

Section-4-1(b) (i)

Information under Section-40 RTI

The Particulars of its Organization function and duties.

About Organisation:-

J&K State Agro Industries Development Corporation is a Public Sector undertaking working under Administrative control of Department of Agriculture Production Govt. of J&K.

Jammu and Kashmir State Agro Industries Development Corporation was established in the year 1970 with authorized Share Capital of Rs. 200.00 lacs with share holding of State Govt. & Central Govt. in 51:49 ratio with following Share Holding Pattern;-

Share Holding:-

1. Authorized Capital:-	Rs.2,00,00,000.00
2. Paid up & Subscribed Capital:-	Rs.1,95,76,000.00

Share Holding Pattern:-

1. His Excellency the President of India :-	Rs.93,76,000.00
2. His Excellency the Governor of J&K	Rs. 14,77,000.00
3. Secretary to Govt. Finance Deptt, J&K	Rs. 87,22,700.00
4. Secretary to Govt. Planning Deptt, J&K	Rs. 100.00
5. Director, Horticulture	Rs. 100.00
6. Director, Agriculture,	Rs. <u>100.00</u>
	<u>Rs. 1,95,76,000.00</u>

Particulars of Office:-

Address

Head Office (May to October)	J&K State Agro Ind.Dev.Corpn.Ltd. Agro Complex, Lal Mandi, Srinagar.
Head Office (October to May)	J&K State Agro Ind.Dev.Corpn.Ltd. H.No.7, Romesh Market, Shastri Nagar, Jammu.
Regional Office,Srinagar	J&K State Agro Ind.Dev.Corpn.Ltd. Agro Complex, Lal Mandi,Srinagar.
Regional Office, Jammu.	J&K State Agro Ind.Dev.Corpn.Ltd. H.No.7, Romesh Market, Shastri Nagar, Jammu.
Regional Office, Delhi.	J&K State Agro Ind.Dev.Corpn.Ltd. Cold Storage Plant, B-13-14, Lawrence Road, Delhi-110035.
Manufacture Plant	J&K State Agro Ind.Dev.Corpn.Ltd. Industrial Estate, Khonmoh, Srinagar.
Manufacture Plant	J&K State Agro Ind.Dev.Corpn.Ltd. Cattle Feed Plant, Lane No.4, Industrial Estate,Bari-Brahamana, Jammu.

Functions and Duties:-

Corporation's Vision, Mission, Objectives and Functions:

Vision:

To provide post harvest infrastructure, quality agriculture Inputs, machinery and marketing support to farmers with reasonable profit margins for the Corporation.

Mission:

1. Creating of Cold Stores, C.A. Stores, Go downs, for storing of agriculture Product.

2. Provide High quality Agriculture, Inputs and Machinery to farmers.
3. Provide marketing support to farmers with economic viability for Corporation.
4. To make the Corporation financially viable.

Objectives:

- 1 To increase revenue of Corporation by expanding the Cold Store at Delhi.
- 2 To increase Revenue of the Corporation by upgrading the existing production unit at Khonmoh.
- 3 To increase revenue by increased trading and marketing of Agricultural Machinery.
- 4 Increase in Profit of the Corporation.

Functions:

1. Production and Marketing of Cattle Feed.
2. Processing of various Food Products like Jams, Honey and Kashmiri Wazwan etc.
3. Marketing of Dry Fruits Saffron, Olive Oil and other local Agricultural Produce especially pulses etc.
4. Trading of Agricultural Machinery.
5. Trading of various types of fertilizers (Chemical and Bio-Fertilizers).
6. Cold Storage and Warehouse at Delhi.

The Corporation started with activity of large scale Tractorization/Development of land for Agriculture and was implementing “subsidy scheme on Tractorization” of the State Govt. Large number of Tractors & dozers were purchased and also staff of about 400 employees of Tractor operators, tractor cleaners, truck drivers and workshop mechanics etc. were recruited to manage this activity.

This activity proved a loss making activity and was closed in 1982. The surplus staff of Tractor cleaner, Drivers, Mechanics etc. remained with the Corporation. Some staff was adjusted in other activities but, most of the staff remained surplus with the Corporation.

Later on Corporation diversified its activities and at present following activities are being carried out;

1. Cold Storage Plant at Delhi:-

The Plant was established in 1975. The Corporation has a 4000 MT’s capacity of Cold Storage Plant at Delhi.

2. Cattle Feed Manufacturing Plant:-

The Plant was established in 1986. The Corporation has a 50 MT’s per day capacity Cattle Feed Plant at Bari-Brahamana, Jammu. The Plant is manufacturing ISI Marked Pelleted Cattle Feed.

3. Canning & Processing Unit at Khonmoh in Srinagar.

The Plant was established in 1981. Corporation has a Canning & Processing unit at Khonmoh in Srinagar, where Honey, Jams of different fruits is being processed and also other items like dry fruits etc. are being marketed through its two sales outlets at Tourist Reception Centre at Srinagar and Srinagar airport.

4. Fertilizer & Agriculture Machinery trading in activities:-

Corporation is trading in fertilizer and Agriculture machinery and supplying it to farmers and various Govt. Departments.

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The Powers and duties of its Officers and employees.

S.No.	Designation	Power and Duties
1.	Managing Director	General Superintendence, Direction & Management of affairs of Corporation.
2.	Director Finance	Managing accounting function of Head Office. Besides any other work delegated assigned by Managing Director.
3.	General Manager	Over all supervision, Direction & management of division, besides any other work delegated by M.D. and also work as DDO of divisions.
4.	Divisional Manager	-do-
5.	Accounts Officer, Head Office	Over all Incharge of accounts section of Head Office, balance sheet section and also work as D.D.O. of H.O. Besides carry out any other function assigned by M.D./Director Finance.
6.	Asstt. Accounts Officer, H.O.	Monitor and supervise working of accounts section of Head Office.
7	Section Officer	To look after Administrative work of section/Division. To assist Controlling Officer.
8.	Private Secretary /P.A. to M.D.	Secretarial Assistance including diary, dispatch and any other work assigned in routine course.
9.	Storekeeper	To perform all function of storekeeper of Division
10.	Sales Asstt.	To conduct sales at sales counter
11.	Sales Supervisor	To supervise the work of Sales Asstt.
12.	Cashier	To perform all functions of cashier
13.	Plant Operator/Plant helper/Plant supervisor/Peon/Class-Iv.	To carry out assigned duties of respective posts.

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The procedure followed in the decision making process including channels of supervision and accountability:-

Corporation has Head Office and divisions. The divisions operate through their Divisional Managers and are delegated with adequate powers to discharge day to day working of the division. Where the decisions do not fall in their competence the case is sent to Managing Director for approval.

Generally all tenders, purchase, release of payments is done by the division after completing the codal procedure.

The case not falling in their competence are sent to Managing Director in Head Office. The case is examined by Accounts Section/Administrative Section as the case may be and approval/observations case sent to division.

The Divisional Manager work as D.D.O.'s and are responsible for discharging all the function and duties of D.D.O.

The matter which are not in the competence of Managing Director are put up to Board of Directors for approve/Decision.

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The norms set by it for the discharge of its functions.

The Officers are discharging their duties as per the norms set by the Corporation through circular, instructions and delegation of power to officers and laid down codal procedure.

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The, rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions:-

The documents are available in “downloads section” of the website of the Corporation.

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A statement of the categories of documents that are held by it or under its control.

S.No.	Subject	Type of document/file/ Minister /replies/vouchers	Periodicity of preservation.
1.	Board of Director's Meeting	Board Agenda, Board Meeting Minutes, Minutes book of A.G.M.	Not yet decided.
2.	Administrative Record.	Service Book of employees, employment register, Court case files General correspondence file with Govt. Attendance Register etc.	-do-
3.	Accounts records	Cash book, ledger, voucher, pay role register, files pertaining to business of Corporation	-do-

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The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Consultation with the members of the Public:-

- 1.** Interaction with civil society and public already exists-either through the electronic mails and written suggestions. Corporation does receive the view points through both these means.
- 2.** The officers of the Corporation are always available to public in person during the office hours and on phone even after the office hours and these views are considered while finalizing any of the business policy of the Corporation.
- 3.** Individual Comments are welcome. After examining, these issues are addressed.

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A statement of boards, 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 meeting of those boards. Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

List of Board of Directors of the Corporation:-

S.No:	List of Directors
1.	Hon'ble Minister for Agriculture, J&K Government (Chairman JK AIDCL)
2.	Hon'ble Minister of State for Agriculture, J&K Government, (Vice Chairman JK AIDCL).
3.	Principal Secretary to Govt., Finance Department, Civil Secretariat, Srinagar
4.	Principal Secretary to Govt., Planning & Development Deptt. J&K Government, Civil Secretariat, Srinagar
5.	Commissioner/Secretary to Govt., Industries & Commerce Deptt., J&K Government, Civil Secretariat, Srinagar.
6.	Commissioner/Secretary to Govt. Agriculture Production Deptt. J&K Government, Civil Secretariat,Srinagar.
7.	Director Northern Region Farm Machinery Training and Testing Institute,Hissar (A representative from Ministry of Agriculture, Govt. of India)
8.	Director, Horticulture Department, Kashmir.

9.	Director, Horticulture Department, Jammu.
10.	Director, Agriculture Department, Kashmir.
11.	Director, Agriculture Department, Jammu.
12.	Director, Animal Husbandry Department, Kashmir.
13.	Director, Animal Husbandry Department, Jammu.
14.	Managing Director, J&K State Agro Industries Dev.Corp.Limited
15.	Chief General Manager, NABARD, Jammu.

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A directory of its officers and employees.

S.No.	Name	Designation	Mobile Phone No.	Office Land Line
1.	Sh. Abdul Majid Bhat	Managing Director	9419002438	0194-2310251 0194-2311732 0191-2437667
2.	Sh. Rakesh Khajuria	Director Finance	9419027954	0194-2311103 0191-2430443
3.	Mrs. Gulshan Ara Sheikh	General Manager(CFP)	9419288672	01923-220397
4.	Sh. Abhinav Bakaya	Divisional Manager(CSP) Delhi	09891023410	011-27182127 011-27194328
5.	Sh. Rafiq Khan	Divisional Manager, Khonmoh.	9906744911	01942319213
6.	Sh. M.M. Gani	Divisional Manager(P&S) Kashmir	9419068473	0194-2310404
7.	Sh. Sham Lal Sharma	Liaison Officer	9419206747	0191-2437668
8.	Mrs. Tasleema Wani	Accounts Officer, H.O.	9419092929	0194-2310404
9.	Mr. Ahmad Altaf	Asstt. Accounts clerk	9697909609	0194-2310404

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The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:-

S.No.		Year 2014-15	Rs. in lacs
1.	Plan allocation under projectised Plan for upgradation of canning unit khonmoh.	Rs. 92.00	
2.	Non Plan allocation for seeking and other establishments	Nil.	

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The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

The Corporation is not executing any subsidy programme directly. However Corporation is making supplies to various Govt. departments which mainly include Agriculture production Deptt. for further distribution of these items to farmers/beneficiaries. In some cases the list of beneficiaries is available in the office of the Corporation.

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Particulars of recipients of concessions' permits or authorizations granted by it.

No persons has been granted any concessions, permits, or authorizations.

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The names, designation and other particulars of the Public Information Officer.

S.No.	Particulars	Name/Designation	Office address and Phone No.
1.	First appeal Authority	Sh. M.M. Gani, Divisional Manager, Procurement & Sales Div. Srinagar.	J&K State Agro Industries Development Corporation Ltd, Lal Mandi, Srinagar. M-9419068473
2.	Public Information Officer, Kashmir Div.	Sh. Rafiq Khan Divisional Manager, Khonmoh.	J&K State Agro Industries Development Corporation Ltd.Industrial Estate, Khonmoh, Srinagar. M-9906744911
3.	Public Information Officer, Jammu, Div.	Sh. Sham Lal Sharma, Liaison Officer.	J&K State Agro Industries Development Corporation Ltd. M-9419206747

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The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:-

The Corporation has not set up a library or a reading room for the use of public. Officers of the Corporation are available on phone and personally from 10.00 A.M. to 5 P.M.(Monday to Saturday except holiday) at the offices of the Corporation at Jammu, Srinagar and Delhi. Information is also available on website of the Corporation.