

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

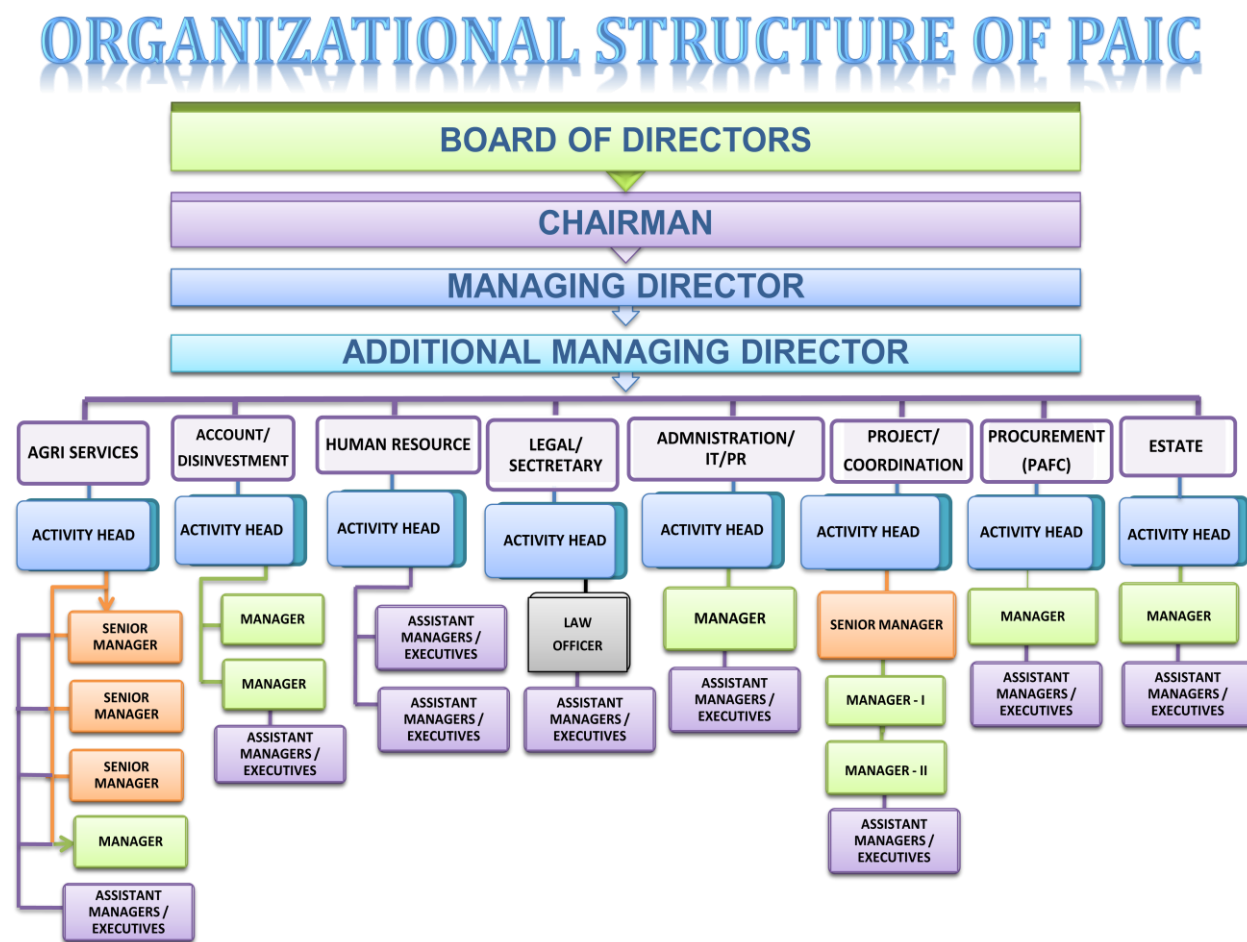
1.3 Key Objectives: PAIC is the premier organization of Punjab Government, To set up public sector projects in agro/food processing sector as also create facilities for setting up of agro/food processing units in the state.

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:



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 remove the anomalies on the pattern of Punjab</p>

		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.	a) Losses due to breakage in stock. b) Shortage in inventory/ Stock Verification. c) Service Charges not recoverable e.g. freight handling charges. d) To write off in cases of defalcation, fraud, mis- appropriation, pilferage, theft etc. of the articles upto Rs. 1000/-. e) Loss of each item upto Rs. 100/- after due investigation.	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 absolute 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 exercise the following power on behalf of the Corporation (102.9 (28.09.87): - a) Filing of suits in the competent courts of	Full Powers.

	<p>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>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/	Full Power

	spare parts and other materials.	
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 account against hypothecation/ pledge upto Rs. 15 crores. ii) Opening of letter of credit, inland/

		foreign, favouring all institutions for the purchase of fertilizers, tractors, pesticides and poultry feeds upto Rs. 40 crores.
67	Signing of M.O.U. with prospective entrepreneurs for further investigation and implementation of a project.	Full Power to execute Memorandum of Understanding with prospective entrepreneurs on behalf of the Corporation provided the project did not involve total investment of less than Rs. 3 crores.
68.	To approve procedure for delegation of officers/officials of the Corporation on foreign tours.	<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 supplier's 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.	<p>"M.D., PAIC/PAFC is authorized to sanction the loans to the employees for education/marriage and medical purposes subject to the limit of such loans outstanding at Rs. 1 crore."</p> <p>"The Managing Director may review the scheme and grant loans</p>

		depending on the availability of funds with the PAIC/PAFC/PAGREXCO."
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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 of officers & other staff working under them.
2.	a) To decide the shortest or cheapest of the two or more routes. b) To allow mileage allowance by a route other than that shortest and cheapest. c) To permit calculation of joining time by a route other than that which traveller's 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 & 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	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. ii) To fix pay for all the posts below the rank of PS/ Manager.
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	Full Powers.

	employees below the rank of PS/ Manager.	
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	Full Powers upto Rs. 50,000/-.

	stores, repair and maintenance of office building and assets of the Corporation and to sanction expenditure on advertisement and publicity etc.	
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	Full Powers.

	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.	
24.	To sanction workman compensation under Workman Compensation Act in case of employees below the rank of PS/Manager.	Full Powers.
25.	Powers to permit Corporation employees to appear in an optional examination.	Full Powers.
26.	Leave Travel Concession.	Full Powers below the rank of PS/Manager.
27.	To sanction the leave and L.T.C. & to approve tour programme.	Full Powers.
28.	To accord sanction for payment of wages for un-availed Earned Leave (Leave Encashment)	Full Powers.
29.	To accept resignation.	Full Powers below the rank of PS/Manager.
30.	To accord sanction for payment of gratuity to the staff.	Full Powers upto the rank of G.M.
31.	To sanction overtime allowance to staff on National Holidays.	Full Powers below the rank of PS/Manager.
32.	To sanction compensatory leave in lieu of work done on other holidays.	Full Powers.
33.	To grant increment under family planning scheme to the employees below the rank of PS/Manager.	Full Powers as per Government Instructions.
34.	To sanction local conveyance expenditure to the employees below the rank of PS/Manager.	Full Powers.
35.	To nominate/ sponsor the employees/officers for any training programme	Full Powers upto the level of Senior Managers.
36.	To sanction advance against Medical Treatment.	Full Powers upto Rs. 25,000/-.

37.	To issue 'No Objection Certificate' for obtaining the passport/ Visa for going abroad.	Full Powers upto the rank of Manager.
38.	To accord sanction for the new membership of Credit Cards/ professional bodies and subsequent renewals.	Full Powers.
39	To allow summer trainees for the summer training for a maximum period of two months without any stipend.	Full Powers only in the case of students from Universities located in Chandigarh & Punjab.
40.	Power to engage all Apprentices/ Vocational Trainees under Apprenticeship Act on the stipend as intimated by the Authority from time to time.	Full Powers.
41.	Power to sanction ex- gratia payments to the members of deceased employees on the pattern of Punjab Government.	Full Powers.
42.	Powers to sanction TA/DA bills in respect of ex- employees of PAIC.	Full Powers.
43.	Power to sanction the expenditure towards the purchase of Overseas Medclaim Insurance Policy.	Full Powers.
44.	Power regarding signing of proforma for shifting of telephone connections.	Full Powers.
45.	Power to sanction contingent expenditure up to the maximum limit of Rs. 10,000/-.	Full Powers.
46.	To institute and defend all kind of civil suits, court cases, service matters, labour cases, criminal cases & appeals thereof & to sign all documents required in the cases, in the courts of competent jurisdiction. To defend legal	Full Powers.

	proceedings against the Corporation or its officers.	
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 submission of medical bills.	Full Powers.
52.	Deployment of security guards at shellers.	Full Powers.
53.	To sanction payment of honorarium to the employees of the corporation for their arduous and multifarious nature of duties.	Full powers upto Rs. 500/-.

- Overall In-charge 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	Full Powers

	required as per the Companies Act.	
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 advice the three companies in convening of Board meetings, preparation of notice & Agenda for the Board meeting assisting in convening of Board Meetings.</p> <p>B) General Meetings- To advice the companies in convening of General meetings Annual General Meetings, Extra ordinary General Meetings as per provisions of Company Act, 2013 as amendment 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 Profit & 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 amendment & 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 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&D		
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 Power 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	Full Powers provided the Advocate etc. is on the approved panel on PAIC

	and against the corporation and incurring legal expenses.	and are engaged on the fees fixed by a general order by the M.D.
6.	Grant of Casual/ Compensatory/ Special & Regular leave.	Full Powers in respect of the staff working under them.
7.	Cancellation charges in respect of Air/Rail & Hotel booking etc.	Full Powers.
8.	To grant imprest advance to staff for corporation's work.	Full Powers upto Rs. 10,000/- in respect of staff working under them.
9.	To grant T.A. advance on transfer and on tour	Full Powers upto Rs. 25,00/- in respect of staff working under them.
10.	To incur expenditure on POL, repair and maintenance, registration, payment of road taxes etc. in respect of vehicles of their respective divisions.	Full Powers.
11.	To write off/ dispose off surplus and unserviceable.	Full Powers for the items, the original value of which does not exceeds Rs. 1000/-.
12.	To write off losses due to breakage/ shortage in stock.	Full Powers for the items, the original value of which does not exceed Rs. 1000/-.
13.	Purchase of Books & Periodicals (except Magazines) of related field & those are of in the interest of corporation.	Full Powers upto maximum limit of Rs. 1,000/-.
14.	To sanction Local Conveyance expenditure, as per rules.	Full Powers in respect of the staff working under them.
15.	To sign the Power of Attorney, Plaints, claim statements, written statements and other documents required to be filed in the court cases on behalf of PAIC for initiating the court cases and for defending the court cases in legal matters.	Full Powers.
16.	To sanction expenses on entertainment.	Upto Rs. 3,000/- per month.

2.2 Powers and duties of other employees:

Designation	Manager (Accounts)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>1. SUPERVISION OF ACCOUNTS</p> <ul style="list-style-type: none"> - Looking after accounts of PAIC which includes all types of payments relates to PAIC - Bank accounts, bank reconciliation, fixed deposit accounts etc. - Checking of cash, bank and journal vouchers. - Checking of cash book, bank book and general ledger. - Scrutiny of trial and ledgers etc. - Timely finalization of accounts, Balance sheet and profit & Loss account, compilation of accounts for the year 2009-10 is under process. <p>2. AUDIT</p> <ul style="list-style-type: none"> - Coordinate with Internal Auditors and compliance in all respects. - Coordination with Statutory Auditors and compliance in all respects. - Coordination with A.G. Auditors and compliance in all respects. - Coordination with Tax Auditors and compliance in all respects. <p>3. INCOME TAX</p> <ul style="list-style-type: none"> - Matter relating to Income Tax returns, Assessments etc. - Since cases of the corporation are under scrutiny huge information is required to be prepared and compiled for the cases. - To prepare all the tax cases and to attend hearings called by assessing officers. - To look after other related jobs of income tax. - Timely deposit of TDS, FBT and other Government dues like GPF, GIS, Rent etc. 	

	<p>4. MISCELLANEOUS</p> <ul style="list-style-type: none"> - To prepare all replies relating to correspondence received from Punjab Government, BPE, Ministry of Agriculture, Directorate of Disinvestment, Department of Agriculture etc. - Preparation of data/ information as desired by the management from time to time. - RTI information. - Any other assignment by the seniors and day to day work.
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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 for the F.Y. 2011-12. 2. All Taxation Matters with ACIT/CIT/ITAT (Co-ordination with CA's/ Advocates) and timely filling of income tax returns. 3. Govt. Information. 4. RTI Information. 5. Disinvestment work relates to accounts – Co-ordination with CA for calculation. 6. Co-ordination with A.G. Audit, Internal Audit & Statutory Audit and compliance of audit para's. 7. Fixed Deposit Cases. 8. 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 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 (Cash & Bank). 	

<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>	<p><i>1. 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 case 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)	Company Secretary, Activity Head (HR), Activity Head (F&A)
2.	Agri Mega Projects Agreements	-Do-	Activity Head (Projects)
3.	Financial Collaboration Agreements signed with the Collaborators of joint/assisted sector companies of PAIC; and	-Do-	Activity Head (Legal)
4.	Share certificates in respect of the investments made in Joint/assisted sector companies.	-Do-	Company Secretary, Activity Head (Legal)
5.	Document related to Finance and Accounts	-Do-	Activity Head (F&A)
6.	Document related to Personnel & HR matters	-Do-	Activity Head/GM (HR)
7.	Document related to Agri Services like fertilizer, gypsum, seed etc. Silage project.	-Do-	Activity Head/GM (Agri Services)
8.	Document 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

Sr.no	Name of Chairman/ Vice Chairman/ Director	Designation	Address	Contact Details (Email & Mobile)
1.	Sh. Shaminder Singh Khinda	Chairman	Ward No. 2, Collage Road, Zira Ferozpur	sahmindersinghkhinda@gmail.com , 9803800003
2.	Smt. Hargunjit Kaur, IAS	Managing Director	Punjab Agro Industries Corporation Limited	md.punjabagro@punjab.gov.in
3.	Sh. Deepankar Garg, PCS	Additional Managing Director	Punjab Agro Industries Corporation Limited	amd.punjabagro@punjab.gov.in
4.	Smt. Surabhi Malik, IAS	Director	Director, Industries & Commerce Punjab, Chandigarh	dir.ind@punjab.gov.in
5.	Sh. Showkat Ahmad Parry, IAS	Director	Director Lotteries Department of Finance, Secretary (Finance), Main Secretariat, Sector -1, Chandigarh	secyfinance.y@gmail.com ,
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 - 125001	fmti-nr@nic.in , 9416397798

8.2 Composition Powers & functions:

In the Board of Directors of Punjab Agro Industries Corporation, there are total 10 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**9.1 Name and designation**

S.No	Emp No.	Name	Designation
1.		HARGUNJIT KAUR, IAS	MANAGING DIRECTOR
2.		DEEPANKAR GARG, PCS	ADDITIONAL MANAGING DIRECTOR
3.	11375	BHAWANDEEP SINGH	AGM(G)/GM(AS)
4.	11379	JAPINDER BAJWA	AGM (AH)
5.	11377	EISHA JASSAL	AGM (AH)
6.	11425	RAVI GUPTA	CFO/(A)/AH
7.	11167	SEWAK SINGH	SPECIAL SECRETARY/AH
8.	11143	HARIKRISHAN PAUL	SR.MANAGER(A)/AH
9.	11378	JAGDEEP SINGH	SR.MANAGER (G)
10.	11385	LAKHWINDER SINGH	SR. MANAGER(G)
11.	11424	AMIT KUMAR	SR. MANAGER(A)
12.	11246	GURINDER PAL	MANAGER(G)
13.	11174	HARE KRISHNA PANDEY	MANAGER(G)
14.	11225	TANUJA SEHGAL	MANAGER(G)
15.	11329	SUKHWINDER SINGH	MANAGER(G)
16.	11629	KAMALJOT SINGH	MANAGER(G)
17.	11506	LAL SINGH PUNIA	MANAGER(G)
18.	11436	NAVJOT KAUR	MANAGER(A)
19.	11434	RANJIT KUMAR JAKHU	MANAGER(A)
20.	11381	RAJNI GARG	MANAGER(A)/(AH- HR)
21.	11138	AJIT SINGH LOI	PERSONAL ASSISTANT
22.	11408	SIDDARTH KAPILA	ASSTT.MGR(G)
23.	11221	RAJINDER KAUR	ASSTT.MGR(G)

24.	11654	SHUBHAM SHARMA	ASTT.MGR(T)
25.	11226	GURPREET SINGH GOSAL	ASSTT.MGR(G)
26.	11696	AMAN SINGH	ASTT.MGR(T)
27.	11044	RAVINDER KUMAR	ASSTT.MGR(G)
28.	11175	RAJINDER PAL	ASSTT.MGR(G)
29.	11406	JATINDER KUMAR GILL	ASSTT.MGR(G)
30.	11449	AMNINDER SINGH	ASSTT.MGR(G)
31.	11049	PARVEEN KUMAR	ASSTT.MGR(G)
32.	11420	HARPREET SINGH	ASSTT.MGR(G)
33.	11496	SAHIL ARORA	ASTT.MGR(A)/RM-JAL
34.	11478	MANPREET KAUR	ASTT.MGR(A)
35.	11472	GAGANPREET KAUR	ASTT.MGR(A)
36.	11509	RAVI KANT SHARMA	ASTT.MGR(A)
37.	11653	KOMAL SOBTI	ASTT.MGR(A)
38.	11660	MINI PAHUJA	ASTT.MGR(A)
39.	11701	JASPREET KAUR	ASTT.MGR(A)
40.	11224	YASHPAL CHOPRA	EX-II(G)
41.	11279	SUMAN KUMAR	EX-II(S)
42.	11578	VISHAL KUMAR	EX-II(G)
43.	11735	PAWANPREET SHARMA	EX-II(G)
44.	11731	ABHISHEK KUMAR MITTAL	EX-II(G)
45.	11519	TARUN	STOREKEEPER
46.	11422	JASPREET SINGH	DRIVER
47.	11250	PARVEEN KUMAR	J.S.K.
48.	11421	KULDEEP SINGH	J.S.K.
49.	10838	BHAGAT SINGH	G.O.-CUM-DAFTRI

50.	11457	AMARJIT KAUR	G.O.-CUM-DAFTRI
51.	11052	RAM BAHADUR	G.O.-CUM-DAFTRI
52.	11551	GURSEWAK SINGH	TECH. ASSTT-II
53.	11176	DHAN BAHADUR	G.O-CUM-DAFTRI
54.	11178	DALIP SINGH	G.O-CUM-DAFTRI
55.	11714	REETU BALA	TECH. ASSTT-II
56.	11310	JAGDEEP SINGH	STOREMAN
57.	11332	RUPINDER SINGH	STOREMAN
58.	11360	RAJDEEP SINGH	STOREMAN
59.	11685	DILPREET SINGH	STOREMAN
60.	11354	BHUPINDER KAUR	PEON
61.	11183	BALIRAM YADAV	PEON
62.	11337	KAMLESH KUMAR	PEON
63.	11365	ARIF KHAN	PEON
64.	11239	KULWINDER KAUR	CHOWKIDAR
65.	11242	NANHE LAL	CHOWKIDAR
66.	11219	ROSHAN SINGH	CHOWKIDAR
67.	11182	OM PARKASH	CHOWKIDAR
68.	10909	SUSHIL KUMAR	HELPER

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

S.No	Emp No.	Name	Designation	Salary
1.		HARGUNJIT KAUR, IAS	MANAGING DIRECTOR	-
2.		DEEPANKAR GARG, PCS	ADDITIONAL MANAGING DIRECTOR	-
3.	11375	BHAWANDEEP SINGH	AGM(G)/GM(AS)	185540
4.	11379	JAPINDER BAJWA	AGM (AH)	185540
5.	11377	EISHA JASSAL	AGM (AH)	185540
6.	11425	RAVI GUPTA	CFO/(A)/AH	185540
7.	11143	HARIKRISHAN PAUL	SR.MANAGER(A)/AH	169740
8.	11167	SEWAK SINGH	SPECIAL SECRETARY/AH	161524
9.	11378	JAGDEEP SINGH	SR.MANAGER (G)	134490
10.	11424	AMIT KUMAR	SR. MANAGER(A)	-
11.	11385	LAKHWINDER SINGH	SR. MANAGER(G)	-
12.	11246	GURINDER PAL	MANAGER(G)	104328
13.	11174	HARE KRISHNA PANDEY	MANAGER(G)	106896
14.	11225	TANUJA SEHGAL	MANAGER(G)	104328
15.	11329	SUKHWINDER SINGH	MANAGER(G)	95486
16.	11506	LAL SINGH PUNIA	MANAGER(G)	-
17.	11629	KAMALIOT SINGH	MANAGER(G)	90582
18.	11436	NAVJOT KAUR	MANAGER(A)	127396
19.	11434	RANJIT KUMAR JAKHU	MANAGER(A)	127396
20.	11381	RAJNI	MANAGER(A)/(AH- HR)	110490
21.	11138	AJIT SINGH LOI	PERSONAL ASSISTANT	122800
22.	11221	RAJINDER KAUR	ASSTT.MGR(G)	99928

23.	11654	SHUBHAM SHARMA	ASTT.MGR(T)	82514
24.	11226	GURPREET SINGH GOSAL	ASSTT.MGR(G)	95312
25.	11696	AMAN SINGH	ASTT.MGR(T)	80144
26.	11044	RAVINDER KUMAR	ASSTT.MGR(G)	95312
27.	11175	RAJINDER PAL	ASSTT.MGR(G)	89940
28.	11406	JATINDER KUMAR GILL	ASSTT.MGR(G)	82900
29.	11449	AMNINDER SINGH	ASSTT.MGR(G)	82514
30.	11049	PARVEEN KUMAR BHOLA	ASSTT.MGR(G)	87232
31.	11408	SIDDARATH KAPILA	ASSTT.MGR(G)	89940
32.	11420	HARPREET SINGH	ASSTT.MGR(G)	71612
33.	11496	SAHIL ARORA	ASTT.MGR(A)/RM-JAL	89940
34.	11478	MANPREET KAUR	ASTT.MGR(A)	85612
35.	11472	GAGANPREET KAUR	ASTT.MGR(A)	89940
36.	11509	RAVI KANT SHARMA	ASTT.MGR(A)	87412
37.	11653	KOMAL SOBTI	ASTT.MGR(A)	87172
38.	11660	MINI PAHUJA	ASTT.MGR(A)	87412
39.	11701	JASPREET KAUR	ASTT.MGR(A)	79904
40.	11224	YASHPAL CHOPRA	EX-II(G)	82846
41.	11279	SUMAN KUMAR	EX-II(S)	75156
42.	11578	VISHAL KUMAR	EX-II(G)	68665
43.	11735	PAWANPREET SHARMA	EX-II(G)	62306
44.	11731	ABHISHEK KUMAR MITTAL	EX-II(G)	62306
45.	11519	TARUN	STOREKEEPER	62264
46.	11422	JASPREET SINGH	DRIVER	51150
47.	11250	PARVEEN KUMAR	J.S.K.	62728
48.	11421	KULDEEP SINGH	J.S.K.	43908

49.	10838	BHAGAT SINGH	G.O.-CUM-DAFTRI	79002
50.	11457	AMARJIT KAUR	G.O.-CUM-DAFTRI	40260
51.	11052	RAM BAHADUR	G.O.-CUM-DAFTRI	79002
52.	11551	GURSEWAK SINGH	TECH. ASSTT-II	50606
53.	11714	REETU BALA	TECH. ASSTT-II	48764
54.	11310	JAGDEEP SINGH	STOREMAN	51870
55.	11332	RUPINDER SINGH	STOREMAN	50700
56.	11360	RAJDEEP SINGH	STOREMAN	37350
57.	11685	DILPREET SINGH	STOREMAN	-
58.	11176	DHAN BAHADUR	G.O.-CUM-DAFTRI	67278
59.	11178	DALIP SINGH	G.O.-CUM-DAFTRI	66178
60.	11354	BHUPINDER KAUR	PEON	30940
61.	11183	BALIRAM YADAV	PEON	69174
62.	11337	KAMLESH KUMAR	PEON	53532
63.	11365	ARIF KHAN	PEON	44052
64.	11182	OM PARKASH	CHOWKIDAR	67278
65.	11239	KULWINDER KAUR	CHOWKIDAR	61950
66.	11242	NANHE LAL	CHOWKIDAR	60010
67.	11219	ROSHAN SINGH	CHOWKIDAR	60010
68.	10909	SHUSHIL KUMAR	HELPER	-

**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 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 (19/12/2024), 2504 individual micro enterprises have been sanctioned subsidy. Under group category, subsidy has been sanctioned to 4 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:*

09.00 AM to 17.00 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 Sector 28A, Madhya Marg Chandigarh	0172- 2656241	ravi.gupta28@punjab.gov.in
2)	Mrs. Tanuja Sehgal	Public Information Officer (PIO)	PAIC, 2A Sector 28A, Madhya Marg Chandigarh	0172- 2656241	tanuja.sehgal28@punjab.gov.in
3)	Mr. Gurinder Pal Singh	Assistant Public Information Officer (APIO)	PAIC, 2A Sector 28A, Madhya Marg Chandigarh	0172- 2656241	gurinderpal.singh28@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, Di-methoate, Fenvalerate, Cypermetherin.	1.21	0.20	Sept.,1985	Disinvested in August, 1991
6.	Fuel Briquettes from agro residues viz. Rice Husk, Cotton Stalks and Bagasse Malerkotla Dist. Sangrur. (M/s. Punjab Energy Devices Ltd.)	Fuel Briquettes	6.60	1.98	June, 1985	Disinvested in Oct., 1994
7.	Phosphatic Fertilizer & Sulphuric Acid Village Singhpura, Dist. Patiala. (M/s. Agro Chem Punjab Ltd.)	Single Super Phosphate – Powder & Granules, Sulphuric Acid.	82.32	6.80	Dec., 1986	Disinvested in April, 1991
8.	Technical Grade Weedicides, Vill. Toansa, Distt. Hoshiarpur. (M/s. Montari Industries Ltd.)	Butachlor & Isoproturon.	78.00	0.82	Jan.,1987	Disinvested in Oct.,1991
9.	Integrated paddy processing complex	Rice, Parboiled Rice,	574.90	44.20	Sept.1989	Disinvested under OTS Policy

	Village Budhewal, Distt. Ludhiana (M/s. Grain Tech India Ltd. erstwhile M/s. Agro Tech India Ltd)	Cattlefeed, Vanaspati Ghee, Rice Bran Oil.				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
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	Frozen Semens	65.30	13.50	-----	Disinvested under OTS Policy

	Vill. Kisanpura, dist. Patiala. (M/s. Superior Genetic (India) Ltd.)					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, Vill. Aluwan, Dist. Patiala. (M/s. Punjab Milkchem Ltd.)	Cheese, Butter, Ghee & Pasteurized Milk	72.40	10.47	Feb., 2000	Feb., 2005
33.	Fruits & Vegetables Processing Unit Vill. Rajgarh, Dist. Patiala (M/s. Himalayan Frozen Foods Ltd.)	Fruit Juice Concentrates, Pickles & Tomato Ketchup	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	Sep.2008	PAIC is yet to exercise its option of disinvestment

41.	Integrated Potato Processing Project Vill. Partapura, Dist. Jalandhar. (M/s. Satnam Agri Projects Ltd.)	French Fries, Potato Flakes & Frozen Peas/cut vegetables.	373.70	27.30	July., 2008	PAIC is yet to exercise its option of disinvestment.
42.	Integrated Vegetable Processing Bara Farm, Sirhind Dist. Fatehgarh Sahib. (M/s. Punjab Agri Ventures Limited)	Frozen fruits & vegetables and ready to eat/serve food products	270.00	21.4	2007-08	PAIC is yet to exercise its option of disinvestment.
43.	Integrated Milk Processing Focal Point, Mandi Gobindgarh Dist. Patiala (M/s. Chanakya Dairy Products Limited)	Butter/Ghee, Pasteurized Milk & Skimmed Milk Powder	127.50	9.26	2007	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	1100.00	61.70	Feb-March 2008	Disinvested under OTS 2015
Total:			7050.01	691.93		

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 :

Date :

Full Signature of the applicant and Address

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

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

(Residence).....

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

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

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

1. Received an application in Form A from 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 _____

3. 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