

HARYANA STATE FEDERATION OF COOPERATIVE SUGAR MILLS LTD.

BAY NO.49-52, SECTOR-2, PANCHKULA(HARYANA)

IN THE PURSUANCE OF SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT,2005 THE INFORMATION IN RESPECT OF HARYANA STATE FEDERATION OF COOPERATIVE SUGAR MILLS LTD IS GIVEN HERE UNDER:

4(1)(b)(i) Particulars of the Organization, its functions & Duties:

The objects of the Federation shall be to co- ordinate and facilitate the working of affiliated cooperative sugar mills and to assist in the promotion and organisation of new Cooperative Sugar Mills of cultivators of sugarcane in Haryana State.

In pursuance of the objects stated in byelaw 2.1, the Federation, without incurring any liability may:-

- a) advise or render technical or other assistance in the selection and purchase of machinery, spare parts and other equipments, and to employ the necessary technical personnel for this purpose.
- b) advise and assist in the selection of key, technical and administrative personnel and if agreed by the member cooperative sugar mills to form a common cadre of the superior post/posts in a cooperative sugar mills so that the service of these senior employees is not interrupted when they are transferred from one member cooperative sugar mills to another;
- c) suggest measures for increasing the operational and managerial efficiency of member cooperative sugar mills;
- d) assist in standardising the accounting and costing methods and practices;
- e) assist in securing necessary financial accommodation from the State and Central Governments, the Industrial Finance Corporation of India, State Bank of India, State and Central Cooperative Banks and from any other financing agency;
- f) undertake or arrange to purchase in bulk on indent basis or otherwise, chemicals, gunny bags, lubricant, lime stone, coal, coke, fuels and any other material required by the member sugar mills or to secure agency for the same;
- g) advise or negotiate or act on behalf of the member cooperative sugar mills and in consultation with them, for:-
 - i) sale of sugar produced by the cooperative sugar mills;
 - ii) purchase of chemicals, gunny bags, spare parts, fertilizers, fuels and other requirements;

- iii) sale of utilisation of bye-products of the cooperative sugar mills;
 - iv) methods of sugarcane cultivation and to conduct research in it; and
 - v) selecting persons for key posts of General Manager, Chief Engineer, Chief Chemist and Chief Accounts Officer for the constituent Sugar Mills and transferring them from one member Cooperative Sugar Mills to another in consultation with the member cooperative sugar mills concerned;
- h) advise member sugar mills on all laws (including income tax laws) which effect them and to guide them in this respect.
 - i) represent the affiliated cooperative sugar mills on Government or other bodies (permanent or adhoc) and to present on their behalf their views to Government or any other institutions:
 - j) take-up publication, conduct research in problems affecting the ;working of the affiliated cooperative sugar mills and supply market and other information relating to sugarcane cultivation and sugar industry;
 - k) arrange for holding periodical conferences of cooperative sugar mills.
 - l) to supervise the working of the member factories generally and to assist regarding their work;
 - m) formulate and conduct suitable schemes of training for the employees of sugar factories in business management etc. required for efficient working of their factories;
 - n) Arrange supply of stationary, books, forms, furniture etc. required by the affiliated sugar factories on indent basis.
 - o) establish branch office or sub offices within and outside the area of operation of the Federation mentioned in byelaw 1.3 so as to facilitate and promote the business of the Federation.
 - p) take-up publication and supply of market and other information relating to sugar and Allied Industries;
 - q) render advice to member factories for increasing sugarcane yield, to make available new seeds, to conduct research in cane/ sugarbeed cultivation/ development and to supply information regarding fertilizers, pesticides and to propagate preventive measures etc.
 - r) become member of cooperative banks National Federation of Cooperative Sugar Factories Ltd., and other cooperative institutions and technical institutions.

- s) make efforts for securing incentive prices for cane supplied by sugarcane producers. To represent member; factories at State and Central Government and to present views to Govt. on their behalf in the matter of fixation of adequate prices for sugar;
- t) undertake import and export work on behalf of member factories;
- u) advise member cooperative sugar factories on matter relating to insurance, finance and production as also to undertake general insurance business in securing agency of reputed insurance company;
- v) undertake such other activities as are incidental and or conducive to the attainment of the above objects and to further the common interests of the affiliated cooperative sugar mills.

4(1)(b)(ii) The powers and duties of Haryana Sugarfed officers:

Technical Advisor(S)

- Primary duty of this officer will be to advise the Mills on matters regarding sugar manufacturing process.
- All technical advice/supervision for setting up of new Sugar Mills related to his subject.
- To look after distillery, Sugar Sale & Molasses Work.
- Annual Inspection of Sugar Mills.
- Distillery work of Panipat Distillery.

Technical Advisor(E)

- Primary duty of this officer will be to advise the mills in all Engineering matters.
- To inspect and review the progress of seasonal repairs and maintenance in the mills and to help the mills in improving the efficiency.
- To supervise and advise in all technical matters for setting up of new Mills.
- Modernisation and expansion of working Sugar Mills.

Cane Advisor

- Primary duty of this officer will be to advise the mills in Cane development and marketing work.
- Formation of Cane Development plan for the Mills and to see its implementation.
- To assist the Mills in securing Cane Development loan from Sugar Development fund.
- To organise the display the exhibit of this office in the exhibition and organise prize distribution functions.
- Preparation of notes on the working & achievement of Sugar Federation and Sugar Mills.
- To provide information under the Information Act,2005.

Financial Advisor

- The primary duty of FACA will be to advise all affiliated Sugar Mills and the Sugar Fedn. on all financial matters i.e. inventory control, cash flow, budget etc.
- Timely clearance of all audit paras/PAC paras and audit of controller general paras.
- To look after the work of purchases of Cooperative Sugar Mills items being done at the level of State Fedn. The concerned Advisor will also be associated in the purchases.
- To arrange all type of loans from the commercial banks/ financial institutions and State Govt. to the old and new Cooperative Sugar Mills.
- All work relating to Land acquisition cases and enhancement of compensation.
- To analyse the balance sheets of the Sugar Mills and to advise the Sugar Mills.
- Assembly work.

Superintendent

- All establishment work of the Federation and administrative matters of the mills.

Accounts Officer

- To superwise the work of Accounts Branch.

Programmer

- All work related to the Computer Section.

4(1)(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability:

A) Decision making:

Cane Advisor, Technical Advisor(Engg.), Technical Advisor(Sugar), Financial Advisor, Effluent Control Technologist, Dy. Technical Advisor(I), Accounts Officer & Superintendent submit matters to the Head of the Department i.e. Managing Director to take the decisions upto his competency and the matters beyond his capacity are decided by the Board of Directors.

B) Channels of Supervision and accountability:

The matters relating to the Monitoring or Implementation of all the schemes are dealt with by the concerned Advisors/Officers under the supervision of Managing Director. The financial matters relating to various schemes are dealt with by the Financial Advisor/Accounts Officer through Managing Director, Haryana Sugarfed.

4(1)(b)(iv) The norms set for the discharge of duties:

All the functions related to monitoring of Sugar Mills are carried by Haryana Sugarfed. during the office hours on all working days.

4(1)(b)(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The department works on the basis of its Service rules, Bye-laws and instructions of the State Govt.

4(1)(b)(vi) A statement of the categories of documents that are held by it or under its control:

Generally, almost all the documents relating to the matters of the officials/officers as well as the Govt. matters are under the control of the Managing Director, being HOD. Even then records of the Establishment of the Officers/ Officials of the Sugarfed lie with the Establishment Branch. Besides this, the copy of the Rules and Regulations instructions, notifications, notices of the duties etc. are also available with the Establishment Branch. However, all the information/records can be taken through the Public Information Officer of Sugarfed after necessary formalities.

4(1)(b)(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 administration thereof:

No such arrangement exists in this Department.

4(1)(b)(viii) A 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 advise, 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:

1.	Sh.Chander Prakash Kathuria	Chairman
2.	The Registrar, Cooperative Societies, Haryana	Vice-Chairman
3.	The Cane Commissioner, Haryana	Director
4.	Smt.Kiran Lekha Walia, Financial Advisor HBPE.	Director
5.	The Managing Director, Coop. Sugar Mill, Panipat	Director
6.	The Managing Director, Coop.Sugar Mill Ltd., Karnal	Director
7.	The Managing Director, Coop. Sugar Mill Ltd., Sonipat	Director
8.	The Managing Director, Coop. Sugar Mill Ltd., Shahabad	Director
9.	The Managing Director, Coop. Sugar Mill Ltd., Kaithal	Director
10.	Sh.Gugan Singh Hooda, Coop. Sugar Mills Ltd., Rohtak	Director
11.	Smt. Geeta, Director, Coop. Sugar Mills Ltd., Jind	Director
12.	Sh. Sachender Singh, Coop.Sugar Mills Ltd., Palwal	Director
13.	Sh.Jagbir Singh Boora, Coop. Sugar Mills Ltd., Meham	Director
14.	Sh.Harinder Dhillon, Coop. Sugar Mills Ltd., Gohana	Director
15.	The Managing Director, Haryana Sugarfed	Director/ Member Secy. (Ex-officio)

4(1)(b)(ix) A directory of its officers and employees:

S.No.	Name of Officer/Officials	Designation	Contact Nos.
1.	Sh.Chander Parkash Kathuria	Chairman	0172-2590967
2.	Sh.Chander Shekhar, IAS	Managing Director, 1st Appellate Authority	0172-2590824 0172-2574497
3.	Dr.Roshan Lal Yadav	Cane Advisor & Public Information Officer	0172-2590821 Ext.-203 9467982051 (M)
4.	Sh.Ashok Kumar Malik	Technical Advisor(Sugar)	0172-2590821 Ext.-209 9988071211 (M)
5.	Sh.Virander Dhull	Financial Advisor	0172-2590821 Ext.-205 9888455724 (M)
6.	Sh.Mohan Pal Yadav	Accounts Officer	0172-2590821 Ext.-204
7.	Sh.Tarlochan Singh Chattha	Assistant Registrar (Sugar Mills)	0172-2590821 Ext.-208
8.	Sh.Rakesh Thukral	Superintendent-cum-Assistant Public Information Officer	0172-2590821 Ext.-214 9988003061 (M)
9.	Sh.Sandeep Sharma	Programmer	0172-2590821 Ext.-206 7589134721 (M)
10.	Sh.Neeraj Bakshi	Accountant	
11.	Sh. Satish Kumar	Assistant	
12.	Sh. Mihan Singh	Assistant	
13.	Sh. Gian Chand	Assistant	
14.	Sh. Hem Raj	Assistant	
15.	Smt. Neelofar Asif	Assistant	
16.	Smt. Neetu	Assistant	
17.	Sh.Raj Singh	Assistant (On deputation from Meham Coop. Sugar Mills)	
18.	Smt. Sudesh Kumari	Personal Assistant	
19.	Sh. Sat Parkash	Driver	
20.	Sh. Jaswinder Singh	Driver	
21.	Sh.Hoshiar Singh	Driver	
22.	Smt. Geeta Bhardwaj	PA	
23.	Sh. Madan Gopal	Sr. Scale Stenographer	
24.	Sh.Sanjay Saini	Jr. Scale Stenographer	

S.No.	Name of Officer/Officials	Designation	Contact Nos.
25.	Sh. Dinesh Kumar	Clerk	
26.	Sh . Ram Ashrey	Clerk	
27.	Sh.Amandeep Singh	Clerk	
28.	Sh.Rajpal Singh	Clerk	
29.	Sh.Randhir Singh	Clerk	
30.	Sh.Baljit Singh	Clerk	
31.	Sh.Yub Raj	Jamadar	
32.	Sh.Ramesh Chand	Peon (On deputation from Gohana Coop. Sugar Mills)	
33.	Sh.Rajender Kumar	Peon	
34.	Sh.Chander Pal	Peon	
35.	Sh.Baljeet Singh	Peon-cum-Chowkidar.	
36.	Sh.Satbir	Peon	
37.	Sh.Neel Kanth	Peon	
38.	Smt.Dev Rani	Peon	
39.	Sh.Ram Kishan	Peon	
40.	Sh.Mehar Chand	Peon	
41.	Sh.Vijender Kumar	Peon	
42.	Sh.Balvinder	Peon	
43.	Sh.Narinder Singh	Data Entry Operator (on contract through Hartron)	
44.	Sh.Himanshu Grover	Data Entry Operator (on contract through Hartron)	
45.	Ms.Raj Rani	Data Entry Operator (on contract through Hartron)	
46.	Sh.Bijendra Kumar Pal	Chowkidar (Outsourcing)	
47.	Sh.Lal Mohan	Chowkidar (Outsourcing)	
48.	Smt.Saroj	Sweeper (Outsourcing)	

List of Managing Directors of Cooperative Sugar Mills

S. No.	Name & Designation	Phone No.	STD Code	FAX	Mobile
1.	Sh.Bir Singh, HCS Managing Director, Panipat Sugar Mill panipatsugarmills@gmail.com	2651269, 2651184(O) 2652751 (R) 2652831 (Distillery Unit)	0180	2655384 2656831 (D.U.)	9466126655
2.	Sh. Pardeep Ahlawat, HCS Managing Director, Rohtak Sugar Mill rtk.sugar@gmail.com	250800 (O) 250644 (R)	01258	250644	8607076054
3.	Sh. Pradhuman Singh, HCS Managing Director, Karnal Sugar Mill karnalsugarmill@gmail.com	2284265, 2283167 (O) 2284106 (R) 2285465 (Mill)	0184	2284437	9501155115
4.	Sh.Sushil Kumar-1, HCS Managing Director, Sonipat Sugar Mill sonipatsugar@gmail.com	6450523(O) 2240143 (R)	0130	2240396	9729068560
5.	Sh.Girish Kumar, HCS Managing Director, Shahabad Sugar Mill scsmsbd1@gmail.com	240188 (O) 240282 (R) 240118, 242819 245188 (Mill)	01744	240188 240118	9813028999
6.	Sh. Ashwani Malik, HCS Managing Director, Jind Sugar Mill (Addl charge) jindsugarmills@gmail.com	233200, 233353 (O) 233342 (R) 233331 (Mill)	01681	233350	9466155601
7.	Sh. S.K. Chahal, HCS Managing Director, Palwal Sugar Mill (Additional Charge) palwalsugarmill@gmail.com	263433, 206206-SSM 323542 (R) 263033	01275	252033	9812622437
8.	Sh.Nirmal Nagar, HCS SDM, Meham -cum Managing Director, Meham Sugar Mill mehamsugar@yahoo.co.in	218144 (O) 211145 (R)	01257	211145	8059373111
9.	Sh. Kanwar Singh, HCS, Managing Director, Kaithal Sugar Mill ktlsugar@gmail.com	234256, 235456 (O) 234842 (R) 235409 SSM/234565	01746	234256 235456	9466112301
10.	Smt.Subhita Dhaka, HCS Managing Director, Gohana Sugar Mill cdlsmgohana@gmail.com	269244, 269172 (O) 269484 (R)	01263	2691720	9996788814

4(1)(b)(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Sr. No.	Name of the Post	No.of posts sanctioned	Name of pay band	Revised pay band as per 6th pay commission	Grade Pay	Remarks
1	Managing Director	1	As per Govt.	As per Govt.	As per Govt.	
2	Technical Advisor(S)	1	PB-3	15600-39100	7600	
3	Technical Advisor(E)	1	PB-3	15600-39100	7600	
4	Cane Advisor	1	PB-3	15600-39100	7600	
5	Financial Advisor cum Cost Accountant	1	PB-3	15600-39100	6400	
6	Effluent Control Technologist	1				BOD of this Fed. in its meeting held on 29.5.08 vide resolution no.5 has resolved for the creation of one post of Technical Advisor(Co-gen) in place of ECT. Now, matter is under consideration.
7	Dy.Technical Advisor(I)	1	PB-2	15600-39100	6400	
8	Accounts Officer	1	PB-2	9300-34800	5400	
9	Superintendent	1	PB-2	9300-34800	4200	
10	Asstt.Registrar(SM)	1	PB-2	9300-34800	4200	
11	Private Secy.	1	PB-2	9300-34800	4200	
12	Programmer	1	PB-2	9300-34800	4200	
13	Personal Assistant	2	PB-2	9300-34800	3300	
14	Accountant	2	PB-1	9300-34800	3200	
15	Assistant	7	PB-1	9300-34800	3200	
16	Sr.Scale Stenographer	1	PB-1	9300-34800	3200	
17	Jr.Scale Stenographer	3	PB-1	5200-20200	2400	
18	Steno-typist	4	PB-1	5200-20200	1900	
19	Clerk	7	PB-1	5200-20200	1900	One post on account of change of nomenclature of Data Entry Opt.
20	Driver	4	PB-1	5200-20200	2400	
21	Jamadar	1	-IS	4440-7440	1650	
22	Peon	10	-IS	4440-7440	1300	2 Posts on account of conversion of one post of Daftri and one post of Peon cum Cook
23	Peon cum Chowkidar	1	-IS	4440-7440	1300	Diminishing cadre. Services to be outsourced in future.
24	Sweeper	1	-IS	4440-7440	1300	Diminishing cadre. Services to be outsourced in future.

4(1)(b)(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Not Applicable.

4(1)(b)(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not Applicable.

4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Not Applicable.

4(1)(b)(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

The general information about the Haryana Sugarfed and the Cooperative Sugar Mills is available in the form of Hard Copy as well as in Electronic Form in the office of Haryana Sugarfed.

4(1)(b)(xv) 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:

No library or reading room is available in Haryana Sugarfed.

4(1)(b)(xvi) The names, designations and other particulars of the Public Information Officers of Haryana Sugarfed:

Sr. No.	Name & Designation	Telephone Nos.	
	Sh.Chander Shekhar, IAS Managing Director	0172-2590824 0172-2574497	1st Appellate Authority
2.	Dr.Roshan Lal Yadav Cane Advisor	0172-2590821	Public Information Officer
3.	Sh.Rakesh Thukral Superintendent	0172-2590821	Assistant Public Information Officer

FAX : (0172)-2590701

E-Mail: haryanasugarfed@gmail.com

4(1)(b)(xvii) Such other information as may be prescribed: NIL