

THE RIGHT TO INFORMATION ACT, 2005



Punjab State Civil Supplies Corporation Limited
Regd. Office :SCO 36-40 , SECTOR -34-A,
Chandigarh-160022

For Information of General Public

In order to promote accountability, bring clean administration to strengthen it and maintain transparency in day to day working of the Punjab State Civil Supplies Corporation, the Right to Information Act 2005 has been implemented with effect from 12.5.2005.

Punjab State Civil Supplies Corporation known as PUNSUP is one of the leading procuring agencies of Punjab Govt. for the purchase of wheat and paddy under the Central Pool as per target fixed by State Government on one hand and on the other to act as nodal agency for PDS besides other allied activities.

Under the Right to Information Act, 2005, APIO, PIO and Appellate Authority have been appointed at Head Office/District Level Offices to provide required information to the general public under this Act.

To obtain any type of information, these offices can be contacted after depositing desired fees under the Act. However, there is no fee for obtaining information by the People below poverty line.

General public is requested to solicit their esteemed cooperation to achieve the purpose of this Act and to bring clean administration and transparency in the Organisation.

MANAGING DIRECTOR
Punjab State Civil Supplies Corporation Limited
Chandigarh.

Right of the Citizen in case of denial of information and procedure to Appeal under the "Right to Information Act, 2005"

Any person who does not receive a decision regarding obtaining information from any office of the Corporation within 30 days of the receipt of his request or is aggrieved by a decision of the Public Information Officer, as the case may be, may within 30 days from the expiry of such period or from the receipt of such a decision, prefer an appeal to the Appellate Authority i.e. Manager (Finance & Accounts) Punsup, Chandigarh.

A second Appeal against the decision of the first appellate authority shall be filed within 90 days from the date on which the decision should have been made or was actually received, with the State Information Commission

Application form to obtain information under the Right to Information Act, 2005

1. Name of the Applicant : _____

2. Address : _____

3. Subject/Topic on which information is required. : _____

4. Whether a Copy of the document is required if so, Name of the document. : _____

5. Particulars of Fees` : _____

Signature of the Applicant

Public Information Officer,
Punsub, Chandigarh.

MANNUAL - 1

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES.

The Punjab State Civil Supplies Corporation Limited came into existence on 14th February, 1974. The Registered Office of the Corporation is at S.C.O.No.36-40, Sector 34-A, Chandigarh. PUNSUP has manifold functions, main of which are as under:

- 1) Procurement of Foodgrains (Wheat and Paddy)
- 2) Storage of Foodgrains (Wheat and Paddy)
- 3) Supply and Distribution of Essential commodities/L.P.G.
- 4) Supply of Pulses to APO, Delhi.
- 5) Procurement of Polythene Covers/ Tarpaulins & Mesh nets and their further supplies to various Procuring Agencies.
- 6) Running 8 Nos. of APNA Bazaars and three saw mills situated at Kotkapura, Garhshankar and Samrala.

FUNCTIONS/DUTIES

1. To procure the wheat and paddy under the Minimum Support Price Regime on the specifications fixed by the Government of India.
2. The wheat so procured is stored till its disposal. Similarly paddy procured is got milled and delivery of the milled rice is made to the Central Pool.

3. To provide essential commodities like levy sugar and pulses through fair price shops under Public Distribution System.

ORGANIZATIONAL SET-UP OF PUNSUP

The Punjab State Civil Supplies Corporation Limited (PUNSUP) is headed by Board of Directors. Directors on the Board are appointed by Govt. of Punjab from time to time. Further State Govt. appoints Chairman, Vice-Chairman, Managing Director, Addl. Managing Director as whole time Director and determine the period for which they or any of them will hold their respective offices. Managing Director is executive head. He in his day-to-day work is assisted by Managers, Addl. Managers, Dy. Managers, Assistant Managers, Superintendents and other supporting staff at Head Office.

II-DISTRICT LEVEL

At District level in every district one District Manager/District Incharge is the head of the District to look after the work at district level. He is supported by Deputy District Manager (Field), Dy. District Manager (Accounts), Superintendents, Senior Auditor, Auditor, Field Officers, Inspectors and PDCs and other ministerial staff at district level.

MANNUAL - II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

POWERS AND DUTIES:

Board of Directors of Punsup is the competent authority for taking decision for delegation of powers and assigning duties to its officers and officials in such a way that the objectives of Punsup are achieved in accordance with procedure laid down by Food & Supplies Deptt., Government of Punjab in public interest. Board has delegated its powers to Managing Director to act as executive head for running day to day business. Further Managing Director has re-delegated his powers to number of officers at Head Office as well as in field offices for smooth functioning of Punsup.

MANNUAL - III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNT ABILITY

In the Punjab State Civil Supplies Corporation in majority of cases single file system has been implemented. The files are submitted to higher authorities to take decision at various levels. Record Keeper/Clerk or Dealing Assistant concerned puts up the papers on the file to Supervisory Officers i.e. Auditors, Senior Auditors, Asstt. Engineer, the Superintendent/ Assistant Managers/Deputy Managers, as the case may be of the concerned Branch who further submits the files with its comments to the Officer Incharge i.e. Addl. Manager or Manager concerned of the Branch to Managing Director.

IN THE CASE OF POLICY DECISION

In such cases where a policy decision is required, the file is submitted to the Managing Director/ Board of Directors and in some cases to Administrative Department Punjab for seeking approval of Government wherein required.

ACCOUNTABILITY

Accountability also depends upon the level of Administration at which an officer/official is holding the office.

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THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

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II-DISTRICT LEVEL

At District level in every district one District Manager/District Incharge is the head of the District to look after the work at district level. He is supported by Deputy District Manager (Field), Dy. District Manager (Accounts), Superintendents, Senior Auditor, Auditor, Field Officers, Inspectors and PDCs and other ministerial staff at district level.

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THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORD, HELD BY THE CORPORATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

Sr. No.	Name of the Regulations/Instructions
1.	Punsup Revised Service Regulations, 1985
2.	Civil Services Rules of Government of Punjab
3.	Instructions issued from time to time by the Government of Punjab
4.	Conduct Rules 1966.

MANNUAL - VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Head Office, Punsup at Chandigarh and the office of the District Manager, Punsup is custodian of various instructions issued to regulate the procurement/storage of foodgrains, essential commodities and the activities being undertaken by Punsup from time to time.

MANNUAL - VII

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

The procurement of foodgrains especially Wheat and Paddy is made in the mandis allotted to Punsup by Foodsup through Arhtias in accordance with percentage fixed by the State Government as well arrival of grains in those allotted mandis.

Manual - VIII

A STATEMENT OF THE BOARD, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Following are the Board of Directors of Punsup:-

1. Chairperson
2. Vice Chairman
3. Managing Director
4. Principal Secretary (Finance), Punjab Director
5. Principal Secretary Food & Supplies, Punjab Director
6. Director, Food & Supplies, Punjab Director
7. General Manager, FCI, Punjab Director
8. Secretary, Mandi Board, Punjab Director
9. Director (Policy) GOI, Ministry of Food Director
10. Deputy General Manager, SBI

Meeting and its proceedings of the board, council, committee and other bodies are open and accessible to public subject to various provisions laid down in the Right to Information Act. Further, non-official members are also appointed on the Board of Directors by State Government from time to time.

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A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

A directory of the officers and their employees is as under:

(To be published shortly)

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Presently no additional remuneration on monthly basis is given to any officer/employee of the Corporation to look-after the work of RTI Act 2005, except the regular pay/salary drawn by concerned officials/officers for which they have been appointed/posted.

MANNUAL - XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE

Punsup is a wholly owned Company of Punjab Government incorporated under the provisions of companies Act 1956. As against its authorized Capital of Rs.5.00 crore (5,00,000 equity shares of Rs.100/- each) at present it has paid capital of RS.3.73 crore (3,73,000 equity shares of Rs.100/- each) actively invested by State Govt.

For procurement of Wheat and Paddy, funds are arranged under Food Credit scheme of Reserve Bank of India through State Bank of India, Chandigarh against State Govt. Guarantee, in addition to arrange Short Term Loans from time to time from the Commercial Banks.

For its other activities funds are arranged/borrowed from Public Sector Banks on reasonable terms.

MANNUAL - XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

PUBLIC DISTRIBUTION SYSTEM (PDS)

PUNSUP undertakes distribution of levy sugar to weaker families (To BPL and Schedule Caste Families @ 500 gms of Sugar per unit @ 13.50 per K.G. and wheat to APL Families 35 K.G. per month, to BPL Families 35 K.G. per month and to Antyodaya Families 35 K.G. per month @ Rs.6.23, Rs.4.27 and Rs.2/- per K.G. respectively or as fixed by State or Central Govt. from time to time.

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**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY IT.**

As decided by the State Govt. from time to time. At present, there is no such scheme in operation.

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DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR
HELD BY IT REDUCED IN THE ELECTRONIC FORM

At present no such information is available or held by the Managing Director, Punsup, Chandigarh which is reduced in an electronic form. However, Website of Punsup is likely to be hosted shortly, which is under finalisation.

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Public Library

At present no library has been setup or maintained by the Corporation for the use of the general public. Any information can be obtained from any of its designated office on working days during working hours, with prior/proper request/demand.

MANNUAL-XVI

THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS ARE GIVEN AS UNDER:

1. AT THE LEVEL OF HEAD OFFICE :

- | | | |
|----|---|---------------------|
| 1. | Manager (Finance & Accounts) | Appellate Authority |
| 2. | Assistant Manager (Legal & Arbitration) | P.I.O. |
| 3. | Assistant Manager (P.R.I.) | A.P.I.O. |

II AT THE DISTRICT LEVEL :

SR.NO.	DISTRICT	A.P.I.O.	P.I.O.	APPELLATE AUTHORITY
1.	Amritsar	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
2.	Bathinda	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
3.	Faridkot	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
4.	Fatehgarh Sahib	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
5.	Ferozepur	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
6.	Gurdaspur	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
7.	Hoshiarpur	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
8.	Jalandhar	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
9.	Kapurthala	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
10.	Ludhiana	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
11.	Mansa	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
12.	Moga	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
13.	Muktsar	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
14.	Nawan Shahar	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
15.	Patiala	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
16.	Ropar	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.
17.	Sangrur	Supdt.	Dy. Distt. Manager (A/cs.)	Distrist Manager.

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SUCH OTHER INFORMATION AS MAY BE
PRESCRIBED

MANNUAL - XVII

Various manual relating to working of different branch
have already been preferred.