

Obligations of Public Authorities



**MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005
(Available in Electronic and Printed format)**

English Version

Punjab 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.

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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 .
EPABX: 91-172-2656241, 2656242, 2656247, 2656272
E-mail: agro.paic@punjab.gov.in

1.2 Head of the organization: Managing Director

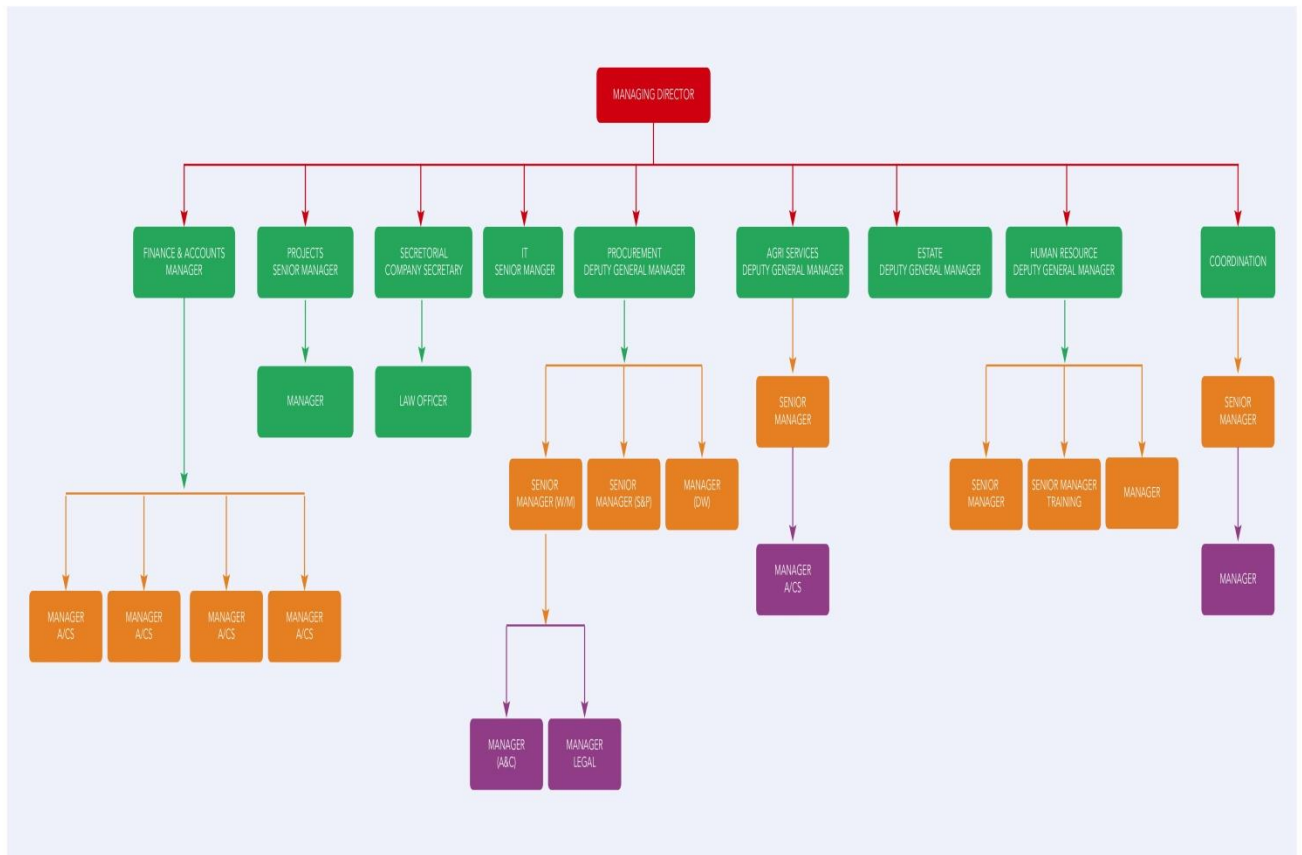
1.3 Key Objectives: PAIC is the premier organization of Punjab Government, To set up public sector projects in agro/food processing sector as also create facilities for setting up of agro/food processing units in the state.

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:



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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 PAIC to allow the scales/allowances and to</p>

		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 Corporation Limited be and is hereby authorized to	

	<p>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>
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POWERS TO ACTIVITY HEAD (PROJECTS)		
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 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 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	Full Powers.
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 stock.	Full Powers to write off 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 (HR)		
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 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.	Full Powers upto Rs. 50,000/-.
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	Full Powers.

	wages for un-availed Earned Leave (Leave Encashment)	
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 Mediclaim 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 submission of T.A. Bills.	Full Powers.
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	Full Powers.

	submission of medical bills.	
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 HR Division.

POWERS OF COMPANY SECRETARY		
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.

Duties	COMPANY SECRETARY
	<p>A) Board Meetings- To advise the three companies in convening of Board meetings, preparation of notice & Agenda for the Board meetings, assisting in convening of Board Meetings.</p> <p>B) General Meeting- To advise the companies in convening of General meetings Annual General Meetings, Extra ordinary General Meetings as per provisions of Company Act, 2013 as amended from time to time, preparation of notice & Agenda for the Board meeting, assisting in convening of General Meeting.</p> <p>C) Filing of Statutory returns with the office of Registrar of Companies (ROC), Ministry of Corporate Affairs- To file Balance Sheet and Prof. & Loss account. to file annual returns, filling and certification of other returns as required under Company Act 2013</p> <p>D) Intimation regarding changes in the Directorship- To prepare papers for the change in Directorship of the company & filling of return of the same with ROC Obtaining DIN/DSC as may be required for the purpose of appointment/changes in directorship as required.</p> <p>E) Maintenance of Statutory registers- To maintain various statutory registers as required under law e.g. Register of Members, register of Directors, register of Directors & shareholders attendance, Register of share transfer, register of director's interest and register of investment.</p> <p>F) Updating & Consultancy on company Law Matters- Updating the companies about the latest amendments & their applicability</p> <p>G) Drafting, interpreting and legal opinions on agreements General contracts of any specific contract.</p> <p>H) Transfer of shares and office common seal</p> <p>I) Audit committee meetings.</p> <p>J) Any other matter regarding legal matters on the Company Law</p>

	<p>The Secretarial division also discharge, the following duties namely:-</p> <ol style="list-style-type: none">1. To report to the Board about compliance with the provisions of this Act, the rules made there under and other laws applicable to the company2. To provide to the directors of the company, collectively and individually. such guidance as they may required, with regard to their duties, responsibilities and powers;3. To ensure that the company complies with the applicable secretarial Standards4. To facilitate the convening of meetings and attend Board. committee and general meetings and maintain the minutes of these meetings;5. To obtain approvals from the Board, general meeting, the government and such other authorities are required under the provisions of the various applicable Acts;6. To represent before various regulators and other authorities under the Act in connection with discharge of various duties under the Act;7. To assist the Board in the conduct of the affairs of the company;8. To assist and advise the Board in ensuring good governance and in complying with the corporate governance requirements and best practices.9. To discharge such other duties as have been specified under the Act or rules10. Such other duties as may be assigned by the Board from time to time Section 205 of Companies Act, 2013,11. To discharge such other duties as may be prescribed
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Designation	Law Officer (Legal)
Duties	<ol style="list-style-type: none">1. Discussion of Court cases with advocates, preparation of replies of court cases, vetting the replies prepared by Advocates and attending the court cases, if required.2. Drafting, Interpreting and legal opinion on agreements, general contractor any specific contract and any other matter regarding legal matters of the Corporation.3. Vetting the charge- sheet issued to the employees of the Corporation, consideration of reply to the charge sheets, assist in issuance of show cause notices, final orders in disciplinary cases and appeals filed by employees.

POWERS OF ACTIVITY HEAD F&A		
Sr. No	Nature of Powers	Extent of Powers
1.	Grant of Casual leave/ compensatory leave	Full Powers
2.	To sanction expenditure incurred towards TA/DA of statutory auditors of the corporation appointed by CAG, New Delhi during the course of audit.	Full Powers upto maximum limit of Rs. 5000/- in each case on each occasion
3.	Expenditure incurred on serving refreshment/ lunch to employees of regional office, Statutory Auditors of A.G. Auditors visiting H.O. in connection with the finalization of balance sheet/ tax audit.	Full Powers upto maximum of Rs. 1000/- per occasion till the finalization of balance sheet/ tax audit.
4.	To sanction hotel boarding/ lodging bills of auditors on outstation journeys.	Full Power
5.	To sanction taxi charge bills for providing taxi to auditors during the course of audit, in case of official car is not available.	Full Power
6.	Power to incur legal expenses for defending sales tax cases of the Corporation at the Regional Offices.	Full Power upto Rs. 5000/- per case per year.
7.	Power for operation of Bank Accounts and power to delegate operation of bank accounts by Officers/ Officials of Corporation	Full Powers
8.	Out of pocket and other Misc. expenses to: a. Statutory Auditors b. Branch Auditors Tax Auditors	Full Power, subject to the maximum limit of Rs. 1000/- per occasion
9.	To write of the losses not due to fraud, theft or negligence	Upto Rs. 1000/- per occasion
10.	Power to incur/ expenditure on recurring and non-recurring nature	Full Power on misc. expenditure upto maximum limit of Rs. 5000/-
11.	To sanction TA/ DA on journey and advance to staff	Full Powers for the staff working under F&A division (advance is to be adjusted from the next salary)

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 (F&A)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1. SUPERVISION OF ACCOUNTS <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 . 	

	<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, Punjab Development Tax, GST 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.
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Designation	Assistant Manager (Accounts)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil

Duties	<ol style="list-style-type: none"> 1. Finalization of accounts & Balance Sheet. 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. Day to Day work assigned by seniors. 9. Checking & Passing of payments Cash & bank. 10. Timely deposit of Statutory Payments like TDS, GPF, GIS, LSPC, rent, GST, GPF, GIS, Punjab Development Tax and other taxes etc. 11. TDS return details. 12. Issue of Form 16-A. 13. Inter Branch Reconciliation. 14. Detail of expenditure keeping in view of Budget allocation. 15. Misc. work (Dak) 16. Bank reconciliations. 17. Feeding of all vouchers (Journal& Bank).
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<i>Designation</i>	<i>Manager (Disinvestment)</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Nil</i>
	<i>Financial</i>	<i>Nil</i>
	<i>Others</i>	<i>Nil</i>
<i>Duties</i>	<ol style="list-style-type: none"> 1. <i>Supervisions</i> <ul style="list-style-type: none"> • <i>To supervise all the cases and periodical review of all cases.</i> • <i>To recommend appointment of advocates, investigation agencies etc. to expedite the process of disinvestment.</i> 	

<i>Designation</i>	<i>Asst. Manager (Disinvestment)</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Nil</i>
	<i>Financial</i>	<i>Nil</i>
	<i>Others</i>	<i>Nil</i>
<i>Duties</i>	<ul style="list-style-type: none"> • <i>To review and follow up of all the cases pending for Disinvestment.</i> • <i>To follow up of all the pending court cases for disinvestment and periodically reviews of initiation of legal action.</i> • <i>Follow up with the advocates of all cases pending in different courts.</i> • <i>To put up all legal cases in time to avoid any adverse orders of courts</i> 	

<i>Designation</i>	<i>Manager (IT/PR/Coord.)</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Nil</i>
	<i>Financial</i>	<i>Nil</i>
	<i>Others</i>	<i>Nil</i>
<i>Duties</i>	<p><i>2. Supervisions</i></p> <ul style="list-style-type: none"> • <i>To supervise all the cases and periodical review of all cases.</i> • <i>To recommend appointment of advocates, investigation agencies etc. to expedite the process of disinvestment.</i> 	
<i>Designation</i>	<i>Asst. Manager (Disinvestment)</i>	

<i>Powers</i>	<i>Administrative</i>	<i>Nil</i>
	<i>Financial</i>	<i>Nil</i>
	<i>Others</i>	<i>Nil</i>
<i>Duties</i>	<ul style="list-style-type: none"> • <i>To review and follow up of all the cases pending for Disinvestment.</i> • <i>To follow up of all the pending court cases for disinvestment and periodically reviews of initiation of legal action.</i> • <i>Follow up with the advocates of all cases pending in different courts.</i> • <i>To put up all legal cases in time to avoid any adverse orders of courts</i> 	

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

Board of Directors delegates powers to MD 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 Assistant Manager/ Executive) & this case through Manager/ Senior Manager goes to Activity Head & final decision is taken by MD (in some cases Board of Directors).

3.2 Final decision making authority:

In most of the cases, MD 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 Manager, 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 perused 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 (PIO) under RTI Act.	Company Secretary, Activity Head /GM (HR), Activity Head (F&A)
2.	Agri Mega Projects Agreements, Documents related to Mega Food Park	-Do-	Activity Head (Projects)
3.	Financial Collaboration Agreements signed with the Collaborators of joint/assisted sector companies of PAIC; and	-Do-	Disinvestment Division Activity Head (Disinvest)
4.	Share certificates in respect of the investments made in Joint/assisted sector companies.	-Do-	Company Secretary, Activity Head (Legal)
5.	Documents related to Finance and Accounts	-Do-	Activity Head (F&A)
6.	Documents related to Personnel & HR matters	-Do-	Activity Head /GM (HR)
7.	Documents related to Agri Services like fertilizer, gypsum, seed etc. Silage projects.	-Do-	Activity Head /GM (Agri Services)
8.	Documents related to PMFME Scheme	-Do-	Activity Head /GM (Food Processing)

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 formulation and 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:

Board of Directors

S.no	Name of Chairman/Vice Chairman/Director	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1.	Sh. Shaminder Singh Khinda	Chairman	Ward No. 2, College Road, Zira, Ferozepur	sahmindersinghkhinda@gmail.com 9803800003
2.	Sh. Kumar Amit, IAS	Managing Director	Punjab Agro Industries Corporation Limited	md.punjabagro@punjab.gov.in
3.	Sh. Karnail Singh, IAS	Additional Managing Director	Punjab Agro Industries Corporation Limited	adlsecyahpb@gmail.com 9872017967
4.	-	Director	Director, Industries & Commerce Punjab, Chandigarh.	dir.ind@punjab.gov.in 9463318138
5.	Sh. Yashanjit Singh, IRTS	Director	Special Secretary (Finance), Room no. 12 A, 7 th Floor, Main Secretariat, Sector- 1, Chandigarh	Specialecyfinance.y@gmail.com 9463555468
6.	Sh. Mukesh Jain, IAS	Director	Director Northern Region Farm Machinery Institute, Deptt. Of Agriculture Coop & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Tracor Nagar, Sirsa Road, Hissar	fmti-nr@nic.in 9416397798

8.2 Composition Powers & functions:

In the Board of Directors of Punjab Agro Industries Corporation, there are total 6 Directors, who always associate in the decision making 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, 2013 and other applicable law.

8.5 Place where the minutes, if:

The minutes of meetings 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

S.No	Emp No.	Name	Designation
1.		KUMAR AMIT, IAS	MANAGING DIRECTOR
2.	11064	JAGTAR SINGH	GENERAL MANAGER(G)
3.	11167	SEWAK SINGH	SECRETARY
4.	11274	PARAMJODH SINGH	SENIOR MANAGER(G)
5.	11277	INDERPREET SINGH	SENIOR MANAGER(G)
6.	11377	EISHA JASSAL	SENIOR MANAGER(G)
7.	11378	JAGDEEP SINGH	SENIOR MANAGER(G)
8.	11379	JAPINDER SINGH	SENIOR MANAGER(G)
9.	11143	H.K PAUL	SENIOR MANAGER(A/CS)
10.	11174	H.K PANDEY	MANAGER(G)
11.	11225	TANUJA SEHGAL	MANAGER(G)
12.	11246	GURINDER PAL SINGH	MANAGER(G)
13.	11329	SUKHWINDER SINGH	MANAGER(G)
14.	11385	LAKHWINDER SINGH	MANAGER(G)
15.	10720	CHANDER SHEKHAR	MANAGER(A/CS)
16.	11257	SEEMA KHURANA	MANAGER(A/CS)
17.	11381	RAJNI	MANAGER(A/CS)
18.	11424	AMIT KUMAR	MANAGER(A/CS)
19.	11425	RAVI GUPTA	MANAGER(A/Cs)
20.	11436	NAVJOT KAUR	MANAGER(A/Cs)
21.	10847	AJIT KAUR	ASSISTANT MANAGER(G)
22.	10907	SUKHDEV SINGH	ASSISTANT MANAGER(G)

23.	11221	RAJINDER KAUR	ASSISTANT MANAGER(G)
24.	11226	GURPREET SINGH GOSAL	ASSISTANT MANAGER(G)
25.	11408	SIDDARTH KAPILA	ASSISTANT MANAGER(G)
26.	11431	SARBJIT SINGH	ASSISTANT MANAGER(G)
27.	11505	JASPAL SINGH	ASSISTANT MANAGER(T)
28.	11696	AMAN SINGH	ASSISTANT MANAGER(T)
29.	11723	BALWINDER KUMAR	ASSISTANT MANAGER(T)
30.	11472	GAGANPREET KAUR	ASSISTANT MANAGER(A/CS)
31.	11482	NIRMAL SINGH	ASSISTANT MANAGER(A/CS)
32.	11496	SAHIL ARORA	ASSISTANT MANAGER(A/CS)
33.	11645	PAYAL GUPTA	ASSISTANT MANAGER(A/CS)
34.	11653	KOMAL SOBTI	ASSISTANT MANAGER(A/CS)
35.	11660	MINI PAHUJA	ASSISTANT MANAGER(A/CS)
36.	11701	JASPREET KAUR	ASSISTANT MANAGER(A/CS)
37.	11132	PARVINDER KAUR	SENIOR SCALE STENOGRAPHER
38.	11138	AJIT SINGH	SENIOR SCALE STENOGRAPHER
39.	10996	RAM PAL	STOREKEEPER
40.	11175	RAJINDER PAL	EXECUTIVE-II
41.	11224	YASHPAL CHOPRA	EXECUTIVE-II
42.	11279	SUMAN KUMAR	EXECUTIVE-II(S)
43.	11449	AMNINDER SINGH	EXECUTIVE-II(S)
44.	11616	PARVINDERJEET SINGH	EXECUTIVE-II(S)
45.	11406	JATINDER KUMAR GILL	EXECUTIVE-II(S)
46.	11044	RAVINDER KUMAR	STOREKEEPER
47.	11049	PARVEEN KUMAR	STOREKEEPER

48.	11420	HARPREET SINGH	STOREKEEPER
49.	11519	TARUN	STOREKEEPER
50.	11520	RANDEEP SINGH	STOREKEEPER
51.	11570	JATINDER KUMAR	CLERK-CUM OPERATOR COMPUTER
52.	11578	VISHAL KUMAR	CLERK-CUM OPERATOR COMPUTER
53.	11649	PARDEEP SINGH	CLERK-CUM OPERATOR COMPUTER
54.	11731	ABHISHEK KUMAR MITTAL	CLERK-CUM OPERATOR COMPUTER
55.	11735	PAWANPREET SHARMA	CLERK-CUM OPERATOR COMPUTER
56.	11422	JASPREET SINGH	DRIVER
57.	11086	JAGJIT SINGH	JUNIOR STOREEKEEPER
58.	10838	BHAGAT SINGH	GO-CUM DAFTRI
59.	11457	AMARJIT KAUR	GO-CUM DAFTRI
60.	10794	KULDIP SINGH	GO-CUM DAFTRI
61.	11551	GURSEWAK SINGH	TECHNICAL ASSISTANT-II
62.	11714	REETU BALA	TECHNICAL ASSISTANT-II
63.	11250	PARVEEN KUMAR	STOREMAN
64.	11310	JAGDEEP SINGH	STOREMAN
65.	11332	RUPINDER SINGH	STOREMAN
66.	11360	RAJDEEP SINGH	STOREMAN
67.	11421	KULDEEP SINGH	STOREMAN
68.	11052	RAM BAHADUR	PEON
69.	11176	DHAN BAHADUR	PEON
70.	11178	DALIP SINGH	PEON

71.	11183	BALI RAM YADAV	PEON
72.	11354	BHUPINDER KAUR	PEON
73.	11337	KAMLESH KUMAR	PEON
74.	11219	ROSHAN SINGH	CHOWKIDAR
75.	11242	NANHE LAL	CHOWKIDAR-CUM MALI
76.	11365	ARIF KHAN	PEON

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

S.No	Emp No.	Name	Designation	Salary
1		KUMAR AMIT,IAS	MANAGING DIRECTOR	-
2	11064	JAGTAR SINGH	GENERAL MANAGER(G)	222740
3	11167	SEWAK SINGH	SECRETARY	143240
4	11377	EISHA JASSAL	SENIOR MANAGER(G)	126440
5	11277	INDERPREET SINGH	SENIOR MANAGER(G)	159740
6	11378	JAGDEEP SINGH	SENIOR MANAGER(G)	119390
7	11379	JAPINDER SINGH	SENIOR MANAGER(G)	155090
8	11274	PARAMJODH SINGH	SENIOR MANAGER(G)	159740
9	11143	H.K PAUL	SENIOR MANAGER(A/CS)	150590
10	11246	GURINDER PAL SINGH	MANAGER(G)	93690
11	11174	H.K PANDEY	MANAGER(G)	96390
12	11385	LAKHWINDER SINGH	MANAGER(G)	105090
13	11329	SUKHWINDER SINGH	MANAGER(G)	-
14	11225	TANUJA SEHGAL	MANAGER(G)	93690
15	11424	AMIT KUMAR	MANAGER(A/CS)	117690
16	10720	CHANDER SHEKHAR	MANAGER(A/CS)	159890
17	11436	NAVJOT KAUR	MANAGER(A/Cs)	117690
18	11381	RAJNI	MANAGER(A/CS)	102090
19	11425	RAVI GUPTA	MANAGER(A/Cs)	117690
20	11257	SEEMA KHURANA	MANAGER(A/CS)	107090
21	10847	AJIT KAUR	ASSISTANT MANAGER(G)	101740
22	11226	GURPREET SINGH GOSAL	ASSISTANT MANAGER(G)	85540
23	11221	RAJINDER KAUR	ASSISTANT MANAGER(G)	89488
24	11431	SARBJIT SINGH	ASSISTANT MANAGER(G)	93340
25	11408	SIDDARTH KAPILA	ASSISTANT MANAGER(G)	85540
26	10907	SUKHDEV SINGH	ASSISTANT MANAGER(G)	66918

27	11696	AMAN SINGH	ASSISTANT MANAGER(T)	72040
28	11723	BALWINDER KUMAR	ASSISTANT MANAGER(T)	69040
29	11505	JASPAL SINGH	ASSISTANT MANAGER(T)	80740
30	11472	GAGANPREET KAUR	ASSISTANT MANAGER(A/CS)	80740
31	11701	JASPREET KAUR	ASSISTANT MANAGER(A/CS)	72040
32	11653	KOMAL SOBTI	ASSISTANT MANAGER(A/CS)	78490
33	11660	MINI PAHUJA	ASSISTANT MANAGER(A/CS)	78490
34	11482	NIRMAL SINGH	ASSISTANT MANAGER(A/CS)	80740
35	11645	PAYAL GUPTA	ASSISTANT MANAGER(A/CS)	78490
36	11496	SAHIL ARORA	ASSISTANT MANAGER(A/CS)	80740
37	11138	AJIT SINGH	SENIOR SCALE STENOGRAPHER	107922
38	11132	PARVINDER KAUR	SENIOR SCALE STENOGRAPHER	114190
39	11449	AMNINDER SINGH	EXECUTIVE-II(S)	72340
40	11406	JATINDER KUMAR GILL	EXECUTIVE-II(S)	72364
41	11616	PARVINDERJEET SINGH	EXECUTIVE-II(S)	-
42	11175	RAJINDER PAL	EXECUTIVE-II	78790
43	11279	SUMAN KUMAR	EXECUTIVE-II(S)	69316
44	11224	YASHPAL CHOPRA	EXECUTIVE-II	76540
45	11420	HARPREET SINGH	STOREKEEPER	62690
46	11049	PARVEEN KUMAR	STOREKEEPER	80190
47	10996	RAM PAL	STOREKEEPER	-
48	11520	RANDEEP SINGH	STOREKEEPER	56790
49	11044	RAVINDER KUMAR	STOREKEEPER	80990
50	11519	TARUN	STOREKEEPER	57590
51	11731	ABHISHEK KUMAR MITTAL	CLERK-CUM COMPUTER OPERATOR	55490
52	11570	JATINDER KUMAR	CLERK-CUM COMPUTER OPERATOR	58124
53	11649	PARDEEP SINGH	CLERK-CUM COMPUTER OPERATOR	60440

54	11735	PAWANPREET SHARMA	CLERK-CUM COMPUTER OPERATOR	55490
55	11578	VISHAL KUMAR	CLERK-CUM COMPUTER OPERATOR	62240
56	11457	AMARJIT KAUR	GO-CUM DAFTRI	36204
57	10838	BHAGAT SINGH	GO-CUM DAFTRI	75090
58	10794	KULDIP SINGH	GO-CUM DAFTRI	49786
59	11422	JASPREET SINGH	DRIVER	46940
60	11086	JAGJIT SINGH	JUNIOR STOREEKEEPER	63240
61	11310	JAGDEEP SINGH	STOREMAN	39593
62	11421	KULDEEP SINGH	STOREMAN	38964
63	11250	PARVEEN KUMAR	STOREMAN	55440
64	11360	RAJDEEP SINGH	STOREMAN	28322
65	11332	RUPINDER SINGH	STOREMAN	45552
66	11551	GURSEWAK SINGH	TECHNICAL ASSISTANT-II	46800
67	11714	REETU BALA	TECHNICAL ASSISTANT-II	45012
68	11365	ARIF KHAN	PEON	40740
69	11183	BALI RAM YADAV	PEON	63477
70	11354	BHUPINDER KAUR	PEON	30940
71	11178	DALIP SINGH	PEON	62190
72	11176	DHAN BAHADUR	PEON	62190
73	11337	KAMLESH KUMAR	PEON	48240
74	11052	RAM BAHADUR	PEON	73590
75	11242	NANHE LAL	CHOWKIDAR-CUM MALI	55440
76	11219	ROSHAN SINGH	CHOWKIDAR	55440

**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**

Pradhan Mantri Formalisation of Micro Food Processing Enterprises Scheme (PMFME Scheme).

12.2 Objective of the program

To enhance competitiveness of existing individual micro-enterprises in the unorganized segment of the food processing industry & promote formalization of the sector and support Farmer Producer Organizations (FPOs), Self Help Groups (SHGs) and Producers Cooperatives along their entire value chain.

12.3 Procedure to avail benefits

Eligible applicants should register themselves on MIS Portal of Ministry of Food Processing Industries (MoFPI), the link to which is <https://pmfme.mofpi.gov.in/mis/#/Login>

12.4 Duration of the programme/scheme

5 years (from 2020 to March 2025).

12.5 Physical and financial targets of the program

To support 7,373 individual micro food processing enterprises.

12.6 Nature/scale of subsidy/amount allotted

- Individual micro food processing units would be provided credit-linked capital subsidy @35% of the eligible project cost with a maximum ceiling of Rs. 10.0 lakh per unit.
- Groups (FPOs/ FPCs, SHGs & their Federations and Govt. Agencies) would be provided credit-linked capital subsidy @35% of the eligible project cost with a maximum ceiling of Rs. 3.0 cr. per unit.
- Seed capital @Rs. 40,000/- per member (maximum) of SHG for working capital and purchase of small tools would be provided to those members who are engaged in food processing activities.

12.7 Eligibility criteria for grant of subsidy

Individual Micro Enterprises

- New/ existing individual entrepreneurs, proprietorship/ partnership firms/ Pvt. Ltd. Companies/ NGOs/ SHGs/ FPOs.
- Only one person from one family would be eligible for obtaining financial assistance. The “family” for this purpose would include self, spouse and children.
- The applicant should be above 18 years of age and should have ownership right of the enterprise.
- Applicant has to contribute minimum 10% of the eligible project cost.
- The enterprise should employ less than 10 workers.

Groups

- FPOs/ FPCs, SHGs & their Federation, Cooperative Societies and Government Agencies.
- The cost of the project should not be more than Rs.10.0 cr.
- Construction cost should not be more than 30% of the project cost.
- The cooperative/FPO should have sufficient internal resources or sanction from the State Government to meet 10% of the project cost and margin money for working capital.
- Applicant should have in-principle approval of the bank for the loan against the project prior to applying on MoFPI’s MIS portal.

Seed Capital

Members of those SHGs which are registered with State Urban Livelihood Mission (SULM) and Punjab State Rural Livelihood Mission (PSRLM).

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

Till date (12.01.2023), 784 individual micro enterprises have been sanctioned subsidy. Under group category, subsidy has been sanctioned to 3 units.

**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 on the website of Punjab Agro Industries Corporation viz www.punjabagro.gov.in

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

All matters pertaining to the Corporation are 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's website www.punjabagro.gov.in .

**15TH MANUAL: PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

15.1 Name & location of the facility:

There is a website of Punjab Agro Industries Corporation, www.punjabagro.gov.in from where important information may be collected. The citizens may also collect information pertaining to Punjab Agro Industries Corporation by writing letter to the officials of PAIC, from the PIO or by visiting the office.

15.2 Details of information made available:

All matters related to the Corporation.

15.3 Working hours of the facility:

07.30 AM to 14.00 PM on all working days (except Saturday, Sunday and Public Holidays).

15.4 Contact person & contact details (phone, fax, email):

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)	Email
1)	Mr. Ravi Gupta	Appellate Authority	PAIC, 2A, Sec-28A, Madhya Marg, Chandigarh	0172-2651561	ravi.gupta28@punjab.gov.in
2)	Mr. Sewak Singh	Public Information Officer (PIO)	PAIC, 2A, Sec-28A, Madhya Marg, Chandigarh	0172-2651561	sewak.singh28@punjab.gov.in
3)	Mrs. Ajit Kaur	Assistant Public Information Officer (APIO)	PAIC, 2A, Sec-28A, Madhya Marg, Chandigarh	0172-2651561	ajit.kaur28@punjab.gov.in

17TH MANUAL: ANY OTHER USEFUL INFORMATION**17.1 Citizen's charter of the public authority:**

Citizen's Charter is a 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
2018	55	55	NIL
2019	21	21	NIL
2020	12	12	NIL
2021			

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. Ferozepur (M/s.Punjab Agro Rice Bran Extraction Ltd.)	Rice Bran Oil, De-oiled Rice Bran.	13.34	4.75	April,1984	Disinvested in Sept.,1985
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, Dimethoate, 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	Disinvested under OTS Policy 2017 as per Board Decision dated 29.12.2017.
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	-----	Disinvested under OTS Policy 2018 as per Board Decision dated 10.05.2021
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	-----	Disinvested under OTS Policy 2018 as per Board Decision dated 27.07.2020
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	Disinvested under OTS Policy 2018 as per Board Decision dated 28.03.2019
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	Disinvested under OTS Policy 2021 as per Board Decision dated 21.03.2022 Collaborator will repay the OTS amount in two year
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	Disinvested under OTS Policy 2018 as per Board Decision dated 21.12.2020
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, Rajpura, Distt. Patiala (M/s. Punjab Breeders Ltd.)	Day old broiler chicks	18.80	3.15	Feb., 1997	Sept., 2002
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	Disinvested under OTS Policy 2018 as per Board Decision dated 25.07.2019
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,	Cheese, Butter, Ghee & Pasteurized Milk	72.40	10.47	Feb., 2000	Feb., 2005

	Vill. Aluwan, Dist. Patiala. (M/s. Punjab Milkchem Ltd.)					
33.	Fruits & Vegetables Processing Unit Vill. Rajgarh, Dist. Patiala (M/s. Himalayan Frozen Foods Ltd.)	Fruit Juice Concentrates, Pickles & Tomato Ketch-up	97.00	7.80	April, 2000	April, 2005.
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	Disinvested as per Board Decision dated 07.09.2016
40.	Automatic Packaging unit, Warehouse & Cold Store Village Channo, Dist. Sangrur. (M/s. International Fresh Farm Products (India) Ltd.)	Back-end agri infrastructure.	92.50	2.15	2006-07	Disinvested under OTS Policy 2021 as per Board Decision dated 21.03.2022
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	Nov., 2007	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	25.80	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	Disinvested as per Board Decision dated 06.12.2013
44.	Grain based Distillery Vill. Kiri Afgana, Dist. Gurdaspur. (M/s. A.B. Grain Spirits Pvt. Ltd.)	IMFL & country liquor and Grain Neutral Alcohol	1150.00	61.50	Feb-March 2008	Disinvested under OTS 2015

17.5 List of schemes/projects/programmes underway:

Pradhan Mantri Formalisation of Micro Food Processing Enterprises (PMFME) Scheme.

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

18TH MANUAL: 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.

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

NA

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 :

Full Signature of the applicant and Address

Date :

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 Mr./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 Mr. _____ between 11 AM to 1 PM on any working day.
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.

Dated.....

Signature and Stamp of the

Public Information Officer

E-mail address: _____

Website: _____

Tel. No : _____

Form 'B'
TRANSFER OF APPLICATION FORM

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 requested information does not fall within the jurisdiction of this Corporation and,

Therefore, your application is being referred herewith to Shri _____

1. This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Public Information Officer

E-mail address: _____

Website: _____

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: _____

Website: _____

Tel. No. _____

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I.D N. o	Name and Address of Applica nt	Date of Receipt of Applicati on in Form A	Type of Informat ion asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Receipt no.	Date	Information		Application	
							Sup plie d	Parti ally Supp lied	Reje cted	Returned to Applicant