

Check list for 17 Manuals :

1st Manual: Particulars of the Public Authority

• Name and address of the Organization	Rice-2 Branch Directorate of Food Civil Supplies & Consumer Affairs, Punjab, Jeewandeeep Building, Sector 17, Chandigarh-160017
• Head of the Organization	Additional Director Food & Supplies Punjab
• Key Objectives	To ensure custom milling of paddy of the State procurement agencies as per Custom Milling Policy of the State Govt.
• Functions and duties	To monitor regular progress of delivery of rice by rice millers to FCI.
• Organization chart (Descending Order)	Additional Director Food & Supplies Superintendent Senior Assistant/Inspectors

2nd Manual: Power & duties of officers & employees

• Powers and duties of officers (administrative, financial & judicial)	To resolve the problems related to custom milling of paddy with FCI viz-a-viz rice millers as per the reports received from district office.
• Powers and duties of other employees	The papers received in the branch are examined by the junior officials and are put up to senior official for re-check and are further submitted to the Branch Officer for taking final decision at the level of Commissioner.
• Rules/orders under which powers and duties are derived	The Punjab Rice Procurement (Levy) Order, 1983. The Custom Milling Policy of Kharif Marketing Season.

3rd Manual : Procedure followed in decision making

Process of decision making	Papers received in the branch are processed on files and put up to the Higher authorities to resolve the problems relating to custom milling of paddy by coordinating with FCI and district offices.
Final decision making authority	Commissioner Food Civil Supplies & Consumer Affairs, Punjab
Related provisions acts, rules etc	The Punjab Rice Procurement (Levy) Order, 1983. The Custom Milling Policy of Kharif Marketing Season.
Time limit for taking a decision, if any	NA
Channels of supervision and accountability (descending order)	Commissioner Additional Director Superintendent Senior Assistant/Inspector

4th Manual : Norms for discharge of functions

• Nature of functions/ services offered	To resolve the problems related to custom milling of paddy with FCI viz-a-viz rice millers as per the reports received from district office.
• Norms/ standards for functions/ service delivery	Physical verifications of stored paddy in the rice mills are being conducted by the staff as per the norms fixed in the Custom Milling Policy of kharif marketing season.
• Time-limit for achieving the targets	Efforts are made to get the rice delivered to FCI by the rice mills within the stipulated period fixed by Govt. of India.
• Reference document prescribing the norms	The Custom Milling Policy of Kharif Marketing Season.

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

• Title and nature of the record/ manual/ instruction Gist of contents	The Punjab Rice Procurement (Levy) Order, 1983.
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6th Manual : Categories of documents held by the Authority or which are under its control

• Title of the document	The Punjab Rice Procurement (Levy) Order, 1983
• Category of document	Government Control Orders
• 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

• Relevant rule, circular etc.	N.A.
• 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

• Name of the Board, Council, Committee etc	N.A.
• Composition Powers & functions	N.A.
• Whether their meeting are open to the public	N.A.
• Whether the minutes of the meeting are open to the public	N.A.
• Place where the minutes if	N.A.
• Open to the public are available	N.A.

9th Manual : Directory of Officers and employees

• Name and designation	1. Sh. H.S.Sidhu, Additional Director 2. Sh. Charanjit Lal, Senior Assistant 3. Sh. Amit Khanna, Inspector 4. Miss. Mamta Garg, Inspector 5. Sh. Amandip Singh, Inspector
• Telephone, fax and e-mail ID	0172-2703535, 2702356 adfs.rice2@gmail.com

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

• Name and designation of the employee	1. Sh. Sh. Charanjit Lal, Senior Assistant 10300-34800+4600 2. Sh. Amit Khanna, Inspector 10300-34800+4200
• Monthly remuneration	3. Miss. Mamta Garg, Inspector 10300-34800+4200 4. Sh. Amandip Singh, Inspector 10300-34800+4200
• 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	The Punjab Rice Procurement (Levy) Order, 1983
Name/title of the document/ record/ other information	
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.

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

• Title of the document	1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999. 2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices Order, 1998 3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978 4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998. 5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001 6. Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000 7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000 8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000
• Category of document	Government Control Orders
• Custodian of the document	Branch Assistant

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• Telephone, fax and e-mail ID	0172-2703535, 2702356, Ext. 233 foodsupplybranch@gmail.com

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

• Name and designation of the employee	1. Sh. Satnam Singh, Superintendent	15600-39100+5400
• Monthly remuneration	2. Sh. Jasbir Singh, Junior Auditor	10300-34800+4400
	3. Sh. Anil Duggal, Junior Auditor	10300-34800+4400
• System of compensation as provided by in its regulations	4. Smt. Jagjit Kaur, Senior Assistant	10300-34800+4400
	5. Sh. Jasjit Singh, Senior Assistant	10300-34800+4400
	6. Miss. Gagandeep Kaur, Steno	10300-34800+3200
	N.A.	

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3rd Manual : Procedure followed in decision making

Process of decision making	Norms for conducting physical verification have been fixed by the Govt. as per norms of Custom Milling Policy as under-										
	Rice Mills	<table border="1"> <tr> <td>1. DD(F)</td> <td>4 rice mills per month</td> </tr> <tr> <td>2. DFSC</td> <td>10%</td> </tr> <tr> <td>3. FSO</td> <td>25%</td> </tr> <tr> <td>4. AFSO</td> <td>50%</td> </tr> <tr> <td>5. Inspector</td> <td>100%</td> </tr> </table>	1. DD(F)	4 rice mills per month	2. DFSC	10%	3. FSO	25%	4. AFSO	50%	5. Inspector
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3. FSO	25%										
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5. Inspector	100%										
<p>The checking reports received from the district offices are evaluated against the fixed norms and are submitted to the higher authorities, pointing out the discrepancies, if any. The same are reviewed by the Superintendent, Assistant Director and Additional Director and are submitted to the Commissioner, as per the merits of the case. Suitable penal action is recommended against the delinquent officers/officials who do not conduct P.Vs. as per norms.</p>											