

RTI HANDBOOK

RIGHT TO INFORMATION ACT, 2005

INFORMATION HANDBOOK

DIRECTORATE OF JUTE DEVELOPMENT

GOVT. OF INDIA

MINISTRY OF AGRICULTURE & FARMERS WELFARE

DAC&FW, NIZAM PALACE, KOLKATA - 700020

PREFACE

The Govt. of India has notified ' **The Right to Information Act, 2005**', vide the Gazette of India; Extraordinary part II- Section-I, New Delhi, Tuesday, June 21, 2005/ Jyaistha 31, 1927(Saka). This is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities; in order to promote transparency and accountability in the working of every public authority. However, the Act provides under Sections 8 and 9, certain categories of information that are exempted from the disclosure to the citizens

In pursuance of implementation of this Act, and with the approval of the Competent Authority, the Directorate of Jute Development has designated one Central Public Information Officers (CPIO) to deal with the request received from persons seeking information and render reasonable assistance to the persons seeking such information's. Accordingly, any citizen can request for information subject to conditions; under the control of this Directorate by making an application in writing in English/ Official Language (Hindi) along with the prescribed fees, if any.

As bringing out the information handbook is one of the important aspects of the Right to Information Act, we are producing here a handbook put along all important informations in respect of this Directorate. To this end, the information handbook, it is believed, will be found to be of admirable use for the fellow citizen.

I would like to convey my sincere thanks to all Officers/ Employees of the Directorate who helped out in the compilation/preparation of this handbook. Besides, I am also grateful to the officers of the Ministry for rendering necessary guidance in bringing out this handbook. Any suggestion for the improvement of this information handbook will be gracefully accepted and acknowledged.

Dated:

Nizam Palace, Kolkata

(Dr. K. Manoharan)

Director

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CHAPTER - I

INTRODUCTION

The Right to Information Act, 2005 goes a long way in putting together a comprehensive mechanism for citizens to secure information under control of the Government and thereby promotes “transparency and accountability in the working of every public authority”. The new legislation unequivocally confers on all citizens the right of access to information and, correspondingly, makes the dissemination of such information an obligation for all public authorities. Any organization established by law made by parliament or by State legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this act. The disclosure of information is no longer a transgression but an obligation. Conversely, its withholding is no longer a virtue but an offence. Accordingly, we are trying honestly to put along all necessary information in respect of this Directorate in succeeding paras/ pages/ annexures as per the letter and spirit of the Right to Information Act, 2005.

CHAPTER - II

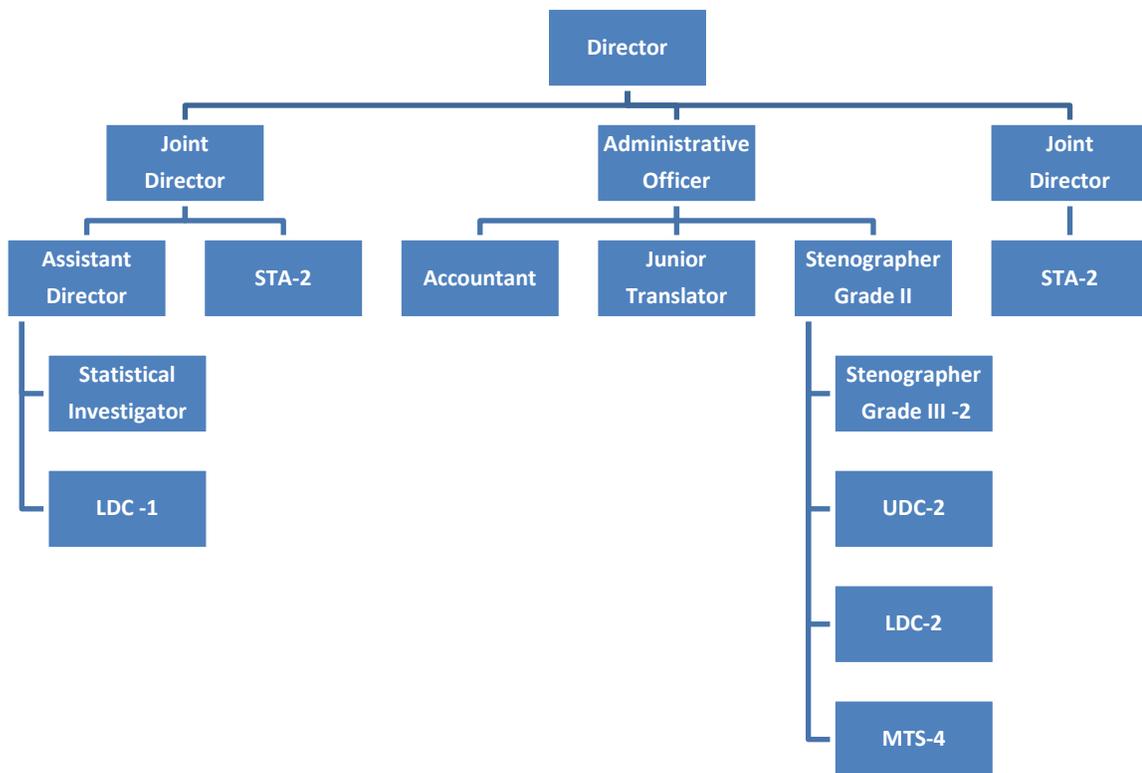
Background History of the Directorate of Jute Development

The **Directorate of Jute Development (DJD)** is a Sub-Ordinate Office of the Department of Agriculture & Co-operation, Ministry of Agriculture, Government of India.

The Directorate of Jute Development (DJD) had its origin in April, 1966 from the erstwhile Indian Central Jute Committee. Since then it had been working as a constituent unit of the Crops Division of the Union Ministry of Agriculture (Department of Agriculture & Co-operation) as a Subordinate Office with its Headquarters in Kolkata. The main objective of the DJD was to bring about a quantitative and qualitative improvement in the production of both Jute and Mesta in the Country. The organization also looked after the development of allied fibre crops like sun hemp, ramie, sisal etc. To achieve the objectives the Directorate had to plan, coordinate and supervise the development and marketing programme of jute and allied fibre crops at the national level. Subsequently, in the year 1995, the Government of India decided to reorganize the Crops Development Directorates having uniform staffing pattern with total staff strength of 31. The reorganization was implemented in June, 1996. There are altogether Nine Crops Development Directorates. Along with other Directorates, the Directorate of Jute Development was also provided with staff strength of 31. Thereafter, three posts out of 31 have been also abolished as per recommendation of the Right Sizing Committee. However, before reorganization of the Crops Development Directorates (CDD s), the Directorate of Jute Development had a sanctioned staff strength of 84. In the wake of reorganization of the Directorates, they have been assigned bi-focal responsibilities, (a) for the respective specified nodal crops of the country as a whole and (b) for all major crops in the states assigned to each of them. The Directorate of Jute Development has been assigned nine states and one U.T., namely, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, West Bengal and Andaman & Nicobar Islands. The Directorate of Jute Development, therefore, has to perform activities for the overall development of the nodal crops in the country, i.e., jute/mesta and allied fibre crops and also to perform the monitoring and related activities of other crops in the assigned states. Thus, after reorganization of the CDD s the function and activities have also been reorganized accordingly.

CHAPTER - III

Organizational Chart of the Directorate of Jute Development



CHAPTER - IV

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES OF THE **Directorate of Jute Development**

At the time of re-organization of the Crop Development Directorates in 1996, each Directorate has been assigned bifocal responsibility, i.e. a) for the respective specified nodal crops of the country as a whole and b) for all major crops in the States assigned to each of them. The Directorate of Jute Development has been assigned nine States and one UT, namely, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, West Bengal and Andaman and Nicobar Islands. The Directorate of Jute Development, therefore, has to perform activities for the overall development of the nodal crops in the Country, i.e. jute/mesta and allied fibres and to perform the monitoring and related activities of other crops in the assigned States.

A. Functions for Nodal Crop:

- To assist Department of Agriculture and Cooperation to plan, coordinate and monitor nodal crop development programmes at the national level and recommend measures to improve them;
- To assist the States/Union Territories to plan, formulate and implement Crops programmes to increase production and productivity;
- To interact with national and state institutions in planning the production of seeds;
- To liaise with State Agricultural Universities and Central Government Institutes for organising training courses in improved production technology;
- To have closer interaction/coordination with the project Directorates/Institutes and other Research Centres of the ICAR. Represent Department of Agriculture and Cooperation on their Management Committee and ICAR' s Regional Committee, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to formulate farmers' friendly scheme with a unified approach for the overall development of agriculture sector as a whole;
- To keep in, touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;
- To have a close liaison with National Institute of Management for Agricultural Extension (MANAGE) in identifying the areas where MANAGE can provide support and bridge the gap in increasing productivity of the nodal crop;
- To provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context the Directors of Commodity Development Directorates may attend the State Level Crop Training Programmes; provide literature on training manuals; and also periodically visit

some such projects relating to their respective nodal crops and provide feedback to Extension Division;

- To participate in meetings of Zonal Research and Extension Advisory Committee (ZERAC) and have closer interaction/coordination through this forum in relevant functions and responsibilities;
- To watch the performance of the newly evolved released varieties of seeds;
- To study and analyse the trends in weather; crop area, production and productivity as well as transport, marketing and prices;
- To report regularly to Department of Agriculture and Cooperation on weather and crop prospects as well as market and price trends;
- To assist Department of Agriculture and Cooperation in fixing targets of production and suggest measures to achieve them;
- To build up relevant records and data for the nodal crop; and
- To serve as a Secretariat for the respective Crop Development Council.

B. Area-specific functions in the Assigned States:

- To function as eyes and ears of Department of Agriculture and Cooperation, also for all major crops produced in the assigned States/Union Territories and to function as "Area-Officers" for these States, Union Territories;
- To maintain liaison with State Governments/Departments and other development agencies on crop development programmes;
- To monitor the crop programmes and report to Crops Division/States about the gap between planning and performance;
- To monitor the availability of inputs and extension services;
- To regularly report to the Department of Agriculture and Cooperation on weather, crop prospects, storage, processing, movement and prices of crops harvested;

- To report to the other crop Directorates on matters relating to the respective nodal crops, weather, crop prospects and other important developments;
- To represent Department of Agriculture and Cooperation on Central Study Teams etc. and
- To participate in Kharif Conference, Rabi Conference, Zonal Seed Meetings, etc.;
- Water Management – timely opening and closing of canals and water use efficiency;
- Assessment of input requirements – fertilizers, pesticides, seeds, etc. for crops for obtaining optimal yields;
- Tracking progress and promotion of new crop varieties;
- Monitoring/tracking progress of horticulture crops and programmes therefore in the assigned states; and
- Being more visible and interactive with states for promotion and development of crops/varieties.

CHAPTER - V

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE
DIRECTORATE OF JUTE DEVELOPMENT

Sl. No.	Designation	Powers and Duties
1.	Director	The Director is the administrative and operational head or Head of the Departments of the Directorate. He performs general direction, supervision and co-ordination among the different sections and employees of the Directorate. He is overall responsible for all technical, establishment and account matters subject to this Directorate He has to assist the Union Ministry of Agriculture in formulation of different crop development schemes and their respective implementation and also state of the affairs in respect of crops / weather and other related matters regularly.
2.	Joint Director	Joint Directors are second in hierarchy in the Directorate. They assist the Director in all technical and establishment matters, to perform jobs on planning and formulation of development programmes on Jute and allied fibre crops in the country, to review and monitor the implementation of development programmes on Jute and allied fibre crops in the country and other crop development programmes in the assigned states, to maintain linkage with different state governments, agricultural universities; research /input supply agencies, arranging training, meeting, demonstration on Jute and allied fibre crops, gathering reports on technology development, research etc. related to transfer of technology, supervise the collection / compilation and preparation of various data and reports related to area, production and yield of Jute and allied fibre crops in the country and other crop development programmes in the assigned states, weather and crop prospect in the assigned states,, market and price situation on Jute and allied fibre, production of Jute goods and their prices .Besides, activities related to KCC and On Farm Water Management Scheme are also to be looked after.
3.	Assistant Director	The Assistant Director assists the authority in the disposal of technical matters and for that he entrusted with the intractable duty linked up with maintenance of data base, monitoring of crop weather prospects and monitoring of Crop Oriented Schemes spread over in the states assigned to this Directorate and also planning/ formulation of development programmes and its monitoring, collection of information, preparation of various reports on crop development

		programmes, weather watch and related activities for nodal crops. Besides, assists in the activities related to KCC and On Farm Water Management Scheme.
4.	Senior Technical Assistant / Statistical Investigator	To assist the authority in the disposal of technical work and for that they have to perform the activities related to planning, formulation of development programme of Jute and allied fibre crops in the country; review and monitoring of implementation of development programmes on Jute and allied fibre crops in the country and for other crops in the assigned states and submission of related periodical reports. Maintenance of data base of A/P/Y of Jute and Allied fibre and other crops in the country. Collection / compilation of information/ report on weather/crop prospects of Jute and allied fibre crops and other crops in the assigned states. Preparation of various reports in connection with the implementation of development programme on Jute and allied fibred in the country and for other crops in the assigned states. Maintenance of linkage with the state governments, agricultural universities, various research institutes, input supply agencies ministry and other organizations. Collection and maintenance of information's on various inputs viz seed, fertilizer, irrigation. Assisting the authority in arranging meeting, training, demonstration, gathering reports on technology development researches and arranging transfer of modern technology. Collection, compilation, maintenance of market and price situation, information on weather crop prospects; area, production and yield of different crops in the assigned states. Monitoring the performance of the KCC activities and matters related to the On Farm Water Management Schemes.
5.	Administrative Officer	To assist the authority in the disposal of Establishment work and accordingly he has to perform the jobs of all matters related to Administration and Accounts work and also to supervise the work of all these matters.
6.	Accountant	To assist the authority in the accounts and administrative matters of the Directorate. His duties are mostly related to accounts, budget, expenditure control, audit matters, long/short term advances, checking bills, day to day accounts / financial transaction matters. He has to keep statistics of important data and to ensure timely disposal of audit notes. He has to submit in time Budget proposals pertaining to this Directorate.
7.	Jr. Translator	Accelerating the use of Hindi in the Directorate as the Official Language for all purposes, providing required assistance in connection with the implementation of Official Language Policy, translation from English to Hindi and vice-versa(if required), assisting the authority to comply with the directives/instructions issued by the Dept. of Official Language from time to time, assisting the Hindi Liaison Officer in convening/ organizing the meetings of official language implementation committee in the Directorate, preparation of quarterly / yearly reports regarding the progressive use of Hindi in the Directorate.

8.	Stenographer Gr-II	He is the stenographer attached to the Director looking after the routine nature of work by mailing correspondence, filing papers, making appointments and collecting information to provide the HOD more time to devote himself to the work of specialized nature. He has to take dictation in shorthand and has to transcribe it in the best manner possible. He has to carry out the corrections to the Officers reference book and making fair copies of draft, Demi - Official letters to be signed by the Officers. He has also to perform other typing and comparison work.
9.	Upper Division Clerk / Lower Division Clerk	The Upper Division Clerk and Lower Division Clerk assist the authority in the disposal of all establishment matters like maintenance of service books, service records, personal file, matters related with recruitment, promotion, pension, accounts, cash, preparation of bills, diary, dispatch, maintenance of stores, stationery, local purchase, typing, drafting, and other related works.
10.	Stenographer Gr-III	They have to take dictation in shorthand and have to transcribe it in the best manner possible. They have to carry out the corrections to the Officers reference book and making fair copies of draft, Demi - Official letters to be signed by the Officers. Besides, they also have to perform other typing and comparison work.

CHAPTER - VI

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING DUTIES

The Directorate generally functions as a field establishment or as agency responsible for the detailed execution of the policies and schemes framed by the Union Ministry of Agriculture. It's primarily engaged in providing executive direction required in the implementation of the policies laid down by the ministry. It has to serve as a repository of various information regarding crop development and other aspects dealt with by the ministry. The Directorate is under the direct control of the ministry and a subordinate office, and hence rules, regulations, instructions, manual and records of Govt. of India have been followed for discharging its duties.

CHAPTER - VII

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

Not Applicable.

CHAPTER - VIII

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The Directorate has to mainly undertake technical works related with Jute and Allied fibre crops and accordingly technical datas / routine reports are under its control.

CHAPTER - IX

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES, AND OTHER BODIES CONSTITUTED AS ITS PART

Official Language Implementation Committee: Constituted for the purpose of making recommendations for the progressive use of Hindi in the Directorate,

CHAPTER - X

THE NAME DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER & APPELATE AUTHORITY

Sl. No.	Item	CPIO	Appellate Authority
1.	Name of Office	Directorate of Jute Development	Directorate of Jute Development
2.	Complete Postal Address	234/4 A.J.C. Bose Road, Nizam Palace, Kolkata-700020	234/4 A.J.C. Bose Road Nizam Palace, Kolkata-700020
3.	Name & Designation of CPIO	Shri Anuj Kumar Jr. Translator	Dr. K. Manoharan Director
4.	Complete Address of CPIO (a) Office (b) Residence	Directorate of Jute Development Govt. of India, 234/4 A.J.C. Bose Road, Nizam Palace, Kolkata-700020 IC – 560 Salt Lake City Sector – III, Kolkata - 700 106	Directorate of Jute Development, Govt. of India, 234/4 A.J.C. Bose Road, Nizam Palace, Kolkata-700020 1/52/1, Bijoygarh P.S. Jadavpur Kolkata-32
5.	Contact No. (a) Office (b) Residence	 033-22879337 09432473324	 033-22879465 09432323061
6.	Fax No.	033-22879521	033-22879521
7.	E-mail Address	djd@nic.in	djd@nic.in

CHAPTER – XI

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

As per organizational chart placed before

CHAPTER - XII

DIRECTORY OF OFFICERS AND EMPLOYEES

(As on 31.01.2017)

Sl. No.	Name of Posts	Name of the employee		Pay Level & Basic Pay
1	2	3		4
1	Director	Dr. K. Manoharan		Pay Level -12, Rs. 1,12,400/-
2	Joint Director	1	Shri Jintu Das	Pay Level -11, Rs. 67,700/-
		2	Vacant	Pay Level -11
3	Assistant. Director	Vacant		Pay Level -7
4.	Administrative Officer	Sri D. Basu		Pay Level -7, Rs. 52,000/-
5	Statistical Investigator	Miss A. Das		Pay Level -6, Rs. 60,400/-
		Sri Kartik Biswas (adjusted against the 1 vacant post STA)		Pay Level -6, Rs. 60,400/-
6	Senior Technical Assistant	1	Shri Kaushik Dutta	Pay Level -6, Rs. 42,300/-
		2	Vacant	Pay Level -6
		3	Vacant	Pay Level -6
7.	Junior Translator	Sri A. Kumar		Pay Level -7 Rs. 62,200/-
8.	Accountant	Vacant		Pay Level -6
9	Stenographer, Grade .II	Vacant		Pay Level -6
10	Stenographer Grade III	1.	Vacant	Pay Level -4
		2.	Vacant	Pay Level -4
11.	Upper Division Clerk	1.	Sri A. K. Talukdar	Pay Level -4, Rs. 49,000/-
		2.	Sri A. Basak	Pay Level -4, Rs. 41,600/-

12	Lower Division Clerk	1.	Sri A. K. Khanra	Pay Level -2, Rs. 41,600/-
		2.	Vacant	Pay Level -2
		3.	Vacant	Pay Level -2
12.	MTS	1.	Sri R. Nayak	Pay Level -1, Rs. 36,400/-
		2.	Vacant	Pay Level -1
		3.	Vacant	Pay Level -1
		4.	Vacant	Pay Level -1

CHAPTER - XIII

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS (as on January' 2017)

Sl. No	Name	Designation	Monthly remuneration (Rs.)	Conveyance Allowance	The procedure to determine the remuneration as given in the regulation
1	Dr. K. Manoharan	Director	134835/-	3200+DA	As per the Govt. of India norms
2	Shri Jintu Das	Joint Director	83859/-	3200+DA	-do-
3	Miss A.Das	Statistical Investigator	72165/-	1600+DA	-do-
4	Sri K.Biswas	Statistical Investigator	65608/-	1600+DA	-do-
5	Sri K. Dutta	Senior Technical Assistant	46746/-	1600+DA	-do-
8.	Sri D.Basu	Administrative Officer	62613/-	1600+DA	-do-

9.	Sri A. Kumar	Junior .Hindi Translator	67044/-	1600+DA	-do-
11.	Sri A.K. Talukdar	Lower Division Clerk	59193/-	1600+DA	-do-
12.	Sri A.Basak	Lower Division Clerk	50886/-	1600+DA	-do-
13.	Sri A.K. Khanra	Lower Division Clerk	51111/-	1600+DA	-do-
18.	Sri R.Nayak	Safaiwala	45009/-	1600+DA	-do-

CHAPTER - XIV

THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)

Year-2016-17

The Annual Budget Estimate (Non-Plan) for the Directorate during 2016-17 is indicated hereunder:

Rs. in lakh

S. No.	Name of the scheme/ Head	Activity	BE	RE
1.	010401	Salaries	86.31	90.21
2.	010403	Overtime allowances	NIL	NIL
3.	010406	Medical Treatment	1.00	1.00
4.	010411	Domestic Travel Expenses	5.00	4.00
5.	010413	Office Expenses	9.69	8.51

The Directorate does not allot or disburse any budget/fund to any agency.

CHAPTER - XV

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Not Applicable

CHAPTER - XVI

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION
GRANTED BY IT

Not Applicable

CHAPTER - XVII

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

As per the rules, regulations and manuals framed by the Ministry of Agriculture, Department of Agriculture & Cooperation

CHAPTER - XVIII

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Information may be obtained through personal contact or through our web site.. Means, methods or facilitation available to the public which are adopted by the Directorate for dissemination of information:

- **Office Library:** Exclusively for official purpose. May be accessed by public by the prior permission of the authority
- **Exhibition:** Information's related to Directorates technical activities have been displayed from time to time in different exhibitions
- **Notice Board:** Important information's like Notices, Circulars, Quotations etc. are displayed on the Office Notice Board for general information.
- **Inspection of the Records in the Office:** Inspection done by ministerial authorities time to time
- **System of issuing of documents:** Documents are issued by the due approval of the competent authority
- **Printed Manual Available:** Manuals are printed from time to time in form of annual reports, status papers and other technical papers etc.
- **Website of the Public Authority:** Visit our website <http://dacnet.nic.in/jute/index.htm> for related information's