

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 iron and 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 Government 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 Office 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 (**Annexure-A**).

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/work allocation of the officers/employees of JPC including its Regional Offices are derived mainly from job descriptions/HR manuals/terms and conditions of appointment/Delegation of Power.

Annexure-B has the organization chart of JPC at the overall, departmental and regional levels and indicates in details, the duty structure / duties and responsibilities at each executive level.

While discharging their duties and responsibilities, the officers and employees of the organization adhere to the relevant notification on JPC as issued by the Ministry of Steel, Government of India from time to time (**Annexure-C**).

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, Government 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 (HoDs)/Regional In-charges. The Executive Secretary reports to the Joint Secretary, Ministry of Steel, Government of India & Chairman JPC. The HoDs/Regional In-charges allocate and monitor/supervise the work to officers/employees of their respective departments/regions, who report to them.

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

Joint Plant Committee (JPC) is the only institution in the country, officially empowered by the Ministry of Steel, Government of India to collect and disseminate 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.

Data collection is implemented through a questionnaire-based system sent to iron and steel manufacturing units / traders on a monthly basis. Dissemination of data and information is effected through a wide range of statistical and analytical reports on the domestic iron and steel industry. 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 strictly followed by JPC, thereby making it no less of a standard against which performance may be mapped. JPC reports and publications are available to the general public on a subscription basis while a select few are available in the JPC website, www.jpcindiansteel.nic.in as a free download feature. Details 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.

Grievances on any matter, if any, are required to be addressed to the Executive Secretary, JPC in writing and are dealt with on a case-to-case basis by the concerned official under the supervision of the concerned HoD.

Compensation Policy followed by JPC includes employee’s Family Benefit Scheme which focuses on providing monetary benefit to an employee or his / her family in case of permanent total disablement / death.

Gathering of knowledge is achieved through imparting of training to officers and employees of JPC on a wide range of topics (RTI, GST, HR, Finance for non-finance, steel industry dynamics etc) to ensure value addition to existing work area.

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

Personnel Manual is maintained by the Human Resource and Administration (HR&A) Department of Joint Plant Committee (JPC) in four volumes and contains the various policies & rules pertaining to the organization. This is shown 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 |
| 1 | JPC conduct, discipline & appeal rules |
| | Miscellaneous |
| 1 | Change of surname |
| 1 | Determination of date of birth |

Apart from this, notifications relating JPC as issued by the Ministry of Steel, Government of India from time to time and as available with JPC are also maintained. In JPC, transfer of officers / employees is effected on an as-and-where basis depending upon organisational requirements. Transfer Orders are issued in all such cases (**Annexure-D**).

MANUAL VI - CATEGORIES OF DOCUMENTS MAINTAINED

The department-wise list of documents maintained in Joint Plant Committee (JPC) is shown below:

A) DB&AS Department :

1. Production Returns
2. Bills of Entry
3. Shipping Bills
4. Price Data
5. Various Reports & Returns
6. Blank data collection formats
7. Subscription Manual
8. List of subscription/ complimentary copy holders 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. Documents related to IITF, Social Media Agency for Ministry of Steel, PRSU of Ministry of Steel
20. Miscellaneous

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. Miscellaneous

C) F&A Department:

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

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 Government 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.kolkata@gmail.com, Website : www.jpcindiansteel.nic.in | |
|--|------------------|
| Name & Designation | Office Telephone |
| Rasika Chaube Addl. Secretary, MoS & Chairman | 011 2306-3170 |
| Ranjan Bandyopadhyay Executive Secretary | 033 2461-4053 |
| Soumen Chatterjee Sr. Manager (F&A) I/c | 033 2461-4061 |
| Sayan Sen Senior Manager (DB&AS), I/C & I/C, (HR&A) | 033 2461-4059 |
| R K Padhy Manager (DB&AS) | 033 2461-4062 |
| M Maitra Dy. Manager (DB&AS) | 033 2461-4065 |
| Abhishek Banerjee Dy. Manager(HR&A) | 033 2461-4055 |
| Anasuya Banerjee Ray Asstt. Manager (HR&A) | 033 2461-4057 |
| D Dey Asst. Manager (F&A) | 033 2461-4054 |
| Debayan Rana Asst. Manager(DB&AS) | 033 2461-4062 |
| Shalini Dubey Jr. Manager (HR&A) | 033 2461-4055 |
| 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 Telephone |
| 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 Chennai 600 090. Fax : (044) 2491-9265, e-mail: jpcsteel@tn.nic.in | |
|--|-------------------------|
| Name & Designation | Office Telephone |
| K Govindan | 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 Telephone |
| V S Toraskar Regional Officer | 022 2202-3796/0216 |
| Vineet Asawal Jr. Manager | 022 2202-3795/0216 |

| Joint Plant Committee 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 |
| Anasuya Banerjee Ray AM (HR&A) & Regional Officer | 033 2461-4055 |
| Rajesh Kumar Jr. Manager | 033 2461-4055 |

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

The remuneration of the officers and employees of the Organization is as per the remuneration policy of JPC. The monthly emoluments of officers and employees of JPC at various grades of pay scales are given below. It may be noted that the same

| Non-Executive | | Executive | |
|---------------|----------------|-----------|----------------|
| Grade | 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 | | |

is subject to revision as per the provisions of the 3rd PRC Report.

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

Not applicable.

**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 Publications of JPC

Subscription Manual – Available in the JPC website in both English and Hindi, this Manual contains information on various journals of JPC available on subscription basis including JPC’s annual publication, “Annual Statistics”. It also contains contact details in case of enquiries.

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) has its own website, www.jpcindiansteel.nic.in, which people interested in knowing about the domestic iron and steel industry can visit for desired information.

If the required information is not available in the website, they can enquire with JPC. Contact details are available in the “Contact Us” link in the JPC website.

If the required information is available with JPC and can be shared (either on a complimentary or subscription basis), attempt will be made to provide the same to the extent possible.

Presently JPC does not have any formal Library Facility for general public use.

However, any citizen can visit JPC offices and interact with concerned JPC executive with prior appointment, on all working days within working hours (9.30 am to 6 pm). They can also meet the Central Public Information Officer (CPIO) / Assistant Central Public Information Officer (ACPIO) with prior appointment.

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 Ranjan Bandyopadhyay 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.kolkata@gmail.com</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 Phone: (022) 2202 3796/0216 Email: jpcmail@vsnl.net</p> |
| <p>APPELLATE AUTHORITY</p> | <p>Smt. Rasika Chaube Additional Secretary , Ministry of Steel, Govt. of India & Chairperson, Joint Plant Committee Ministry of Steel</p> |

| | |
|----------------------|--|
| | Udyog Bhawan New Delhi-110011 Phone : (011) 2306 3297 Email: rasikachaube63@gmail.com |
| NODAL OFFICER | Shri Ranjan Bandyopadhyay 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.kolkata@gmail.com |

Details of RTI applications processed by CPIO, JPC are in **Annexure-E**.

Details of RTI appeals processed by FAA are also in **Annexure-E**.

LIST OF ANNEXURES

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| B | Organisation Chart of JPC showing the duties/work allocation /work flow |
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