

DIRECTORATE OF FOOD PROCESSING INDUSTRIES
A CONSOLIDATED REPORT FOR TRANSPARENCY AUDIT

1. Particulars of the organization, functions and duties

i. Name and address of the organization

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

ii. Function and duties of the organization

The Directorate started functioning in 1862 right from almost foot hills to an altitude of 2200 M in the hilly terrain of Darjeeling District. The Directorate has 26040.69 acres of land. The initial objective of the Directorate of Cinchona and Other Medicinal Plants was to grow different species of Cinchona trees to produce the life-saving Anti-Malarial drug Quinine, from its bark. Later on, the activities of the Directorate was expanded by introducing the cultivation of *Cephaelis ipecacuanha*, *Dioscorea* sp., large Cardamom, Rubber, Mulberry, Turmeric, *Taxus bacata*, Citronella, Vetiver, Lemongrass, *Artemisia annua*, Mandarin Orange, Kiwi, Tropical and Cymbidium Orchid etc. for its commercial cultivation and to serve as a demonstration farm to the farmers.

2. Power and duties of its officers and employees

i. Powers and duties of officers (administrative, financial and judicial)

ii. Power and duties of other employees

iii. Work allocation order, if any

Annexure 1 - 3

3. Procedure followed in decision making process

i. Procedure followed in Final in decision making

Note sheet initiated by the Director of Cinchona and Other Medicinal Plants and finally approved FPI&H Departmental authority for most of the cases. In few cases approval of Office of CS, Hon'ble MIC/ Finance/ P&AR Department other government Departments required. In cases concerning to the GTA jurisdiction, the matter is placed for approval to the competent authorities of Gorkhaland Territorial Administration.

ii. Final decision making authority.

Head of the Department of FPI&H. In few cases approval of Office of CS, Hon'ble MIC/ Finance/ P&AR Department other government Departments required. In cases concerning to the GTA jurisdiction, the competent authorities of Gorkhaland Territorial Administration.

iii. Time limit for taking a decisions, if any

Depends on the type of files / matters

iv. Channel of supervision and accountability

Divisional Head → → Manager → Director

4. Norms for discharge of functions

i. Nature of functions/ services offered

- a. Cultivation of Medicinal and Aromatic Plants.
- b. Cultivation of Other Horticulture Crops.
- c. Training to the farmers.
- d. Dissemination of cultivation technology of various horticulture crops to the farmers.
- e. Farmers Development Programme.
- f. Horticulture Development Programme.
- g. Research analytical works.
- h. Production and Processing of Coffee, essential oils etc.

ii. Norms/ standards for functions/ service delivery

As per government guideline

iii. Process by which these services can be accessed

Through online Departmental portal (www.wbfpih.gov.in) / By visiting office of the Director of Cinchona and Other Medicinal Plants.

iv. Process of redress of grievances

Through CMO Grievance portal (<https://cmo.wb.gov.in/>) / Departmental portal (www.wbfpih.gov.in) / By visiting office of the Director of Cinchona and Other Medicinal Plants.

5. 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

ii. Acts/ Rules manuals etc. used

- ✓ Plantation Labour Act, 1951.
- ✓ Recruitment rules can be accessed through <https://wbfpih.gov.in/directorate?id=1>

6. Categories of documents held by the authority or under its control

i. Categories of documents held

Policy Matters/ Service Matters/ Financial Matters

ii. Categories of documents (category wise) under its control

Policy Matters/ Service Matters/ Financial Matters

7. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

i. Arrangement for consultations with representation by the members of the public in relation to the formulation of its policy or implementation thereof.

Directorate of COMP → FPI&H Department → Hon'ble MIC → Other Government Departments (Finance/ P&AR Department other government Departments as and when required) → Office of CS → Office of Hon'ble CM → Cabinet approval

GTA authorities in cases of matter relevant to the Gorkhaland Territorial Administration.

ii. Arrangements for consultation with representation by the Members, of the public in policy formulation and I or policy implementation

Directorate of COMP → FPI&H Department → Hon'ble MIC → Other Government Departments (Finance/ P&AR Department other government Departments as and when required) → Office of CS → Office of Hon'ble CM → Cabinet approval

GTA authorities in cases of matter relevant to the Gorkhaland Territorial Administration

8. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority

i. Name of Boards, Council, Committee etc.

ii. Composition

iii. Dates from which constituted, if available

iv. Term/ Tenure, if any

v. Functions

- ✓ Appointment and Promotion Committee to redressed the matter relevant to the promotion and Appointment.

vi. Whether their meetings are open to the public?

No

vii. Whether the minutes of the meetings are open to the public?

No

viii. **If yes, Place where the minutes, if open to the public, are available?**

NA

9. Directory of officers and employees

- i. Name and designation**
- ii. Telephone and email ID**

Annexure -4

10. Monthly Remuneration received by officers & Employees Including system of compensation

- i. List of employees with Gross monthly remuneration**
- ii. System of compensation as provided in its regulations**

Annexure - 5

11. Budget allocated to each agency including all plans proposed expenditure and reports on disbursements made etc.

- i. Total Budget for the public authority**
- ii. Budget for each agency with particulars of the plan & programmes**
- iii. Proposed expenditures**
- iv. Reports on disbursements made.**

Annexure – 6

12. Manner of execution of subsidy programme

- i. Name of the programme or activity**
- ii. Objective of the programme**
- iii. Procedure to avail benefits**
- iv. Physical and financial targets of the programme**
- v. Details of beneficiaries of subsidy programme**

- ✓ MIDH, RKVY and Do It Yourself Schemes.
- ✓ Farmers Development Programme and development of Infrastructure of the Directorate of Cinchona and Other Medicinal Plants.
- ✓ Visiting the office of the Director of Cinchona and Other Medicinal Plants.
- ✓ Physical and financial target of the programme attached as Annexure 8.
- ✓ Details of the beneficiaries during 2023-24 attached as Annexure 9.

13. Particulars of Recipients of concessions, permits of authorizations granted by the public authority

- i. Concessions, permits or authorizations granted by public authority**
- ii. For each concessions, permit or authorization granted**
 - a. Procedure for getting the concession/ grant and/ or permits of authorizations**

- b. Name and address of the recipients given concessions/ permits or authorizations**
- c. Date of award of concessions / permits or authorizations**

Not Applicable

- 14. 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.**
 - ii. Location where available**
 - iii. Name & location of the facility.**
 - iv. Working hours of the facility**

Some Information can be accessed through <https://wbfpjh.gov.in> portal any time. However, most information are not available in Electronic form.

- 15. 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**
 - ii. Address, telephone numbers and email ID of each designated official.**

Annexure-7

16. Such other information as may be prescribed under

- i. Grievance redressal mechanism**

Through CMO Grievance portal (<https://cmo.wb.gov.in/>) / Departmental portal (www.wbfpjh.gov.in)

- ii. Details of applications received under RTI and information provided**

Available with SPIO, FPI

- iii. List of completed schemes/ projects/ Programmes**

- ✓ Development of Cymbidium Orchids Industry in Darjeeling Hills.
- ✓ Supply of saplings of Round Chilli to the Farmers.
- ✓ Tissue Culture Lab at Mungpoo for Cinchona.
- ✓ Mushroom Spawn Production Laboratory.

- iv. List of schemes/ projects/ programme underway**

- ✓ Infrastructure Development for Cinchona bark Drying, Packing and Storage.
- ✓ Development of Irrigation System in the Directorate.
- ✓ Development of Medicinal Plant (Rhododendron Park) at Mungpoo.
- ✓ Development of Hi-Tech Nurseries for Planting material production of Large Cardamom and Ginger.
- ✓ Mechanization in the Directorate.

v. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

M/S Pallishree Limited for production of Tissue Culture Plantlets of Cinchona – Rs. 2.92 Crore – two years.

UBKV for production of Tissue Culture Plantlets of Cinchona – Rs. 30 lakh – three years.

vi. Annual Report

Annexure 8

vii. Frequently Asked Question (FAQs)

Annexure 9

viii. Information related to procurements

a. Notice/ tender enquires, and corrigenda if any thereon.

Can be accessed through <https://wbfpih.gov.in/tenders> /can visit the West Bengal e-Tender portal wbtender.gov.in or may visit the office of the Director of Cinchona and Other Medicinal Plants.

b. Details of the bids awarded comprising the names of the suppliers of goods/services being procured

Through GeM portal/ Departmental Notice board.

c. The works contracts concluded - In any such combination of the above

To be uploaded on portal <https://wbfpih.gov.in> / Departmental Notice board.

d. The rate /rates and the total amount at which such procurement or works contract is to be executed.

Uploaded on portal <https://wbfpih.gov.in> / Departmental Notice board.

ix. List of items / information disclosed so that public have minimum resort to use of R11 Act to obtain Information

Can be viewed partially through Can be accessed through <https://wbfpih.gov.in>

17. Are the details of policies / decisions, which affect public, informed to them

i. Publish all relevant facts while formulating important policies or announcing decisions which affect public.

Uploaded on portal <https://wbfpih.gov.in> / Departmental Notice board

18. 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**
 - a. Internet (website)**
 - b. Printed booklet**
 - c. Others**

Booklets/leaflets are available with portal <https://wbfpih.gov.in>

Printed booklets available with Department and distributed during Government events.

- ii. List of materials available**
 - a. Free of cost**
 - b. At a reasonable cost of the medium**

Available Free of Cost

19. Programmes to advance understanding of RTI

- i. Educational programmes - Required**
- ii. Efforts to encourage public authority to participate in these programmes - Required**
- iii. Training of SPIO/SAPIO - Required**
- iv. Update & publish guidelines on RTI by the Public Authorities concerned**
- v. Details of third party audit of voluntary disclosures**
 - a. Dates of audit carried out - NA**
 - b. Report of the audit carried out - NA**
- vi. Appointment of Nodal Officers not below the rank of Joint Secretary / Additional HoD for implementation of the Act**
 - a. Date of appointment - NA**
 - b. Name & Designation of the officers - NA**
 - c. Last date of updating the website - NA**