

Right to Information Section - 4

Clause 4(1)(b) of the RTI Act 2005 lays down that each public authority shall compile and publish within 120 days from the enactment of the Act, the following 17 manuals :

| S.No. | Points | INFORMATION |
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| 1. | The Particulars of its organization, function and duties | SIDA was set up through U.P. Government Notification No. 8425/Mau/18-11-223 Ya/88 dated 30/11/89 under section 3 of U.P. Industrial Area Development act 1976. The main objective of the Authority is to Acquire Land and after developing the necessary Infrastructure for Industrial Development to make land available for allotment to Industrialist on liberal terms and conditions. At present SIDA has 508 acres of land with full Industrial infrastructure. |
| 2. | The powers and duties of its officers and employees | The officials of SIDA have to keep in mind the Industrial Development of District Jaunpur and therein work as per the decisions taken by its board and as per the directives and rules of Industrial Development Department. |
| 3. | The procedure followed in the decision making process, including | All policy decisions are taken through Board meeting of SIDA. Decision of the board are sent to the government |

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| | channels of supervision and accountability | for ratification and once the decisions have been ratified by the Government, the policy decisions are implemented. |
| 4. | Norms set by it for the discharge of its function | For the effective disposal of work, the Additional C.E.O. takes work from his subordinates reports are submitted to the Government through the C.E.O. / District Magistrate, Jaunpur |
| 5. | The rules, regulations, instructions, manuals and records, held by it or under its control, or used by its employees for discharging its functions. | For carrying out the work and duties reference is made to the U.P.S.I.D.C. operating manual (land Allotment), orders passed by the Government from time to time and the directives received from the SIDA board. |
| 6. | A statement of the categories of documents that are held by it or under its control. | Files related to Land Allotment Organization, construction/maintenance, Administration, development of growth centre, SIDA udhyog bandhu, Advertisement, Minutes of the Board meeting etc. |
| 7. | The particulars of any arrangement that exists for consultation with or representation by, the members of the public | Proposals from Industrialists association are given due consideration. |

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| | in relation to the formulation of its policy or implementation thereof. | |
| 8. | A statement of the boards ,councils committees and other bodies consisting of two or more persons constituted as its part or 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. | The list of members on the Board of SIDA is annexed as (Annexure-a) |
| 9. | A Directory of its officers and employees. | The list of officers and employees of SIDA is annexed (Annexure-B) |
| 10. | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. | The monthly salary of officers and employees of SIDA is annexed. (Annexure-C) |

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| 11. | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. | The proposed Income-Expenditure Budget 2005-2006 of SIDA is annexed. (Annexure-D) |
| 12. | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | No Provision. |
| 13. | Particulars of recipients of concessions, permits or authorisations granted by it. | No Provision. |
| 14. | Details in respect of the information, available to or held by it, reduced in an electronic form. | SIDA has a website with the URL http://www.sidajaunpur.com |
| 15. | 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. | Citizens can directly contact office. |
| 16. | The names, designations | The details of Public Information |

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| | and other particulars of the public Information officers. | Officer is as following : Shri K. D. Mishra, Ad. CEO SIDA, Jaunpur, C/o Shri C.M. Pandey, Husainabad (Line Bazaar, Collectorate Road), Jaunpur. Further details are available in annexure E and Annexure-F |
| 17. | Such other information as may be prescribed, and thereafter update these publications every year. | Nil |

ANNEXTURE-A
CONSTITUTION OF THE AUTHORITY

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| 1. | Industrial Development Commissioner/ Principal Secretary, Government of U.P.- ex officio | Member Chairman |
| 2. | Commissioner, Varanasi Division, Varanasi | Vice Chairman |
| 3. | Secretary, P.W.D.,U.P. Government, or his nominee who should not be below the rank of joint secretary.- Ex-Officio | Member |
| 4. | Secretary, Urban Development, U.P. Government, or his nominee who should not be below the rank of joint secretary.- Ex-Officio | Member |
| 5. | Secretary, Public enterprise bureau, U.P. Government, or his nominee who should not be below the rank of joint secretary. Ex-Officio | Member |
| 6. | Managing Director, U.P. State Industrial Development Corporation. (UPSIDC).- Ex-Officio | Member |
| 7. | Chairman, U.P. Jal Nigam or his nominee.- Ex-Officio | Member |
| 8. | Chairman, U.P. Power Corporation Ltd. or his nominee not below the rank of Zonal Chief Engineer.- Ex-Officio | Member |
| 9. | District Magistrate, Jaunpur.- Ex-Officio | Member |
| 10. | Chief, Urban and Rural Planing, U.P. , Lucknow.- Ex- Officio | Member |
| 11. | Superintending Engineer 8/10 Division under Chief Engineer, (Sharda Sahayak).Allahabad.- Ex-Officio | Member |
| 12. | Joint Director (Treasury) Regional Office, Maqbool Alam Road, Varanasi.- Ex-Officio | Member |
| 13. | C.E.O. SIDA | Member- Secretary |

Annexture-B

SCHEDULE OF OFFICERS/EMPLOYEES OF SIDA

| S.No. | Name | Designation | Address | Phone |
|-------|---------------------------------|---|--|---|
| 1 | Shri Anurag Yadav | C.E.O,SIDA/District Magistrate Jaunpur | DM's residence Jaunpur. | 05452-240240 05452-260201 |
| 2 | Shri K.D. Mishra | Additional Chief Executive officer/G.M., D.I.C. Jaunpur | C/o. Shri C.M. Pandey, Husainabad, (Line Bazaar, Collectorate Road), Jaunpur | 05452-220483 05452-273689 05454-273304 05454-273669 M.-9415228273 |
| 3 | Shri Shwetabh Vishnu Ranjan Das | Manager (Property, Law/Planning) | C/o Shri Brahmdeo Singh (Forest Ranger), Shekhpur (Khunuspur), Jaunpur | 05454-273669 05454-273304 M.- 983948087 |
| 4 | shri Ravindra Nath Yadav | Office Superintendent | Vill. Muhuiddinpur Post. Kudda Jaunpur | 05454-273669 05454-273304 M.-9451117699 |
| 5 | Shri Om Prakash Yadav | Driver | Vill.: Bathuyawar Post: Gulzarganj Jaunpur | |
| 6 | Shri Ravi Shankar Yadav | Peon | Vill: Muhuiddinpur Post: Kudda Jaunpur | |
| 7 | Shri Raj Mani Pal | Peon | Vill: Newada Post: Pawara Jaunpur | |

ANNEXTURE-C

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES OF SIDA

| S.No. | Name of Officers/Employees | Designation | Basic Pay(Rs.) | D.A (Rs.) | H.R.A (Rs.) |
|-------|---------------------------------|----------------------------------|----------------|-----------|-------------|
| 1 | Shri Shwetabh Vishnu Ranjan Das | Manager (Property, Law/Planning) | 8275 | 6124 | 375 |
| 2 | shri Ravindra Nath Yadav | Office Superintendent | 4800 | 3552 | 225 |
| 3 | Shri Om Prakash Yadav | Driver | 3650 | 2701 | 230 |
| 4 | Shri Ravi Shankar Yadav | Peon | 2605 | 1928 | 125 |
| 5 | Shri Raj Mani Pal | Peon | 2550 | 1887 | 125 |

ANNEXTURE-E

LIST OF PUBLIC INFORMATION OFFICER

| S.No. | Name of the Nominated Officer and his designation | Office Address and Phone Numbers. | Address of Residence and Phone Numbers. |
|-------|---|---|--|
| 1 | Shri K.D. Mishra Additional Chief Executive officer/G.M., D.I.C. Jaunpur | Industrial Area Sathariya, Jaunpur 05454-273304 05454-273669 05452-220483 | C/o Shri C.M. Pandey, Husainabad (Line Bazaar Collectorate Road), jaunpur M.-9415228273 |

ANNEXTURE-F

LIST OF ASSISTANT PUBLIC INFORMATION OFFICER

| S.No. | Name of the Nominated Officer and his designation | Office Address and Phone Numbers. | Address of Residence and Phone Numbers. |
|-------|---|---|---|
| 1 | Shri Shwetabh Vishnu Ranjan Das Manager (Property, Law/Planning) | Industrial Area Sathariya, Jaunpur 05454-273669 05454-273304 | C/o Shri Brahmdeo Singh (Forest Ranger), Shekhpur (Khunuspur), Jaunpur M.-9839438087 |