

MANUAL I - PARTICULARS OF JOINT PLANT COMMITTEE, FUNCTIONS AND DUTIES

Joint Plant Committee (JPC) is the only institution in the country, officially empowered by the Ministry of Steel, Government of India to collect data on the Indian iron and steel industry and over the last significant 50 years of its operation, it has embellished its position in the creation and maintenance of a complete and non-partisan databank on this industry.

Constituted in 1964 by the Government of India for formulating guidelines for production, allocation, pricing and distribution of iron & steel materials, JPC underwent a major transformation in 1992, when following the de-regulation of Indian Steel industry, it moulded itself into a facilitator for industry, focusing on giving form to a comprehensive and non-partisan databank -the first of its kind in the country-on the Indian iron and steel industry.

Its vast experience in different fields of data related work and accumulated knowledge on industry-structure, operation, dynamics-has helped reap rich dividends with the result that today, the JPC database is a much sought-after source of authentic and reliable information on the Indian steel industry, used extensively in policy making exercise of the Govt. of India , in strategy formulation by entrepreneurs and in the formulation of key economic parameters like the WPI, IIP, GDP of the Government of India among others.

JPC is headquartered in Kolkata with regional offices in New Delhi, Kolkata, Mumbai and Chennai, engaged in data and industry liaison and an extension centre in Bhubaneswar, Odisha, in a bid to consolidate and further sharpen the accuracy of its data and data collection system at the regional level. The Economic Research Unit (ERU) at New Delhi serves as a wing of JPC to carry out techno-economic studies and policy analysis.

JPC is headed by Joint Secretary to Government of India, Ministry of Steel as its Chairman and has representatives from government, steel industry and its related stakeholders as esteemed Members of its Apex Committee.

MANUAL II: POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The officers and employees of the Joint Plant Committee (JPC) are appointed for carrying out various functions of the organization. The powers & duties of the officers and employees of JPC are derived mainly from job descriptions, HR manuals, terms and conditions of appointment and Delegation of Power enunciated by it . While discharging their duties and responsibilities, the offices and employees of the organization operate within the bounds of the Constitution of India and relevant notifications of the Govt. of India as released from time to time.

MANUAL III: PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Overall management of the Joint Plant Committee (JPC) is vested with the Apex Committee of JPC headed by Joint Secretary, Ministry of Steel, Govt. of India while the day- to- day management of the organization is entrusted with the Executive Secretary which is performed in association with the Heads of Departments. The Executive Secretary reports to the Joint Secretary, Ministry of Steel, Govt of India & Chairman JPC.

MANUAL IV: THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTIONS

Joint Plant Committee(JPC) has a wide range of statistical and analytical reports for dissemination of data/information on the domestic iron and steel industry- a major activity of the organization. To ensure their effective dissemination, JPC follows a defined calendar or schedule of release, laying down targeted dates for release of individual reports, within a month. This release schedule is maintained by JPC, thereby making it no less of a standard against which performance may be mapped. Such reports and publications are available to the general public on a commercial basis i.e. upon subscription. Detail of subscription of JPC reports are available in the “Subscription Manual”, which has information on the nature of the reports, its frequency of release, its schedule of release, its price and form of dissemination.

MANUAL V: RULES/REGULATIONS/INSTRUCTIONS/MANUALS & RECORDS HELD BY IT OR UNDER ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Human Resource and Administration (HR&A) Department of Joint Plant Committee has prepared a Personnel Manual in 4 Volumes, which contains the various Policies & Rules pertaining to the organization. This is stated as below:

JPC PERSONNEL MANUAL - 2003 : VOLUME : 1

1.	Manpower Planning– Human Resource planning guidelines
2.	Recruitment Policy
3.	(i) Executive Performance appraisal system (policy)
	(ii) Executive Performance appraisal system (guidelines)
4.	Promotion Policy for executives
5.	Rules for promotion framed under the promotion policy for executives
6.	Policy for promotion from non-executive to executive cadre
7.	System of probation & confirmation of executives
8.	Policy of tenure posting within JPC
9.	Training and Development in JPC
10.	Scheme for sponsoring executives for higher specialised education / training
11.	Enforcement of bond
12.	Deputation / retention of lien
13.	Standard terms of deputation in JPC
14.	Transfer benefits on movement from JPC to other public sector undertaking & vice-versa

JPC PERSONNEL MANUAL - 2003 : VOLUME - II

1	Wage and Salary administration 01.Executive salary structure 02.Non – executive wage structure 03.Pay fixation rules
2	Allowances 04.JPC annual increment rules allowances 05.Travelling allowance rules 06.Reimbursement of local travelling expenses 07.Foreign travel - guidelines 08.Miscellaneous allowances
3	Advances 09.House building advance rules 10.Advance for purchase of motor vehicle 11.Advance for purchase of bicycle 12.Advance for medical treatment 13.Festival advance

JPC PERSONNEL MANUAL - 2003 : VOLUME : III

1.	Incentive scheme for acquiring professional qualification
2.	Incentive scheme for national & all India award winners
3.	Incentive scheme for promoting small family norms
4.	Long service award
5.	Incentive scheme for promotion & progressive use of hindi
6.	Karyalayeen hindi diploma course for promotion of use of hindi in the office
7.	Incentive and reward scheme
8.	Annual bonus scheme

9.	Leave rules for executives and those not governed by standing orders and / other rules
10.	Casual leave rules
11.	Encashment of leave
12.	Leave travel concession
13.	Welfare schemes
14.	Reimbursement of expenses towards specialised medical treatment
15.	Medical benefit rules - amendment
16.	Scholarship schemes

JPC PERSONNEL MANUAL – 2004: VOLUME – IV

Employees Motivation Scheme	
1.	Scheme for farewell to retiring employees
2.	Assistance for funeral expenses
3.	Employees' family benefit scheme
4.	Life cover scheme
5.	Retirement benefits
6.	Voluntary retirement scheme
7.	Premature retirement scheme
8.	JPC gratuity rules
9.	Provident fund rules
10.	JPC conduct, discipline & appeal rules
Miscellaneous	
11.	Change of surname
12.	Determination of date of birth

Apart from this, notifications relating JPC as issued by the Ministry of steel, Govt of India from time to time and as available with JPC are also maintained.

MANUAL VI: CATEGORIES OF DOCUMENTS MAINTAINED: -

The department-wise list of documents maintained by three departments in Joint Plant Committee is shown below:

A) DB&AS Department :-

1. Production Returns
2. Bills of Entry
3. Shipping Bills
4. Price Data
5. Various Reports & Return
6. Blank data collection formats
7. Subscription Manual
8. List of subscription/ complimentary copy holder of JPC Bulletin & other publications
9. National Steel Consumer Council Meeting documents
10. Seminars & Conferences
11. JPC Apex Committee Meeting documents
12. JPC Reports & Publications
13. Materials for Parliament Questions
14. Ministry of Steel Queries
15. Studies & Surveys
16. Monthly Data Reports
17. Monthly Analytical Reports
18. Notifications on JPC
19. IITF related documents
20. Misc

B) HR&A Department: -

1. Personal Files of the Employees
2. Rules & Regulations of the Workings of JPC
3. Details of the Fixed Assets of the Company
4. Various Contracts /tender related documents
5. Despatch Registers (In & Out)
6. Confidential matters
7. Misc.

C) F&A Department :-

- 1.
2. Books of Accounts
3. Matter relating to various funds
4. Parliament & MOS Queries
5. Research & Development Grants
6. Budget Related matters
7. Provident Fund related matters and correspondences
8. SSIC Rebates
9. Pay Master
10. Taxation / Legal matters
11. Reports & Returns
12. Misc.

MANUAL VII: 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 IMPLEMENTATION THEREOF

Not applicable

MANUAL VIII: A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART FOR THE PURPOSE OF ITS ADVICE, 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

Ministry of Steel notification no. 4(17)/2016-SDI dated 13.4.2017 has laid down the following composition of the Joint Plant Committee (JPC).

S.No.	Composition	
1.	Joint Secretary, Ministry of Steel (In-charge Steel Development Wing)	Chairman
2.	One Representative from Tata Steel Limited	Member
3.	Four Representatives from Steel Authority of India Ltd. (SAIL)	Member
4.	One Representative from Rashtriya Ispat Nigam Limited (RINL)	Member
5.	One representative from the Railway Board	Member
6.	One Representative from Ministry of Mines	Member
7.	One Representative from Indian Statistical Institute	Member
8.	One Representative from All India Induction Furnace Association	Member
9.	One Representative from Chhattisgarh Sponge Iron Manufacturers Association	Member
10.	One representative from Engineering Export Promotion Council	Member

The minutes of the Apex Committee Meetings of JPC are approved by Joint Secretary to Govt. of India, Ministry of Steel & Chairman, JPC and thereafter are circulated to Apex Committee Members. Neither the meetings are open to public nor are its minutes available to the public.

MANUAL IX: A DIRECTORY OF THE OFFICERS AND EMPLOYEES

Joint Plant Committee Ispat Niketan 52/1A, Ballygunge Circular Road Kolkata - 700 019. EPBX : (033) 2461-4055/4056/4058/4068, Fax : 2461-4063 e-mail: jpc-wb@nic.in Website : www.jpcindiansteel.nic.in	
Name & Designation	Office
Sunil Barthwal Jt. Secretary, MoS & Chairman	011 2306-3170
Ratnasanu Das Executive Secretary	033 2461-4053
R Bandyopadhyay Chief Manager(DB&AS) & HOD (HR&A)	033 2461-4059
Abhishek Banerjee Dy. Manager(HR&A)	033 2461-4055
Anasuya Banerjee Ray Asstt. Manager (HR&A) & I/C Regional Office, Kolkata	033 2461-4057
Shalini Dubey Jr. Manager (HR&A)	033 2461-4055
S Chatterjee Sr. Manager (F&A) I/c	033 2461-4061
D Dey Asst. Manager (F&A)	033 2461-4054
S Sen Sr. Manager (DB&AS)	033 2461-4065
R K Padhy Manager (DB&AS)	033 2461-4062
M Maitra Dy. Manager (DB&AS)	033 2461-4065
Debayan Rana Asst. Manager(DB&AS)	033 2461-4062
Anand Kumar Rai Jr. Manager(DB&AS)	033 2461-4055
Rohit Motla Jr. Manager(DB&AS)	033 2461-4065
Tirtha Chatterjee Jr. Officer	033 2461-4055

Joint Plant Committee Regional Office – New Delhi - 301/306, Aurobindo Place Hauz Khas, New Delhi - 110 016. Fax : (011) 2696-8608, e-mail : jpcdelhi@nic.in	
Name & Designation	Office
N R Pawar Regional Officer	011 2651-4550
Bimla Negi Regional Officer	011 4659-5881
Adesh Kumar Jr. Manager	011 2656-7966
Shantanu Kar Jr. Officer	011 2306-3170

Joint Plant Committee Regional Office- Chennai T-16/A, 6th Avenue Besant Nagar Chenna 600 090. Fax : (044) 2491-9265, e-mail: jpcsteel@tn.nic.in	
Name & Designation	Office
K Govindan Regional Officer	044 2491-7665

Joint Plant Committee Regional Office - Mumbai 91A, Mittal Chambers, 228, Nariman Point, Mumbai - 400 021. Fax : (022) 2204-6170, e-mail: jpcemail@vsnl.net	
Name & Designation	Office
V S Toraskar Regional Officer	022 2202 3796/ 0216
Vineet Asiwat Jr. Manager	022 2202-3795/0216

Regional Office, Kolkata Ispat Niketan 52/1A, Ballygunge Circular Road Kolkata - 700 019 Fax : (033) 2461-4062, e-mail : jpc-wb@nic.in	
Name & Designation	Office
Rajesh Kumar Jr. Manager	033 24614055

MANUAL X: MONTHLY REMUNERATION RECEIVED BY EACH OF JPC OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

The monthly emoluments of officers and employees of JPC at various grades of pay scales are given below:

Non-Executive		Executive	
<u>Grade</u>	Pay Scale	Grade	Pay Scale
S-1	15830-3%-22150	E-0	20600-3%-46500
S-2	16300-3%-23200	E-1	24900-3%-50500
S-3	16800-3%-24110	E-2	29100-3%-54500
S-4	17100-3%-25540	E-3	32900-3%-58000
S-5	17300-3%-27540	E-4	36600-3%-62000
S-6	17500-3%-30070	E-5	43200-3%-66000
S-7	17600-3%-31230	E-6	51300-3%-73000
S-8	17700-3%-32420	E-7	51300-3%-73000
S-9	17800-3%-35480	E-8	51300-3%-73000
S-10	17900-3%-42030	E-9	62000-3%-80000
S-11	18000-3%-43950		

**MANUAL XI: THE BUDGET ALLOCATED TO EACH OF IS AGENCY,
INCLUDING THE PARTICULARS OF ALL PLANTS, PROPOSED
EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

Capital Budget of JPC For 2017-18 is Rs. **73 lakh**

Capital Expenditure incurred upto 30.11.2017 is Rs. **13.08 Lakh**

MANUAL XII: THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF THE BENEFICIARIES OF SUCH PROGRAMMES

Not Applicable

**MANUAL XIII: THE PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS OF AUTHORIZATION GRANTED**

Not applicable

**MANUAL XIV: THE DETAILS IN RESPECT OF THE INFORMATION,
AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

The following information are available in the Joint Plant Committee website;
www.jpcindiansteel.nic.in in an user-friendly format:

- Industry Performance
- Steel Scene
- Industry News
- Secretary DO Report
- Industry watch
- JPC Surveys
- Industry Profile
- Economic Review
- Global Scenario
- New Publication of JPC

MANUAL 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

Joint Plant Committee (JPC) is maintaining a website, www.jpcindiansteel.nic.in. Interested people can visit this website for desired information. If the required information is not available in the website they can enquire with JPC. If the required information is available and can be provided, the same will be provided duly.

Any citizen can visit JPC offices and interact with JPC Executives with prior appointments. They can also meet the Central Public Information Officer(CPIO) and Assistant Central Public Information Officer (ACPIO) with prior appointments.

Interested people can also send letters or call up if they are interested to seek information on Iron and Steel Industry. Presently JPC does not have any formal Library Facility for general public use.

MANUAL XVI: THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE CENTRAL PUBLIC INFORMATION OFFICER (CPIO), ASSISTANT CENTRAL INFORMATION PUBLIC OFFICER (ACPIO) AND APPELLATE AUTHORITY

<p>Central Public Information Officer (CPIO)</p>	<p>Shri Ratnasanu Das Executive Secretary, Joint Plant Committee, “Ispat Niketan”, 52/1A, Ballygunge Circular Road, Kolkata-700019 Phone Nos: (033) 2461-4055/4056/4058/4068 FAX: (033) 2461 4053 E-mail: jpc-wb@nic.in Website: jpcindiansteel.nic.in</p>
<p>Assistant Central Public Information Officer (ACPIO)</p>	<p>Shri K. Govindan Assistant Manager (Regional Officer-Chennai/ JPC) T-16/A, 6th Avenue, Besant Nagar Chennai-600-090 Phone: (044) 2491 7665 Email: jpcsteel@tn.nic.in</p>
<p>Assistant Central Public Information Officer (ACPIO)</p>	<p>Smt. B. Negi Assistant Manager (Regional Officer-Delhi/ JPC) 301-306, Aurobindo Place, Hauz Khas New Delhi-110 016 Phone: (011) 46659 5881 Email: jpcdelhi@nic.in</p>
<p>Assistant Central Public Information Officer (ACPIO)</p>	<p>Smt. V.S. Toraskar Assistant Manager (Regional Officer-Mumbai/ JPC) 91 A Mittal Chaber, 228 Nariman Point Mumbai-400021</p>

	Phone: (022) 2202 3796/0216 Email: jpcmail@vsnl.net
APPELLATE AUTHORITY	Shri Sunil Barthwal, IAS Joint Secretary , Ministry of Steel & Chairman, Joint Plant Committee Govt of India Udyog Bhawan, New Delhi-110011 Phone : (011) 2306 3297 Email: s.barthwal@nic.in