contingencies charges and other misc expenses		Full powers greater than Rs 5,000	Upto maximum of Rs 5,000	
	Purchase of books & periodicals (except magazines) of related field and those in the interest of Corporation		Full powers greater than Rs 5,000	Upto maximum of Rs 5,000	
	To sanction local conveyance expenditure as per rules for staff under her/him		Full powers greater than Rs 5,000	Upto maximum of Rs 5,000	

Remarks:

1. Wherever any decision pertains to any subject which has not been mentioned in this delegation order, the finality of decision shall be the Managing Director.
2. Purchase procedure of the Company should be strictly complied with while following the above stated powers.
3. CEO/GM have full power for payment in case the approval is already taken by Managing Director.
4. The Managing Director reserves the power to revise these delegation orders as and when he deems fit subject to approval of Board of Directors.

Place: Chandigarh

Date: 17.12.2020

Managing Director

Endst. No. PAGREXCO/CHD/2020/

A copy of the above order is forwarded to all concerned for information and necessary action please.

2.2 Powers and duties of other employees:

The powers and duties of other employees are as per their appointment letter, KRA, KPI, as per the instructions of their Officers and Company rules.

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

The Board of Directors derive their powers and duties from the Companies Act, 2013 and the Memorandum and Articles of Association of the Company. Board of Directors delegates powers to Managing Director of the Corporation and whenever required, he further delegates the powers to other officers of the Company.

3rd Manual: Procedure followed in decision making**3.1 Process of decision making:**

The level of decision making is as per the approved delegation. Case is initiated by the dealing Department and goes up the hierarchy to the person entrusted with the decision making power.

3.2 Final decision-making authority: as per the approved delegation

3.3 Related provisions, acts, rules etc: As per statute.

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

3.5 Channels of supervision and accountability: All concerned – at all levels.

4th Manual: Norms for discharge of functions

Norms for the discharge of functions of the Company have been defined in the Purchase Manual, Memorandum & Articles of association of Punjab Agri Export Corporation Limited, the governing statues like the Companies Act, 1956/2013, guidelines of the availed schemes if any etc

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

1. Memorandum & Articles of Association of the Corporation.
2. Delegation of powers vide Board resolution dated 27.11.2020
3. Purchase manual of the Corporation.

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

Information already given in 5th manual.

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

The management of the affairs of Punjab Agri Export Corporation Limited vests with the Board of Directors, which comprise of eminent Horticulturist with experience in agribusiness, Nominees of State Government, MD, Punjab Agro Industries Corporation, MD, Punjab State Agricultural Marketing Board, Chairman, APEDA, ED, National Horticulture Board, Progressive growers/ farmers/ Eminent Agri Experts/ Economists/ Scientists/ Government/ Private Government Organisations and Others as per the Memorandum and Articles of Association of the Company.

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	Contact Details (Email, Phone, Fax, Mobile)
1.	Sh. Mangal Singh	Chairman	Mangabassi77@gmail.com
2.	Sh. Avtar Singh Dhindsa	Vice Chairman	avtar_dhindsa@yahoo.com
3.	Sh. Manjit Singh Brar, IAS	Managing Director	md.punjabagro@punjab.gov.in
4.	Sh. Ravi Bhagat	Director	pmb.secretary@punjab.gov.in
5.	Sh. Yashanjit Singh, IRTS	Director	fe3branch@gmail.com
6.	Smt. Rekha Mehta	Director	rekha@apeda.gov.in
7.	Sh. Mohinder Singh	Director	jaspreets1986@gmail.com
8.	Sh. Sanjeev Arora	Director	singhharpartap222@gmail.com
9.	Sh. Sandeep Sareen	Director	sandeepsareen.65@gmail.com

9th & 10th Manual: Directory of Officers and employees and monthly remuneration received by officers & employees including system of compensation

S.No	E Code	Name of Employee	Designation	Gross salary	Email ID
1	11312	Ranbir Singh	Deputy General Manager	222740	ranbir.singh70@punjab.gov.in
2	11069	Rakesh Kumar	Assistant General Manager	164540	rakesh.kumar112@punjab.gov.in
3	11375	Bhawandeep Singh Sidhu	Assistant General Manager	155090	bhawandeep.sidhu28@punjab.gov.in
4	11711	Tarun Sen	Manager	87590	tarun.sen28@punjab.gov.in
5	11628	Darshan Singh	Assistant Manager	80740	darshan.singh28@punjab.gov.in
6	11040	Gopal Singh	Assistant Manager	88090	gopal.singh30@punjab.gov.in
7	11508	Gurpreet Singh	Assistant Manager	80500	gurpreet.singh2812@punjab.gov.in
8	11697	Ram Partap	Assistant Manager	71200	ram.partap2812@punjab.gov.in
9	11654	Shubham Sharma	Assistant Manager	76000	shubham.sharma28@punjab.gov.in
10	11629	Kamaljot Singh	Assistant Manager	80740	kamaljot.singh28@punjab.gov.in
11	11671	Gurpreet Singh Samra	Assistant Manager	78490	gurpreet.singh95@punjab.gov.in
12	11478	Manpreet Kaur	Assistant Manager	80740	manpreet.kaur28@punjab.gov.in
13	11484	Pardeep Singh	Assistant Manager	80740	pardeep.singh28@punjab.gov.in
14	11694	Jaspreet Singh	Assistant Manager Technical	72040	jaspreet.singh28@punjab.gov.in
15	11615	Manpreet Singh	Executive-II(S)	62300	manpreet.singh28@punjab.gov.in
16	11758	Satwinder Singh	Executive-II(S)	54750	satwinder.singh28@punjab.gov.in
17	11651	Deepinder Singh	Executive-II(S)	60740	deepinder.singh28@punjab.gov.in
18	11614	Amit Kamboj	Executive-II(S)	62300	amit.kamboj28@punjab.gov.in
19	11584	Pawanpreet Singh	Executive-II(S)	62540	pawanpreet.singh912@punjab.gov.in
20	11157	Iqbal Singh	CCCO	64120	iqbal.singh28@punjab.gov.in
21	11726	Gulshan Kumar	CCCO	55570	gulshan.kumar28@punjab.gov.in
22	11241	Ram Bahadur	Mali	55580	ramanmogar@gmail.com

The employees can be contacted at the Company's address and the telephone number mentioned in the 1st manual

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

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

Not applicable

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

Not applicable

14th Manual: Information available in electronic form

Most of the business related information is available in electronic form and can be obtained by application as per the provisions of the RTI act, subject to exemptions under the said Act.

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

Information regarding PAGREXCO can be obtained from Company's website, www.punjabagro.gov.in and also by approaching the PIO and APIO of the Company.

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

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)	Email
1)	Mr. Ravi Gupta	Appellate Authority	Punjab Agro, Plot No. 2A, Sec-28 A, Madhya Marg, Chandigarh	0172-5074210	ravi.gupta28@punjab.gov.in
2)	Mr. Sewak Singh	Public Information Officer (PIO)	Punjab Agro, Plot No. 2A, Sec-28 A, Madhya Marg, Chandigarh	0172-5074210	sewak.singh28@punjab.gov.in
3)	Mrs. Ajit Kaur	Assistant Public Information Officer (APIO)	Punjab Agro, Plot No. 2A, Sec-28 A, Madhya Marg, Chandigarh	0172-5074210	ajit.kaur28@punjab.gov.in

17th Manual: Any other useful information**Process for obtaining the Information**

1. The citizen applicant has to give in writing for obtaining the required information and has to pay fee at the following rates: Processing fee 10/- and Rs.2/- for each page in A-4 or A-3 size paper, created or copied. If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim for belonging to the below poverty line.
2. If a person is unable to make a request in writing, he may seek the help of the APIO/ PIO to write his application and the APIO/ PIO should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the APIO/ PIO, shall provide such assistance to the person as may be appropriate for inspection.
3. 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.
4. For providing an information under sub-section (5) of Section 7, the fee shall be charged from the applicant at the following rates:
 - a. Rs 50/- for providing information in a floppy/ CD.
 - b. 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. 2/- per page shall be charged from the applicant.
5. A citizen has a right to inspect the records of the Corporation. For inspection of records, the Corporation shall charge no fee for the first hour. But a fee of rupees five (Rs.5/-) for each subsequent hour (or fraction thereof) shall be charged.