

RIGHT TO INFORMATION ACT, 2005 MANUAL UNDER SECTION 4 (1) (b) of the Act

1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

Footwear Design and Development Institute (FDDI), which is well acclaimed globally, was set-up by the Ministry of Commerce and Industry, Government of India in the year 1986 with a objective to provide skilled manpower to the Footwear and Allied Industries.

The Institute was given the status of 'Institution of National Importance' through FDDI Act, 2017. It has 12 campuses located at Noida, Fursatganj, Chennai, Kolkata, Rohtak, Chhindwara, Guna, Jodhpur, Ankleshwar, Banur, Patna and Hyderabad.

FUNCTIONS AND DUTIES:



Training and Education:

Footwear Design & Development Institute (FDDI) an "Institution of National Importance" (INI) as per FDDI Act, 2017 is a premier academic and training institution dedicated to the development and growth of the Footwear & Product, Leather Products, Retail and Fashion Merchandise and Fashion Design sectors. We have been bridging the skill gap in the industry as an INI by imparting quality education in the said areas.

Consultancy Services (Domestic & International):

FDDI provides consultancy for development of quality systems at both domestic and international levels to the Footwear, Leather and allied industry, Leather Goods and Life Style products.

Testing Services (Physical and Chemical Testing):

The International Testing Center is a state-of-the-art facility established under German collaboration with the PFI Germany and with Bally, Switzerland.

One ITC is in North India (Noida) & other in South India (Chennai) accredited by Shoe and Allied Trades Research Association (SATRA), United Kingdom.

All the technicians are accredited by SATRA for performing more than 60 test method. Our institute is also having SATRA GOLD membership.

The centre specializes in testing of leather, leather products, footwear (Safety, Fashion and Sports), footwear components, textile products & plastics. These labs provide testing services to leading brands like REEBOK, NIKE, ADIDAS, PUMA, FILA, BATA, Liberty, Red Chief, Khadim, Paragon, Super House, Sketchers and many more.

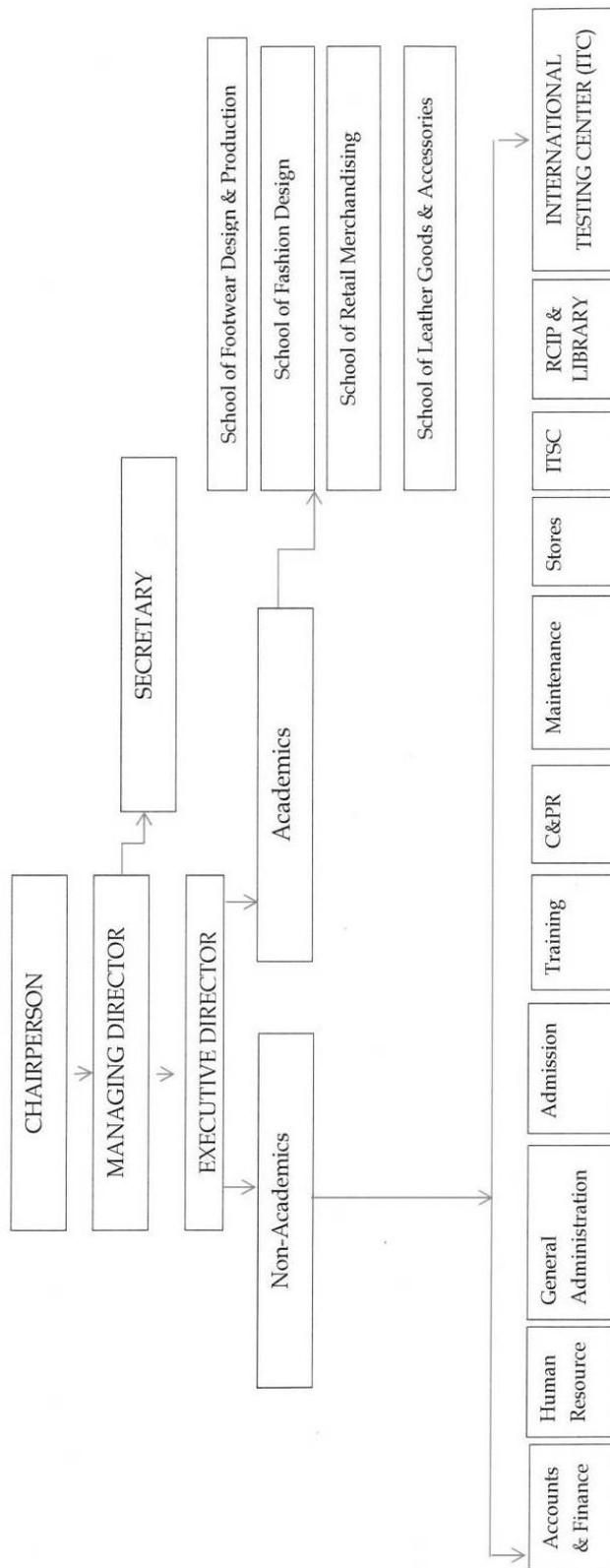
Support Services for Design, Quality and Productivity Improvement:

Apart from imparting quality education, FDDI also provides support services for improvement in the areas of footwear design with a focus to improve on areas like quality and productivity.

Research and Development:

FDDI has developed customized solutions for its various clients in the area of Footwear Technology.

ORGANIZATIONAL STRUCTURE



2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

- (i) Powers and duties of officers and employees are governed by the Delegation of Administrative and Financial powers as authorized by Governing Council.
- (ii) The Duties and responsibilities of respective functionaries are contained in General Service Rules and FDDI Act 2017.

3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

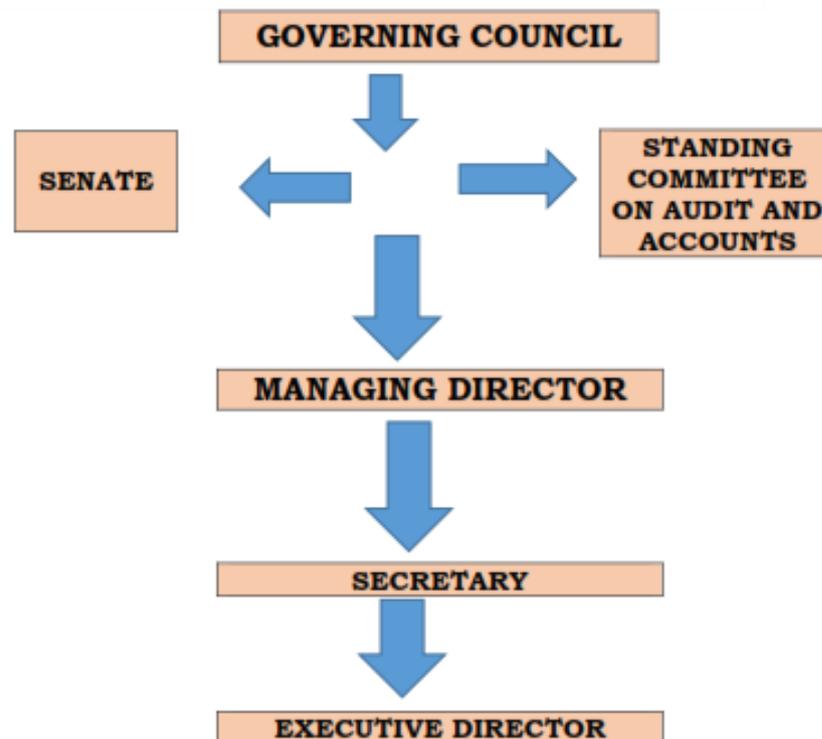
- (i) Process of decision making

Managing Director
Secretary
Executive Director

- (ii) Final decision making authority

Governing Council, Senate, Standing Committee on Audit and Accounts, Managing Director, Secretary & Executive Director-FDDI.

ORGANIZATION HIERACHY OF FDDI



- (iii) Related provisions, acts, rules etc.

Provisions under the FDDI Act 2017, Statutes, Ordinance.

- (iv) Time limit for taking a decisions, if any

As prescribed under relevant rules failing that case to case basis.

(v) Channel of supervision and accountability

As per Organizational Structure.

In order to make the decision making process objective, transparent and participatory, the following Internal Standing Committees are in existence at H.O. as well campuses.

- Anti Ragging Squad;
- Anti Ragging Committee;
- Tender Committee and Local Purchase Committee;
- Mess Committee;
- हिन्दी राजभाषा विभाग;
- Cultural & Sports Committee;
- Disciplinary Committee;
- Grievance Redressal Committee (Grievance Cell);
- Committee for Redressal of Grievance pertaining to Schedule Castes and Schedule Tribes (Prevention of Atrocities) Act, 1989;
- Internal Complaint Committee (ICC)/ Women Cell.

4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

(i) Nature of functions/ services offered: Teaching, Research, Consultancy, Testing.
(ii) Norms/ standards for functions/ service delivery: As prescribed in Manuals & Regulation Issued
(iii) Process by which these services can be accessed: By visiting the website www.fddiindia.com , by submission of application as may be prescribed under extant rules.
(iv) Time-limit for achieving the targets: As prescribed under extant rules.

5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

(i) Title and nature of the record/ manual /instruction: Personnel Records, Proceedings of various meeting, Manual and Annual Financial Statements and Accounts.
(ii) List of Rules, regulations, instructions manuals and records: Provisions under the FDDI Act 2017, Statutes, Ordinance.
(iii) Acts/ Rules manuals etc.: As per FDDI Act 2017

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

GSR of FDDI, Service records of employees, accounts records, documents related to academics and the documents related to consultancy & projects.

Document/Record Retention

HUMAN RESOURCE DEPARTMENT			
Sl. No.	Particulars	Retention Period	
1	Attendance Register	03 year	
2	Leave records (other than casual leave)	03 years	
3	Casual Leave	To be destroyed after completion of the calendar year	
4	Personal Files (including Annual Performance Appraisal Reports)	03 years after settlement of Full & Final payment	
5	Selection Committee Files	Permanent	
6	Recruitment Applications	03 years	
7	Leave Rules	Permanent	
8	Transfers and Postings	03 years after settlement of Full & Final payment	
9	Recruitment Advertisements	03 years after the close of recruitment exercise	
10	All files other than Personal Files & Increment Files	3 years	
11	Payment related files	03 years, or 01 year after completion of audit, whichever is later	
12	Register of Identity Card	Permanent	
13	Replies to Ministry	05 years	
14	Replies to Grievances	05 years	
15	Circulars	3 years	
16	Office orders / notices related to policies issued / HR Approvals	Permanent	
17	Documents related to organizing Training / workshop / seminar / FDP / etc.	03 years after the date of organizing the event	
18	Agenda and Minutes of Governing Council	Permanent	
19	Files related to statistics provided to outside agency	03 years	
20	Medical OPD Files	03 Years	
21	Medical IPD Files	01 Year	
22	LTC Files	02 Years	
23	Staffs Uniform Files	01 Year	
24	Overtime Files	01 Year	
25	Mobile Reimbursement	01 year	
26	ICC (Internal Complaint Committee)	Permanent	
27	VIP Reference	03 Years	

STUDENT AFFAIRS & EXAMINATION DEPARTMENT

Sl. No.	Particulars	Retention Period
1	Students Attendance Record	1 Year after declaration of Final Year Result
2	Project reports summer Training and Major Project	6 Months after declaration of Final Year Result
3	Mid Examination Result	3 Months after declaration of Final Year Result
4	Internal Marks	6 Months after declaration of Final Year Result
5	Circulars	3 years
6	Notices / Office Orders issued by Department/ Institute	Permanent
7	Student Feedback Record	1 Year
8	Result / Tabulation Sheet	2 Years
9	Issue of Marks Sheet / Degree	2 Years
10	Personal Files of the Students (Hard Copy)	N+2+1* Years (Subsequent to which the documents will be available in digital format)
11	Requests for change of name and address of the students	Permanent
12	Common Entrance Test result	3 Years
13	Schedule of Counselling and Other Counselling Records	3 Years
14	Migration Policy File	Permanent
15	Migration Cases of Inter University and Intra Institute	N+2 Years* (Subsequent to which the documents will be available in digital format)
16	Issue of Migration Certificates along with applications	N+2 Years* (Subsequent to which the documents will be available in digital format)
17	Award / Scholarship Policy Files	Permanent
18	Award / Scholarship Individual Files	N+2 years
19	Fee Notification	Permanent
20	Complaint Register	Permanent
21	Admission Record	N+2 Years
22	Cancellation of Admission	Permanent
23	Examination Ordinances, Regulations & Policy Files	Permanent
24	End Term Result Tabulation Sheet	Permanent
25	Convocation Related files	3 Years
26	Scroll of Convocations	Permanent

27	Official copies of Schemes and Syllabi	Permanent	
28	Correspondence with Statutory / Regulatory Bodies related to Education Sector	2 Years	
29	Printing of End Term Question Paper (QP)	2 Years after conduct of Exam	
30	End Term QP (Copies to be provided to Library)	6 months after conduct of exam	
31	Student Grievances related to End Term Exam QP, Files, Committee recommendations, approvals etc.	2 Years after declaration of the result	
32	End Term Exam registration charts	In digital forms for 1 year after declaration of the result	
33	Record of issuance of End Term Exam Admit Cards	6 Months after declaration of Result	
34	End Term Exam Detention List	1 Year after declaration of Result	
35	Decision of the Un-Fair Means Case along with the Note sheet	Permanent	
36	Files pertaining to the conduct of Special Exams	3 Years after declaration of the result	
37	Cases not covered under any provision of Ordinances	5 years	
38	Answer Sheets of End Term Examination	90 days after declaration of the result	
39	End Term Exam Result Declaration files	5 Years after declaration of the result	
40	Award Sheets of Internal Theory, Practical, Projects, Dissertation etc.	In physical and digital forms for 1 year after declaration of the result	
41	Files pertaining to the moderation of the result	6 months after conduct of exam	
42	Application of Rechecking and evaluated answer sheets	90 days after declaration of the rechecking of result	
43	Record of issuance of Original / Duplicate Degree certificate	Permanent	
44	Record of issuance of Original / Duplicate Degree Consolidated Statement of Marks and Provisional Certificates	Permanent	
45	Record of issuance of Original / Duplicate Degree Consolidated Statement of Marks (Semester Mark sheets)	1 Year	
46	Record of issuance of Transcripts of Marks	6 Months after Processing	

47	File of Attestation / Verification of documents / certificates issued / Students undertaking	6 Months after Processing	
48	Files for Ph.D. Scholars	Permanent	
49	Individual files for Ph.D. registration	10 yrs(subsequent to which the same will be available in digital format	
50	Files and Bills related to printing of formats for End Term Exam Admit Cards, OMR Award Sheets / Student / Faculty Detail Forms, Statement of Marks, Consolidated Statement of Marks, Provisional Certificates, Degree Certificates etc.	2 Years	
51	Files preparation of the Gold Medals, Silver Plaques, Prizes etc.	2 Years after Convocation	
52	Files pertaining to the Court Cases, Public Grievances, RTI appeals etc.	03 years after giving reply	
53	Miscellaneous Case File	01 year after giving reply	
*N= No. of years of course, *2= 2 years, till the degree awarded, *1= 1 year for mercy chance			

ACCOUNTS & FINANCE			
Sl. No.	Particulars	Retention Period	
1	Cash Book	10 Years	
2	Bank Book	10 Years	
3	TDS/WCT/Labour Cess Register	6 Years	
4	Income Tax(Annual Return) Statement	10 Years	
5	Budget Estimate/Revised Estimate	7 Years	
6	Pay Bill Register	35 Years	
7	Contingent Bills(Payments, Receipt & Journal Vouchers)	10 Years	
8	Other Charges(Contingent Register Such As LTC, Medical Etc.)	10 Years	
9	Counterfoils Of Receipts Books	5 Years	
10	Register Of Investments	Permanent	
11	Safe Custody Receipts	Permanent	
12	CPF Nomination Papers	1 Years –After Settlement Of CPF Account	
13	Audit Notes(Statutory & Local)	1 Year After The Settlement Pending Audit Paras	
14	Miscellaneous Correspondence /Files	10 Years	
15	Files Pertaining To Fee Transfer	5 Years	
16	Statement PF Annual Account	Permanent	

17	Statement Of Reconciliation	To Be Weeded Out After Accounts For The FY Have Been Finalized	
18	Record Retention Rules	Permanent	
19	FDDI Act 2017	Permanent	
20	Memorandum Of Association	Permanent	
21	Annual Report	Permanent	

राजभाषा विभाग			
Sl. No.	Particulars	Retention Period	
1	संसदीय राजभाषा समिति की तीसरी उप-समिति दस्तावेज	स्थायी	
2	नराकास से संबंधित दस्तावेज	5 वर्ष	
3	राजभाषा समिति की बैठक से संबंधित दस्तावेज	3 वर्ष	
4	तिमाही प्रगति, छमाही प्रगति एवं वार्षिक प्रगति रिपोर्ट	5 वर्ष	
5	संसदीय राजभाषा समिति की तीसरी उप-समिति आश्वासन	स्थायी	
6	राजभाषा निति एवं संवैधानिक प्रावधान	स्थायी	
7	नराकास, मंत्रालय एवं अन्य पत्राचार सूचनार्थ	3 वर्ष	

ADMISSION & PROMOTION			
Sl. No.	Particulars	Retention Period	
1	Admission policy	Permanent	
2	Final Admission Prospectus (year wise)	7 Years	
3	Admission folder		
3(a)	Common Entrance Test (CET) Result	3 years	
3 (b)	Common Entrance Test (CET) Answer Sheet, Attendance Sheets, Un-fair means case files and related files	3 years	
3(c)	Schedule of counselling and other Counselling records	3 years	
3(d)	Enrolment	5 Years	
4	Student Migration as per rank and availability of seats during Counselling		
4(a)	Migration Policy File	Permanent	
4(b)	Migration Cases	N+2 Years* (Subsequent to which the documents will be available in digital format)	
4 ©	Issue of revised admission letter of FDDI along with the application	N+2 Years* (Subsequent to which the documents will be available in digital format)	

5	Request for Cancellation of Admission	Permanent	
6	Fee Notification	5 yrs.	
7	Promotional Material/ Admission Brochure	2 Years	
8	Digital and Print Promotion Files	5 years	
9	Orders & circulars related to Admission Branch	10 Years (Subsequent to which the documents will be available in digital format)	
10	Complaint register	Permanent	
11	Miscellaneous/ routine general correspondence except policy matters pertains to the Admission Branch	1 Year	
*N= No. of years of course,*2= 2 years, till the degree awarded			

GENERAL ADMINISTRATION			
Sl. No.	Particulars	Retention Period	
1	Records of receiving copy of Speed Post Data	01 years	
2	Dak & Diary Register (for all departments)	03 years	
3	Dispatch Register (for all departments)	05 years	
4	File movement register (for all departments)	5 Years	
5	Legal cases (for all departments)	Permanent	
6	RTI Matters (for all departments)	03 Years	
7	RTI Cases attracting 2nd appeal (Without any remarkable decision, for all departments)	03 Years or till the compliance of CIC orders, whichever is later	
8	Register of records identified for weeding out (for all departments)	5 Years	
9	Files related to weeding out of old records (for all departments)	1 year	
10	Stamps account Register, Courier expenses	03 years	
11	Reply to Parliament/Assembly/ Ministry questions (for all departments)	03 years	
12	Files related to Policy matters approved by competent authority (for all departments)	Permanent	
13	Staff Car log Book / Any other Log Book of vehicles	03 years or one year after completion of audit whichever is later	
14	General Stock Register (consumable & Non Consumables) (for all departments)	1 year(consumable) Permanent (non-consumable)	
15	Attendance Register Staff, In Out Register (for all departments)	3 Year	
16	Tender files & related documents relating to Capital Expenditure (Assets) & Revenue Expenditure (All Expenses) (All Departments)	05 years or one year after the completion of audit whichever is later	

17	Files related to payment of sanitation services , hiring of vehicles, repair & maintenance of vehicles, hospitality & accommodation (for meetings, conference, celebrations and other functions etc.) repairs & maintenance of furniture of items, AC, water cooler, refrigerators, cable connection & charges, Photocopier /Fax /TV/ other electronic items etc.	03 years or one after completion of audit whichever is later
18	Requisition/ complaints related to seminar hall, sanitation services, hiring of vehicles, all AMC's, Hospitality & accommodation, telephones, cable connection & charges, Photocopier/Fax/TV/other electronic items etc.	03 years
19	Files, papers and documents relating to contracts, agreements, etc. (for all departments)	05 years after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities.
20	Files related to repair & maintenance of vehicles & their history	08 years or one year after condemnation and final disposal of the vehicles whichever is later
21	Budget Files (All departments)	3 years after audit

VARIOUS ACADEMIC SCHOOLS		
Sl. No.	Particulars	Retention Period
1	Students attendance record	1 Year after declaration of final year result
2	Project reports summer Training and Major Project	6 months after final year result
3	Detained list of students	6 months after final year result
4	Minor examination sheets	3 months after declaration of Semester result
5	Internal Marks	6 months after declaration of final year
6	Projects granted by various organizations like UGC AICTE etc.	2 years after date of completion
7	Circulars	3 years
	Notices/ office orders issued by Institute/ School	Permanent
8	Documents related to organizing of Conference/Seminar/ Workshop/MDP/EDP	2 years after the date of organizing the Conference

9	National/International Seminar attended by the faculty	02 years	
10	Faculty Publication List	Permanent	
11	Reminder & complaints	6 months	
12	Student Dissertation	6 months after final year result (then to be transferred to library)	
13	End Term answer Sheets (Practical)	90 days after declaration of final year result	
14	Approved note files from MD office	5 years from the date of approval	
15	Lesson plan	Till review	
16	Time Table/ Staff deployment	1 year	
17	Inernal/ External Communication	3 years	
18	List of machines & Spare Parts	Permanent	
19	Material transfer record	2 years	
20	Syllabus of Various Courses	5 yrs after discontinuation of syllabus	

HOSTEL			
Sl. No.	Particulars	Retention Period	
1	Hostel files, Personal data File & Registers	5 Year	
2	Letter received from student & Letter send to Parents other disciplinary issue	5 Year	
3	Office File	10 years	

LIBRARY			
Sl. No.	Particulars	Retention Period	
1	Procurement of Books For Library	Permanent	
2	Book Purchase For FDDI Other Campuses	Permanent	
3	Journal Procurement File	Permanent	
4	Subscription/Journal	3 Years	
5	Physical Stock Verification Report Of Library	Permanent	
6	Empanelment of Book Supplier	Till Empanelment Continue	
7	Swayam Siddha Manuals	Permanent	
8	Student Book Fine Application	5 Years	
9	Student's Other Issue	5 Years	
10	Photocopy Machine Agreement & Payment Related	Till Membership/ AMC Continue	
11	Newspaper & Magazines Related Files	5 Years	
12	Library Books	Permanent	
13	Environment ISO-14001 Document	Permanent	
14	Book Circulation Register -Students	2 Years	
15	Book Circulation Register -Staff	2 Years	
16	Book Late Fine Register-Student	1 Year	

17	Photocopy/ Spiral Details Register - Students/ Staff	1 Year
18	Accession Register	Permanent
19	Old Newspapers	3 Months
20	Magazines	6 Months
21	Journal	5 Years
22	Student Dissertation	5 Years
23	Miscellaneous Files	3 Years
24	NOC File For Lost Books	3 Years

RESOURCE DEPARTMENT		
Sl. No.	Particulars	Retention Period
1	Agenda and Minutes of Senate Meetings	Permanent
2	Parliamentary & Ministry Reply	Permanent
3	Mapping of infrastructure created under the erstwhile ASIDE Scheme by PwC, the PMA appointed under TIES	Permanent
4	RTI Quarterly Return which includes reports submitted to CIC	03 Years
5	Proactive Disclosure	03 Years
6	Weekly Newsletter	10 Years
7	Replies to Grievances	05 Years
8	Miscellaneous File	5 Years

STORE		
Sl. No.	Particulars	Retention Period
1	Central Consumable Register	1 year
2	Central Capital Asset Register	Permanent
3	Store Requisition slip	3 year
4	Payment related Consumable Files	3 year
5	Payment related Capital asset File	3 Year
6	Policy for Procurement	Permanent
7	File related for procurement of non consumable items	1 year after completion of statutory audit, to the satisfaction of audit authorities or 06 months after completion of warranty period/ refund of performance security
8	File related for procurement of consumable items	1 year after completion of statutory audit
9	Purchase Orders	3 years

10	Assets Disposal File	1 year after completion of CAG Audit	
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PROJECTS - TRAINING PROGRAMMES

Sl. No.	Particulars	Retention Period	Remarks
1	Grievances	5 years	
2	RTI matters	03 years	
3	Ministry Correspondence	Permanent	
4	Project Proposals	Permanent	
5	NMU Coordination	5 years	
6	Trainee Files	N+2 years*	
7	All Tenders Files/papers/documents /Agreement/Contracts related to HRD Projects	05 Years or 01 year after the completion of CAG Audit whichever is later	
8	All Capital Expenditure (Assets) (Approvals & Payments) Files/papers/documents of HRD Projects	05 Years or 01 year after the completion of CAG Audit whichever is later	
9	All Revenue Expenditure (Approvals & Payments) Files/papers/documents of HRD Projects	03 Years or 01 year after the completion of CAG Audit whichever is later	
10	All Bank Reconciliation Files /documents/Papers related to HRD Projects	05 Years or 01 year after the completion of CAG Audit whichever is later	
11	Statutory files	Permanent	
12	NCVET qualification Approvals	10 years	
13	NSDC/NCVET related approvals	10 years	
14	All other files	3 years	
15	Assets Register	Permanent	

***N= No. of months/years of training**

PROJECTS - CAPITAL GRANT

Sl. No.	Particulars	Retention Period	Remarks
1	Grievances	5 years	
2	Ministry Correspondence	Permanent	
3	Project Proposals	Permanent	
4	All Tenders Files/papers/documents /Agreement/Contracts	05 Years or 01 year after the completion of CAG Audit whichever is later	
5	All Capital Expenditure (Assets) (Approvals & Payments) Files/papers/documents	05 Years or 01 year after the completion of CAG Audit whichever is later	

6	All Revenue Expenditure (Approvals & Payments) Files/papers/documents	03 Years or 01 year after the completion of CAG Audit whichever is later	
7	All Bank Reconciliation Files /documents/Papers	05 Years or 01 year after the completion of CAG Audit whichever is later	
8	Statutory files	Permanent	
9	All other files	3 years	
10	Assets Register	Permanent	

PROJECTS - IDLS			
Sl. No.	Particulars	Retention Period	
1	Application Files	05 years or one year after the completion of audit whichever is later	
2	Steering Committee Minutes of Meeting	10 years	
3	Correspondence with DPIIT	10 years	
4	Guidelines	Permanent	
5	Project Database	05 years or one year after the completion of audit whichever is later	
6	All other files	3 years	

PHYSICAL & CHEMICAL LABORATORY			
Sl. No.	Particulars	Retention Period	
1	Job entry register	3 years	
2	Test report file	3 years	
3	Sample preservation record	1 year	
4	AMC of machines/equipments file	3 years	
5	Machine repair file	3 years	
6	Purchase of chemicals/spares/gases	3 years	
7	Calibration of instruments/machines file	1 year	
8	Reference material file	2 years	
9	Inspection file	1 year	
10	Inter laboratory payment file	3 years	
11	Audit related file	3 years	
12	Training of staff record file	3 years	
13	Associate membership file	1 year	
14	Customer feedback file	1 year	
15	Recovery related file	3 years	
17	Special Lab Committee	2 years	

18	Capacity Verification of manufacturer by Lab Committee	1 year after capacity verification
19	Inspection Records by Lab Committee	2 years after date of inspection

PLACEMENT & ALUMNI DEPARTMENT		
Sl. No.	Particulars	Retention Period
1	Placement Report - Tracking	Permanent
2	List of Recruiters	Permanent
3	Offer Letter	2 years
4	NOC Form	2 years
5	Non Requirement of Placement Form	2 years
6	Job Announcement Form (JAF)	2 years
7	Internship Data	3 years
8	Placement Policy	Permanent
9	Alumni Data	Permanent
10	Placement Data	Permanent

7. INFORMATION RELATED TO PROCUREMENT

All the procurement at FDDI are being done as per GFR 2017 and its amendments there on. FDDI also has its own e-Procurement portal <https://fddiindia.eproc.in> where all the e-tenders are floated. The copy of the same is also published at CPPP portal as per GFR 2017.

8. 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 OF IMPLEMENTATION.

One can meet the Managing Director-FDDI, Secretary-FDDI as well the Executive Director of the respective campus between 9:30 AM to 5:30 PM (on all working days).

9. 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.

List of Governing Council (GC) Members

Sl. No.	In the Committee as	Name	Email Address
1	Chairperson (Nominated by Central Government)	Mr. Ashish Dikshit Managing Director, Aditya Birla Fashion and Retail Ltd	ashish.dikshit@abfirl.adityabirla.com
2	Member (<i>ex officio</i>)	Colonel Pankaj Kumar Sinha Managing Director, FDDI (Additional Charge)	md@fddiindia.com

3	Member (<i>ex officio</i>)	Additional Secretary/Joint Secretary (in-charge of Leather and Footwear Division) in DPIIT	as-dpiit@gov.in
4	Member (<i>ex officio</i>)	Additional Secretary/Joint Secretary (in-charge of EPLSG Division) in DOC	aaggarwal@nic.in
5	Member (<i>ex officio</i>)	Director/Deputy Secretary Finance Wing, DPIIT	rao.cs@nic.in
6	Member (<i>ex officio</i>)	Mr. Shantanu Mitra Sr. Economic Advisor, Ministry of Skill Development and Entrepreneurship (MSDE)	santanu.mitra@nic.in
7	Member (Nominated by Central Government)	Shri Rajendra Kumar Jalan Chairman, Council for Leather Export (CLE)	chairman@cleindia.com chairman@cle.co.in rajujalan@afplglobal.com
8	Member (Nominated by Central Government)	Mr. Motilal Sethi President, Indian Leather Garments Association (ILGA)	motilalsethi@saroj.com ; motilalsethi@gmail.com
9	Member (Nominated by Central Government)	Mr. Sanjay Gupta President, Indian Footwear Components Manufacturers Association (IFCOMA)	sanjaygupta@sandeeprubber.in
10	Member (Nominated by Central Government)	Mr. Gautam Nair Chairman, Confederation of Indian Industry (CII), National Committee on Footwear & Leather Products and CEO, Tangerine Designs Pvt. Ltd	gautam.nair@matrixclothing.in
11	Member (Nominated by Central Government)	Prof. Dr. Shinju Mahajan National Institute of Fashion Technology (NIFT), New Delhi	shinju.mahajan@nift.ac.in
12	Member (Nominated by Central Government)	Shri Praveen Nahar Director, NID, Ahmedabad	pnaahar@nid.edu
13	Member (Nominated by Central Government)	Mr. K J Shreeram Director, Central Leather Research Institute (CLRI), Chennai	director@clri.res.in
14	Member (Nominated by Central Government)	Prof. Sumer Singh Department of Design, IIT Delhi	sumer@design.iitd.ac.in
	Secretary, Governing Council	Colonel Pankaj Kumar Sinha Secretary, FDDI	secretary@fddiindia.com

List of Senate Members (For two years i.e. from 24.03.2023-23.03.2025)

(As per Office Order dt. 24.03.2023 vide Ref.No.:FDDI/HO/Senate/2nd Re-Constitution/2023)

Sr. No.	NAME	DESIGNATION	Status in Senate	Clause
1	Colonel Pankaj Kumar Sinha	Managing Director, FDDI	Chairperson	Clause 13(a) of the FDDI ACT 2017
2		Secretary, FDDI	Ex Officio	Clause 13(b) of the FDDI ACT 2017
3	Ms. Pragya Singh, IRS	Executive Director, FDDI Banur	Ex Officio	Clause 13(c) of the FDDI ACT 2017
4	Mr. Sunil Kumar Ullattuthodiyl	Executive Director, FDDI Kolkata	Ex Officio	Clause 13(c) of the FDDI ACT 2017
5	Dr. Narasimhugari Tej Lohit Reddy, IAS	Executive Director, FDDI Hyderabad	Ex Officio	Clause 13(c) of the FDDI ACT 2017
6	Mr. Anil Kumar, AFHQCS	Executive Director, FDDI Jodhpur	Ex Officio	Clause 13(c) of the FDDI ACT 2017
7	Executive Directors	All Institute's Campuses	Ex Officio	Clause 13(c) of the FDDI ACT 2017
8	Dr. Monika Gupta	Professor, Fashion Design Department, National Institute of Fashion Technology, New Delhi	Member	Clause 13(e) of the FDDI ACT 2017
9	Dr. Pankaj Priya	Professor, Marketing & Retail Management, Birla Institute of Management Technology, Greater Noida	Member	Clause 13(e) of the FDDI ACT 2017
10	Dr. Shriram Hegde	Sr. System Programmer /Manager(SG), (Professor Grade), Department of Applied Mechanics, Indian Institute of Technology, Delhi	Member	Clause 13(e) of the FDDI ACT 2017
11	Mr. Abdul Tawwab	Director, ATK Designs, Noida	Member	Clause 13(f) of the FDDI ACT 2017
12	Mr. Neeraj Sharma	Head of School of Footwear Design & Production/ Chief Faculty	Member	Clause 13(g) of the FDDI ACT 2017
13	Ms. Shweta Saini	Head of School of Retail & Fashion Merchandise / Sr. Consultant	Member	Clause 13(g) of the FDDI ACT 2017
14	Mr. Anoop Singh Rana	Head of School of LGAD/ Sr. Faculty, Grade -I	Member	Clause 13(g) of the FDDI ACT 2017
15	Dr. Krishi Sarin	Head of School of Fashion Design/ Jr. Consultant	Member	Clause 13(g) of the FDDI ACT 2017
16	Ms. Renu Sharma	Consultant, Retail, Noida	Member	Clause 13(g) of the FDDI ACT 2017
17	Mr. Sandeep Singh Bhatia	DGM/ HOD, SA & ED, Noida	Member	Clause 13(g) of the FDDI ACT 2017
18	Dr. Pradeep Mandal	Sr. Faculty, Fashion Design, C.I. Chhindwara campus	Member	Clause 13(g) of the FDDI ACT 2017
19	Ms. Sarika Tandon	Sr. Manager, Promotions & Admissions, Noida	Member	Clause 13(g) of the FDDI ACT 2017
20	Mr. Abdul Rahuman	Sr. Faculty, Grade- II, Footwear, Hyderabad	Member	Clause 13(g) of the FDDI ACT 2017
21	Mr. Himanshu Baluni	Faculty, LGAD, Noida	Member	Clause 13(g) of the FDDI ACT 2017

List of campus Grievance Officers as per Office Order vide Ref. No.: FDDI/HO/HR/Officer-Grievance/2023 dt. 13.03.2023

In pursuance to the launch of "FDDI Grievance Redress and Monitoring System (FGRAMS)" for FDDI Students and Staff, Mr. Sandeep Singh Bhatia (00135), DGM (Student Affairs & Examinations Department) is hereby assigned the role of nodal officer for students related matters and Ms. Pooja Panwar (00937), Faculty (Human Resource-Head Office) is hereby assigned the role of Nodal officer for employees related matters in addition to their existing roles and responsibilities.

They will be responsible for receiving and forwarding the grievances to the concern campus grievance officers and ensure the reply of the grievance shall be provided in the timeline defined i.e within 30 days from the date of grievance.

The below mentioned employees are hereby given the role of campus Grievance Officers for student and employee related matters of FDDI-HO/Noida Campus and other FDDI Campuses respectively: -

S. No.	Campus	Name of Campus Grievance Officers for Student Matters (as per office order dated:04.02.2022)	Name of Campus Grievance Officer for Employee Matters
01	Noida	Mr. Suresh Kumar Arya (00175), Dy. Manager (SA&E)	Assistant Manager (HO-HR)
02	Ankleshwar	Assistant Manager (ITSC)	Assistant Manager (Admin.)
03	Banur	Mr. Rajeev Srivastava (00919), Sr. Assistant (SA&E)	Mr. Mahesh Kant Prakash (01084), Assistant Manager (Admin.)
04	Chennai		Mr. Gowthaman M (00181), Assistant Manager (Admin.)
05	Chhindwara	Mr. Ashish Wankhede (00819), Assistant Manager (SA&E)	Mr. Sourav Dutta (00179), Assistant Manager (Admin.)
06	Fursatganj	Mr. Nalin Pandey (00470), Assistant Manager (SA&E)	Ms. Shikha Srivastava (00424), Assistant Manager (C&PR)
07	Jodhpur		Ms. Nidhi Sharma (00911), Assistant Manager (C&PR)
08	Rohtak	Mr. Sandeep Kumar (00522), Assistant Manager (SA&E)	Mr. Sachin Deshwal (00875), System Assistant (ITSC)
09	Guna	Mr. Jitender Gupta (00169), Jr. Consultant (Footwear)	Mr. Rahul Kumar Pandey (00487), Sr. Faculty (Footwear)
10	Patna	Ms. Rupa Shree (00921), Assistant Manager (C&PR)	Mr. Ravi Prakash (00511), Assistant Manager (ITSC)
11	Kolkata	Mr. Rinsten Dorjee Yolmo (01068), Sr. Faculty (LGAD)	Ms. Ishita Saha (01080), Assistant Manager (Admin.)
12	Hyderabad		Mr. Amit Puri Goswami (00295), Dy. Manager (Admin. & Pers)

Dates of constitution of Boards, Councils, Committees and other Bodies, etc.

Sr. No.	Name of Committee	Date of Constitution
1	Governing Council	3 rd October 2022
2	Senate	24 th March 2023
3	Internal Complaint Committee (HO)	27 th April 2023
4	Hindi Cell	25 th January 2023

Term/Tenure of Boards, Councils, Committees and other Bodies, etc.

Sr. No.	Name of Committee	Tenure
1	Governing Council	Three Years
2	Senate	Two Years
3	Internal Complaint Committee (HO)	Two Years
4	Hindi Cell	Continuing

10. A DIRECTORY OF ITS OFFICERS

Sr. No.	Location	Executive Director (ED)/Center in Charge (CI)/Officer		
		Name	Phone No.	E-mail id
1.	Banur	Ms. Pragya Singh, ED	9463312318	edchandigarh@fddiindia.com
2.	Kolkata	Mr. Sunil Kumar Ullattuthodiyl, ED	9048790781	edkolkata@fddiindia.com
3.	Hyderabad	Dr. Narasimhugari Tej Lohit Reddy, IAS, ED	9440471700	edhyderabad@fddiindia.com
4.	Jodhpur	Mr. Anil Kumar, AFHQCS, ED	9810636410	edjodhpur@fddiindia.com
5.	Patna	Mr. Sanjeev Mishra, CI	9910286739	sanjeevmishra@fddiindia.com
6.	Fursatganj	Mr. Varun Gupta, CI	7310108020	VARUN@FDDIINDIA.COM
7.	Guna	Mr. Jitender Gupta, CI	9935496265	JITENDER@FDDIINDIA.COM
8.	Rohtak	Mr. Shyam Kumar Katiyar, CI	9811716759	SHYAM@FDDIINDIA.COM
9.	Ankleshwar	Mr. Rajesh Parashar, CI	8959236788	rajesh.parashar@fddiindia.com
10.	Chhindwara	Mr. Pradeep Mandal, CI	9418718246	pradeep@fddiindia.com
11.	Chennai	Mr. K. Dinesh Kumar, CI	8015099716	dineshkumar@fddiindia.com
12.	Noida	Mr. Rajeev Chitkara/ Mr. Narendra Pathak (Campus coordinators)	9910014788 / 9873979200	chitkara@fddiindia.com pathak@fddiindia.com

11. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

Details of monthly remuneration which is given as per the GSR of FDDI and is received by each of its employees at various designations is available in office records in Head Office and Centres.

FDDI has mostly contractual employees and only eleven (11) employees are regular employees, the list of eleven employees along with gross salary is given herewith:

Sr. No.	Name	Designation	Gross Salary in INR
1	Ms. Hemlata Sardana	Deputy Manager	47,520
2	Mr. Premjit Chanda	PPS (MDO)	78,636
3	Mr. Surendra Prasad	PPS	83,619
4	Mr. Raj Nath Pandey	Assistant Manager	47,656
5	Mr. Sunil Bisht	Manager	77,970
6	Mr. Sunil Mishra	Manager	75,944
7	Mr. Vikas Nandan Roy	Assistant Manager	52,214
8	Mr. Rajesh Sharma	Assistant Manager	50,814
9	Mr. Manoj Kumar Singh	Deputy Manager	51,275
10	Mr. Nagendra Tiwari	Deputy Manager	54,701
11	Mr. Suresh Kumar	Senior PS	62,565

12. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

FY	Income	Expenditure	Loss
2022-23	Rs. 60.98 Crores	Rs. 72.05 Crores	Rs. 13.36 Crores

13. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

FDDI does not have any subsidy programme. However, it is Implementing agency of the Integrated Development of Leather Sector (IDLS) Scheme of Department for Promotion of Industry and Internal Trade (DPIIT), Government of India.

The scheme is executed in online mode where a dashboard has been created for different stakeholder viz the Applicant units, The PIU's, and The DPIIT.

The online portal can be used through a common URL idls.fddiindia.com where Units can submit the application, PIU's undertake appraisal and update the application and submit the appraised application to DPIIT for final approval of IDLS grant by the Steering Committee.

14. SUO MOTU DISCLOSURE OF OFFICIAL TOURS OF MANAGING DIRECTOR (MD), SECRETARY, EXECUTIVE DIRECTORS OF FDDI SINCE APRIL 2019

Name of Officer: Mr. Anil Kumar, AFHQCS		
Designation: Executive Director, FDDI Jodhpur Campus		
Date of Joining: 26th October 2023		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Noida to complete joining formalities from 25 th October 2023 to 28 th October 2023 Expenses Rs. 6332/-	
2.	Noida to participate in Emersion Program from 07 th November 2023 to 11 th November 2023 - Expenses Rs. 35619/-	
3.	Ahmedabad, Gujrat from 03 rd December 2023 to 10 th December 2023- Expenses Rs. 9074/-	

Name of Officer: Mr. Ashok Kumar Choudhary		
Designation: Executive Director, FDDI Jodhpur Campus		
Date of Joining: 28th October 2015		
Date of Reliving: 31st March 2020		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.		Budapest - Hungary For participate in NFL Flobal sustainable fashion week from 10 th April 2019 to 12 th April 2019 Expenses Rs. 153891/-
2.	Tour to Noida for official purpose from 27 th May 2019 to 30 th May 2019 Expenses Rs. 1424/-	
3.	Tour to Noida for official purpose from 1 st July 2019 to 7 th July 2019 Expenses Rs. 3808/-	

Name of Officer: Dr. Narasimhugari Tej Lohit Reddy, IAS		
Designation: Executive Director, FDDI Hyderabad Campus		
Date of Joining: 23rd August 2023		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
2.	Visit to Head Office NOIDA Sep 2023	
2.	Visit to Head Office NOIDA Nov 2023	
3.	Visit to Chennai Jan 2024	
4.	Visit to Head Office NOIDA & Kozhikode Jan 2024	

Name of Officer: Mr. Sunil Kumar Ullattuthodiyl		
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Designation: Executive Director, FDDI Kolkata Campus		
Date of Joining: 2nd June 2023		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Delhi for FDDI (HQ) meeting on Immersion Program from 07/08/23 to 11/08/23. Expenses:Rs.36,542/	
2.	Kolkata to Gawhati for participating in the event at Gawhati organized by Students Outreach on 29/08/23 to 31/08/23. Expenses: Rs.16,293/	

Name of Officer: Ms. Pragya Singh, IRS		
Designation: Executive Director, FDDI Banur Campus		
Date of Joining: 16th March 2023		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Visit to FDDI Noida from 08 th June to 10 th June 2023. Expenses Rs. 2681/-.	
2.	Visit to FDDI Noida for INI day from 04 th Aug to 05 th Aug 2023. Expenses Rs. 6386/-.	
3.	Visit to FDDI Noida from 07 th Aug to 11 th Aug 2023 for Immersion program for Newly appointed ED's & Secretary of FDDI. Expenses to be claimed	
4.	Visit to FDDI Noida from 08 th Oct to 14 th Oct 2023 for review meeting and ED Charge of Noida in absence of Sec/MD. Expenses to be claimed	

Name of Officer: Colonel Pankaj Kumar Sinha				
Designation: Secretary - FDDI				
Date of Joining: 06th April 2023				
Date of Reliving:				
DOMESTIC VISIT				
Sr. No.	Purpose of Visit	Date of Journey	Place of Visit	Amount
1.	Meeting with Dr. Jomi Chan Pattathil, Professor, National Institute of Fashion Technology (NIFT), Mumbai	6/22/2023	Mumbai	₹4,921.00
2.	Interactions with the faculty & other staff and students on the various issues of the campuses such as Management, Admissions, Hostel, Mess & Cafeteria, discipline etc.	6/25/2023	FDDI Ankleshwar Campus	₹2,015.40

3.	Meeting with Education Secretary, Govt of Gujarat and Director, National Institute of Design, Ahmedabad	6/28/2023	Back to Head Office	₹3,686.00
4.	For attending Workshop (Artisans & Student)	11/27/2023	FDDI Jodhpur Campus	₹16,832.00
5.	For signing of MOU with Muzaffarpur Institute of Technology	12/1/2023	FDDI Patna Campus	₹5,665.00
6.	For attending the Convocation Ceremony	12/3/2023	FDDI Kolkata Campus	₹4,717.00
7.	For attending IFCOMA buyer seller meet cum exhibition shoetech as a Guest of Honor	12/5/2023	Kanpur	₹7,478.00
8.	For attending Conference as Invitation received from Brainware University Kolkata to serve as the chairperson for a conference	12/9/2023	Kolkata	₹2,984.00
9.	Invitation received from IIM, Mumbai for chairing a Scientific Session in the ACED 2023-HWWE 2023 BRICS plus HFE 2023 conference	12/14/2023	Mumbai	₹9,591.00
10.	The visit to IAF office on 19/12/2023 and 20/12/2023 visit to FDDI Chhindwara Campus	12/19/2023	Nagpur & Chhindwara	₹8,450.00
11.	Visit to FDDI Patna Campus	1/5/2024	Patna	₹10,850.00
12.	For attending a workshop of footwear industries and investor meet conducting by Kerala Govt.	1/12/2024	Calicut	
13.	To attend India International Leather Fair, Chennai	3/31/2024	Chennai	
INTERNATIONAL				
14.	Leather Footwear & Leather Goods International Sourcing Show, Bangladesh	11 th October to 14 th October 2023	Bangladesh	Expenses borne by Leather and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB)
15.	A+A Fair in Dusseldorf, Germany and PFI Labs in Pirmasens, Germany	29 th October 2023 to 31 st October 2023	Germany	1,37,993/-

16.	Romania Fashiontex Fair in Bucharest, Romania	24 th January 2024 to 27 th January 2024	Romania	95847/-
17.	APLF material Fair, Hong Kong	19 th March 2024 to 21 st March 2024	Hong Kong	91097/-

ADDITIONAL CHARGE OF MANAGING DIRECTOR (MD), FDDI ALLOCATED TO COL. PANKAJ KUMAR SINHA, SECRETARY, FDDI:

Consequent upon completion of tenure of Mr. Arun Kumar Sinha, IAS as Managing Director, FDDI on 18.09.2023, the Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, has allocated the additional charge of MD, FDDI to Colonel Pankaj Kumar Sinha, Secretary, FDDI, until the regular incumbent joins the post or until further orders, whichever is earlier.

No. P-27011/5/2022-Leather(Part-1)
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry & Internal Trade
(Leather and Footwear Section)

Vanijya Bhavan, New Delhi
Dated: the 21 September, 2023

OFFICE ORDER

Consequent upon completion of tenure and relieving of Shri Arun Kumar Sinha, IAS (MN-99) as Managing Director, Footwear Design and Development Institute(FDDI) on 18.09.2023, the Competent Authority, as a temporary arrangement, hereby allocate the additional charge of MD, FDDI to Col. Pankaj Kumar Sinha, Secretary FDDI, until the regular incumbent joins the post or until further orders, whichever is earlier.


(Raman Kant Sood)
Director
Tele:011-23038871
Tele: rk.sood@nic.in

Copy to :

1. Secretary, FDDI, Noida Campus, Gautam Budh Nagar, U.P.
2. OSD to Secretary, DPIIT, Vanijya Bhawan, New Delhi.
3. PPS to AS(RST)/ Dir.(R.K.Sood)
4. Establishment/Vigilance Section/RTI Section, DPIIT
5. Guard File

Name of Officer: Mr. Arun Kumar Sinha, IAS		
Designation: Managing Director - FDDI		
Date of Joining: 11th July 2017		
Date of Reliving: 18th September 2023		
Sr. No.	Details of Domestic Visit	Details of International Visit
1	Mumbai for Election Duty from 21 st May 2019 to 24 th May 2019 Expenses Rs. 28910/-	Visit Minerva, Check Republic and SATRA, London from 16 th January 2019 to 24 th January 2019 Expenses Rs. 1,50,157/-
2	Visit Imphal from 30 th August to 1 st September 2019 Expenses Rs. 22,473/-	Visit SIMAC Fair from 20 th February 2019 to 23 rd February 2019 Sponsored official delegation
3	Visit Mumbai from 21 st September to 23 rd September 2019 Expenses Rs. 27941/-	Visit A+ Fair, Germany from 6 th November to 10 th November 2019 Expenses Rs. 1,08,745/-
4	Visit Ranchi from 27 th September to 29 th September 2019 Expenses Rs. 24168/-	
5	Visit FDDI Chhindwara Campus on 12 th October 2019 for Convocation Expenses Rs. 9765/-	
6	Visit Vijayawada for official meeting on 5 th February to 6 th February 2021 Expenses Rs. 48,845/-	
7	Visit Patna for official meeting on 13 th February 2021 to 16 th February 2021 Expenses Rs. 19,111/-	
8	Visit Chennai for election duty on 18 th March 2021 to 7 th April 2021 Expenses Rs. 69,490/-	
9	Visit Chennai for Election counting on 29 th April 2021 to 4 th May 2021 Expenses Rs. 55,352/-	
10	Visit Gangtok on 16 th December (Dep. 13:55 hrs.) 2021 to 19 th December 2021 Expenses Rs. 49,120/-	
11	Hyderabad from 27 th October to 30 th October 2022 to organize Seminar "A talk on Digitalization, Innovation and Entrepreneurship: Pillars of Indian economic growth" and Hyderabad Campus Convocation. Expenses Rs. 40,173/-	Uzbekistan 11 th October 2022 to 14 th October 2022 All expenses borne by Council for Leather Export (CLE)

12	Visit Fursatganj and Patna Campus from 25 th December to 27 th December 2022 Expenses Rs. 25,980/-	
13	National Rubber Conference 2023, Kolkata from 3 rd January 2023 to 6 th January 2023 3rd & 4th January 2023 All expenses borne by National Rubber Conference and 5th January 2023 only hotel expenses born by FDDI amount of Rs. 9,220.78/-	
14	India International Leather Fair, Chennai 2023 on 31 st January to 3 rd February 2023. All expenses borne by Leather Sector Skill Council (LSSC)	
15	Visit Agra to attend Shoe Tech Agra from 4 th April 2023 to 6 th April 2023 Travel by Road and Hotel stay borne by Fair Committee.	

Name of Officer: Mr. Vikas Verma (IRSME)		
Designation: Executive Director, FDDI Fursatganj Campus		
Date of Joining: 26 Feb 2016		
Date of Reliving: 24 Feb 2020		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Expense incurred on Shifting Household goods from Fursatganj to Lucknow as his Deputation ended at FDDI on 24 Feb 2020. Expense: Rs. 22,500/-	
2	Expense incurred during Multiple Official Visits as per Approval: Expense: 1,121/- 06.02.2020 to 08.02.2020 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT. 11.02.2020 to 15.02.2020 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT. 17.02.2020 to 21.02.2020 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT and review on progress of other campus Noida, Fursatganj, Banur, Patna, Chennai & Hyderabad. 22.02.2020 Visited Patna Campus as routine visit of campus.	
3	Expense incurred for Composite Transfer & Packing Grant (CTG) to ED Sir (80% of Current Basic Pay) as per Approval. Expense: 64,960/-	
4	Expense incurred during Multiple Official Visits as per Approval: Expense: 857/- 27.01.2020 Visited Patna Campus as routine visit of campus. 28.01.2020 to 31.01.2020 Visited Noida for meeting with MD Sir about PSDP of HRD. 01.02.2020 to 02.02.2020 Visited Chennai for attending Indian International Leather Fair - 2020	

5	<p>Expense incurred during Multiple Official Visits as per Approval: Expense: 2,024/- 19.11.2019 to 21.11.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT. 15.12.2019 to 20.12.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT. 09.12.2019 to 13.12.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT.</p>	
6	<p>Expense incurred during Multiple Official Visits as per Approval: Expense: 4,112/- 23.09.2019 to 27.09.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT. 09.10.2019 to 11.10.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT. 14.10.2019 to 16.10.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT. 21.10.2019 to 23.10.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT. 30.10.2019 to 01.11.2019 Visited Hyderabad for Admission 2020 and meeting with staff members of Hyderabad Campus. 08.11.2019 to 09.11.2019 Visited Agra for attending "Meet At Agra" at Agra Trade Centre. 12.11.2019 to 16.11.2019 Visited Chennai for Convocation 2019 of Chennai Campus.</p>	
7	<p>Expense incurred during Multiple Official Visits as per Approval: Expense: 1,394/- 01.07.2019 to 06.07.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT. 29.07.2019 to 02.08.2019 Visited Noida for attending 4th Senate meeting of FDDI and meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT. 19.08.2019 to 24.08.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT. 03.09.2019 to 07.09.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.</p>	
8	<p>Expense incurred during Multiple Official Visits as per Approval: Expense: 1,413/- 08.04.2019 to 12.04.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT and some other issues related to FDDI campus(s). 30.04.2019 to 04.05.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT and some other issues related to FDDI campus(s).</p>	

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

Information may be sought from the respective campus of FDDI pertaining to Teaching, Research, Consultancy, Testing between 9:30 AM to 5:30 PM (on all working days).

16. INTERNAL COMPLAINT COMMITTEE (ICC)/ WOMEN CELL

Constitution of Internal Complaints Committees under sexual harassment of women at work place under (prevention, prohibition and redressal act, 2013) is functional at FDDI.

Sr. No.	FDDI Campus	Internal Complaint Committee (ICC)
1.	HO/ Noida	<p>Presiding Officer – Ms. Shweta Saini (Emp. Code-00193), Sr. Consultant (Retail).</p> <p>Member (Convener) – Ms. Sarika Tondon (Emp. Code - 01076), Sr. Manager (Admissions & Promotions)</p> <p>Member – Ms. Pooja Panwar (Emp Code - 00937), Faculty (HO-HR)</p> <p>Member – Mr. Himanshu Baluni (Emp Code - 01061), Faculty (LGAD)</p> <p>External Member- Ms. Zeenat Malick, Advocate “National Investigation Agency – Public Prosecutor”.</p>
2.	Banur	<p>Presiding Officer – Ms. Alka Morolia (Emp. Code-00335), Assistant Manager (A&F).</p> <p>Member (Convener) –Ms. Payal Srivastava (Emp. Code-00806 Assistant Manager (Library).</p> <p>Member – Mr. Mahesh Kant Prakash (Emp. Code - 01084), Assistant Manager (Admin).</p> <p>External Member- Ms. Mamta Sharma, Advisory Board Member of “Care for Autism Foundation”.</p>
3.	Chennai	<p>Presiding Officer - Ms. Shabrin Farahana. G ((Emp Code-00759), Sr. Faculty (FD)</p> <p>Member (Convener)- Ms. Priyadarshini. R (Emp Code-01013), Sr. Faculty (FT)</p> <p>Member- Mr. T. Anil (Emp Code- 00401), Assistant Manager (A & F) Member</p> <p>External Member- Ms. M.K. Aseena, Advocate</p>
4.	Chhindwara	<p>Presiding Officer – Ms. Harshita Chourasia (Emp Code-00561), Assistant Manager (A&F)</p> <p>Member (Convener)- Ms. Beena Yadav (Emp Code-00816), Assistant Manager (Library)</p> <p>Member- Mr. Manoj Kumar Sharma (Emp Code-00644), Assistant Manager (C & PR)</p> <p>External Member- Ms. Saavi Srivastava, Triveni NGO</p>
5.	Rohtak	<p>Presiding Officer –Ms. Harpreet Kaur Saran (Emp Code -01049), Sr. Faculty (Fashion Design)</p> <p>Member (Convener)- Dr. Sarita Devi (Emp Code-01048), Jr. Faculty (Fashion Design)</p>

		<p>Member- Ms. Deepak Sahni (Emp Code- 00315), Dy. Manager (ITSC)</p> <p>External Member- Ms. Pallavi Handa, President (Dream Makers - NGO)</p>
6.	Kolkata	<p>Presiding Officer – Ms. Anita Ray (Emp Code- 00753), Sr. Faculty (Fashion Design)</p> <p>Member (Convener)- Ms. Ishita Saha (Emp Code- 01080), Assistant Manager (Admin)</p> <p>Member- Ms. Priyanka Mitra (Emp Code- 00365), Office Assistant</p> <p>Member- Mr. Prashanta Kumar Nanda (Emp Code- 00277), Sr. Faculty (Footwear)</p> <p>External Member- Ms. Shakuntala Chanda, Managing Trustee, Footsteps Foundation</p>
7.	Fursatganj	<p>Presiding Officer – Garima Kakkar (Emp Code- 00870), Sr. Faculty</p> <p>Member (Convener)- Ms. Richa Arora, (Emp Code- 00895), Associate Faculty</p> <p>Member- Mr. Nalin Pandey (Emp Code- 00470), Assistant Manager</p> <p>External Member- Ms. Smriti Yadav, Associate Professor, NIFT</p>
8.	Jodhpur, Ankleshwar & Guna (ICC of Jodhpur shall look after Guna and Ankleshwar also)	<p>Presiding Officer – Ms. Nidhi Sharma (Emp Code- 00911), Assistant Manager (C &PR)</p> <p>Member (Convener)- Mr. Mahesh Kumar (Emp Code- 00797), Faculty (Footwear)</p> <p>Member- Ms. Varsha Monica Samuel, (Emp Code- 00905), Faculty (FD)</p> <p>External Member- Ms. Kiran Tripathi, Secretary, Shri Jagat Kalyan Shikshan Sansthan, Jodhpur</p>
9.	Patna	<p>Presiding Officer – Ms. Shaifali Verma (Emp Code 01025), Sr. Faculty (Fashion Design)</p> <p>Member (Convener)- Ms. Rupa Shree (Emp Code- 00921), Asst. Manager (C & PR)</p> <p>Member- Ravi Prakash (00511), Assistant Manager (ITSC)</p> <p>External Member- Anju Sinha, Program Manager, Gramin & Nagar Vikas Parishad</p>
10.	Hyderabad	<p>Presiding Officer – Ms. Ruchi Singh (Emp. Code- 00896), Faculty (LGAD)</p> <p>Member (Convener)- Mr. Abdul Rahuman M, (Emp Code- 00841), Jr. Faculty (Footwear)</p> <p>Member- Dr. Anupriya Singh (Emp. Code - 01046), Jr. Faculty (Fashion Design)</p> <p>External Member- Ms. Balendu Rashmi, Member-Rubaroo, NGO Hyderabad</p>

17. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS. (SECTION 4(1)(B)(XVI) OF RTI ACT, 2005)

The Names, Designation and Particulars of First Appellate Authorities (FAA) & Central Public Information Officers (CPIO) of FDDI for its Administrative Offices.

LIST OF FIRST APPELLATE AUTHORITY (FAA) AND CENTRAL PUBLIC INFORMATION OFFICER (CPIO)-ALL CAMPUSES						CONTACT TIMINGS
S.NO	CAMPUS	FAA	FAA Contact Details	CPIO	CPIO Contact Details	
1	Banur	Col Pankaj Kumar Sinha, Secretary & Managing Director, FDDI	md@fddiindia.com ; secretary@fddiindia.com 9560022074	Mr. Sandeep Kumar Ganjay (01026), Sr. Faculty, Fashion Design	sandeepguide@fddiindia.com 9914510299	9:30 AM- 5:30 PM
2	Kolkata			Mr. Rinsten Dorjee Yolmo, (01068) Sr. Faculty Grade I, LGAD	rinsten@fddiindia.com 9654154733	
3	Ankleshwar			Mr. Rajesh Parashar (00673), Sr. Faculty/Centre In-Charge, Footwear	rajesh.parashar@fddiindia.com 8959236788	
4	Chennai			Mr. K. Dinesh Kumar (01037), Sr. Faculty/ Centre In-Charge, Footwear	dineshkumar@fddiindia.com 8015099716	
5	Chhindwara			Mr. Pradeep Mandal (01003), Sr. Faculty/Centre In- Charge, Fashion Design	pradeep@fddiindia.com 9418718246	
6	Fursatganj			Mr. Varun Gupta (00422), Jr. Consultant/Centre In- Charge, Footwear	varun@fddiindia.com 8601835999	

7	Guna	Mr. Jitender Gupta (00169), Jr. Consultant/Centre In- Charge, Footwear	jitender@fddiindia.com 9935496265
8	Hyderabad	Mr. Amit Puri Gowsami, Deputy Manager	amit.pg@fddiindia.com 9444206108
9	Jodhpur	Mr. Ganpat Lal Lakhara (00453), Dy. Manager, ITSC	ganpat@fddiindia.com 9928077745
10	Patna	Mr. Sanjeev Kumar Mishra (00156), Sr. Faculty/Centre In-Charge, Footwear	sanjeevmishra@fddiindia.com 9910286739
11	Rohtak	Mr. Shyam Kumar Katiyar (00704), Sr. Faculty/Centre In-Charge, Footwear	shyam@fddiindia.com 9811716759
12	Noida	Ms. Hemlata Sardana (00001), Dy. Manager, SA&E	hemlata@fddiindia.com 9971130222
13	PSDP	Mr. Manoj Agrawal, CAO	manoj.a@fddiindia.com 0120-4500480

SUMMARY REPORT: Third Party RTI Audit Report of FDDI by National Productivity Council (NPC), New Delhi dt. 27th Sep. 2023



Summary Report

**Subject: Third Party RTI Audit Summary Report for
Footwear Design and Development Institute**

The Right To Information (RTI) Act 2005 under Sub-section 4(2) requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information under Suo Moto (Pro-Active) disclosure to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information. Accordingly, the Public Authorities may proactively disclose the information under the Suo Moto disclosure provisions of Section 4 of RTI Act 2005, in this regard, it is mandatory for every department/organization to carry out compliance third party transparency audit of Suo Moto (proactive) disclosure under the RTI Act 2005.

Section 4 of the RTI Act provides the broad outline of the contents of the websites. Disclosures under this section are expected to: i) enable the citizen to access the information held by PAs without their having to take recourse to the provisions of RTI Act; and b) promote transparency and accountability in the functioning of the government to promote participatory governance.

We appreciate the sincere efforts of Footwear Design and Development Institute as Public Authority for sharing the required information on website to maintain the transparency. It has been observed during the Audit that the information relates to few areas has to be shared on website with more clarity like: -

Amitava Ray
27/9/23

1. Details of Training CPIO/APIO conducted by FDDI for advance understanding of RTI (Section 26) need to be uploaded on website.
2. Details of Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI need to be uploaded on website.

NPC would like to share positive feedback so that in future all the required information / urls / links may be posted on website to meet the Transparency Audit Metrix.

Amitava Ray
27/9/23
National Productivity Council
Ministry of Commerce & Industry
New Delhi, India

Amitava Ray, CPIO
National Productivity Council,
New Delhi, HQ

Date: 27th September 2023

TRAINING OF CPIO/APIO

Online training session on RTI Act, 2005 held at FDDI

An online training session on the various aspects of the RTI Act, 2005, was conducted on 24th January 2024 which was attended by approximately 40 employees across FDDI campuses, including CPIOs, Heads of School, Heads of Department, and other key personnel working across different functional of management including administration, purchase, placements, finance, IT etc.

The three-hour session, led by Mr. Jitender Bhatti, a former faculty member of ISTM, was extremely informative and comprehensive.

Mr. Bhatti meticulously covered all 31 sections of the RTI Act, elucidating the roles and responsibilities of CPIOs/APIOs, discussing exemptions granted under the RTI Act, and emphasizing the significance of suo-moto disclosure under Section 04.

	
<p>Participants at FDDI, Noida campus</p>	<p>Other campus attending the online training session</p>

He also explained on the RTI-MIS, which is instrumental in the effective implementation and monitoring of the RTI Act and plays a crucial role in ensuring compliance and transparency in the processes.

Mr. Bhatti's explained about the procedures and actions to be taken on appeal, along with the crucial role of the First Appellate Authority, besides providing valuable insights into navigating the appeal process effectively.

The training was invaluable in enhancing the understanding of the intricate aspects of the RTI Act and to promote transparency and accountability in the working.

18. ANNUAL REPORT

The Annual Report of FDDI being published every year in English & Hindi, is available at <https://www.fddiindia.com/annual-reports.php>
