

Payment Procedure

The request for seeking information under the Act may be submitted to the officers mentioned above either by post, person or e-mail along with prescribed payment. The model schedule of fee for seeking information is described here.

The request for obtaining information under sub-section(1) of section (6) shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Account Officer of the public authority at the following rates :-

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy in large size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter:

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Account Officer of the public authority at the following rates :-

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

Proactive Disclosure

I. THE PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES.

(A) Organisation

Ministry of Food Processing Industries

Ministry of Food Processing Industries was established in July 1988 to give an impetus to development of Food Processing Industries in the country. Subjects have been allocated to the Ministry of Food Processing Industries as per the Government of India (Allocation of Business) Rules. The following organisation is under the control of this Ministry:

Indian Institute of Crop Processing Technology

Indian Institute of Crop Processing Technology formerly known as Paddy Processing Research Centre at Thanjavur is an autonomous body under the administrative control of the Ministry of Food Processing Industries. This institute was started in 1973 and registered in December 1984 as a Society.

(B) FUNCTIONA AND DUTIES

The major functions of MFPI are:

- Formulation and Implementation of policies for food processing industries with overall national priorities and objectives.
- Facilities creation of a conducive environment for healthy growth of food -processing industries.
- Promoting rationalization of tariffs and duties relating to food processing sector.
- Assistance under various plans schemes.
- Widening the R&D base in food processing by involvement of various R&D institutes and support of various R&D activities
- Human Resources Development to meet the growing requirement of managers, enterprises and skilled workers in the food processing industries.
- Assistance for setting up analytical and testing laboratories, active participation in the laying down of food standards and their harmonization with the international standards.

DETAILED ALLOCATION OF BUSINESS

The Government of India (Allocation of business) Rules:

1. Industries relating to -

- (a) Processing and refrigeration of certain agricultural products
(Milk powder, Infant Milk food, Malted milk food, Condensed

milk, Ghee and other dairy products), Poultry and eggs, Meat and Meat product;

(b) Processing of Fish (including canning and freezing);

- (c) establishment and servicing of Development Council for fish processing industry;
 - (d) technical assistance and advice to fish processing industry;
 - (e) fruit and vegetable processing industry (including freezing and dehydration); and
 - (f) foodgrains milling industry.
2. Planning, development and control of, and assistance to, industries relating to bread, oilseeds, meals (edible), breakfast foods, biscuits, confectionery; (including Cocoa processing and Chocolate making), malt extract, protein isolate, high protein food, weaning food and extruded food products (including other ready-to-eat foods).
 3. Specialized packaging for food processing industry.
 4. Beer including non-alcoholic beer.
 5. Alcoholic drinks from non-molasses base.
 6. Aerated water and soft drinks.

(II) THE POWER AND DUTIES OF OFFICERS AND EMPLOYEES WORKING IN THE MINISTRY.

1.Smt. Rupali Banerji Singh, Deputy Secretary

- Abattoir, Meat Board, Processing of Meat and Meat Products, Poultry and Eggs
- Processing of Milk and Milk Products (Milk Powder, Infant Milk Food, Malted Milk Food)
- International Institute of Crop Processing Technology .

2.Sh. Sarvesh Kumar, Deputy

- Personnel Administration
- Public Grievances
- General Administration
- Vigilance
- Sevottam
- Official Language
- Website
- Computerization
- Advertisement and Publicity
- Processing of Fish, and Technical Assistance/ Advice to Fish Processing Industries
- Development Council for Fish Processing Industry
- Innovation Awards

3.Shri. P. Vinayagam, Deputy Secretary

- Plan coordination/SNA coordination
- All Parliament related matters
- Work relating to Parliamentary standing Committees/Annual Report

4. Shri. Sudhir Kumar, Director

<ul style="list-style-type: none">▪ Integrated Finance and Budget related work including monitoring of progress of expenditure
Additional Charges
<ul style="list-style-type: none">▪ Integrated Development of F&VP in North East▪ Technology Mission (MM-IV)▪ Consumer Industry including Coco Processing and Chocolate making, Bread Biscuits, Ready-to-Eat Food, Weaning Food, Malt Extract, Protein Isolate and High Protein Food▪ Processing of Oil Seeds▪ Additional Charge as OSD (NIFTEM)

5. Shri Awadhesh Kumar, Dir

<ul style="list-style-type: none">▪ International Cooperation▪ Fairs (India & International)▪ Seminars, Studies & surveys▪ Mega Food Park including Food Park▪ Cold Chain▪ Fruit and Vegetable Processing Industry▪ Organic Foods▪ NIFTEM▪ Gender Report
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6. Capt. Sanjay Gahlot, Director

- HRD Scheme
- Quality Control Laboratories
- HACCP/ISO 22000 Systems
- WTO and Multilateral Bodies
- Residual Work of PSUs
- All taxation proposals & Excise policy
- Food Fortification & DGFT /FIPB cases
- Development and Zonal Councils

7. Smt. Vinod Kotwal, Director

- Research & Development
- Specialized packaging for food processing industry
- Street Food
- Wine Board & wine proposals
- Alcoholic drinks from non-molasses base, beer including non-alcoholic beer, aerated water and soft drinks.
- Food Grains Milling Industries (Pulse, Rice, Flour)
- Scientific Advisory Committee
- Cuisine Book

8. Shri Robert Singh, Under Secretary
 - IF Wing and GFR matters

9. Shri Bhoop Singh, Sr. A.O.(Budget)
 - Budget (Plan and non-Plan)
 - Audit work
 - Performance Budget
 - Budget recommendations of Ministry Finance
 - Follow up of utilization certificates

10. Smt. Sheela Sharma, SO
 - Budget Matters

11. Shri. S.K. Nanda, Under Secretary

- Personal Administration (All establishment matters, O&M, Monthly summary to Cabinet, Residual of work)
- Public/Staff Grievances
- Sevottam
- Vigilance
- Computerization/website
- Innovation Awards

12. Shri S.L.Barodia, Under Secretary

- General Administration and R&I (including SC/ST cell, Library, Staff Welfare and Canteen)
- Facilitation Centre
- Staff Welfare and Canteen
- Residual work of backward linkage
- Record Management
- Advertisement & Publicity

13. Shri Kashi Nath, Under Secretary

- Plan Coordination / SNA Coordination
- Parliament / Standing Committees / Annual Report
- Decentralization / Bank interface

14. Shri Rajesh Yadav, DD

- Processing of Milk and Milk Products (Milk Powder, Infant Milk Food, Malted Milk Food)
- IICPT
- Infrastructure scheme of Abattoir
- Work relating to decentralization of scheme like data bank/ coordination
- Meat Board.
- Processing of Meat & Meat Products, Poultry and Eggs
- Processing of Fish and Technical Assistance/Advice to Fish Processing Industries.
- Development Council for Fish Processing Industries.

15. **Smt. Savitri Yadav, Asstt. Director (OL)**
- Coordination and monitoring of action Government directions relating to official language
 - Matters relating to Hindi translation, typing and stenciling
 - Matters relating to Committees on Hindi
 - Officer-in-charge of the Library
16. **Shri S.K. Khurana, SO**
- PC Division
 - SNA coordination
17. **Shri M.L. Atal**
- General Administration and R&I
 - Facilitation Centre
 - Staff Welfare and Canteen
 - SC/ST Cell
 - Library
18. **Shri H.L. Hasija, SO**
- Parliamentary matters
 - Decentralization / Bank interface
19. **Shri Umesh Kumar, SO:**
- All establishment matters
 - O&M
 - Staff Grievances
 - Sevottam
 - Monthly summary to Cabinet
20. **Shri. V.K. Shrivastava, Section officer**
- DDO
 - Cash Section.

21. **Shri Sanjay Kumar Singh, Under Secretary**
- Seminars, studies, Feasibility reports
 - National Fairs / Exhibitions
 - Gender Report
22. **Shri. S.K. Mohanty, Under Secretary**
- NIFTEM
 - Infrastructure schemes - Mega Food Park, including 10th Plan infrastructure scheme of Food Park
 - Fruit and Vegetable Processing Industry
23. **Shri Surendra Singh, AIA**
- Integrated Development of F&VP in North East.
 - Technology Mission (MM-IV).
 - Consumer Industry including Coco Processing and chocolate making, Bread, Biscuits, Ready-to-eat Food, Weaning Food, Malt Extracts, Protein Isolate and High Protein Food.
 - Processing of Oil Seeds.
 - Cold Chain.
 - Disposal of grant in aid cases of F&VP Division
24. **Shri. V.N. Raveendran, SO**
- Infrastructure schemes - Mega Food Park, including 10th Plan infrastructure scheme of Food Park.
 - Fruit and Vegetable Processing Industry
25. **Shri. B.K. Jain, AD (ISS)**
- Seminars, Studies, Surveys
 - International Cooperation/International Fairs and Exhibitions

26. Shri. S.P.Madan, Under Secretary
- Food Grains Milling Industry (Pulse and Flour)
 - WTO and Multilateral Bodies
 - Residual Work of PSUs
 - All Taxation Proposals and excise policy
 - Price Monitoring Committee
27. Shri R.K.B. Patel, Under Secretary
- Wine Board/ wine proposals
 - Food Grains Milling Industry (Rice)
28. Shri A.K. Sharma Dy. Director
- Street Food
 - Cuisine Book
 - Performance Awards/ Innovation awards
29. Shri K.K. Maheswary, Deputy Industrial Advisor
- FPTC and Infrastructure creation (Bio-Tech)
 - Matters relating to Food Laws Standards such as PFA, BIS, MMPO, GEAC, etc, and related matters
 - HACCP/ISO & Quality Assurance
 - Codex Alimentarius Commission
 - Quality Control Laboratory
30. Sh. J.P. Maurya, Asst. Industrial Advisor
- DGFT /FIBP cases
 - Food fortification and nutrition
 - EDP
31. Shri Vijay Kumar, SO
- Research & Development (R&D)
 - Specialized packaging for food processing industry
 - Pesticide Study, Scientific Advisory Committee
32. Shri. N.K.C. Thang, S.O.
- All taxation proposals & Excise policy-
 - Wine Board/ wine proposals

- Alcoholic beverages/ aerated & soft drinks
- Advertisement & Publicity

33. Shri. Bharat Bhushan, SO

- WTO and Multilateral Bodies
- Residual Work of PSUs
- Price Monitoring Committee

34. Shri. K.S. Sejwal, AIA

- Food Grains Milling Industries (Pulse, Rice, Flour)
- Development and Zonal Councils

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

<i>S No.</i>	<i>Name</i>	<i>Designation</i>	<i>Phone</i>
1	Sh. Subodh Kant Sahai	Minister of State (Independent charge) for Food Processing Industries	011-26493889 (O) 011-26493890 (O) 011-26493298 (Fax) 011-23018317 (R) 011-23018152 (R/Fax)
2	Sh. Ashok Sinha	Secretary (FPI)	011-26493225 011-26493012 (Fax)
3	Sh. Ajit Kumar	Joint Secretary	011-26492475 011-26497641(Fax)
4	Sh. Goutam Sanyal	Joint Secretary	011-26492476 011-26492863(Fax)
5	Sh. K.R. Rao	Joint Secretary	011-26494032 011-26492176(Fax)
6	Shri. Awadhesh Kumar	Director	011-26492113
7	Smt. Vinod Kotwal	Director	011-26491809
8	Shri Sudhir Kumar	Director	011-26492248
9	Shri Sanjay Gahlot	Director	011-26497635
10	Smt. Rupali Banerjee Singh	Deputy Secretary	011-26499433
11	Shri P.Vinayagam	Deputy Secretary	011-26491810
12	Shri Sarvesh Kumar	Deputy Secretary	011-26493224
13	Shri S.K. Mohanty	Under Secretary	011-26491808
14	Shri S.K. Nanda	Under Secretary	011-26496506
15	Shri E. Robert Singh	Under Secretary	011-26492851
16	Shri S.P. Madan	Under Secretary	011-26492078
17	Shri Sanjay Kr. Singh	Under Secretary	011-26493680
18	Shri S.L. Barodia	Under Secretary	011-26496505
19	Shri R.K.B. Patel	Under Secretary	011-26491808
20	Shri Kashi Nath	Under Secretary	011-26497637
21	Shri Rajesh Yadav	Dy. Director	011-26494591

<i>S No.</i>	<i>Name</i>	<i>Designation</i>	<i>Phone</i>
22	Shri A.K. Sharma	Dy. Director	011-26494591
23	Shri K.K. Maheswary,	Deputy Industrial Advisor	011-26493297
24	Shri. B.K. Jain	Asst. Director	011-26492216/(1401)
25	Shri Bhoop Singh,	Sr. A.O. (Budget)	011-26496504
26	Smt. Savitri Yadav	Asstt. Director (OL)	011-26491859
27	Shri. K.S. Sejwal,	Asst. Industrial Advisor	011-26492216/(1411)
28	Shri Surendra Singh,	Asst. Industrial Advisor	011-26496510
29	Shri. J.P. Maurya	Asst. Industrial Advisor	011-26496510
30	Shri Umesh Kumar	Section Officer	011-26497637
31	Shri K.C. Thang	Section Officer	011-26492216/(1320)
32	Shri H.L. Hasija	Section Officer	011-26492851
33	Shri S.K. Khurana	Section Officer	011-26492851
34	Shri M.L. Atal	Section Officer	011-26493282
35	Shri V.N. Raveendran	Section Officer	011-26491859
36	Shri Vijay Kumar	Section Officer	011-26493282
37	Shri Bharat Bhusan	Section Officer	011-26491859
38	Smt. Sheela Sharma	Section Officer	011-26496504
39	Shri V.K. Shrivastava	Section Officer	011-26496506

IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The norms set by the Government of India as a whole are followed in this Ministry.

V. THE RULES REGULATIONS, INSTRUCTION, MANUALS AND RECORDS, HELD BY THE MINISTRY OR UNDER ITS CONTROL, OR UNDER USE BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

All the rules, regulations, instructions, manuals issued by the concerned Ministries/Departments of the Government of India followed by this Ministry.

VI. A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE DEPARTMENT OR ARE UNDER ITS CONTROL

The document held by the Ministry is mostly unclassified. However, certain classified files and documents as per the instructions of the Government of India are also held by the Ministry.

VII. THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The Ministry, generally, does not deal with the members of public. However, if the need so arises, the standard guidelines in the matter as laid down by the Government of India are followed.

VIII. A STATEMENT OF BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS

CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS
ADVICE AND AS TO WHETHER MEETING OF THOSE BOARDS
COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO
THE PUBLIC, OR THE MINUTES OF THE SUCH MEETING ARE
ACCESSIBLE FOR PUBLIC

* Information may be obtained from DR (VK) / DS (RBS).

XI. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Information is being collected; will be indicated shortly.

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

The assistance is given in the form of grant subject to 25% of the plant and machinery and technical civil works subject to a maximum of Rs. 50 Lakhs in general areas and 33.33% upto Rs. 75 lakh in difficult areas. The other details may be seen from our website at www.mofpi.nic.

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

The Ministry of Food Processing has been operating several plans schemes for the development of processed food sector in the country. The details may be seen from our website at www.mofpi.nic.

XIV. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The details are available in the Ministry's website at www.mofpi.nic

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION RELATING TO THE MINISTRY AND LIBRARY FACILITIES ETC.

Facilitation counter is set up at the entrance of Ministry's building. Library is not open to General public.

XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

S. No.	Name of Officers/ Designation	Designated as
1	Shri Awadhesh Kumar , Director Ministry of Food Processing Industries	Nodal Officer
2	Shri S.L.Barodia , Under Secretary Ministry of Food Processing Industries	Designated Officer

Details of Public Information Officers are available at this Ministry's website www.mofpi.nic under the head Right to Information Act.

X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES, INCLUDING THE SUBJECT OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

Group	Designation	Scale of pay (in Rs.)
A	Secretary	Apex Scale, 80000/- fixed, grade pay NIL
A	Joint Secretary	PB-4, 37400 - 67000, grade pay 10000/-
A	Industrial Advisor	PB-4, 37400 - 67000, grade pay 8900/-
A	DS/Dir	PB-3, 15600 - 39100, grade pay 7600/- PB-4, 37400 - 67000, grade pay 8700/-
A	Addl. Industrial Advisor	PB-4, 37400 - 67000, grade pay 8700/-
A	Joint Industrial Advisor	PB-3, 15600 - 39100, grade pay 7600/-
A	Sr. PPS	PB-3, 15600 - 39100, grade pay 7600/-
A	Dy. Commissioner	PB-3, 15600 - 39100, grade pay 7600/-
A	Under Secretary	PB-3, 15600 - 39100, grade pay 6600/-
A	Deputy Director	PB-3, 15600 - 39100, grade pay 6600/-
A	Dy. Industrial Advisor	PB-3, 15600 - 39100, grade pay 6600/-
A	Assistant Director	PB-3, 15600 - 39100, grade pay 5400/-
A	Research Officer	PB-3, 15600 - 39100, grade pay 5400/-
A	Assistant Director, ISS	PB-3, 15600 - 39100, grade pay 5400/-
A	Assistant Industrial Advisor	PB-3, 15600 - 39100, grade pay 5400/-
B	Accountant Officer	PB-3, 15600 - 39100, grade pay 5400/-
B	Section Officer	PB-2, 9300 - 34800, grade pay 4800/- PB-3 15600- 39100 Grade Pay 5400/-
B	Private Secretary	PB-2, 9300 - 34800, grade pay 4800/- PB-3 15600- 39100 Grade Pay 5400/-
B	Technical Officer	PB-2, 9300 - 34800, grade pay 4200/-
B	Assistant	PB-2, 9300 - 34800, grade pay 4200/-
B	Personal Assistant	PB-2, 9300 - 34800, grade pay 4200/-
B	Sr. Technical Assistant	PB-2, 9300 - 34800, grade pay 4200/-
B	Library Assistant	PB-2, 9300 - 34800, grade pay 4200/-
B	Draftman Grade I	PB-2, 9300 - 34800, grade pay 4200/-

C	Sr. Hindi Translator	PB-2, 9300 - 34800, grade pay 4600/-
C	Junior Hindi Translator	PB-2, 9300 - 34800, grade pay 4200/-
C	Draftman Grade II	PB-2, 9300 - 34800, grade pay 4200/-
C	UDC	PB-1, 5200 - 20200, grade pay 2400/-
C	Stenographer	PB-1, 5200 - 20200, grade pay 2400/-
C	LDC	PB-1, 5200 - 20200, grade pay 1900/-
C	Staff Car Driver	PB-1, 5200 - 20200, grade pay 1900/-
C	Dispatch Rider	PB-1, 5200 - 20200, grade pay 1900/-
D	Daftry	IS- 4440 - 7440, grade pay 1600/- PB-1, 5200 - 20200, grade pay 1800/-
D	Peon	IS- 4440 - 7440, grade pay 1300/- PB -1, 5200- 20200, Grade Pay 1800/-
D	Watch & Ward	IS- 4440 - 7440, grade pay 1300/- PB -1, 5200- 20200, Grade Pay 1800/-
D	Safai Karamchari	IS- 4440 - 7440, grade pay 1300/- PB-1, 5200 - 20200, grade pay 1800/-