

DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE

A CONSOLIDATED REPORT FOR TRANSPARENCY AUDIT
(DETAILS OF DISCLOSURE OF INFORMATION U/S 4 OF THE RTI ACT, 2005)

1. Particulars of the Organization, Functions and Duties **[u/s 4(1)(b)(i) of the RTI Act, 2005]**

i. Name and Address of the Organization

Department of Food Processing Industries and Horticulture, West Bengal, (FPI&H).
Benfish Tower, 4th Floor, GN-31, Sector-v, Salt Lake City, Kolkata-700091.

ii. Function and Duties of the Organization

Department of Food Processing Industries became operational from May 1992. In due course directorate of Horticulture came from Agriculture department and joined this Department in April 1997 and it came to be known as Department of food Processing Industries and Horticulture. A separate directorate for food processing Industries was formed in 1998 that became fully functional from 2009. Directorate of Cinchona and Other Medicinal Plants was brought administrative control of this Department from Commerce and Industries Department in the end of 2006. West Bengal State Food Processing and Horticulture Development Corporation Limited responsible for implementing various projects of this Department is also under administrative control of this Department.

2. Power and Duties of its Officers and Employees **[U/s 4(1)(b)(ii) of the RTI Act, 2005]**

i. Power- The Hon'ble Minister-in-Charge / Minister of State (Independent Charge) of the Department is the Supreme Authority of the Department. All policies and principles of the Departmental functions are implemented with his approval and ratification. The Secretary of this Department is the executive head. She has been vested with the powers to execute any decision that has been approved by the Minister-in-Charge or the Minister of State. In some cases the Secretary enjoys the power of incurring expenditure as per delegation of Financial Power Rules, 1976 as amended from time to time.

There is a Special Commissioner in this Department who enjoys the power as the Nodal officer of RTI. There is a set of officers comprising Special Secretary, Additional Secretary, Joint Secretaries, Assistant Secretary, Registrar, Officers on Special Duty and Section Officers. All Officers right from the Secretary/Special Commissioner down to the Officers in the rank of Registrar enjoy the power of disciplinary functions of the department. The Officers from the rank of Secretary to the rank of Assistant Secretary are empowered to issue any executive order with the approval of the Secretary of this Department. They may issue any Government order sanctioning and allotting fund subject to the concurrence of this Department, so far as release of the fund is concerned.

ii. Duties- The duties of the officers and employees of any of the Government Department is elaborately stated in the West Bengal Services Rules (Part I), 1987 vide Appendix 6A of West Bengal Services (Duties, Rights and Obligations of the Government Employees) Rules, 1980.

iii. Work allocation order

[Annexure-I](#)

3. Procedure Followed In Decision Making Process

[U/s 4(1)(b)(iii) of RTI Act, 2005]

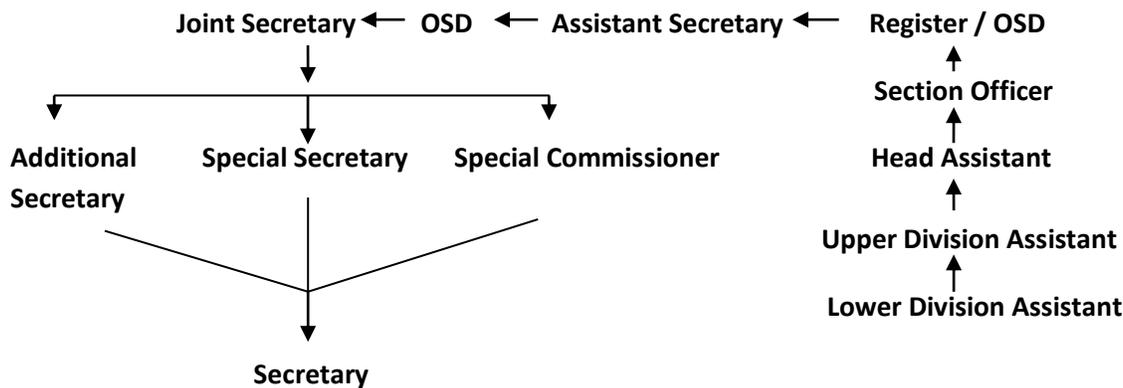
i. Procedure followed in Final in decision making

Note sheet initiated by the Dealing Assistant then forwarded to the supervisor i.e. H.A./S.O./Registrar/OSD then forwarded to the Officers i.e. Assistant Secretary/Deputy Secretary/Joint Secretary/ Additional Secretary/Special Secretary of this Department and finally approved by the Special Commissioner/Secretary / Hon'ble MIC of this Department for most of the cases.

In few cases approval of Hon'ble CM/ Office of CS/Hon'ble MIC/Finance/P&AR/PSC,WB/Law or other Governmental Departments/Statutory bodies/Judiciary as and when is required.

In cases concerning to the GTA jurisdiction, the matter is placed for approval to the competent authorities of Gorkhaland Territorial Administration.

Organogram of this Department



ii. Final decision making Authority

HOD of Department i.e. the Secretary. In some cases, the approval of Hon'ble CM/Office of CS/ Hon'ble MIC/Finance/ P&AR Department or other government Departments is required. In cases concerning to the GTA jurisdiction, the competent authorities of Gorkhaland Territorial Administration.

iii. Time limit for taking a decision, if any

Depends on the type of files/ matters

iv. Channel of supervision and accountability

Dealing Assistants-Supervisors-Officers-HOD (Secretary/Special Commissioner)

4. Norms for Discharge of Functions

[U/s 4(1)(b)(iv) of RTI Act, 2005]

i. Nature of functions/ services offered

Various schemes related works like – SDS, MIDH,RKVY,APEDA, RIDF,BGBS through the three Directorates namely- Directorate of Horticulture, Directorate of Food Processing Industries, Directorate of Cinchona and Other Medicinal Plants and one Corporation i.e. West Bengal State Food Processing and Horticulture Development Corporation Limited.

ii. Norms/standards for functions/service delivery

As per government guideline and in some cases as per the final observations of Judiciary.

iii. Process by which these services can be accessed

Through online departmental portal (www.wbfpih.gov.in)

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 Manuals and Records for Discharging its Functions

[U/s 4(1)(b)(v) of RTI Act, 2005]

All India Services Manual- Volume I, II, & III

West Bengal Services rule, Part-I & Part-II

West Bengal Financial Rules.

West Bengal (Classification, Control and Appeal) Rules.

Duties, rights and Obligations of Govt. employees, 1980

Treasury Rules

Audit and Accounts Code

Reports/Orders of the Finance Department, govt. of west Bengal/P & AR Department, Govt. of

West Bengal/ Department of Personnel & Training, Govt. of India/ the Central Information

Commission and State Information Commission.

Directions/Orders of Hon'ble High Court and Hon'ble Supreme Court.

**6. Categories of Documents held by the Authority or under its control
[U/s 4(1)(b)(vi) of RTI Act, 2005]**

i. Categories of documents held

Policy Matters/ Service Matters/ Financial Matters/Budget Matters/Land Matters/Law Matters.

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

Policy Matters/ Service Matters/ Financial Matters /Matters/Land Matters/Law 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
[U/s 4(1)(b)(vii) of RTI Act, 2005]**

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

FPI&H Department – Hon’ble MIC- Other Government Departments (Finance/P & AR or 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

FPI&H Department – Hon’ble MIC- Other Government Departments (Finance/P & AR or 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
[U/s 4(1)(b)(viii) of RTI Act, 2005]**

i. Name of Boards, Council, Committee etc.

There is no Board, Council or Committee under this Department.

For the committees under the parastatal Directorates please check their Disclosures available in the RTI section of departmental portal <https://wbfpib.wb.gov.in> .

ii. Composition

N/A

iii. Dates from which constituted, if available

N/A

iv. Term/Tenure, if any

N/A

v. Functions

N/A

vi. Whether their meetings are open to the public?

N/A.

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

N/A

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

N/A

9. Directory of Officers and Employees

[U/s 4(1)(b)(ix) of RTI Act, 2005]

i. Name and designation

[Annexure-II](#)

ii. Telephone and email ID

[Annexure-II](#)

10. Monthly Remuneration received by Officers & Employees Including System of Compensation

[U/s 4(1)(b)(x) of RTI Act, 2005]

i. List of employees with Gross monthly remuneration

ii. System of compensation as provided in its regulations

Remuneration of all the officers & employees of this Department are guided as per West Bengal Revision of Pay and Allowance 2019 and remuneration of officers of All India Services are guided as per 7 Central Pay Commission.

11. Budget Allocated to each Agency including all Plans Proposed Expenditure and Reports on Disbursements made etc.

[U/s 4(1)(b)(xi) of RTI Act, 2005]

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.

“The Annual Financial Statement of the Government of West Bengal 2025-26” is available on Financial Department’s website: www.finance.wb.gov.in .

**12. Manner Of Execution Of Subsidy Programme
[U/s 4(1)(b)(xii) of RTI Act, 2005]**

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

There is no subsidy programme running under this Department directly but Directorate of Horticulture, Directorate of Food Processing Industries and Directorate of COMP are implementing various subsidy related schemes like RKVY and MIDH.

**13. Particulars of Recipients of Concessions, Permits of Authorizations granted by the Public Authority
[U/s 4(1)(b)(xiii) of RTI Act, 2005]**

i. Concessions, permits or authorizations granted by the public authority

ii. For each concessions, permit or authorization granted

a. Procedure or 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

There is no such concessions, permits of authorizations granted by this Department.

**14. Information Available in Electronic Form and Particulars of Facilities Available to Citizen for Obtaining Information
[U/s 4(1)(b)(xiv) and (xv)of RTI Act, 2005]**

Name/ title of the document/record/other information available in electronic form.

Names of the Directorates, Organogram of this Department, Assignments of officers, Relevant notices and important links, Details of Tender, List of SPIO, SAPIO & Appellate Authority are uploaded in the Food Processing Industries and Horticulture Department website: <https://wbfpih.wb.gov.in> and are updated regularly.

**15. Name, Designation and Other Particulars of Public Information Officers
[U/s 4(1)(b)(xvi) of RTI Act, 2005]**

i. Name and designation of the public information officer (PIO), Assistant Public Information & Appellate Authority (s)

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

Name of the Appellate Authority: Shri. Debasis Ghosh, WBLS, Joint Secretary.

Address: Department of Food Processing Industries and Horticulture, West Bengal, (FPI&H).
Benfish Tower, 6th Floor, GN-31, Sector-v, Salt Lake City, Kolkata-700091.

Name of the Nodal Officer: Smt. Manirupa Bhattacharjya, IAS, Special Commissioner.

Address: Department of Food Processing Industries and Horticulture, West Bengal, (FPI&H).
Benfish Tower, 4th Floor, GN-31, Sector-v, Salt Lake City, Kolkata-700091.

Name of the State Public Information Officer (SPIO): Shri. Anupam Bhattacharjee, WBSS,
Assistant Secretary.

Address: Department of Food Processing Industries and Horticulture, West Bengal, (FPI&H).
Benfish Tower, 4th Floor, GN-31, Sector-v, Salt Lake City, Kolkata-700091.

Name of the State Assistant Public Information Officer (SAPIO): Sri. Avijit Chatterjee,
Officer on Special Duty.

Address: Department of Food Processing Industries and Horticulture, West Bengal, (FPI&H).
Benfish Tower, 4th Floor, GN-31, Sector-v, Salt Lake City, Kolkata-700091.

**16. Such other Information as may be Prescribed under
[U/s 4(1)(b)(xvii) of RTI Act, 2005]**

i. Grievance redressal mechanism

Through CMO Grievance portal/ Departmental Portal.

ii. Details of applications received under RTI and information provided

Available with SPIO, FPI&H Department.

iii. List of completed Schemes/ Projects/ Programmes

Available at the departmental portal (find in the Directorate section of RTI).

iv. List of schemes/projects/programme underway

Available at the departmental portal (find in the Directorate section of RTI).

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

Available at the departmental portal (find in the Directorate section of RTI).

vi. Annual Report

Available at the departmental portal (find in the Directorate section of RTI).

vii. Frequently asked Question (FAQs)

Available at the departmental portal .

viii. Information related to procurements.

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

Can be accessed through <https://wbfpib.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

Available in the departmental portal/ Departmental Notice board.

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

Uploaded on departmental portal/ 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 <https://wbfpib.wb.gov.in> .

17. Are the Details of Policies/ Decisions, which affect public, Informed to them [U/s 4(1)(c) of RTI Act, 2005]

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

Uploaded on the departmental portal / Departmental Notice board.

18. Dissemination of Information Widely and in such Form and Manner which is easily Accessible to the Public

[U/s 4(3) of RTI Act, 2005]

i. Use of the most effective means of communication

a. Internet (website)

b. Printed booklet

c. Others

Booklets/leaflets are available with departmental portal.

Printed booklets are 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

[U/s 26 (I) (b) (d) and (3) of RTI Act, 2005]

i. Educational programmes

Not available in this Department.

ii. Efforts to encourage public authority to participate in these programmes

No Such available.

iii. Training of SPIO/SAPIO

Available as per requirement.

iv. Update & publish guidelines on RTI by the Public Authorities concerned

Not applicable.

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 17.08.2023

(i)Details of third party audit of voluntary disclosures

Not available.

a. Dates of audit carried out

N/A.

b. Report of the audit carried out

N/A .

(ii) Appointment of Nodal Officers not below the rank of Joint Secretary / Additional HoD for Implementation of the Act

a. Date of appointment

18.08.2023.

b. Name & Designation of the officers

Smt. Manirupa Bhattacharjya, IAS, Special Commissioner of this Department.

(iii) Last date of updating the website- 05.03.2025.