



सत्यमेव जयते

Gorkhaland Territorial Administration

DIRECTORATE OF CINCHONA AND OTHER MEDICINAL PLANTS

DARJEELING: P.O. MUNGPPOO, DIST DARJEELING - 734313, TEL: 266223, 266227, 266253

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161
Years of
Existence

Memo No. 2668 (1-N)/Dcomp/xiii-HA/23

Dated 19/12/2023

To, The Nodal Officer & Additional Secretary
to the Govt. of West Bengal
Department of Food Processing Industries & Horticulture
Benfish Tower (4th & 6th floor), GN – 31, Sec – V, Salt Lake, Kol – 700091.

Sub: Implementation of the directions passed in Writ Petition (Civil No. 990 of 2021) in the matter of Kishan Ch. Jain – Vs – Union of India & Ors. By the Hon'ble Supreme Court of India on 17.08.2023 - reg.

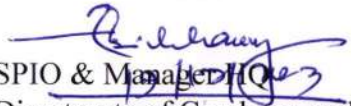
Ref. No. 1585/FPI&H/1F-15/2008(II), dated 11/12/2023

Respected Sir,

With reference to your letter No. cited above, I am submitting herewith the information as self-explicit under Section 4 of the RTI Act. 2005.

This is for favour of your information necessary action please.

Yours faithfully,


SPIO & Manager HQ
Directorate of Cinchona and Other
Medicinal Plants, West Bengal

Memo No.

Dated / /2023

Copy to:

1. The Director of Cinchona and Other Medicinal Plants, West Bengal.
2. The Appellate Authority, Directorate of Cinchona and Other Medicinal Plants, West Bengal, Mungpoo.
3. Office Copy.
4. Guard file.

SPIO & Manager HQ
Directorate of Cinchona and Other
Medicinal Plants, West Bengal

A CONSOLIDATED REPORT FOR TRANSPARENCY AUDIT

Compliance with the solemn order dated 17-08-2023 of the Hon'ble Supreme Court in WP (Civil) no.990 of 2022 in the matter of Kishan Chand Jain Vs. Union of Imam and Ors.

Ask fill with appropriate remarks against the item and details of disclosure U/Sec. 4 of the RTI Act (as may be applicable).
Remarks :- "Fully met" or "Partially met" or "Not met" or "N/A"

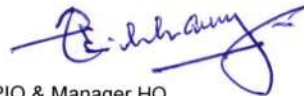
Sl. No	Section of RTI Act	Item	Details of disclosure (as may be applicable)	Remarks ("Fully met" or "Partially met" or "Not met" or "N/A")
1	Section 4(1)(b)(i)	Particulars of the organization, functions and duties	(i) Name and address of the organization	Fully met
			(ii) Function and duties of the organization	Fully met
2	Section 4(1) (b)(ii)	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	Fully met
			(ii) Power and duties of other employees	Fully met
			(iii) Work allocation order, if any	Partially met
3	Section 4(1) (b)(iii)	Procedure followed in decision making process	(i) Procedure followed in Final in decision making	Fully met
			(ii) Final decision making authority.	Fully met
			(iii) Time limit for taking a decisions, if any	Fully met
			(iv) Channel of supervision and accountability	Partially met
4	Section 4(1)(b) (iv)	Norms for discharge of functions	(i) Nature of functions/ services offered	Fully met
			(ii) Norms/ standards for functions/ service delivery	Fully met
			(iii) Process by which these services can be accessed	Fully met
			(iv) Process of redress of grievances	Fully met
5	Section 4(1)(b)(v)	Rules, regulations, instructions manual and records for discharging functions	(i) List of Rules, regulations, instructions manuals and records held by it or under its control	Fully met
			ii Acts/ Rules manuals etc. used by the	Fully met
6	Section 4(1Xb) (vi)	Categories of documents held by the authority or under its control	(i) Categories of documents held	Fully met
			(ii) Categories of documents (category wise) under its control	Fully met
7	Section 4(1)(b)(vii)	Particulars for any arrangement for consultation with or representation by the members of the public in relation	(i) Arrangement for consultations with representation by the members of the public in relation to the formulation of its policy or implementation thereof.	Partially met

		to the formulation of policy or implementation thereof	(ii) Arrangements for consultation with representation by the Members, of the public in policy formulation and I or policy implementation	Partially met
8	Section 4(I) (b) (viii)	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc.	Fully met
			(ii) Composition	Fully met
			(iii) Dates from which constituted, if available	Fully met
			(iv) Term/ Tenure, if any	Fully met
			(v) Functions	Fully met
			(vi) Whether their meetings are open to the public?	Not met
			(vii) Whether the minutes of the meetings are open to the public?	Not met
			(viii) If yes, Place where the minutes, if open to the public, are available?	N/A

9	Section 4(I) (b) (ix)	Directory of officers and employees	(i) Name and designation	Fully met
			(ii) telephone and email ID	Fully met
10	Section 4(I) (b) (x)	Monthly Remuneration received by officers & Employees Including system of compensation	(i) List of employees with Gross monthly remuneration	Fully met
			(ii) System of compensation as provided in its regulations	Fully met
11	Section 4 (I) (b) (xi)	Budget allocated to each agency including all plans proposed expenditure and reports on disbursements made etc.	(i) Total Budget for the public authority	Fully met
			(ii) Budget for each agency with particulars of the plan & programmes	Fully met
			(iii) Proposed expenditures	Fully met
			(iv) Reports on disbursements made.	Fully met
12	Section 4(i)(b)(xii)	Manner of execution of subsidy programme	(i) Name of the programme or activity	Fully met
			(ii) Objective of the programme	Fully met
			(iii) Procedure to avail benefits	Fully met
			(iv) Physical and financial targets of the programme	Fully met
			(V) Details of beneficiaries of subsidy programme	Fully met
13	Section 4(i)(b)(xiii)	Particulars of Recipients of concessions, permits or authorizations granted by the public authority	(i) Concessions, permits or authorizations granted by public authority	N/A
			(ii) For each concessions, permit or authorization granted	N/A
			a) Procedure for getting the concession/ grant and/ or permits of authorizations	N/A
			b) Name and address of the recipients given concessions/ permits or authorisations	N/A
			c) Date of award of concessions / permits or authorizations	N/A
14	Section 4(i)(b)(xiv) and (xv)	Information available in electronic form and Particulars of facilities available to citizen for obtaining information	(i) Name/ title of the document/record/other information available in electronic form.	Fully met
			(ii) Location where available	Fully met
			(iii) Name & location of the facility.	Fully met
			(iv) Working hours of the facility	Fully met
15	Section 4(1)(h) (xvi)	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Fully met
			(ii) Address, telephone numbers and email ID of each designated official.	Fully met
			(i) Grievance redressal mechanism	Fully met

16	section 4(i) (b) (xvii)	Such other information as may be prescribed under	(ii) Details of applications received under RTI and information provided	Fully met
			(iii) List of completed schemes/ projects/ Programmes	Fully met
			(iv) List of schemes/ projects/ programme underway	Fully met
			(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully met
			(vi) Annual Report	Fully met
			(vii) Frequently Asked Question (FAQs)	Not met
			(viii) Information related to procurements	Fully met
			(a) Notice/ tender enquires, and corrigenda if any thereon.	Fully met
			(b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured	Fully met
			(c) The works contracts concluded - In any such combination of the above-and	Fully met
			(d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Fully met
(ix) List of items / information disclosed so that public have minimum resort to use of R11 Act to obtain Information	Partially met			

17	Section 4(1)(c)	Are the details of policies / decisions, which affect public, informed to them	Publish all relevant facts while formulating important policies or announcing decisions which affect public.	N/A
18	Section 4(3)	Dissemination of information widely and in such form and manner which is easily accessible to the public	(I) Use of the most effective means of communication	Fully met
			(a) Internet (website)	Fully met
			(b) Printed booklet	Fully met
			(c) Others	N/A
			(II) List of materials available	Fully met
			(a) Free of cost	Fully met
19	Section 26 (I)(b)(d) and (3)	Programmes to advance understanding of RTI	(i) Educational programmes	
			(ii) Efforts to encourage public authority to participate in these programmes	
			(iii) Training of SPIO/SAPIO	
			(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
20	As per directions issued in W.P. (Civil) 990 of 2021 Kishan Ch. Jain - Vs - Union of India and Ors. and DoPT's O.M. dated		Details of third party audit of voluntary disclosures	
			(a) Dates of audit carried out	
			(b) Report of the audit carried out	
			Appointment of Nodal Officers not below the rank of Joint Secretary / Additional HoD for implementation of the Act	
			(a) Date of appointment	
			(b) Name & Designation of the officers	
			(v) Last date of updating the website.	



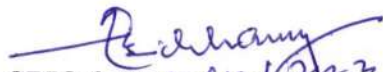
Designation: SPIO & Manager HQ

Department: Office of the Directorate of Cinchona and Other Medicinal Plants, West Bengal, FPI&H

Directorate of Cinchona and Other Medicinal Plants, West Bengal (FPI&H)

Name of the officer	Designation	Place of Posting	Additional charges (districts)	Mobile No.	E-mail ID
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Sri Gopal Lamichhaney	Manager HQ	Office of the Directorate of Cinchona and Other Medicinal Plants, West Bengal		9434467543	directorcinchona@gmail.com
Dr Nayan Thapa	Asstt. Manager, Govt. Cinchona Plantation, Munsong	Office of the Govt. Cinchona Plantation, Munsong		9635164107	managercpmungpoo@gmail.com
Dr Ayandip Biswas	Manager In-Charge	Govt. Cinchona Plantation, Latpanchor		9007578164	managercplatpanchor@gmail.com

Dr S.K. Masudul Islam	Chief Chemist In- Charge	Govt. Emetine Factory, Mungpoo		9433907546	ccddfgairibas@gmail.com
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