

## Manual VI - Categories of Documents maintained:-

There are five departments of JPC. The files on the subject matter are dealt with in each section..

### A) Secretariat of Executive Secretary :-

- i) Agenda & Minutes Book of SDF Managing Committee
- ii) Agenda & Minutes Book of the Apex Committee of JPC
- iii) Agenda & Minutes Book of the Empowered Committee of Ministry of Steel
- iv) Various Policy Matters
- v) Confidential matters
- vi) Reports & Returns
- vii) Misc.

### B) EDP Department:-

- i) **Imports:** The import data contains some of the relevant data items of the bill of entry documents for imports. The data fields are as follows:

- a) Bill of Entry number
- b) Bill of Entry date
- c) Importers Name
- d) Exporters Name
- e) Country of origin
- f) Invoice value
- g) Invoice currency
- h) Exchange rate
- i) RITC
- j) Item description
- k) Quantity
- l) Unit price
- m) Total duty

- ii) **Exports:** The relevant data items of the shipping bill documents for exports are included in this database. The data fields are as follows:

- a) Shipping Bill
- b) Shipping Bill date
- c) Exporters Name

- d) Importers Name
  - e) Country of destination
  - f) Port of destination
  - g) FOB value in Rupees
  - h) RITC
  - i) Item description
  - j) Quantity
- iii) **Production:** Category-wise production details of main & secondary producers are maintained on a monthly basis.
- iv) **Stocks:** Category-wise stocks are maintained on a monthly basis.
- v) **Availability & Consumption:** Category-wise availability & consumption information are maintained on a monthly basis.
- vi) **Prices:** Indicative market prices of selected iron & steel items are maintained on a fortnightly basis.
- vii) **Landed cost:** Landed cost of imports at Mumbai port for selected iron & steel items are maintained on a monthly basis.

**C) P&A Department :-**

- i) Personal Files of the Employees
- ii) Rules & Regulations of the Workings of JPC
- iii) Details of the Fixed Assets of the Company
- iv) Various Contracts
- v) Despatch Registers (In & Out)
- vi) Confidential matters
- vii) Misc.

**D) F&A Department :-**

- i) Books of Accounts
- ii) Matter relating to various funds
- iii) Parliament & MOS Queries
- iv) Research & Development Grants
- v) Budget Related matters
- vi) Provident Fund related matters and correspondences
- vii) SSIC Rebates
- viii) Pay Master
- ix) Taxation / Legal matters
- x) Reports & Returns
- xi) Misc.

**E) Planning Department :-**

- 1 Subscription/Complementary copy Distribution of JPC Bulletin
- 2 Distribution List of other JPC Publications
- 3 SSIC claim processing
- 4 National Steel Consumer Council Meetings
- 5 Seminars & Conferences
- 6 JPC Apex Committee Meetings
- 7 JPC Monthly Activity Report
- 8 Parliament Questions
- 9 Ministry of Steel Queries
- 10 Industry Segment Surveys
- 11 Report on Industry Developments
- 12 Report on News in Steel Industry
- 13 Steel News for JPC Website
- 14 JPC Annual Publication, Performance Review
- 15 JPC Bulletin on Iron & Steel
- 16 Activities of RO, Kolkata
- 17 Demand-Availability Study
- 18 IITF
- 19 Misc.