

JUTE MANUFACTURES DEVELOPMENT COUNCIL,
MINISTRY OF TEXTILES, GOVT. OF INDIA, KOLKATA

**MANUAL ON INFORMATION FURNISHED IN COMPLIANCE WITH SECTION 4(1)(b)
OF THE RIGHT TO INFORMATION ACT, 2005**

(i) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES.

Jute Manufactures Development Council is a Statutory Body of the Govt. of India, Ministry of Textiles set up under Jute Manufactures Development Act, 1983.

Composition of the Council (As per JMDC Act, 1983) :

- (a) a Chairman to be appointed by the Central Government ;
- (b) such number of members not exceeding eight as the Central Government may think fit to be appointed by it from among the Ministries of the Central Government dealing with --
 - (i) agriculture ;
 - (ii) commerce (textiles);
 - (iii) finance ;
 - (iv) industry ;
 - (v) civil supplies ;
 - (vi) co-operation ;
- (c) six members to be appointed by the Central Government by rotation in the alphabetical order to represent respectively the Governments of the States of Andhra Pradesh, Assam, Bihar, Meghalaya, Orissa, Tripura and West Bengal in which jute is cultivated on a large scale ;

Provided that such appointment shall be made on the recommendation of the Government of the State concerned ;
- (d) four members to be appointed by the Central Government to represent the producers of jute manufactures ;
- (e) two members to be appointed by the Central Government to represent the exporters of jute manufactures ;
- (f) three members to be appointed by the Central Government to represent the growers of jute ;
- (g) three members to be appointed by the Central Government to represent the interests of workmen employed in factories producing jute manufactures ;

- (h) five members to be appointed by the Central Government from amongst persons who, in the opinion of the Central Government, are experts in jute technological research, jute marketing or agricultural economics.

Functions of the Council (As per JMDC Act, 1983) :

- (a) evolving an integrated approach to jute cultivation in the matter of formulation of schemes, extension work, implementation and evaluation of schemes aimed at increasing the yield of jute and improving the quality thereof ;
- (b) promoting arrangements for better marketing and sale of jute ;
- (c) recommending targets for production for jute industry, coordinating production programmes and reviewing progress from time to time ;
- (d) suggesting norms of efficiency for jute industry with a view to eliminating waste, obtaining optimum production, improving quality and reducing costs ;
- (e) promoting standardisation of jute manufactures ;
- (f) maintenance and improvement of existing markets and development of new markets outside India for jute manufactures and devising marketing strategy in consonance with the demand for such manufactures outside India ;
- (g) sponsoring, assisting, co-ordinating or encouraging scientific, technological and economic research into the matters relating to materials, equipment, methods of production, product development, including discovery and development of new materials, equipment and methods and of improvements in those already in use in the jute industry ;
- (h) ensuring stabilisation of prices of jute manufactures in and outside India ;
- (i) promoting or undertaking the collection and formulation of statistics regarding jute industry ;
- (j) propagating information useful to the growers, dealers and exporters of jute and producers or manufacturers of jute goods ;
- (k) such other matters as may be prescribed.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

All the powers of the Council vest in the Secretary, JMDC and all the duties are performed under the supervision and control of the Secretary, JMDC, who is the Secretary-cum-Chief Executive Officer of the Council.

The powers and duties of the Secretary, JMDC stand specified under JMDC (Procedural) (Amendment) Rules, 2003, as published in The Gazette of India, Extraordinary, Part-II – Section 3 – Sub-section (i) dated January 3, 2004.

Powers and duties of the Secretary[As per Rule 5 of the JMDC (Procedural) (Amendment) Rules, 2003] :

- (1) The Secretary shall be appointed by the Central Government.
- (2) The Secretary shall be the Chief Executive Officer of the Council and shall work under the supervision of the Chairman.
- (3) It shall be the duty of the Secretary to –
 - (i) implement all decisions taken by the Council ;
 - (ii) co-ordinate and supervise the work of the other officers and the establishments of the Council ;
 - (iii) convene under the directions of the Chairman meetings of the Council ;
 - (iv) maintain the minute books containing a record of the business transacted by the Council and get it circulated to the members for confirmation in the next meeting ;
 - (v) furnish to the Central Government all reports, returns and other necessary documents required to be furnished to it under the Act ;
 - (vi) prepare every year the Budget Estimates and Accounts of the Council for its approval ;
 - (vii) sanction re-appropriation of grants under such powers as may be delegated by the Council and within such limits as may be specified by it ;
 - (viii) administer the Provident Fund of the Council ;
 - (ix) undertake such other duties and exercise such other powers, as may, from time to time, be entrusted or delegated to him by the Council or the Chairman.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The power for taking decision solely rests with the Secretary, JMDC. Exigencies warranting, however, certain decisions may have to be taken by the Departmental Heads of JMDC, as per authority delegated by the Secretary, JMDC, subject to supervision and control by the Secretary, JMDC.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

The norms for discharging the functions are set by the Council. The areas of yearly activities are clearly outlined by JMDC in its Annual Action Plan for a year, which is approved by the Executive Committee, chaired by the Jute Commissioner, Govt. of India and the Export Committee, chaired by the Joint Secretary (Jute), Ministry of Textiles, Govt. of India and finally by the Governing Council. All activities of the Council are undertaken, as per Annual Action Plan.

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

JMDC follows all rules, regulations, instructions, etc., as applicable to the Govt. of India. And, for that purposes, follows the (i) Fundamental Rules (ii) Supplementary Rules and (iii) General Financial Rules of the Govt. of India, as also other instructions, as issued by the Govt. of India from time to time. JMDC has no functional manual of its own.

(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

JMDC holds statistical bulletin, promotional publicity literatures, product-specific catalogues and reports on various studies commissioned by it. Such documents are sent to target audience, as also to other organizations, agencies, etc., on request.

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

The policies of JMDC are framed by the Governing Council, where representatives of the jute growers and workmen engaged in the factories producing jute manufactures

also figure as non-official members. The decisions taken by the Governing Council, as such non-official members are aware of, therefore, percolate down to the members of the public.

(viii) **STATEMENT OF THE 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 MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

JMDC consists of 32 members and its 2 standing committees are empowered for framing policies and taking decisions in various functional matters. The minutes of the Council and its Committees are accessible only to the people's representatives, who figure in the Council as non-official members, representing the jute growers and workmen engaged in the factories producing jute manufactures.

(ix) **DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Sl. No.	Name & Designation	Telephone	Fax	E-mail
1.	Shri Atri Bhattacharya, IAS, Secretary	033-2249-3825	033-22172456	jmdcindia@vsnl.com
2.	Shri N. Sengupta, Chief Finance Officer & Assistant Secretary	033-2226-3438 / 2217-2107	033-22172456	jmdc@jute.com
3.	Shri P. K. Sahu, Chief Market Promotion Officer	033-2217-2107	033-22172456	jmdc@jute.com
4.	Shri T. Ayyappan, Market Promotion Officer-Gr.I (Chennai)	044-28224967	044-28224462	jmdcchn@dataone.in
5.	Shri B. Narsimulu Market Promotion Officer-Gr.II (Hyderabad)	040-24656733	040-24614918	Jmdc_hyd@dataone.in
6.	Shri T. K. Saha, Market Promotion Officer-Gr.II (H.Q.)	033- 2217-2107	033-22172456	jmdc@jute.com
7.	Shri J. Sarkar Accounts Officer	033- 2217-2107	033-22172456	jmdc@jute.com
8.	Shri D. Mukherjee Market Promotion Officer-Gr.II (Delhi)	011-23352652 / 23310884	011-23353519	jmdcdel@bol.net.in

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

Sl. No.	Name of the Officials with designation	Scale of Pay	Grade Pay & Other Allowances
1.	Shri N. Sengupta Chief Finance Officer	Rs.15,600-39,100/-	As admissible, as per Govt. of India Rules
2.	Shri P. K. Sahu Chief Market Promotion Officer	Rs.15,600-39,100/-	As admissible, as per Govt. of India Rules
3.	Shri J. Sarkar Accounts Officer	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
4.	Shri T. K. Saha Market Promotion Officer	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
5.	Shri A. K. Das Sr. Accounts Assistant	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
6.	Shri A. K. Dhar Office Assistant	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
7.	Shri S. K. Basu Office Assistant	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
8.	Shri T. K. Bhattacharya PA to Secretary	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
9.	Shri P. P. Sarkar Office Assistant	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
10.	Shri D. K. Jana Stenographer-Gr.I	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
11.	Shri S. Banerjee Stenographer-Gr.III	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
12.	Shri T. K. Das Clerk-cum-Typist	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
13.	Shri S. K. Mitra Stenographer-Gr.II	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
14.	Shri D. Shaw Clerk-cum-Typist	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
15.	Shri S. Mondal Jeep Car Driver	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
16.	Shri J. Murmu Clerk-cum-Typist	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
17.	Smt. S. Das Recept-cum-Telephone Operator	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
18.	Shri G. Kundu Peon-cum-Messenger	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules

19.	Shri P. P. Singh Gestetner Operator	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
20.	Shri S. B. Sharma Hindi Typist	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
21.	Shri P. Bhaduri Peon-cum-Messenger	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
22.	Shri S. Halder Peon-cum-Messenger	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
23.	Shri M. Singh Staff Car Driver	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
24.	Smt. C. Devi Singh Peon-cum-Messenger	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
25.	Shri J. C. Bhakuni Jr. Hindi Translator	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
26.	Shri A. K. Jain Accountant (Delhi)	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
27.	Shri A. Joseph Clerk-cum-Typist (Delhi)	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
28.	Shri Vijay Singh Peon-cum-Messenger (Delhi)	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
29.	Shri N. Shyamsundar Accountant	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
30.	Shri G. Alagiri Peon-cum-Messenger	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
31.	Shri T. Ayyappan Market Promotion Officer- (Chennai)	Rs.15,600-39,100/-	As admissible, as per Govt. of India Rules
32.	Smt. G. L. Rema Clerk-cum-Typist	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
33.	Shri B. Narsimulu Market Promotion Officer- (Hyderabad)	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
34.	Shri M. B. Rao Accountant	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules
35.	Shri S. K. Chakraborty Clerk-cum-Typist	Rs.5,200-20,200/-	As admissible, as per Govt. of India Rules
36.	Shri V. Sreenivas Peon-cum-Messenger	Rs.4,440-7,440/-	As admissible, as per Govt. of India Rules
37.	Shri D. Mukherjee Market Promotion Officer – (Delhi)	Rs.9,300-34,800/-	As admissible, as per Govt. of India Rules

(xi) THE MANNER OF EXECUTION OF SCHEMES / SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME.

Govt. of India launched Jute Technology Mission (JTM) with effect from the year 2007-08, spanning a period of 5 (five) years (11th Plan Period) for overall growth of the jute industry and development of the jute sector. The JTM is being implemented in mission mode. Jute Manufactures Development Council (JMDC) and National Centre for Jute Diversification (NCJD) are responsible for implementation of Mini Mission IV of JTM, with the following scheme components aimed at benefiting the organized / informal sectors, with financial outlays, as under:

Sl. No.	SCHEMES	Fund in Rs.Crores
6.	SCHEMES FOR MODERNISATION OF ORGANISED JUTE MILLS	
1	Training of Workers & Supervisors	4.00
2	Machinery Development	10.00
3	Productivity Improvement & TQM Facilitation	5.00
4	Acquisition of Machinery and Plant (subsidy component @ 20%)	100.00
	TOTAL (6)	119.00
7.	SCHEMES FOR PROMOTION OF JUTE DIVERSIFICATION	
1	Design and Development of JDP	14.00
2	For helping the NGOs and Women Self Help Groups (WSHGs) for developing jute diversified products	30.00
3	Scheme for Promotion of Jute Diversification	32.00
4	Scheme for Commercialisation of Technology	5.00
5	Scheme for setting up Jute Parks for the Diversified sector	60.00
	TOTAL (7)	141.00
	Total Mini Mission-IV	260.00

(xii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.

Not applicable to JMDC.

(xiii) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

- (i) Compilation of Annual Accounts.
- (ii) Acquittance Roll and Salary Disbursement through Bank.
- (iii) Compilation of Export, Import figures and other statistics on jute products
- (iv) Dissemination of Trade Enquiries for jute products.
- (v) Annual Action Plan of JMDC.
- (vi) Report on business generated in domestic and international fairs, as organized by JMDC.
- (vii) Information required to be furnished to the Ministry of Textiles and other authorities at periodic intervals.

(xiv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

Not applicable to JMDC, since no Library or Reading Room is maintained by JMDC for public use.

(xv) **THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

Sl. No.	JMDC Offices	Jurisdiction (States)	Name and Designation of the Officer Nominated as Public Information Officer.
1.	<u>Head Office</u> Jute Manufactures Development Council, 3A Park Plaza, 71 Park Street, Kolkata – 700 016.	ALL INDIA	Shri N. Sengupta, Chief Finance Officer & Central Public Information Officer, Jute Manufactures Development Council, 3A Park Plaza, 71 Park Street, Kolkata – 700 016.
2.	<u>Western Zone</u> Jute Manufactures Development Council, Chenetha Bhavan, 2 nd floor, Shop No. 4, Nampally, Hyderabad – 500 001.	Andhra Pradesh, Dadra and Nagar Haveli, Goa, Daman & Diu, Gujarat, Maharashtra, Madhya Pradesh, Chhatisgarh.	Shri B. Narsimulu, Market Promotion Officer Jute Manufactures Development Council, Chenetha Bhavan, 2 nd floor, Shop No. 4, Nampally, Hyderabad – 500 001.
3.	<u>Northern Zone</u> Jute Manufactures Development Council, 'Prakash Deep' Flat Nos. 411 & 412, 7 Tolstoy Marg, New Delhi – 110 001.	Chandigarh, Delhi, Hariyana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttaranchal.	Shri D. Mukherjee Market Promotion Officer Jute Manufactures Development Council, 'Prakash Deep' Flat Nos. 411 & 412, 7 Tolstoy Marg, New Delhi – 110 001.
4.	<u>Southern Zone</u> Jute Manufactures Development Council, 34, Cathedral Gardens Road, (Second Floor), Nungambakkam, Chennai – 600 034.	Karnataka, Kerala, Lakshadweep, Pondicherry, Tamil Nadu.	Shri T. Ayyappan, Market Promotion Officer Jute Manufactures Development Council, 34, Cathedral Gardens Road, (Second Floor), Nungambakkam, Chennai – 600 034.

(xvi) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.**

The information in respect of various Statutory & Government Compliances, Parliament Questions, VIP References, etc. are promptly attended to and furnished in the prescribed proforma / format.