


FOOD CORPORATION OF INDIA
Zonal Office(East)
MANUAL - IV


S.No.	Division
1	IR
2	PE
3.	Storage
4.	General Section
5.	Movement
6.	Engineering
7.	Accounts & Compilation
8.	CPF - Pansion / Family Pension
9.	Movt. Claim
10.	Computer
11.	Sales
12.	Computer
13.	Finance
14.	QC
15.	Vigilance

16.	RTI Cell / Laision/ Grivance Cell
17.	Bills
18.	CPF
19.	Procurement
20.	Coordination


P&IR DIVISION

FCI		Quality Plan	Doc.No. : P&IR/QP/02
 Approved by:		Title : FRAMING STAFF REGULATIONS & CPF REGULATIONS & AMENDEMENT THERE OF.	Issue No. : 01
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			Effective Date:
Process/ Activity Stage	Parameter	Measurable Parameters (critical to Quality)	Ref Doc/ Record
		Acceptance Criterion	
1&2	Examination w.r. to Reference Documents.	<p>If the query is related to Staff regulation then it is examined with reference to the following:</p> <ul style="list-style-type: none"> I. Existing Staff Regulations. II. Govt. of India instructions III. The practice being followed by other Public Sector Enterprises. <p>If the query is related to CPF Regulations ,then its is examined with reference to the following:</p> <ul style="list-style-type: none"> I. EPF&MP Act, 1952 (Employee Provident Fund & Misc. Provisions Act) II. The direction received from RPFC (Regional provident Fund Commissioner). 	Concerned File/ FCI Staff Regulations

	Content	The proposal should include. I. Justification of demand which should be supported by relevant rules/ Procedure. II. In some cases, financial implication shall be worked out in the proposal to project the financial impact of implementation of this regulation of F.C.I.	Concerned file
6	Contents of Notification	Draft notification shall be prepared based on the proposal approved by Board/Executive Committee. It should contain all necessary Guidelines required for implementation purposes. It should be vetted by Legal Division before Submission to Ministry	Draft notification for New/ amended Staff regulations/ CPF regulations.
8.	Time	The approved notification shall be submitted to Secretary FCI within 2-3 days of receipt.	Approved Notification.
9.	Time	The circulation of Notification should be to all Regions/Zones within 15 days of receipt of approved notification from Ministry. The amendment in Staff Regulation is carried out within 15 days of receipt of approved notification from Ministry.	

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		Acceptance Criterion	
1.	Format	The work load Data should be received from field offices in the prescribed format for Depot and Technical staff and staff for Distt. Offices along with other data as required for determining word load.	Prescribed formats for work load Data and concerned file
	Complete details	All the format should be completely filled and signed by competent authority.	
2.	Review Criteria	The data received from the Depot offices is reviewed against following norms to workout the manpower requirement on the basis of storage capacity and other operational parameters as Railway siding, weight bridge turnover, Procurement, Movement	Concerned file.

		<p>etc.</p> <p>I. For Tech. Staff- Bajpai Committee of Depot. Norms, 1976.</p> <p>II. For Depot - -do- Staff.</p> <p>III. For Distt. - Vasudeva Offices Staff Committee norms 978.</p> <p>The consolidation of manpower strength (Distt. & Depot wise) is done in the prescribed format.</p> <p>The assessment of additional manpower requirement is worked out w.r. to the existing sanction.</p> <p>The yearly financial implication of additional manpower requirement is worked out and included in proposal.</p>	
3.	Complete-ness & correct-ness	The proposal is reviewed for its correctness & completeness before approval by M.D./Chairman/Board.	Proposal for change of manpower strength /reorganization.
6.	Communication	Approval of the sanctioned strength is communicated to all offices & Hqrs.	circular /instruction/ Concerned File.
	Time	The approval of sanctioned strength is generally communicated with in a week's time of receiving.	circular /instruction/ Concerned File
1A & 1B	Evaluation of Demand	Evaluation of details sent in support of justification submitted by Region/Zone/HOD of Hqrs.) in the light of existing norms and prescribed operational parameters.	Concerned File
1B&2B	Review of Demand	<p>The Recommendation received is checked:</p> <p>I. For correctness of facts indicated in proposal with respect to Data available with Hqrs.</p> <p>II. For increase in work load in terms of Storage capacity ,Procurement, Movement, Purchase-sales turnover, Geographical spread etc. to workout additional manpower requirement.</p>	Concerned File

FCI		QUALITY PLAN	Doc.No. : P&IR/QP/03
		TITLE: IMPLEMENTATION OF WAGE REVISION IN RESPECT OF CATEGORY III & IV IDA EMPLOYEES OF CORPORATION ON BASIS OF NEGOTIATION WITH UNION .	Issue No. : 01
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		Acceptance Criterion	

1.	Format	The work load Data should be received from field offices in the prescribed format for Depot and Technical staff and staff for Distt. Offices along with other data as required for determining word load.	Prescribed formats for work load Data and concerned file.
	Complete details	All the format should be completely filled and signed by competent authority.	
2.	Review Criteria	<p>The data received from the Depot offices is reviewed against following norms to workout the manpower requirement on the basis of storage capacity and other operational parameters as Railway siding, weight bridges turnover, Procurement , Movement etc.</p> <p>I. For Tech. Staff- Bajpai Committee of Depot. Norms, 1976.</p> <p>II. For Depot - -do- Staff.</p> <p>III. For Distt. - Vasudeva Offices Staff Committee norms 978.</p> <p>The consolidation of manpower strength (Distt. & Depot wise) is done in the prescribed format.</p> <p>The assessment of additional manpower requirement is worked out w.r. to the existing sanction.</p> <p>The yearly financial implication of additional manpower requirement is worked out and included in proposal.</p>	Concerned file.
3.	Complete-ness & correct-ness	The proposal is reviewed for its correctness & completeness before approval by M.D./Chairman/Board.	Proposal for change of manpower strength /reorganization.
6.	Communication	Approval of the sanctioned strength is communicated to all offices & Hqrs.	circular /instruction/ Concerned File.
	Time	The approval of sanctioned strength is generally communicated with in a week's time of receiving.	circular /instruction/ Concerned File
1A & 1B	Evaluation of Demand	Evaluation of details sent in support of justification submitted by Region/Zone/HOD of Hqrs.) in the light of existing norms and prescribed operational parameters.	Concerned File
1B&2B	Review of Demand	<p>The Recommendation received is checked:</p> <p>I. For correctness of facts indicated in proposal with respect to Data available with Hqrs.</p> <p>II. For increase in work load in terms of Storage capacity ,Procurement, Movement, Purchase-sales turnover, Geographical spread etc. to workout additional manpower requirement.</p>	Concerned File

FCI

QUALITY PLAN

Doc.No. :
P&IR/QP/04



Approved by:

**TITLE: IMPLEMENTAL OF SCALE OF PAY / ALLOWANCES/
PERKS IN RESPECT OF EXECUTIVE BELONGING TO IDA
PATTERN.**

Issue No. :
01

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Process/ Activity Stage	Parameter	Measurable Parameters (critical to Quality)	Ref Doc/ Record
		Acceptance Criterion	
1A.	Content	The DPE guidelines are checked for the scale wise revision of pay, allowances, perks for executives.	DPE guidelines.
1	Constituents of Mgmt. Committee	It is chaired by the E.D(P).The members include AFA(finance), M(P&IR), M(A/Cs), J.M(A/Cs),J.M(E.P){ Member Secretary} & other associates as nominated by the Management.	Concerned file
2.	Time ,date and venue	Time, date & venue of discussion is informed to officers and Management committee.	Concerned file
3	Content	The proposal shall include; I. he points discussed and agreed are included. II. The financial implication involved on account of revision of pay scale.	Concerned file
9	Communication to all	The communication shall include the approved proposal and it should be sent to all Regions/Zone/Hqrs for implementation.	Concerned file
	Time	With in 3-4 days.	Concerned file

FCI



Approved by:

Quality Plan

Doc.No. : P&IR/QP/06

Title : Dealing with the industrial disputes


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Effective Date

Process/ Activity Stage	Parameter	Measurable Parameters (critical to Quality)	Ref Doc/ Record
		Acceptance Criterion	

1	Time	The comments /reply shall be submitted to Min. of Food within 60 days or as per requirement of Min. of Food/ Labour or otherwise extension for submitting the comments is asked for.	Communication from Ministry of Labour.
3& 4	Review of comments	The comments received from Region/Zone are reviewed examined for its correctness, effectiveness keeping in view the policy/instructions issued by FCI, Hqrs.	Concerned file
8.	Time	The communication received from MOU/ Food should be sent with 2-3 days defend the case.	Ministry of Food/Labour communication
11.	Monitoring	The action taken on award of CGIT is monitored by Hqrs. The acceptance/challenge of award is decided and progress of Court case is called for/ monitored in case the award is challenged before Hon'ble High Court.	Award by CGIT/ Concerned file

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Process/ Activity Stage	Parameter	Measurable Parameters (critical to Quality)	Ref Doc/ Record
		Acceptance Criterion	
1	Time	The comments /reply shall be submitted to Min. of Food within 60 days or as per requirement of Min. of Food/ Labour or otherwise extension for submitting the comments is asked for.	Communication from Ministry of Labour.
3& 4	Review of comments	The comments received from Region/Zone are reviewed examined for its correctness, effectiveness keeping in view the policy/instructions issued by FCI, Hqrs.	Concerned file
8.	Time	The communication received from MOU/ Food should be sent with 2-3 days defend the case.	Ministry of Food/Labour communication
11.	Monitoring	The action taken on award of CGIT is monitored by Hqrs. The acceptance/challenge of award is decided and progress of Court case is called for/ monitored in case the award is challenged before Hon'ble High Court.	Award by CGIT/ Concerned file

FCI		Quality Plan	Doc.No. : P&IR/QP/05
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TITLE: IMPLEMENTAL OF SCALE OF PAY IN RESPECT OF EXECUTIVE AND UNIONIZED EMPLOYEES BELONGING TO CDA PATTERN.

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Process/ Activity Stage	Parameter	Measurable Parameters (critical to Quality)	Ref Doc/ Record
		Acceptance Criterion	
1.	Content	The DPE guidelines are checked for the scale wise revision of pay, allowances, perks for executives.	DPE guidelines.
2	Content	The proposal shall include all relevant issues including the financial implication involved on account of revision of pay scale.	Concerned file
3	Communication to all	The communication shall include the approved proposal and it should be sent to all Regions/Zone/Hqrs for implementation.	Concerned file

FCI

Quality Plan

Doc.No. : P&IR/QP/07



TITLE: : RECOGNITION OF STAFF UNIONS BASED ON THE ELECTION HELD BY CHIEF ELECTION COMMISSION UNDER SECRET BALLOT BOX SYSTEM IN COMPLIANCE OF SUPREME COURT JUDGEMENT DATED. 17-2-95 .

Issue No. : 01

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Effective Date:


Approved by:


Process/ Activity Stage	Parameter	Measurable Parameters (critical to Quality)	Ref Doc/ Record
		Acceptance Criterion	
3.	Communication to all.	Correspondence shall be sent to all alive existing trade unions indicating the date & venue of meeting along with placement at Notice Board and copy to all ZMs & SRMs.	List of existing Union .
6&7.	Format	The voter list should be in the prescribed proforma and all details shall be completely filled work Centre wise. The objections raised by Unions for discrepancies are resolved by regularising the list of eligible voters by taking care of the cases of transfer, retired persons etc.	Concerned file
		I. The Presiding & Polling Officers should of Cat.I &II.	

	Presiding officer.	<p>II. They should not be attached with any union.</p> <p>III. The polling centre should be nearest to the working centre of employees as far as possible.</p>	
11	No. of Polling Centres, Strong room & Counting centre.	<p>No. of Polling Centre, Strong room & counting centre are decided as per the recommendation of OSD (Election) suggested by concerned Regional/Zonal office.</p> <p>I. The Strong Room & counting centre shall in the same premises.</p> <p>II. Polling Centre shall indicate the No. of Voters attached with each work centre, No. of work centre attached to polling centre and details of the polling party.</p>	Concerned file
12.	Secrecy	<ul style="list-style-type: none"> • Printing of ballot paper shall be secret preferable in Govt. press. • The ballot paper should be checked by concerned team for-No. of ballot paper in one book <ul style="list-style-type: none"> • It should be numbered • It should free from damages, cut, duplicity, Shortage. • Printing of symbols, written matter should be good quality. • It should in English, Hindi & concerned Regional language in required No. as per indent placed. 	Indent to printer (Printing agency)
14	List of material	The list of material required for election should include:- Ballot box, Voter list, seal paper account, Inypad,	Concerned file

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		sign ink, Ballot paper Account, cloth for ballot box, seal, candle, thread, needle, blade, scale, Envelope. etc.	
15.	Training schedule	<p>I. Training should include the following aspects:</p> <p>II. Counting of ballot paper to ensure there is no duplicity, shortage, wear and tear etc.</p> <p>III. Verification of pollig items in kit.</p> <p>IV. Opening, closing and sealing of ballot box before commencement of polling and at the end of polling.</p>	Concerned file

19	Basis of Recognition	<p>I. Based on the results received from CLC.</p> <p>II. The National level Union is recognized taking into account the maximum votes secured by the Union all over are India .</p> <p>III. The Zonal level Union is recognized taking into the maximum votes secured by Union at Zonal level.</p> <p>IV. The Regional level Union is recognized taking into the maximum votes secured by the Union at Regional level.</p>	Concerned file
19	Duration	The Union /Unions are recognized for a period of 5 years as per the Supreme Court order dated 17.2.1995.	Concerned file

FCI		Quality Plan		Doc.No. : P&IR/QP/07
		Title : Conduct regulation cases / noting down transaction of moveable / immoveable properties		Issue No. : 01
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Process/	Activity Stage	Parameter	Acceptance Criterion	Ref Doc/ Record
01	Receipt of the request.	Format / Proper channel	Request should be through proper channel accompanying Name, Designation and place of posting.	Representation of the Officer.
02	Examination of the request	Authenticity	Request should be supported by Doc.proofs viz. Sanction Order of Bank Loan, Copy of Bank A/C, copy of the sale / purchase document	Copy of documents showing sale / purchase
03	Recommendation	Acceptability criteria	Recommendation for acceptance / rejection of request for acquiring / disposal of property is given after verification from the related documents.	
04	Clarifications, if any	Correctness and completeness	If the documents submitted are incomplete/ require any clarifications, then the same are asked to be submitted	Copy of Supplementary / corrected documents
05	Conveying of Approval	Approval	On receipt of approval, decision of CA is conveyed to the concerned ED / GM under intimation to the officer concerned	Office order

FCI		Quality Plan		Doc.No. : P&IR/QP/08
		Title : Obtaining NOC for passport / leaving the country		Issue No.:1
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Approved by:		Measurable Parameters (critical to Quality)		
Process/	Activity Stage	Parameter	Acceptance Criterion	Ref Doc/ Record
01	Receipt of the request	Format / Proper channel	Request should be through proper channel accompanying Name, Designation and place of posting	Representation of the Officer
02	Examination of the request	Validity	Examination of request w.r.t. instructions issued	FCI Circular
03	Checking of documents	Completeness & correctness	If all documents received are correct and complete, then vigilance clearance is called. If not, then documents are completed	
			1 . If applying for passport then information provided is tallied with Cardex form	Cardex / Bio-data
			2 . If applying for leaving the country then it is checked whether :-	
			(A). Financial arrangement of journey fare has been made	Proof of source of arrangement
			(B). Leave has been sanctioned	Sanction order of leave
04	Re-checking and examination of documents as per 2 & 3	Completeness & correctness	As per above	
05	Receipt of Vig.Clearance	Free from Vig.angle	If the Vig.clearance is positive then the case is submitted for obtaining the sanction of CA	Copy of Vig.clearance
06	Receipt of approval	Approval of CA	Order is issued for conveying permission to obtain passport / for leaving the country	Office Order copy
FCI		Quality Plan		Doc.No. : P&IR/QP/09

				Issue No.:1
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Process/	Activity Stage	Parameter	Acceptance Criterion	Ref Doc/ Record
01	Receipt of communication / request	Format / Proper channel	Request should be through proper channel accompanying Name, Designation and place of posting	Representation of the Officer
02	Examination of the request	Validity	Examination of same w.r.t. transfer policy guidelines and vacancy position of the place for which the request has been made	FCI Circular / Transfer policy guidelines
03	Submission of proposal for obtaining approval of Comptt.Authority(CA)	Sanctioned strength vis-à-vis Men-in-position	After examination of request w.r.t. D.A.'s note and availability of substitute, the proposal is submitted for obtaining approval of Comptt.Authority(CA)	On file
			In case of transfer of office from difficult station viz.NEZ , the proposal is submitted by M(E-I) /AGM(E-I) after completion of 2 years stay or 1 month before the tenure is completed , for obtaining the approval	
04	Issuance of order	Approval	On receipt of approval of CA, orders are issued	Office copy

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Process/	Activity Stage	Parameter	Acceptance Criterion	Ref Doc/ Record
01	Receipt of communication / request	Format / Proper channel	Request should be through proper channel accompanying Name,	Representation of the Officer
02	Examination of request	Fitness	The request is examined w.r.t. eligibility on the basis of record	FCI Circular / Policy guidelines
			1. Encashment :- For CDA Employees :Encashment of all	
			For IDA : (No.of EL-30)X1/2	

