

**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 Food Processing Industries  
Government of West Bengal  
Benfish Tower, 6<sup>th</sup> Floor, GN Block, Sector V  
Salt Lake City, Kolkata – 700091

**ii. Function and duties of the organization**

The Directorate of Food Processing Industries was formed in 1998 and became functional from 2009. Food Processing Development Officers and other officers of Directorate of FPI joined at the end of August 2011 and Directorate of FPI became fully functional. FPI officials provided (i) technical guidance/training to the entrepreneurs /SHG/NGOs to setup Food Processing Industries (ii) Inspection of units, assessment of technical viabilities of projects, recommendation of subsidies under different government schemes.

**2. Power and duties of its officers and employees**

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

Related with the Administrative Department

**ii. Power and duties of other employees**

**iii. Work allocation order, if any**

**Annexure 3-5 - Work allocation order**

**3. Procedure followed in decision making process**

**i. Procedure followed in Final in decision making**

Note sheet imitated by the Directorate of FPI and finally approved by the 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.

**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

**iii. Time limit for taking a decisions, if any**

Depends on the type of files / matters

**iv. Channel of supervision and accountability**

Lower Division Clerk/Upper Division Clerk → MIS-In-Charge / Food Processing Development Officer → Additional Director/Director, FPI → Secretary, FPI&H Department → Hon'ble MIC (if required)

**4. Norms for discharge of functions**

**i. Nature of functions/ services offered**

- a. Technical guidance/training to the entrepreneurs/SHG/NGOs to setup Food Processing Industries.
- b. Inspection of units, assessment of technical viabilities of projects, recommendation of subsidies under different government schemes.

**ii. Norms/ standards for functions/ service delivery**

As per government guideline

**iii. Process by which these services can be accessed**

Through online Departmental portal (<https://wbfpih.wb.gov.in/>) in few cases / by visit District Food Processing Development officer/ District Nodal Officer

**iv. Process of redress of grievances**

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

**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**

- ✓ Recruitment rules can be accessed through <https://wbfpih.wb.gov.in/directorate?id=1>
- ✓ West Bengal Food Processing Incentive Scheme (WBFPIS)-2021: Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=7>
- ✓ Centrally Sponsored Scheme- "PM Formalisation of Micro Food Processing Enterprises Scheme (PM FME Scheme)": Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=8>

## **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 FPI → 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

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

Directorate of FPI → 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

## **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**

✓ Committees for West Bengal Food Processing Incentive Scheme (WBFPIS)-2021: Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=7>

✓ Committees for Centrally Sponsored Scheme- "PM Formalisation of Micro Food Processing Enterprises Scheme (PM FME Scheme)": Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=8>

### **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

<https://wbfpih.wb.gov.in/directorate?id=1>

**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 -30 & 31 - FPI Employee Remuneration**

**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.

Budget books published by Finance Department available with directorate

**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

- ✓ West Bengal Food Processing Incentive Scheme (WBFPIS)-2021: Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=7>
- ✓ Centrally Sponsored Scheme- "PM Formalisation of Micro Food Processing Enterprises Scheme (PM FME Scheme)": Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=8>

**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

Information can be accessed through <https://wbfpih.wb.gov.in> portal any time. District officers in charge, FPI may be contacted during office hours to get assistance.

**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-51 & 52 – RTI**

**16. Such other information as may be prescribed under**

**i. Grievance redressal mechanism**

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

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

Available with SPIO, FPI

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

National Mission on Food Processing

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

- ✓ West Bengal Food Processing Incentive Scheme (WBFPIS)-2021: Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=7>
- ✓ Centrally Sponsored Scheme- "PM Formalisation of Micro Food Processing Enterprises Scheme (PM FME Scheme)": Details can be accessed through <https://wbfpih.wb.gov.in/directorate?id=8>

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

West Bengal State Food Processing and Horticulture Development Corporation Limited (WBSFPHDCL) under the administrative control of FPI&H Department engaged to perform as State Project Management Unit (SPMU) for PM Formalization of Micro Food Processing Enterprises (PMFME) Scheme – MoFPI

**vi. Annual Report**

Achievement report available with Directorate

**vii. Frequently Asked Question (FAQs)**

Can be accessed through <https://wbfpih.wb.gov.in/directorate?id=9>

**viii. Information related to procurements**

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

Can be accessed through <https://wbfpih.wb.gov.in/tenders>

**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.wb.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.wb.gov.in> / Departmental Notice board.

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

Can be viewed partially through Can be accessed through <https://wbfpih.wb.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.wb.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.wb.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**
- 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**
- v. Details of third party audit of voluntary disclosures**
  - a. Dates of audit carried out**
  - b. Report of the audit carried out**
- vi. 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**
  - c. Last date of updating the website.**

Related with the Administrative Department

**DIRECTORATE OG FPI**  
**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 202 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"

<b>Sl. No</b>	<b>Section of RTI Act</b>	<b>Item</b>	<b>Details of disclosure (as may be applicable)</b>	<b>Remarks ("Fully met" or "Partially met" or "Not met" or "N/A")</b>
1	Section 4(1)(b)(i)	Particulars of the organization, functions and duties	(i) Name and address of the organization (ii) Function and duties of the organization	Fully met 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) (ii) Power and duties of other employees (iii) Work allocation order, if any	Fully met Fully met Fully met
3	Section 4(1) (b)(iii)	Procedure followed in decision making process	(i) Procedure followed in Final in decision making (ii) Final decision making authority. (iii) Time limit for taking a decisions, if any (iv) Channel of supervision and accountability	Fully met Fully met Partially met Partially met
4	Section 4(1)(b) (iv)	Norms for discharge of functions	(i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Process of redress of grievances	Fully met Fully met Fully met 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 (ii) Acts/ Rules manuals etc. used by the	Fully met Fully met
6	Section 4(1Xb) (vi)	Categories of documents held by the authority or under its control	(i) Categories of documents held (ii) Categories of documents (category wise) under its control	Fully met 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 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. (ii) Arrangements for consultation with representation by the Members, of the public in policy formulation and I or policy implementation	Fully met Fully 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. (ii) Composition (iii) Dates from which constituted, if available (iv) Term/ Tenure, if any (v) Functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) If yes, Place where the minutes, if open to the public, are available?	Fully met Fully met Fully met Fully met Fully met Not met Not met N/A

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<b>Sl. No</b>	<b>Section of RTI Act</b>	<b>Item</b>	<b>Details of disclosure (as may be applicable)</b>	<b>Remarks ("Fully met" or "Partially met" or "Not met" or "N/A")</b>
9	Section 4(I) (b) (ix)	Directory of officers and employees	(i) Name and designation (ii) telephone and email ID	Fully met 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 (ii) System of compensation as provided in its regulations	Fully met 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 (ii) Budget for each agency with particulars of the plan & programmes (iii) Proposed expenditures (iv) Reports on disbursements made.	Fully met Fully met Fully met Fully met
12	Section 4(i)(b)(xii)	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	Fully met Fully met Fully met Fully met Fully met
13	Section 4(i)(b)(xiii)	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 authorisations c) Date of award of concessions / permits or authorizations	N/A N/A N/A N/A 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. (ii) Location where available (iii) Name & location of the facility. (iv) Working hours of the facility	Fully met Fully met Fully met 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 (ii) Address, telephone numbers and email ID of each designated official.	Fully met Fully met
			(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report	Fully met Fully met Fully met Fully met Fully met Fully met

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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")
16	section 4(i) (b) (xvii)	Such other information as may be prescribed under	(vii) Frequently Asked Question (FAQs)	Fully 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	Partially met
			(c) The works contracts concluded - In any such combination of the above-and	Partially met
			(d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Partially met
			(ix) List of items / information disclosed so that public have minimum resort to use of RTI Act to obtain Information	Partially met

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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"

<b>Sl. No</b>	<b>Section of RTI Act</b>	<b>Item</b>	<b>Details of disclosure (as may be applicable)</b>	<b>Remarks ("Fully met" or "Partially met" or "Not met" or "N/A")</b>
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.	Partially met
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
			(b) At a reasonable cost of the medium	N/A
			(i) Educational programmes	
			(ii) Efforts to encourage public authority to participate in these programmes	
			(iii) Training of SPIO/SAPIO	
19	Section 26 (1)(b)(d) and (3)	Programmes to advance understanding of RTI	(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
			Details of third party audit of voluntary disclosures	Related with the Administrative Department
			(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.	

## Annexure 3-5 - Work allocation order

**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF FOOD PROCESSING INDUSTRIES & HORTICULTURE**  
**BENFISH TOWER, 4TH FLOOR, GN-31, SECTOR - V**  
**SALT LAKE, KOLKATA - 700091**

**O R D E R**

In suppression of all previous Orders of this Directorate, the following re-allocation of duties amongst the Officers, LDC is hereby made in order to ensure smooth functioning of the office administration:

<b>Sl.</b>	<b>Type of Work</b>	<b>Brief description of works</b>	<b>Officer in Charge</b>	<b>Dealing assistants (LDC)</b>
1	Legal, Law Matters	All Legal and Law Matters	Kaveri Rit, FPDO	Somali Roychoudhury, UDC
2	RTI Matters	All RTI Matters	Suninda Sundar Poria, FPDO & SPIO	Tasmiya Yaquib, LDC
3	Assembly & Parliamentary Matters	All Assembly & Parliamentary Matters including Preparation and compilation of Budget Speech, (Governor, Finance Minister & MIC), Pre-voting Budget Scrutiny, Economic Review, Starred Questions etc..	Suninda Sundar Poria, FPDO	Mahipal Kundu, LDC
4		Functions of Drawing & Disbursing Officer including of GEM and all Financial Matters related to state budgets	Suninda Sundar Poria, FPDO	Sk Munkar Hussain, LDC
5		All Budget related matters	Suninda Sundar Poria, FPDO	Sk Munkar Hussain, LDC
6	Financial Matters	All IFMS matters and allied works - calculation and creation of all sanction orders/ work orders. - Bill entry in system - physical bill preparation	Suninda Sundar Poria, FPDO	Sk Munkar Hussain, LDC

		All IFMS matters and allied works - cash book updation	Suninda Sundar Poria, FPDO	Tasmiya Yaquib, LDC
7		All PFMS matters and allied works	Subrata Chattopadhyay, Deputy Director	Mahipal Kundu, LDC
8		Audit & A.G. matters, Reconciliation of accounts, CAG Audit.	Subrata Chattopadhyay, Deputy Director	Mahipal Kundu, LDC
9	State Development Policy and Schemes	State Development Policy, Schemes (WBFPIS) and allied works	Kaveri Rit, FPDO	Sandip Murmu, LDC
10	Central Sector Schemes	PMFME and allied works	Suninda Sundar Poria, FPDO	Mahipal Kundu, LDC
11	Service Matters	All matters related to HRMS and allied works	Suninda Sundar Poria, FPDO	Sandip Murmu, LDC
12		Promotion, Transfer etc..	Suninda Sundar Poria, FPDO	Sandip Murmu, LDC
13		Amendments of Recruitment Rules and allied works	Sourav Narayan Mondal, MIS-In-Charge	Sandip Murmu, LDC
14		DP and death-in-harness cases	Kaveri Rit, FPDO	Somali Roychoudhury, UDC
15		Leave matters including Maintaining physical leave register.	Sourav Narayan Mondal, MIS-In-Charge	Somali Roychoudhury, UDC
16		Service book related matters including entries and updating.	Kaveri Rit, FPDO	Tasmiya Yaquib, LDC
17		Procurement and maintenance of all types of stock registrar excluding financial part	Sourav Narayan Mondal, MIS-In-Charge	Somali Roychoudhury, UDC
18		Maintenance of Asset Declarations	Sourav Narayan Mondal, MIS-In-Charge	Somali Roychoudhury, UDC
19		All matter related to D.E.O.s	Sourav Narayan Mondal, MIS-In-Charge	Sandip Murmu, LDC
20		Income Tax of Employees.	Suninda Sundar Poria, FPDO	Tasmiya Yaquib, LDC

21	Medical benefit and WBHS	All medical related matters with WBHS portal	Suninda Sundar Poria, FPDO	Somali Roychoudhury, UDC
22	Establishment Matters	All Vehicle Matters and allied works	Suninda Sundar Poria, FPDO	Sk Munkar Hussain, LDC
23		Matter related to Benfish Towers	Sourav Narayan Mondal, MIS-In-Charge	Sandip Murmu, LDC
24		Identity Cards/ Assembly Pass etc.	Kaveri Rit, FPDO	Somali Roychoudhury, UDC
25		Bidhannagar Co-operative Sanjay kansal	Suninda Sundar Poria, FPDO	Somali Roychoudhury, UDC
26	Tender and AMC	Tender and AMC	Sourav Narayan Mondal, MIS-In-Charge	Sandip Murmu, LDC
27	IT matters	All I.T establishment matters (Website, server, conference, leased line, computer and its peripherals) pertaining to this Directorate except financial matters.	Sourav Narayan Mondal, MIS-In-Charge	Sandip Murmu, LDC
28		Administrative Calander, Samannay, Field Inspection Portal , CMO Grievance portal, Publication of reports, Preparation of booklets, e-office, SAR,GeM, WFTS,Web applications, Software and e-governence initiatives, Liaison with IT, NIC etc.	Sourav Narayan Mondal, MIS-In-Charge	Sandip Murmu, LDC
29		Preparation of reports in respect of portals	Sourav Narayan Mondal, MIS-In-Charge	Sandip Murmu, LDC
30	Miscellaneous	Disaster Management / Election / Census / Social Welfare / Minority / BCW / Disability matters,	Kaveri Rit,	Tasmiya Yaquib, LDC

	matters	Protocol matters and Inter Department correspondences	FPD0	
31		etc Training Seminar, Fair & Exhibition		Tasmiya Yaquib, LDC
32	Despatch & Receiving section and allied works	Central receiving section (both e-office [scanning of receipts and distribute through e-office] and offline [Receiving, Maintenance of Inward/Outward Registers, Peon Book, Allotment file, Guard Files etc..])		Tasmiya Yaquib, LDC
33	Despatch & Receiving section and allied works	Central Dispatch Section (both e-office [scanning of receipts and distribute through e-office] and Offline [Despatch, Maintenance of Inward/Outward Registers, Peon Book, Allotment file, Guard Files etc..])		Tasmiya Yaquib, LDC
34	Bengali and English typing	Typing of all matters both in Bengali & English version as and when requested by the officers of FPI Directorate.		Mahipal Kundu, LDC

#### Leave substitutes for

1. Mahipal Kundu, LDC is Tasmiya Yaquib, LDC
2. Sk Munkar Hussain, LDC is Somali Roychoudhury, UDC
3. Somali Roychoudhury, UDC is Sandip Murmu, LDC
4. Sandip Murmu, LDC is Mahipal Kundu, LDC
5. Tasmiya Yaquib, LDC is Sk Munkar Hussain, LDC

All the pending / yet to be processed works may be handed over to the new assignee by the old assignee after receipt of this Order.

In addition to the above, any other duties assigned by the authority as and when required shall have to be performed in the interest of public.

This has the approval of the Secretary of this Department and will take immediate effect.

KASTURI SENGUPTA  
ADDITIONAL SECRETARY  
17-03-2025

Copy forwarded for information to the:

1. PS to Secretary, FPI&H Department
2. Special Secretary (SB), FPI&H Department
3. The MD, WBSFPHDCL
4. The Director of Horticulture
5. The Director of DCOMP
6. Additional Director, FPI
7. DDO, FPI
8. MIS-In-Charge, FPI - he is requested to upload on portal.
9. Sri/Smt ..... of this Directorate;
10. Guard File.

KASTURI SENGUPTA  
ADDITIONAL SECRETARY  
17-03-2025

**Directorate of Food Processing Industries**  
**Annexure 30 & 31 - FPI Remuneration**

<b>Name of the officer</b>	<b>Designation</b>	<b>Pay Level as per ROPA 2019</b>	<b>Pay Band</b>
Kasturi Sengupta, WBCS(Exe)	Director	22	123600- 192500
Bikash Saha, WBCS(Exe)	Additional Director	22	123600- 192500
Sourav Narayan Mondal	MIS-In-Charge	17	67300- 173200
Suninda Sundar Poria	FPDO	15	42600- 109800
kaveri Rit	FPDO	15	42600- 109800
Misbaul Islam	FPDO	15	42600- 109800
Pradip Kanti Roy	FPDO	15	42600- 109800
Arunabha Baul	FPDO	15	42600- 109800
Sukhendu Jana	FPDO	15	42600- 109800
Somali Roy Chowdhury	UDC	9	28900- 74500
Tasmiya Yaqub	LDC	6	22700- 58500
Sandip Murmu	LDC	6	22700- 58500
Munkar Hussain	LDC	6	22700- 58500
Mahipal Kundu	LDC	6	22700- 58500
Shyamal Ghosh	Group D	2	17600- 45200
Azhar Rahaman	Group D	2	17600- 45200

## **Annexure-51 & 52 – RTI**

**Government of West Bengal**  
**Department of Food Processing Industries & Horticulture**  
**Benfish Tower (4<sup>th</sup> & 6<sup>th</sup> floor), GN-31, Sec-V, Salt Lake, Kol-700091**

No. 211/FPI&H/1E-15/2008(II)

Date: 08.02.2024

**NOTIFICATION**

In exercise of the power conferred by sub-sections (1) and (2) of section 5 of the Right to Information Act, 2005 (No. 22 of 2005), hereinafter referred to as the said act, the following officials are designated as SPIO and Appellate Authority for carrying out the purposes of the said Act on behalf of the Directorate of Food Processing Industries under control of this Department.

Sl No.	Name of the Office	State Public Information officer (SPIO)	Appellate Authority
1	Directorate of Food Processing Industries, Benfish Tower (4 <sup>th</sup> floor), GN-31, Sec-V, Salt Lake, Kol-700091	Sri Suninda Sundar Poria, Food Processing Development Officer, Directorate of Food Processing Industries Contact No. 9433581254 Email Id. <a href="mailto:sunindaporia@gmail.com">sunindaporia@gmail.com</a>	Shri Bikash Saha, WBCS(Exe.), Additional Director, Directorate of Food Processing Industries Contact No. 9875642174 Email Id. <a href="mailto:bikash.saha.96@gmail.com">bikash.saha.96@gmail.com</a>



Additional Chief Secretary  
to the Govt. of West Bengal

No. 211/1(10)/FPI&H/1E-15/2008(II)

Date: 08.02.2024

**Copy forwarded for necessary information to:**

1. The Secretary, West Bengal Information Commission, Khadya Bhawan complex, 11A, Mirza Ghalib St, Kolkata, West Bengal 700087;
2. The Special Secretary, Department of FPI&H;
3. Appellate Authority & Joint Secretary, Department of FPI&H;
4. The Additional Director, Directorate of Food Processing Industries;
5. SPIO & Sr. Deputy Secretary, Department of FPI&H;
6. PS to the Hon'ble MIC, Department of FPI&H;
7. PS to the ACS, Department of FPI&H;
8. Notice Board;
9. MIS in Charge to upload in Departmental website;
10. Guard File.

Special Secretary  
to the Govt. of West Bengal