

MANUAL – IV :

The norms set by it for discharge of its functions

Functions 1 : Data collection and analysis

Production data in respect of main producers are obtained electronically each month. Production data in respect of major and secondary producers are obtained in the form of production returns by respective units. Data relating to imports and exports are obtained mostly electronically from Central Board of Excise and Customs. Price of steel items are collected by the Regional Offices located in four metros and forwarded to Head Office. The data, as obtained above, are compiled, analysed, examined, verified when necessary and converted to reports which are then disseminated to the Ministry and the public.

Functions 2 : Publication

In addition to statistical data, periodic surveys are carried out, periodic plant visits are done and such market feed back is compiled in the form of publications. A monthly bulletin containing statistical data, news items, trend report and technical articles are published every month.

Functions 3 : Fund Management

After setting apart the necessary fund for discharging its functions the surplus fund is invested with nationalised banks. For such investment, tender notices are issued and investments are done with the help of sub-committee of executives and with due approval of Chairman.

Functions 4 : Grants to other bodies

In terms of the approval of the JPC Board, grants are provided to BPNSI, NISST and INSDAG for the overall improvement of the steel production and consumption.

Functions 5 : Revenue and Capital Expenditure

In terms of the operational budget approved by the JPC Board, Finance Wing in collaboration with the Administration Dept obtains the approval of Executive Secretary and makes necessary expenditure. When work is out sourced, necessary tender notices are issued and tenders are finalised after due examination by a sub committee on purchase.