

Check list for 17 Manuals :

1st Manual: Particulars of the Public Authority

<ul style="list-style-type: none"> Name and address of the Organization 	Rice Branch Directorate of Food Civil Supplies & Consumer Affairs, Punjab, Jeewandeeep Building, Sector 17, Chandigarh-160017
<ul style="list-style-type: none"> Head of the Organization 	Additional Director, Food Civil Supplies & Consumer Affairs, Punjab
<ul style="list-style-type: none"> Key Objectives 	To ensure that Rice millers pan Punjab work in conformity to policy norms and supervise their working throughout the milling period.
<ul style="list-style-type: none"> Functions and duties 	To make the Policy/rules for the Millers, allot paddy to the millers of entire Punjab who fulfill the policy conditions, supervise the working of milers who get allotted and to take necessary action against those who do not conform to the policy rules.
<ul style="list-style-type: none"> Organization chart (Descending Order) 	Secretary Food & Supplies Commissioner Additional Director Superintendent Senior Assistant/Junior Auditor

2nd Manual: Power & duties of officers & employees

<ul style="list-style-type: none"> Powers and duties of officers (administrative, financial & judicial) 	To supervise the entire process of policy making, allotment of paddy to millers and to take necessary action against those who do not conform to the policy rules.
<ul style="list-style-type: none"> Powers and duties of other employees 	To make the Policy/rules for the Millers, allot paddy to the millers of entire Punjab who fulfill the policy conditions, supervise the working of milers who get allotted and to apprise the officers about those millers who do not conform to the policy rules for taking necessary action.
<ul style="list-style-type: none"> Rules/orders under which powers and duties are derived 	1.Levy Control Order 1983 2.Custom Milling Policy for KMS 2013-14

3rd Manual : Procedure followed in decision making

Process of decision making	Policy relating to Rice millers prepared and submitted by the branch for approval of secretary/Minister Food & Supplies after discussions with Rice Millers/all MD's of procuring agencies & DFSC's and issued before the commencement of paddy season of every year.
Final decision making authority	Secretary/Commissioner Food Civil Supplies & Consumer Affairs, Punjab
Related provisions acts, rules etc	1.Levy Control Order 1983 2.Custom Milling Policy for KMS 2013-14
Time limit for taking a decision, if any	Allotment of Shellers up to 15 of Oct. of every year
Channels of supervision and accountability (descending order)	Secretary Food & Supplies Commissioner Additional Director(Branch officer in charge) Superintendent Senior Assistant/Junior Auditor

4th Manual : Norms for discharge of functions

• Nature of functions/ services offered	N.A
• Norms/ standards for functions/ service delivery	N.A
• Time-limit for achieving the targets	Policy to be issued before commencement of season i.e. 1st oct. of every year
• Reference document prescribing the norms	N.A

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

<ul style="list-style-type: none"> Title and nature of the record/ manual/ instruction Gist of contents 	1.Levy Control Order 1983 2.Custom Milling Policy for KMS 2013-14
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6th Manual : Categories of documents held by the Authority or which are under its control

<ul style="list-style-type: none"> Title of the document 	1.Levy Control Order 1983 2.Custom Milling Policy for KMS 2013-14
<ul style="list-style-type: none"> Category of document 	Government Control Orders
<ul style="list-style-type: none"> Custodian of the document 	Branch Assistant

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

<ul style="list-style-type: none"> Relevant rule, circular etc. 	N.A.
<ul style="list-style-type: none"> Arrangements for consultation with or representation by the members of the public in policy formulation/policy implementation 	N.A.

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

<ul style="list-style-type: none"> Name of the Board, Council, Committee etc 	N.A.
<ul style="list-style-type: none"> Composition Powers & functions 	N.A.
<ul style="list-style-type: none"> Whether their meeting are open to the public 	N.A.
<ul style="list-style-type: none"> Whether the minutes of the meeting are open to the public 	N.A.
<ul style="list-style-type: none"> Place where the minutes if 	N.A.
<ul style="list-style-type: none"> Open to the public are available 	N.A.

9th Manual : Directory of Officers and employees

<ul style="list-style-type: none"> Name and designation 	1. Sh. H.S.Grewal, Additional Director 2. Sh. Kulwant Singh Sodhi, Superintendent 3. Sh. Mandeep Singh, Senior Assistant 4. Sh. Upaar Singh, Junior Auditor 5. Sh.. Gurmeet Singh Jolly, Senior Assistant 6. Miss Manpreet kaur, Inspector 7. Sh. Pankaj Garg, Inspector 8.Miss. Charanjit Kaur, Clerk
<ul style="list-style-type: none"> Telephone, fax and e-mail ID 	0172-2703535, 2702356, Ext. 223 ricebranchpunjab@gmail.com

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

• Name and designation of the employee	1. Sh. Kulwant Singh Sodhi, Superintendent	10300-34800+4800
• Monthly remuneration	2. Sh. Mandeep Singh, Senior Assistant	10300-34800+4400
	3. Sh. Upaar Singh, Junior Auditor	10300-34800+4400
	4. Sh. Gurmeet Singh Jolly, Senior Assistant	10300-34800+4400
	5. Miss Manpreet kaur, Inspector	10300-34800+4200
	6. Sh. Pankaj Garg, Inspector	10300-34800+4200
	7. Miss. Charanjit Kaur, Clerk	10300-34800+3200
• System of compensation as provided by in its regulations	N.A.	

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

• Total Budget for the Public Authority	N.A.
• Budget for the Public Authority	N.A.
• Proposed expenditures	N.A.
• Revised budget for each agency, if any	N.A.
• Report on disbursements made and place where the related reports are available	N.A.

12th Manual : Manner of execution of subsidy programmes

• Name of the programme or activity	N.A.
• Objective of program	N.A.
• Procedure to avail benefits	N.A.
• Duration of the programme/scheme	N.A.
• Physical and financial targets of the program	N.A.
• Nature/sca/e of subsidy/amount allotted	N.A.
• Eligibility criteria for grant of subsidy	N.A.
• Details of beneficiaries of subsidy program (Name, Profile etc.)	N.A.

13th Manual : Particulars of recipients of concession, permits or authorization granted by the Public Authority

• Concessions, permits or authorizations granted by Public Authority	N.A.
• For each concessions, permit or authorization granted	N.A.
• Eligibility criteria	N.A.
• Procedure for getting the concession/grant and/or permits or authorizations	N.A.
• Name and address of the recipients given concessions/permits or authroization	N.A.
• Date of award of concessions/permits or authorizations	N.A.

14th Manual: Information available in electronic form

Details of information available in electronic form	1. Custom Milling policy for the KMS 2013-14
Name/title of the document/ record/ other information	2. Levy Control order 1983
Location where available	http://foodsuppb.nic.in/

15th Manual : Particular of facilities available to citizen for obtaining information

• Name & location of the facility	N.A.
• Details of information made available	N.A.
• Working hours of the facility	N.A.
• Contact person & contact details (phone, fax, email)	N.A.

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

Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone number and e-mail ID of each designated official	Available with RTI Branch
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17th Manual: Any other useful information.

• Citizen's charter of the public authority	N.A.
• Grievance redressal mechanisms	N.A.
• Details of applications received under RTI and information provided	N.A.
• List of completed schemes/projects/ programmes	N.A.
• List of schemes/projects/programmes underway	N.A.
• Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. Any other information	N.A.

Apart from the above said 17 Manuals, Reasons for administrative or quasi-judicial decisions taken; communicated to affected persons should be updated and important policies or decisions which affect public should also be updated.