

**17 points under Section (4)(1)(b) of the Right to Information Act, 2005.**

(HPSCSC Ltd. (A State Govt. undertaking))

i)	The particular of the organization, function and duties	<ul style="list-style-type: none"><li>• The State Govt. established H.P. State Civil Supplies Corporation in September, 1980 under the Company Act, 1956 as a Joint Stock Company, wholly owned by the State Govt. as a nodal agency to procure/distribute all essential commodities in the State of H.P.</li><li>• The Head Office of the Corporation is situated at Shimla Commercial Complex Block H &amp; I, Kasumpti, Shimla-9 headed by the Managing Director who is assisted by two General Manager and three Functional Manager viz: Procurement Manager, Distribution Manager, Finance Manager.</li><li>• The organization is divided into two divisions with Head Quarters at Dharamshala and Solan. Each Division is headed by a Divisional Manager. The Divisional Manager, Solan is supervising three Areas (Shimla, Solan and Nahan) and Divisional Manager, Dharamshala is supervising four Areas (D'shala, Chamba, Hamirpur and Mandi) and Area Manager, Mandi is supervising Mandi.</li><li>• Procurement officer have been also established at Barmana and Darlaghat from where supplies of cement to various Govt. Deptt./Board/ Corporation as well as to our whole sale/Retail godown for public sale are managed. These offices are under the control of Area Manager, Solan.</li></ul> <p style="text-align: center;"><b><u>Functions: -</u></b></p> <ul style="list-style-type: none"><li>• The Primary function of the Corporation is that of a “CENTRAL</li></ul>
----	---	---

PROCUREMENT AGENCY” for all controlled and non-controlled essential commodities (as identified by the Central/ State Govt. and PDS) in the State at wholesale level and further distribute these commodities through the fair price shops run by the Co-operative Societies and Individual Depot Holders as well as through HPSCSC retail shops in H.P.

Beside above, the Corporation is also dealing in following activities:-

- i. LPG Distribution specially covering whole of the tribal Area of the State.
- ii. Through round the clock, Medicine shops the Corporation is distributing medicines and life saving drugs at reasonable rates by allowing 7% to 50% rebate as against the MRP rate by Pvt. shops.
- iii. The Corporation is managing nutrition supplies to Welfare Department under SNP.
- iv. The Corporation is managing the supplies of rate contract Cement to Govt. Deptt., Board, Corporation and other Institutions.
- v. After withdrawing levy on cement from February, 1989 the Corporation is providing cement to the general public through its wholesale/retail godowns in the State.
- vi. The Corporation is managing the supplies of Rice under Mid Day Meal programme, SGRY Scheme from FCI to Fair Price Shops in the State for further distribution to Primary and upper Primary School.
- vii. The Corporation is managing the supplies of GI/DI/CI Pipes to Irrigation and Public Health Department in the State from the sources identified to stores of the Department situated at various places under Executive Engineer.
- viii. The Corporation is managing the supplies of medicines to

i)		<p>Various Govt. Hospitals in the State.</p> <p>ix. The Corporation is functioning as a nodal agency of the State and managing the supplies of Coal from M/S Coal India Ltd. as per the GOI allocation of coal to medium and small scale Industrial Units in the State.</p>
ii)	Powers and duties of officers and employees.	<p><b><u>(A) Managing Director:</u></b></p> <ul style="list-style-type: none"> <li>• Managing head of the Corporation.</li> <li>• Full powers to procure various essential commodities along-with food-grains from FCI/any other Govt. Agency.</li> <li>• Full powers for administrative approval /expenditure on account of hiring accommodation, repair of godown/vehicles and other maintenance work.</li> <li>• Sanction expenditure on purchase of related material through tendering mode and contract rates etc.</li> <li>• Full power of expenditure on Furniture &amp; Fixture, Hot-Cold weather charges, News papers, books &amp; Periodicals, Postage, telegrams &amp; telephone etc.</li> <li>• To co-ordinate with the Ministry of Food, Civil Supplies &amp; Consumer Affairs, GOI and Secretary (F,CS &amp; CA) to the Govt. of H.P.</li> <li>• Member of the BOD &amp; Service Committee of the Corporation.</li> <li>• To hold meetings with the officers of the Corpn. for implementation and evaluation of various schemes and review of procurement and distribution of various items.</li> <li>• Inspection of field officers/sale out lets of the Corporation.</li> <li>• To administer, monitor and control overall functioning of the Corporation.</li> <li>• To take strategic decision for improvement in functioning of the Corporation.</li> <li>• To take decision to establish new wholesale godown, retail</li> </ul>

shops, LPG & Medicine shops, petrol pump etc.

- To take appropriate decisions to ensure advance supply of essential commodities & to maintain un-interrupted supplies in the State.
- To take appropriate decisions to ensure advance supply of essential commodities in Tribal, inaccessible and snow bound area of the State.
- To approve quality system documents as per ISO-9001:2000 requirements.
- To approve the resources required in the Corporation for its effective management and control.
- To review and finalize agenda for BOD and AGM meetings and ensure implementation of decisions taken in the meetings.
- To ensure protection of Corporation interests in the legal issues/cases pertaining the Corporation.

**(B) General Manager**

- To look-after establishment & administrative activities of the Corporation. To recommend for departmental inquiry against employee if the situation warrants.
- To look into the complaints received against employees and recommend suitable action and forward to M.D. To review the Annual Confidential Report of employees and recommend action is required.
- To review the new vehicle requirement and recommend for purchase to M.D. To look after repair and maintenance of infrastructure, vehicles and buildings.
- To review the deployment of vehicles and recommend measures for their effective utilization.
- To deal with Vidhan Sabha matters.
- To look into hospitality matters in the Corporation.

- To check & review attendance of all employees at Head Office and take suitable administration action against non-punctual employee.
- To review and recommend purchase of furniture & fixtures.
- To look after staff welfare activities.
- To execute printing of Stationery and distribution of the same.  
To review and carryout purchase of stationery, stores & consumable items.
- To ensure publication of tenders and release of publicity material. To review all the expenses and recommend for payment.
- To exercise control measure to minimize office expenditure.
- To execute, monitor and control the supplies of medicines/drugs. To execute processing of tenders for the purchase of drugs as per directions of M.D. and State Level Drug Purchase Committee.
- To review and recommend opening of new Medicine shop.
- To ensure inspection of field units. To ensure physical verification of field units and Head Offices.
- To review and recommend proposal for hiring of official/residential accommodation.
- To ensure suitable work environment in the Corporation. To attend Senior Officers meetings and other meetings as directed by M.D.
- To ensure compliance of the provisions of RTI Act and function as Appellate Authority under RTI Act.
- To ensure effective implementation & maintenance of system and procedures as per the requirements of ISO 9001:2000 standard in the Corporation.

**(C) Procurement Manager**

- To execute monitoring of controlled and non-controlled commodities under distribution and their sale excluding medicines supplies to HP Govt. Deptt. and Medicine shops.
  - To process and complete all the formalities required for opening of new LPG agency.
  - To review and recommend proposals for construction of field units/outlets and forward the same to M.D. for approval. To communicate the decisions of M.D. to concerned AM/DM.
  - To review, process and recommend opening of godowns/retails shops and forward the same to M.D. for approval. To communicate the decisions of M.D. to concerned AM/DM.
  - To review and recommend rent charges of godown/retail shops and LPG put up by AM/DM forward the same to M.D. for approval. To communicate the decisions of M.D. to concerned AM/DM.
  - To monitor and control supply of essential commodities in snow bound, tribal and far flung area.
  - To ensure un-interrupted availability of essential commodities in the State.
  - To undertake procurement of specially subsidized items.
  - To ensure compliance under RTI Act.
  - To ensure effective implementation & maintenance of systems and procedures as per the requirements of ISO2001:2008 standard in the Corporation.
- (D) Finance Manager**
- To ensure timely preparation of budget estimates, revised estimates with maintenance of books of accounts as per the provisions of the Company Act, 1956.
  - To ensure proper guidance and advice to the field offices and

different section of the Head Office about accounting policies, procedures, norms as applicable and daily communication of funds position to the Managing Director.

- To ensure computation/consolidation of deduction and deposits of Taxes/levies/fees etc. under various provisions of the State/Central acts.
- To ensure transparency and maximum returns on the investment of surplus funds of the Corporation and timely payments on account of committed expenditures, payments to suppliers/transporters.
- To ensure timely finalization of annual accounts, balance sheets, profit and loss accounts and required schedules reports of the Corporation Audit thereof by internal auditors, statutory auditors and CAG with timely preparation and submission of replies of audit memos/inspection notes to AG H. P paras.
- Timely preparation/consolidation/submission and monitoring of subsidy claims under various schemes.
- Opening, operation of Bank accounts and preparation/payment of salary/arriers/claim of Head Office staff.
- Processing of payment in respect of purchases/supplies of GI/DI/CI Pipes, specially subsidized items/TPDS items and other non-controlled items including payments of medicine supplies to tribal/non-tribal supplies to Govt. Hospitals/ Institutions/Societies etc.
- Processing of payment in respect of TTA/LTC, establishment expenses, contingent payments, medical claims of Head Office staff.
- Operation of CCL accounts in all banks for making payments to parties and inter back transfers and remittances of funds to

field units and obtaining CC Authorization from bank consortium, State Govt. Guarantee and monthly hypothecation report.

- Appointment of Internal Auditors and maintenance of EPF and EPS, EDRs with various banks, loans, subsidy and its repayments, leave in cashment and gratuity trust etc.
- Compilation/consolidation of profit and loss account of commercial vehicles/wholesale godowns/retail shops/LPG Agencies/petrol pumps and medicines shops.

**(E) System Analyst**

- To initiate proposal of computerization of offices, branches and outlets with requisition and consolidation of the requirement pertaining to computerization.
- To prepare proposals for purchase of computer systems/software packages etc.
- To draft finalize and award AMC contracts after approval /sanction of the competent authority.
- To draft and finalize website design and maintenance after approval of the competent authority.
- To organize demos of software packages with latest information technology and prepare proposal for computer training.
- To liaise with Deptt. of Information Technology Govt. of HP, HPSEDC, NIC and DFCSCA as regards computerization and E-governance of the Corporation.
- To discharge duties as nodal officer under E GP (E. Govt. Procurement System).
- To implement and maintain systems and procedures as per the requirement of ISO 9001:2000 standards.

**(F) Procurement Officer**



- To get the allocation of foodgrains from the Directorate of Food, Civil Supplies & Consumer Affairs, HP Shimla and to make financial arrangement with the FCI to ensure lifting of foodgrains under TPDS.
  - To ensure financial arrangement from the Mills for APL Wheat under custom grinding scheme and to ensure lifting of Wheat Atta from the identified Floor Mills.
  - Procurement of MDM Rice after getting authority letter from concerned Deputy Commissioner and to ensure lifting under the scheme.
  - To ensure lifting of Rice under Annapurna Scheme.
  - Process the proposal for opening LPG/Petrol Pumps.
  - Make financial arrangements with IOC/HPC/BPC for supply of fills cylinders/other allotted equipments and to ensure availability of steam coal to medium and small scale units upto 4200 MT annually per unit and arrangements of steam coal from the concerned colliery of coal India Limited.
  - To make financial arrangements as per the allocation made by the Govt. of India in favour of concerned Sugar Mills and arrangements for its transportation from Mill to various godowns of the Corporation.
  - To get the demand and procurement of non-controlled items.
- (G) Divisional Manager**
- The Divisional Manager performs his duties as DDO in respect of concerned Divisional Office.
  - The sanction various kind of leave in favour of subordinate staff and verify their service records.
  - The Divisional Manager sanction casual leaver of Area Managers and verify their TA/Medical bill under his division.
  - The Divisional Manager issue purchase order of non-controlled

items with sources approved by H.O. for NC Sugar, Desi Ghee, Cattle Feed and Institutional Supplies.

- The Divisional Manager convey financial arrangements made by floor Mills for procurement of Wheat custom grinding.
- He supervises overall functioning of the Division and ensures repair and maintenance of staff/commercial vehicle of the Division.
- Monitoring of supplies of controlled & non-controlled items and stop holding.
- The Divisional Manager release payment of Wheat Atta to various Mills under PDS.
- He carry-out inspection of field units under his Division and monitor supply of LPG from the bottling plans of the Division.
- The Divisional Manager sanction hiring of temporary godowns and send proposal for hiring godowns under his Division to H.O.
- The Divisional Manager arrange half yearly physical verification of stocks lying at godowns/retail shop/LPG agency/Petrol Pump/Medicine shops.
- He ensure compliance under RTI Act, 2005/ISO 9001:2000 standard.
- He ensure timely handling of legal matters in the interest of the Corpn. in respect of his Division and attend meetings as per the directions of the Competent Authority.

**(H) Area Manager**

- To monitor and follow up the activities of the Corpn. in respect of his area.
- To ensure proper discharge of establishment and administrative matter and supervise work of all officers/officials under his control.

		<ul style="list-style-type: none"> <li>• To ensure availability of all essential controlled/specially subsidized/non-controlled commodities.</li> <li>• To keep close liaison with the Distt. Administration and to attend Distt. Level PDS Committee Meetings.</li> <li>• To hold monthly meeting of the Incharges of Wholesale/Retail Shops/LPG/Medicine shops of the Corpn. in the Area Office and to conduct inspection of various units under his control.</li> <li>• To prepare the cases of opening/closing Wholesale/Retail Shops/LPG/Medicine shops/Petrol Pumps and send these proposals to H.O. for sanction.</li> <li>• To prepare cases of construction/hiring/vacating / repair of godowns in respect of his area.</li> <li>• He discharges duties as the controlling officer and DDO in respect of his area.</li> <li>• To monitor the functioning of commercial vehicles deployed in his area and to ensure approval of transportation rates for various godowns from the Distt. Administration.</li> <li>• To ensure the supply of dietary items to CDPO under SNP.</li> <li>• To ensure proper and timely handling of legal matters in the interest of the Corpn.</li> <li>• To ensure compliance under RTI Act, 2005 and ISO 9001:2008 standards.</li> </ul>
iii)	The Procedure followed in the decision making process including channels of supervision and accoutability.	<ul style="list-style-type: none"> <li>• To assist the Managing Director</li> <li>• Board of the Corporation is the supreme body for making decisions relating to service and promotional avenues of the Organisation on recommendation of the Service Committee. The member of the Committee are Secy. (Fin.) Secy. (F,CS &amp; CA) to the Govt. of H.P. and the Managing Director of the Corporation. The Managing Director is assisted by the GMs on</li> </ul>

		the top of hierarchy in the supervision channel. The GMs and Section Heads are accountable for concerned/earmarked work.
iv)	The norms set by it for the discharge of its functions:	<ul style="list-style-type: none"> <li>The action plan and targets earmarked/fixed are reviewed quarterly by calling meeting of the field officers. The achievements are also reviewed on monthly basis and directions are issued to field officers on short comings, if any.</li> </ul>
v)	The rules, regulations instructions record held by it or under its control.	<ul style="list-style-type: none"> <li>Memorandum and Article of Association of the Corporation under the Company Act, 1956 is followed <ul style="list-style-type: none"> <li>The Service rules are governed by the service by laws of the Corporation with the various rules manuals and regulations, instructions of the Govt. while implementing different programme. The position in brief is as under:- <ol style="list-style-type: none"> <li>Service by Laws of the Corporation</li> <li>CCS Leave Rules 1972.</li> <li>CCS &amp; CCA Rules</li> <li>HPFR Rules</li> <li>Medical Attendance Rules</li> <li>General Finance Rule</li> <li>HRA Advance Rule</li> <li>Delegation of Financial Rule</li> <li>LTC Rules</li> <li>Budget Manual</li> <li>Office Manual</li> <li>Vehicle Rules</li> <li>CPF Rules</li> <li>HP Specified Articles (Regulation of Distribution) Order, 2003</li> </ol> </li> </ul> </li> </ul>
vi)	A Statement of the Categories of the document that are	<ul style="list-style-type: none"> <li>Proceedings of the BOD, Annual Action Plan, Annual Accounts/Balance Sheet and Audit Report of the Corporation are statement and documents, which can be accessed at the</li> </ul>

	held by it or its control.	Website of the Corporation w.w.w.himapurti.com. The concerned officers are directed to update information in this respect time to time and get it uploaded in the website of the Corporation.																									
vii)	The particulars of any arrangement that exist for consultation with or representative by the members of the public in relation to the formulation of its policy or administration thereof.	<ul style="list-style-type: none"> <li>The particulars that exist for consultation with or representative by the members of the public in relation to the formulation of its policy and programmes, the constitution of the Board of Directors is as under:-</li> </ul> <table border="1"> <tr> <td>1</td> <td>Sh. G.S. Bali Hon'ble Minister (F,CS&amp;CA), Transport, Tech. Education, Govt. H.P.</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Sh. Prem Kumar, IAS Additional Chief Secretary (F, CS&amp;CA), to the Govt. of HP</td> <td>Director</td> </tr> <tr> <td>3</td> <td>Sh. V. C. Pharma, IAS Principal Secretary to Chief Minister, HP</td> <td>Director</td> </tr> <tr> <td>4</td> <td>Dr. Srikant Baldi, IAS, Principal Secretary (Finance) to the Govt. of H.P.</td> <td>Director</td> </tr> <tr> <td>5</td> <td>Sh. Ali Raza Rizvi, IAS, Secy. (H&amp;FW&amp;Ayurveda), to the Govt. of HP</td> <td>Director</td> </tr> <tr> <td>6</td> <td>Sh. R. D. Nazeem, IAS Registrar, Co-operative Societies, HP.</td> <td>Director</td> </tr> <tr> <td>7</td> <td>Sh. Balbir Chand Badalia, IAS Director, Food Civil Supplies &amp; Consumer Affairs, HP</td> <td>Director</td> </tr> <tr> <td>8</td> <td>Sh. B. M. Nanta, IAS, Managing Director, HPSCSC Ltd.,</td> <td>Director-cum-Managing Director</td> </tr> </table>		1	Sh. G.S. Bali Hon'ble Minister (F,CS&CA), Transport, Tech. Education, Govt. H.P.	Chairman	2.	Sh. Prem Kumar, IAS Additional Chief Secretary (F, CS&CA), to the Govt. of HP	Director	3	Sh. V. C. Pharma, IAS Principal Secretary to Chief Minister, HP	Director	4	Dr. Srikant Baldi, IAS, Principal Secretary (Finance) to the Govt. of H.P.	Director	5	Sh. Ali Raza Rizvi, IAS, Secy. (H&FW&Ayurveda), to the Govt. of HP	Director	6	Sh. R. D. Nazeem, IAS Registrar, Co-operative Societies, HP.	Director	7	Sh. Balbir Chand Badalia, IAS Director, Food Civil Supplies & Consumer Affairs, HP	Director	8	Sh. B. M. Nanta, IAS, Managing Director, HPSCSC Ltd.,	Director-cum-Managing Director
1	Sh. G.S. Bali Hon'ble Minister (F,CS&CA), Transport, Tech. Education, Govt. H.P.	Chairman																									
2.	Sh. Prem Kumar, IAS Additional Chief Secretary (F, CS&CA), to the Govt. of HP	Director																									
3	Sh. V. C. Pharma, IAS Principal Secretary to Chief Minister, HP	Director																									
4	Dr. Srikant Baldi, IAS, Principal Secretary (Finance) to the Govt. of H.P.	Director																									
5	Sh. Ali Raza Rizvi, IAS, Secy. (H&FW&Ayurveda), to the Govt. of HP	Director																									
6	Sh. R. D. Nazeem, IAS Registrar, Co-operative Societies, HP.	Director																									
7	Sh. Balbir Chand Badalia, IAS Director, Food Civil Supplies & Consumer Affairs, HP	Director																									
8	Sh. B. M. Nanta, IAS, Managing Director, HPSCSC Ltd.,	Director-cum-Managing Director																									
viii)	A statement of the Board, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its	<ul style="list-style-type: none"> <li>The composition of Governing bodies i.e. Board of Directors, Service Committee, Service Appeal Committee, Transport Committee and Sub-committee for opening retail shops are as under:-</li> </ul> <p><b><u>Board of Directors:</u></b></p> <ol style="list-style-type: none"> <li>Chairman</li> <li>Vice-chairman</li> <li>Official Director</li> <li>Non-official Director</li> </ol> <p><b><u>Service Committee:</u></b></p>																									

	advice and as to whether meeting of these Boards, Concils, Committees and other bodies	<p>Secy.(Fin.), Secy.(F,CS&amp;CA), Managing Director</p> <p><b><u>Service Appeal Committee:</u></b></p> <p>Secy.(F,CS&amp;CA), Director (F,CS&amp;CA) and one Non-official Director</p> <p><b><u>Transport Committee:</u></b></p> <p>M.D., DFS, RCS &amp; one Non-official Director</p> <p><b><u>Sub-committee for opening retail shops:</u></b></p> <p>Managing Director, Director (F,CS&amp;CA), Registrar Co-operative Society and one Non-official Director.</p> <p>Proceedings of the above Committee are open to the general public at the website of the Corporation after one month of the meeting.</p>																																																														
ix)	A directory of its officers	<ul style="list-style-type: none"> <li>The directory of the officers of the Corporation is as under:-</li> </ul>																																																														
		<table border="1"> <tr><td>Sh. B. M. Nanta,IAS</td><td>Managing Director</td><td>0177-2621583</td></tr> <tr><td>Sh. Rajeev Sharma,HPAS</td><td>Executive Director</td><td>0177-2621951</td></tr> <tr><td></td><td>General Manager, H.O.</td><td>0177-2621755</td></tr> <tr><td>Sh. R. C. Bhatia</td><td>Finance Manager, H.O.</td><td>0177-2621309</td></tr> <tr><td>Sh. R.D. Sharma</td><td>System Analyst, H.O.</td><td>0177-2621379</td></tr> <tr><td>Sh. R.K. Chadda</td><td>Divisional Manager, D'Shala</td><td>01892-223138</td></tr> <tr><td>Sh. J.P. Kalia</td><td>Divisional Manager, Solan</td><td>01792-222808</td></tr> <tr><td>Sh. R.G. Patial</td><td>Procurement Manager, HO</td><td>0177-2621176</td></tr> <tr><td>Sh. K.R. Rana</td><td>Distribution Manager, HO</td><td>0177-2844138</td></tr> <tr><td>Sh. K.D. Sharma</td><td>Procurement Officer (Admn.), H.O.</td><td>0177-2624130</td></tr> <tr><td>Sh. S.K. Sood</td><td>Procurement Officer, H.O.</td><td>0177-2620539</td></tr> <tr><td>Sh. Vijay Thakur , Sh. A. K. Dhawan</td><td>AM, Shimla</td><td>0177-2844138</td></tr> <tr><td>Sh. Pradeep Kumar</td><td>AM, Nahan</td><td>01702-222258</td></tr> <tr><td>Sh. R. L. Goel</td><td>AM, Solan</td><td>01792-223454</td></tr> <tr><td>Sh. A.S. Tomar</td><td>AM, Hamirpur</td><td>01972-223922</td></tr> <tr><td>Sh. A.S. Tomar</td><td>AM, D'Shala</td><td>01892-225879</td></tr> <tr><td>Sh. K. D. Gupta</td><td>AM, Mandi</td><td>01905-225874</td></tr> <tr><td>Sh. Ramesh Chand</td><td>AM, Chamba</td><td>01899-220572</td></tr> <tr><td>Sh. Tarsem Sandhu</td><td>Asstt. Procurement Officer, Barmana</td><td>01978-244009</td></tr> <tr><td>Sh. Umesh Dixit</td><td>Accountant</td><td>01796-246554</td></tr> </table>	Sh. B. M. Nanta,IAS	Managing Director	0177-2621583	Sh. Rajeev Sharma,HPAS	Executive Director	0177-2621951		General Manager, H.O.	0177-2621755	Sh. R. C. Bhatia	Finance Manager, H.O.	0177-2621309	Sh. R.D. Sharma	System Analyst, H.O.	0177-2621379	Sh. R.K. Chadda	Divisional Manager, D'Shala	01892-223138	Sh. J.P. Kalia	Divisional Manager, Solan	01792-222808	Sh. R.G. Patial	Procurement Manager, HO	0177-2621176	Sh. K.R. Rana	Distribution Manager, HO	0177-2844138	Sh. K.D. Sharma	Procurement Officer (Admn.), H.O.	0177-2624130	Sh. S.K. Sood	Procurement Officer, H.O.	0177-2620539	Sh. Vijay Thakur , Sh. A. K. Dhawan	AM, Shimla	0177-2844138	Sh. Pradeep Kumar	AM, Nahan	01702-222258	Sh. R. L. Goel	AM, Solan	01792-223454	Sh. A.S. Tomar	AM, Hamirpur	01972-223922	Sh. A.S. Tomar	AM, D'Shala	01892-225879	Sh. K. D. Gupta	AM, Mandi	01905-225874	Sh. Ramesh Chand	AM, Chamba	01899-220572	Sh. Tarsem Sandhu	Asstt. Procurement Officer, Barmana	01978-244009	Sh. Umesh Dixit	Accountant	01796-246554		
Sh. B. M. Nanta,IAS	Managing Director	0177-2621583																																																														
Sh. Rajeev Sharma,HPAS	Executive Director	0177-2621951																																																														
	General Manager, H.O.	0177-2621755																																																														
Sh. R. C. Bhatia	Finance Manager, H.O.	0177-2621309																																																														
Sh. R.D. Sharma	System Analyst, H.O.	0177-2621379																																																														
Sh. R.K. Chadda	Divisional Manager, D'Shala	01892-223138																																																														
Sh. J.P. Kalia	Divisional Manager, Solan	01792-222808																																																														
Sh. R.G. Patial	Procurement Manager, HO	0177-2621176																																																														
Sh. K.R. Rana	Distribution Manager, HO	0177-2844138																																																														
Sh. K.D. Sharma	Procurement Officer (Admn.), H.O.	0177-2624130																																																														
Sh. S.K. Sood	Procurement Officer, H.O.	0177-2620539																																																														
Sh. Vijay Thakur , Sh. A. K. Dhawan	AM, Shimla	0177-2844138																																																														
Sh. Pradeep Kumar	AM, Nahan	01702-222258																																																														
Sh. R. L. Goel	AM, Solan	01792-223454																																																														
Sh. A.S. Tomar	AM, Hamirpur	01972-223922																																																														
Sh. A.S. Tomar	AM, D'Shala	01892-225879																																																														
Sh. K. D. Gupta	AM, Mandi	01905-225874																																																														
Sh. Ramesh Chand	AM, Chamba	01899-220572																																																														
Sh. Tarsem Sandhu	Asstt. Procurement Officer, Barmana	01978-244009																																																														
Sh. Umesh Dixit	Accountant	01796-246554																																																														
x)	The monthly remuneration received by each its officer	<ul style="list-style-type: none"> <li>The monthly remuneration/pay scales of the officers/officials of the Corporation with sanctioned strength is as under:-</li> </ul>																																																														
		<table border="1"> <thead> <tr> <th>S. N.</th> <th>Name of Post</th> <th>Pay Scale</th> <th>Sanction</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General Manager</td> <td>15600-39100+GP 8400</td> <td>2</td> </tr> <tr> <td>2</td> <td>DM/PM</td> <td>15600-39100+GP 6600</td> <td>4</td> </tr> </tbody> </table>	S. N.	Name of Post	Pay Scale	Sanction	1	General Manager	15600-39100+GP 8400	2	2	DM/PM	15600-39100+GP 6600	4																																																		
S. N.	Name of Post	Pay Scale	Sanction																																																													
1	General Manager	15600-39100+GP 8400	2																																																													
2	DM/PM	15600-39100+GP 6600	4																																																													

including the system of Compensationas provided in its regulation:	3	Manager (Finance)	15600-39100+GP 6600	1	
	4	System Analyst	15600-39100+GP 6600	1	
	5	Sr. Accounts Officer	10300-34800+GP 5400	2	
	6	Sr. Private Secretary	15600-39100+GP 6600	1	
	7	Company Secretary	10300-34800+GP 5400	1	
	8	Area Manager	10300-34800+GP 5400	9	
	9	Accounts Officer	10300-34800+GP 5000	4	
	10	Assistant Area Manager/	10300-34800+GP 5000	14	
	11	Sr. Accountant Grade-1	10300-34800+GP 4200	10	
	12	Personal Assistant	10300-34800+GP 4200	2	
	12	Assistant Computer Programmer	10300-34800+GP 4200	2	
	14	Law Officer	10300-34800+GP 4200	1	
	15	Senior Assistant	10300-34800+GP 3800	24	
	16	Senior Assistant (Acctts)	10300-34800+GP 3800	45	
	17	Technical Assistant (S)	10300-34800+3800	1	
	18	Sales Supervisor	10300-34800+3800	14	
	19	Sr. Scale Stenographer	10300-34800+3800	6	
	20	Jr. Scale Stenographer	5910-20200+2800	9	
	21	Steno-typist	5910-20200+GP 1900	8	
	22	Jr. Assistant/Clerk	50% of cadre 5910-20200+1900 And 50% of cadre 5910-20200+1900	347	
		23	Data Entry Operator	5910-20200+1900	2
		24	Driver	5910-20200+2000	56
25		Public Distribution Helper	4900-10680+1300	225	
26		Cleaner	4900-10680+1300	41	
27		Peon	4900-10680+1300	34	
28		Sweeper	4900-10680+1300	1	
<b>GRAND TOTAL</b>				<b>867</b>	

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made is as under:

**HIMACHAL PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED**  
*Allocation of Revenue, Capital, Loan and Advances budget for the year 2011-2012*

(Rs. in lacs)

S.N	Particulars/SOE	Shimla	Solan	Nahan	Mandi	D/Sala	Hamirpur	Chamba	Solan Div.	D/Sala Div.	APO Barmana	Head Office	Reserve funds	Total Sanctioned Budget
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	<b>Salary &amp; Allowances</b>													
	a) Managing Director											12.00		12.00
	b) Others	485.00	170.00	130.00	300.00	300.00	130.00	130.00	35.00	28.00	14.00	335.00	28.00	2085.00
	c) Commission /Incentive	39.00	8.00	5.00	13.00	22.00	6.00	3.50					5.50	102.00
	d) Ex-gratia (in lieu of Bonus)	3.00	0.60	0.50	5.00	2.00	0.50	2.75	0.50	0.35	0.20	1.50	4.10	21.00
	e) Bonus	1.75	0.50	0.50	1.20	0.80	0.50	0.70			0.05	0.60	1.40	8.00
2	<b>Travelling Allowance</b>													
	a) Managing Director											0.50		0.50
	b) Others	8.50	4.00	3.00	8.00	8.00	4.50	4.00	2.60	0.50	0.20	1.00	5.70	50.00
	c) Statutory Auditors											1.50		1.50
3	<b>Medical Expenses</b>													
	a) Managing Director											0.20		0.20
	b) Others	7.00	3.00	2.00	3.00	4.75	1.00	1.00	0.50	0.65	0.15	5.00	1.95	30.00
4	Remuneration to Auditors											5.00		5.00



5	Rent Rate Taxes	40.00	17.00	13.00	22.00	30.00	13.00	11.00	1.50	0.30		1.50	5.70	155.00
6	Interest/Bank Charges	1.00	1.00	0.50	2.00	2.00	1.00	1.00	0.50	40.00	0.02	50.00	0.98	100.00
7	Printing & Stationery	5.25	2.00	1.50	4.50	4.50	2.00	1.75	0.50	0.30	0.15	13.00	4.55	40.00
8	Insurance	0.20			1.20	1.50	0.40	0.42	1.00			17.00	1.28	23.00
9	Postage /Telegram/Phone	5.50	2.50	1.25	3.00	3.00	2.50	1.00	0.50	1.00	0.15	4.00	1.60	26.00

S.N	Particulars	Shimla	Solan	Nahan	Mandi	D/Sala	Hamirpur	Chamba	Solan Div	D/Sala Div.	APO Barmana	Head Office	Reserve funds	Total Sanctioned Budget
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	Misc.Expenses	0.50			0.50	0.20	0.20	0.10	0.10	0.05	0.05	2.00	0.30	4.00
11	Advertisement & Publicity	0.30	0.50		0.50	0.50	0.40	0.10	0.10	0.10		6.70	0.80	10.00
12	Exhibition & Fairs											0.15	0.10	0.25
13	Electricity, Fuel, W. charges, Hot & cold weather charges	9.00	2.00	1.00	6.00	3.40	1.50	1.50	0.35	0.35	0.07	5.50	1.33	32.00
14	<b>Repair &amp; Maintenance</b>													
	a) Vehicles													
	Petrol & Diesel	10.00	10.50	10.00	22.00	25.00	8.00	6.00	10.00	1.00		9.00	23.50	135.00
	a)Repair & Maintenance	2.50	3.50	3.00	5.50	6.50	3.50	1.70	3.50	0.20		4.00	6.10	40.00
	b) Others	2.00	1.00		3.00	2.00	1.00	1.00	0.25	0.25		4.00	5.50	20.00

15	Legal & Professional Charges	0.20	0.20	0.20	0.30	0.75	0.10	0.07	0.05	0.07	0.06	8.00	2.00	12.00
16	<b>Staff Welfare.</b>													
	a) Staff Welfare [including depawali honorarium]	9.00	3.50	3.25	10.00	8.00	3.50	3.50	0.50	0.90	0.30	8.00	9.55	60.00
	b) Meeting & Conference	0.40	0.25	0.25	0.40	0.35	0.25	0.25	0.05	0.05	0.02	0.60	1.13	4.00
17	<b>Hospitality &amp; Public Relation</b>													
	a) Gift & Presentation											1.00	1.00	2.00
	b) Hospitality & Public Relation	0.35	0.30	0.20	1.00	1.00	0.25	0.10				2.00	2.80	8.00
18	News Paper & Periodicals	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.02	0.35	0.18	1.00
19	CPF Employer Share												240.00	240.00

S.N	Particulars	Shimla	Solan	Nahan	Mandi	D/Sala	Hamirpur	Chamba	Solan Div	D/Sala Div.	APO Barmana	Head Office	Reserve funds	Total Sanctioned Budget
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
20	Gratuity											1.00		1.00
21	Pension Fund											300.00		300.00

22	Income Tax paid on self assessment											100.00		100.00
23	Ex-Gratia (in case of death)											0.50	0.50	1.00
24	Contribution to Employees Leave encashment Trust											0.50		0.50
25	Contribution to employees Gratuity fund Trust											150.00		150.00
26	Deprecation on Assets											65.00		65.00
27	Dividend (including tax											21.50		21.50
28	C.M. Relief Fund											21.00		21.00
	<b>Total</b>	<b>630.50</b>	<b>230.40</b>	<b>175.20</b>	<b>412.15</b>	<b>426.30</b>	<b>180.15</b>	<b>171.49</b>	<b>57.55</b>	<b>74.12</b>	<b>15.44</b>	<b>1158.60</b>	<b>355.55</b>	<b>3887.45</b>

**Note :- Budget allocation under each items is subject to & within the delegation of powers.**

**HIMACHAL PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED**

**ALLOCATION OF CAPITAL BUDGET FOR THE YEAR 2011-2012.**

**(Rs. in lakhs)**

S.N	Particulars	Shimla	Solan	Nahan	Mandi	D/Sala	Hamirpur	Chamba	Solan Div	D/Sala Div.	APO Barmana	Head Office	Reserve funds	Total Sanctioned Budget
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Vehicles											100.00		100.00
2	Furniture & Fixture	2.50	0.70	0.50	1.50	1.50	0.50	0.20	0.10	0.10	0.10	0.60	1.70	10.00
3	Office equipment	0.10	0.10	0.10	0.25	0.50	0.10	0.10	0.10	0.10		0.10	0.45	2.00
4	Godown & Store equipment	0.50	0.50	0.10	1.50	1.00	0.25	0.25					0.90	5.00
5	Electrical equipment	0.10	0.08	0.05	0.15	0.20	0.10	0.04	0.02	0.02	0.04	0.12	0.08	1.00
6	Land & Buildings											20.00		20.00
7	Installation of Computer											150.00		150.00
8	Fire extinguisher /weight & Measurement	0.70	0.20	0.10	0.50	0.50	0.20	0.20					0.60	3.00
9	Repayment of loan													
	<b>G.Total</b>	<b>3.90</b>	<b>1.58</b>	<b>0.85</b>	<b>3.90</b>	<b>3.70</b>	<b>1.15</b>	<b>0.79</b>	<b>0.22</b>	<b>0.22</b>	<b>0.14</b>	<b>270.82</b>	<b>3.73</b>	<b>291.00</b>

**ALLOCATION OF LOANS AND ADVANCE BUDGET FOR THE YEAR 2011-2012.**

**(Rs. in lakhs)**

S. N.	Particulars	Shimla	Solan	Nahan	Mandi	D/Sala	Hamirpur	Chamba	Solan Div	D/Sala Div.	APO Barmana	Head Office	Reserve funds	Total Sanctioned Budget
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Festival advance	0.05	0.05	0.05	0.05	0.10	0.10	0.05	0.02	0.03	0.02	0.06	0.42	1.00
2	Warm Clothing advance	0.20	0.10	0.09	0.30	0.30	0.10	0.10	0.10	0.05	0.05	0.30	0.31	2.00
3	House Building Advance	---	--	--	--	--	--	-	-	-	-	-	<b>30.00</b>	30.00
4	Conveyance Advance	--	--	--	--	--	--	--	--	--	--	--	--	--
	<b>Total:-</b>	<b>0.25</b>	<b>0.15</b>	<b>0.14</b>	<b>0.35</b>	<b>0.40</b>	<b>0.20</b>	<b>0.15</b>	<b>0.12</b>	<b>0.08</b>	<b>0.07</b>	<b>0.36</b>	<b>30.73</b>	<b>33.00</b>

xii)	The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes.	<ul style="list-style-type: none"> <li>The manner of execution of subsidy programmes are implemented as per the directions of the State Govt. The present subsidy scheme on foodgrains are as under:-</li> </ul>					
		S.N.	scheme	Item	Landed cost	Rate of issue	Subsidy as on 31.03.10
		1.	APL	Rice	-	10.00	47423636
		2.	APL	W/Atta	-	8.50	52405720
		3.	BPL	Rice	-	6.85	
		4.	BPL	Wheat	-	5.25	
		5.	AAV	Rice	-	3.00	25964433
		6.	AAV	Wheat	-	2.00	32842205
		7.	S.S.	Dal Chana	-	25.00	82458773
		8.	S.S	Dal Urd	-	35.00	218550635
		9.	S.S.	Black Gram	-	20.00	106509813
		10.	S.S	M/oil	-	45.00	118228756
		11.	S.S.	R/Oil	-	4.00	90983566
		12.	S.S	I/Salt	-		8739112
		13.	Domestic	LPG Cylinder	-		
14.	-do-	K.oil					

xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	<ul style="list-style-type: none"> <li>There is no concession, permits or authorizations granted by the Corporation to its officers. There is only telephone facilities provided at the residence of the following officers:-</li> </ul>			
		S. N.	Categories	Fixed residential telephone amount (on landline phones)	Bio-monthly amount (on Cell phones)
		1.	Managing Director (a) if in the scale of Secretary to Govt. (b) if below the scale of Secretary to Govt.	Rs. 2,500/- Rs. 2,000/-	Rs. 900/- Rs. 700/-
		2.	General Managers, Distribution Manager, Procurement Manager, Distribution Managers, Finance Manager and Sr. Private Secretary	Rs. 1,3400/-	Rs. 500/-
		3.	Procurement Officer, Company Secretary, Sr. Accounts Officer and Area Managers	Rs. 700/-	Rs. 400/-
xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	<ul style="list-style-type: none"> <li>All the information of the Corpn. is available on the website of the Corpn. <a href="http://www.himapurti.com">w.w.w.himapurti.com</a>.</li> </ul>			
xv)	The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained, for public use.	<ul style="list-style-type: none"> <li>In the Head Office of the Corporation visitor room facility is available to those people who visit the office in relation to their complaints/grievances. In the visitor room journal/newspaper remains available for reading.</li> </ul>			
xvi)	The names, designations and	<ul style="list-style-type: none"> <li>The names, designations and other particulars of the Public Information Officers</li> </ul>			

other particulars of the Public Information Officers.	<b>Name</b>	<b>Designation</b>	<b>Complete office address</b>	<b>Phone No.</b>
	Sh. K. R. Rama	Appellate Authority	Distribution Manager, H.O. HPSCSC Ltd., Shimla	0177-26211176
	Sh. Arvind Sharma	Public Information Officer	Company Secy, HPSCSC Ltd. H.O. Shimla	0177-2621750
	Sh. J.P. Kalia	Public Information Officer	Divisional Manager, HPSCSC Ltd. Solan	01792-222808
	Sh. R. K. Chadha	Public Information Officer	Divisional Manager, HPSCSC Ltd. D'Shala	01892-223138
	Sh. A. K. Dhawan	Public Information Officer	Area Manager, HPSCSC Ltd. Shimla	0177-2844138
	Sh. R. L. Goel	Public Information Officer	Area Manager, HPSCSC Ltd. Solan	01792-223454
	Sh. Pradeep Kumar	Public Information Officer	Area Manager, HPSCSC Ltd. Nahan	01702-222258
	Sh. K. D. Gupta	Public Information Officer	Area Manager, HPSCSC, Ltd. Mandi	01905-225874
	Sh. A.S. Tomar	Public Information Officer	Area Manager, HPSCSC Ltd. D'ebala	01892-225879
	Sh. Vijay Thakur	Public Information Officer	Area Manager, HPSCSC, Ltd. Hamirpur.	01972-223925
	Sh. Ramesh	Public Information Officer	Area Manager, HPSCSC, Ltd. Chamba	01899-220572
xvii)	Such other information as may be prescribed, and thereafter update these publications every year.	<ul style="list-style-type: none"> <li>Other information which may come in day to day functioning of the Corporation may have to be up loaded time to time for the information of the general public. In this regard, necessary preparatory steps will be taken by the concerned officers of the Corporation well in time. Similarly steps are taken for implementation of the new schemes as per the directions issued by the Govt. from time to time.</li> </ul>		