

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"

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	Partially 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	Partially 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 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.	Fully met
			(ii) Arrangements for consultation with representation by the Members, of the public in policy formulation and I or policy implementation	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.	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 of 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
16	section 4(i) (b) (xvii)	Such other information as may be prescribed under	(i) Grievance redressal mechanism	Fully met
			(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	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 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.	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
19	Section 26 (1)(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.				

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, 4th 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 become 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)

ii. Power and duties of other employees

iii. Work allocation order, if any

Annexure 3 - 5

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

Food Processing Development Officer → Additional Director/Director, FPI → Additional Chief 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 (www.wbfpih.gov.in) / By visit District Food Processing Development officer

iv. Process of redress of grievances

Through CMO Grievance portal (<https://cmo.wb.gov.in/>) / Departmental portal (www.wbfpih.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.gov.in/directorate?id=1>
- ✓ West Bengal Food Processing Incentive Scheme (WBFPIIS)-2021: Details can be accessed through <https://wbfpih.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.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 (WBFPIIS)-2021: Details can be accessed through <https://wbfpih.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.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**

Annexure -28 & 29 - FPI Contact Details

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.**

Annexure – 32-36

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 (WBFPIIS)-2021: Details can be accessed through <https://wbfpih.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.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.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 (www.wbfpih.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 (WBFPIIS)-2021: Details can be accessed through <https://wbfpih.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.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**

Aspiration Bengal Foundation, Kolkata engaged for establishment of State Project Management Unit (SPMU) for PM Formalization of Micro Food Processing Enterprises (PMFME) Scheme – MoFPI

Amount of contract: Rs.9,15,000 per month for 9 consultants (From September 2023 till March 2025)

vi. Annual Report
Annexure 58

vii. Frequently Asked Question (FAQs)
Not present, will prepare soon.

viii. Information related to procurements

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

Can be accessed through <https://wbfpih.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.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**
- 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.**

**Directorate of Food Processing Industries
Annexure -28 & 29 - FPI Contact Details**

Name of the officer	Designation	Place of Posting	Additional charges (districts)	Mobile No.	E-mail ID
Kasturi Sengupta, WBCS(Exe)	Director	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700091		9434095911	ksengupta28@gmail.com
Bikash Saha, WBCS(Exe)	Additional Director	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700091		9875642174	bikash.saha.96@gmail.com
Sourav Narayan Mondal	MIS-In-Charge	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700091		9477169036	sourav.mondal@nic.in misfpi@gmail.com
Suninda Sundar Poria	FPDO	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700091	Purulia North 24 Pgs	9433581254	sunindaporiamail.com
kaveri Rit	FPDO	Office of the District Horticulture officer, Cinchura, Hooghly	FPI(HQ), Purba Bardhaman Paschim Bardhaman Birbhum	9647100291	fpdokolkatazone@gmail.com
Misbaul Islam	FPDO	Office of the District Horticulture officer, Uddyan Bhaban, New collectorate premises, Berhampur, Murshidabad - 742101	Uttar Dinajpur Dakshin Dinajpur Malda	9832818954	fpdommud@gmail.com misbahul1983@gmail.com
Pradip Kanti Roy	FPDO	Office of the District horticulture officer, South 24 Pgs.	Nadia Purba Medinipur	9874270443	fpdopkray@gmail.com pradipray2011@gmail.com
Arunabha Baul	FPDO	Office of the District Horticulture officer, Siliguri Mahakuma Parishad SMP Siliguri	Alipurduar Coochbehar Kalimpong Jalpaiguri	9851336103	fpdonb@gmail.com fpdo1maldazofpi@gmail.com
Sukhendu Jana	FPDO	Office of District FPI & Horticulture,5 th Floor, New Collectorate Building, 7, R.B.C. Road, Howrah - 711101	Bankura Jhargram Paschim Medinipur	9903830620	fpdosjana@gmail.com
Tasmiya Yaqub	LDC	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700092		6290167986	tasmiya.yaqub1@gmail.com
Anwasha Manna	LDC	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700093		9903943002	ashi92anwasha@gmail.com
Mainul Malitha	LDC	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700094		9093816567	mainul.malitha@gmail.com
Munkar Hussain	Group D	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700091		9432012936	

Mahipal Kundu	Group D	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700091		9851040514	
Shyamal Ghosh	Group D	Benfish Tower, 4th Floor,GN Block, Sector VSalt Lake City, Kolkata – 700091		9932653062	
Azhar Rahaman	Group D	Office of the District Horticulture officer, Uddyan Bhaban, New collectorate premises, Berhampur, Murshidabad - 742101		8617586188	

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

Name of the officer	Designation	Pay Level as per ROPA 2019	Pay Band
Kasturi Sengupta, WBCS(Exe)	Director	21	123100-191800
Bikash Saha, WBCS(Exe)	Additional Director	21	123100-191800
Sourav Narayan Mondal	MIS-In-Charge	17	67300-173200
Suninda Sundar Poria	FPDO	15	42600-109800
kaveri Rit	FPDO	15	42600-109801
Misbaul Islam	FPDO	15	42600-109802
Pradip Kanti Roy	FPDO	15	42600-109803
Arunabha Baul	FPDO	15	42600-109804
Sukhendu Jana	FPDO	15	42600-109805
Tasmiya Yaqub	LDC	6	22700-58500
Anwasha Manna	LDC	6	22700-58501
Mainul Malitha	LDC	6	22700-58502
Munkar Hussain	Group D	2	17600-45200
Mahipal Kundu	Group D	2	17600-45201
Shyamal Ghosh	Group D	1	17000-43600
Azhar Rahaman	Group D	1	17000-43601