

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:

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|-----|--|-------------------|
| 1. | Worthy Additional Chief Secretary to Govt. of Haryana,
Cooperation Department | Chairman |
| 2. | The Registrar, Cooperative Societies, Haryana | Vice-Chairman |
| 3. | The Cane Commissioner, Haryana | Director |
| 4. | Nominee of Finance Department, Haryana (FD) | Director |
| 5. | Managing Director, Coop. Sugar Mill, Panipat | Director |
| 6. | Managing Director, Coop. Sugar Mill Ltd., Rohtak | Director |
| 7. | The Managing Director, Coop. Sugar Mill Ltd., Sonipat | Director |
| 8. | The Managing Director, Coop. Sugar Mill Ltd., Palwal | Director |
| 9. | The Managing Director, Coop. Sugar Mill Ltd., Meham | Director |
| 10. | The Managing Director, Coop. Sugar Mill Ltd., Gohana | Director |
| 11. | The Managing Director, Coop. Sugar Mill Ltd., Jind | Director |
| 12. | The Managing Director, Coop. Sugar Mill Ltd., Karnal | Director |
| 13. | Ms.Meena Kumari, Coop. Sugar Mill Ltd., Kaithal | Director |
| 14. | Sh.Ranbir Singh, Director, Coop. Sugar Mill Ltd., Shahabad | Director |
| 15. | The Managing Director, Haryana Sugarfed | Director-Convenor |

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

S.No.	Name of Officer/Officials	Designation	Contact Nos.
1.	Sh.Pankaj Yadav, IAS, Principal Secretary to Govt. of Haryana, Cooperation Department	Chairman	0172-2590967 0172-2740922
2.	Sh.Shakti Singh, IAS	Managing Director	0172-2590824 0172-2574497
3.	Dr.Roshan Lal Yadav	Cane Advisor & 1 st Appellate Authority	0172-2590821 Ext.-203 9467982051 (M)
4.	Sh.Virander Dhull	Financial Advisor	0172-2590821 Ext.-205 9888455724 (M)
5.	Sh.Hari Om Sharma	Technical Advisor (Engg)	0172-2590821 9466778379 (M)
6.	Sh.Yashvir Dalal	Dy. Technical Officer (On deputation)	0172-2590821 Ext.- 9467006574 (M)
7.	Sh.Mukesh Satija	Accounts Officer	0172-2590821 Ext.-204
8.	Sh.Deepak Sharma	Assistant Registrar & SPIO	0172-2590821 Ext.-208 9467647420 (M)
9.	Sh.Hem Raj	Superintendent	0172-2590821 Ext.-214 9417805686 (M)
10.	Smt.Geeta Bhardwaj	PA to MD	
11.	Sh.Sandeep Sharma	Programmer	8566062859 (M)
12.	Sh.Pradeep Saini	Accountant	
13.	Smt. Neetu	Assistant	
14.	Sh.Ram Ashrey	Assistant	
15.	Sh.Amandeep Singh	Assistant	
16.	Sh.Randhir Singh	Assistant	
17.	Sh.Sanjay Saini	Sr. Scale Stenographer	
18.	Sh.Jaswinder Singh	Driver	
19.	Sh.Satbir	Driver	
20.	Sh.Yub Raj	Jamadar	
21.	Sh.Ramesh Chand	Peon	
22.	Sh.Rajender Kumar	Peon	
23.	Sh.Chander Pal	Peon	
24.	Sh.Baljeet Singh	Peon-cum-Chowkidar	
25.	Sh.Neel Kanth	Peon	
26.	Smt.Dev Rani	Peon	
27.	Sh.Balvinder	Peon	
28.	Sh.Chander Singh	Peon (On deputation)	
29.	Ms. Neelam	Peon (On deputation)	

30.	Sh.Satish Kumar	Assistant (Contractual)	
31.	Sh.Mihan Singh	Assistant (Contractual)	
32.	Sh.Dinesh Kumar	Assistant (Contractual)	
33.	Sh.Madan Gopal	SSS/PA (Contractual)	
34.	Sh.Baljit Singh	Clerk (Contractual)	
35.	Sh.Hoshiar Singh	Driver (Contractual)	
36.	Sh.Narinder Singh	Data Entry Operator (on contract through Hartron)	
37.	Sh.Himanshu Grover	Data Entry Operator (on contract through Hartron)	
38.	Ms.Raj Rani	Data Entry Operator (on contract through Hartron)	
39.	Sh.Bijendra Kumar Pal	Chowkidar (HKRN)	
40.	Sh.Lal Mohan	Chowkidar (HKRN)	
41.	Smt.Saroj	Sweeper (HKRN)	
42.	Sh.Pawan Kumar	Sweeper (HKRN)	
43.	Smt.Sonia	Clerk (HKRN)	
44.	Ms.Sonia Kumari	Steno (HKRN)	

List of Managing Directors of Cooperative Sugar Mills

S. No.	Name & Designation	Phone No.	STD Code	Mobile
1.	Sh.Navdeep Singh, HCS Managing Director, Panipat Sugar Mill panipatsugarmills@gmail.com	2655384, 2651184(O) 2652831 (Distillery Unit)	0180	7082050261
2.	Ms.Shweta Suhag, HCS Managing Director, Rohtak Sugar Mill rtk.sugar@gmail.com	250800 (O)	01258	8285000716
3.	Ms.Aditi, HCS Managing Director, Karnal Sugar Mill karnalsugarmill@gmail.com	2284265, 2283167 (O) 2285465 (Mill)	0184	9896574775
4.	Ms.Anmol, HCS Managing Director Sonipat Sugar Mill sonipatsugar@gmail.com	6450523(O)	0130	8802752687
5.	Sh.Dheeraj Chahal, HCS Managing Director, Shahabad Sugar Mill scsmsbd1@gmail.com	240188 (O) 240118, 242819, 245188 (Mill)	01744	8059604969
6.	Sh.Gulzar Malik, HCS Managing Director, Jind Sugar Mill jindsugarmills@gmail.com	233200, 233353 (O) 233331 (Mill)	01681	9416074867
7.	Ms.Dwiza, HCS Managing Director, Palwal Sugar Mill palwalsugarmill@gmail.com	263433, 263033	01275	7056239693
8.	Sh.Mukund, HCS Managing Director, Meham Sugar Mill mehamsugar@yahoo.co.in	218144 (O)	01257	8708152196
9.	Sh.Krishan Kumar, HCS Managing Director, Kaithal Sugar Mill ktlsugar@gmail.com	234256, 235456 (O)	01746	9813240760
10.	Ms.Ankita Verma, HCS Managing Director, Gohana Sugar Mill cdlsmgohana@gmail.com	269244, 269172 (O)	01263	9667607330

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	Sanctioned Functional Pat Structure as on 31.12.2015	Grade Pay	Corresponding level in Pay Matrix w.e.f. 1.1.16	Remarks
1	Managing Director	1	As per Govt.	As per Govt.	Deputation Post	
2	Technical Advisor(S)	1	15600-39100	7600	12	
3	Technical Advisor(E)	1	15600-39100	7600	12	
4	Cane Advisor	1	15600-39100	7600	12	
5	Financial Advisor cum Cost Accountant	1	15600-39100	6400	12	
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	15600-39100	6600	11	
8	Accounts Officer	1	9300-34800	5400	9	
9	Superintendent	1	9300-34800	4200	7	
10	Asstt.Registrar(SM)	1	9300-34800	4200	7	
11	Private Secy.	1	9300-34800	4200	7	
12	Programmer	1	9300-34800	4200	6	
13	Personal Assistant	2	9300-34800	3300	6	
14	Accountant	2	9300-34800	3200	6	
15	Assistant	7	9300-34800	3200	6	
16	Sr.Scale Stenographer	1	9300-34800	4200	6	
17	Jr.Scale Stenographer	3	5200-20200	2400	4	
18	Steno-typist	4	5200-20200	1900	2	
19	Clerk	7	5200-20200	1900	2	One post on account of change of nomenclature of Data Entry Opt.
20	Driver	4	5200-20200	2400	4	
21	Jamadar	1	4440-7440	1650	DL	
22	Peon	10	4440-7440	1650	DL	2 Posts on account of conversion of one post of Daftri and one post of Peon cum Cook
23	Peon cum Chowkidar	1	4440-7440	1650	DL	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.	
1.	Dr. Roshan Lal Yadav Cane Advisor	0172-2590821	1st Appellate Authority
2.	Sh. Deepak Sharma Assistant Registrar	0172-2590821	State Public Information Officer

E-Mail:haryanasugarfed@gmail.com

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