

**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.

**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. The center specializes in testing of leather products, footwear, footwear components, textile products & miscellaneous articles made up of plastics.

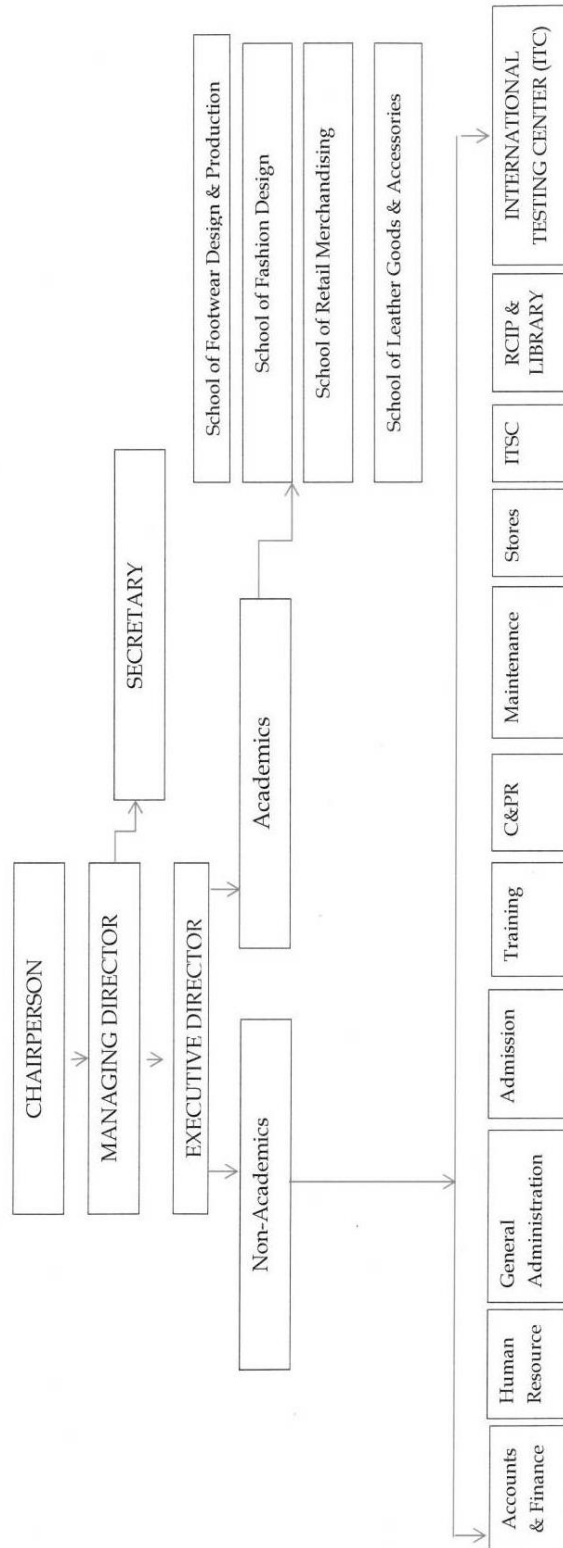
**Support Services for Design, Quality and Productivity Improvement:**

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 & Managing Director-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**

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

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

**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 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.	NAME OF THE MEMBER		Email
1.	Shri Noel N Tata Chairman, FDDI & Chairman, Trent	Chairman	<a href="mailto:trentho@tata.com">trentho@tata.com</a> <a href="mailto:nirpesh.agrawal@tatainternational.cc">nirpesh.agrawal@tatainternational.cc</a>
2.	Shri Arun Kumar Sinha, IAS Managing Director, FDDI	Member ( <i>ex officio</i> )	
3.	Smt. Nidhi Mani Tripathi, IAS Joint Secretary, Dept. of Commerce (DoC)	Member ( <i>ex officio</i> )	<a href="mailto:tnidhim@ias.nic.in">tnidhim@ias.nic.in</a>
4.	Shri Rajeev Singh Thakur, IAS Additional Secretary, Dept. for Promotion of Industry and Internal Trade (DPIIT)	Member ( <i>ex officio</i> )	<a href="mailto:as-dpiit@gov.in">as-dpiit@gov.in</a>

5.	Smt. Rupa Dutta Economic Adviser/Director-Finance, Dept. of Commerce (DoC)	Member ( <i>ex officio</i> )	<a href="mailto:rupa.dutta@nic.in">rupa.dutta@nic.in</a>
6.	Ms. Sunita Sanghi Senior Adviser, Ministry of Skill Development and Entrepreneurship (MSDE)	Member ( <i>ex officio</i> )	<a href="mailto:ssanghi@gov.in">ssanghi@gov.in</a>
7.	Shri Sanjay Leekha Chairman, Council for Leather Exports (CLE)	Member	<a href="mailto:cle@cleindia.com">cle@cleindia.com</a>
8.	Shri Motilal Sethi President – Indian Leather Garments Association (ILGA)	Member	<a href="mailto:motilalsethi@saroj.com">motilalsethi@saroj.com</a>
9.	Shri Sanjay Gupta President, IFCOMA	Member	<a href="mailto:sanjaygupta@sandeeprubber.in">sanjaygupta@sandeeprubber.in</a>
10.	Shri Adesh Gupta Present Chairman (National Committee for Footwear), Confederation of Indian Industry (2018-19)	Member	<a href="mailto:adeshgupta@libertyshoes.com">adeshgupta@libertyshoes.com</a>
11.	Dr. M. Aravendan Associate Professor & Chairperson-LD Department of Leather Design, National Institute of Fashion Design (NIFT)	Member	<a href="mailto:aravendan.muthusamy@nift.ac.in">aravendan.muthusamy@nift.ac.in</a>
12.	Shri Praveen Nahar, Director, National Institute of Design (NID)	Member	<a href="mailto:director@nid.edu">director@nid.edu</a> <a href="mailto:pnahar@nid.edu">pnahar@nid.edu</a>
13.	Dr. K J Sreeram, Director, Central Leather Research Institute (CLRI)	Member	<a href="mailto:director@clri.res.in">director@clri.res.in</a> <a href="mailto:kjshreeram@gmail.com">kjshreeram@gmail.com</a>
14.	Prof. Nomesh Bolia Associate Professor Department of Mechanical Engineering, Indian Institute of Technology ( IIT) Delhi	Member	<a href="mailto:nomesh@mech.iitd.ac.in">nomesh@mech.iitd.ac.in</a>
15.	Prof. Errol D'Souza, Indian Institute of Management, Ahmedabad	Member	<a href="mailto:Director@iima.ac.in">Director@iima.ac.in</a>

**List of Senate Members (For two years i.e. from 05.03.2021-04.03.2023)**

(As per Office Order dt. 25.04.2022 vide Ref.No.:FDDI/HQ/Senate/1<sup>st</sup> Re-Constitution/2020 in partial modification to the HR Office Order dated: 05.03.2021.)

Sl. No.	Name of The Member	Designation in the Senate
1	Shri Arun Kumar Sinha, Managing Director, FDDI	Chairman
2	Secretary	Ex officio
3	Executive Directors	Ex officio
4	Mr. Sunil Changdev Talekar, Chief Faculty/Head of School of Fashion Design	Member
5	Mr. Neeraj Sharma, Chief Faculty/ Head of School of Footwear	Member
6	Mr. Anoop Singh Rana, Sr. Faculty/HOD/Head of School of LGAD	Member
7	Mr. Aritra Das, Sr. Consultant/HOD-Footwear, Noida Campus	Member
8	Ms. Sweta Kumari, Jr. Consultant (LGAD), Noida Campus	Member
9	Ms. Krishi Sarin, Jr. Consultant, HoD- School of Fashion	Member
10	Ms. Shweta Saini, Sr. Consultant, HoD- School of Retail	Member
11	Dr. (Ms.) Niti Nandani Chatnani, Associate Professor of Finance, Indian Institute of Foreign Trade, New Delhi.	Member
12	Shri MD Sadiq, Chief Scientist & Head Design, CSIR-Central Leather Research Institute (CLRI), Adyar, Chennai- 600020	Member
13	Shri P.V. Gopalakrishna, Non-Executive Director, Bachi Shoes, Tata International, No 5/6 Hanuman Colony, Injambakkam, Chennai – 600041	Member
14	Shri Praveen Kumar Singh, Group Manager (Training & Development), Bata India Ltd., First Floor, Plot No. 2307/1& 2, Opp. Café Coffe Day, Sector 14, Old Delhi Gurgaon Road, Gurgaon-122001, Haryana	Member

15	Shri Sandeep Singh Bhatia, DGM, Student Affairs and Examination Department, FDDI, <u>NOIDA</u>	Member
16	Shri Abhijit Ray, Sr. Faculty, Fashion Design, FDDI, Kolkata Campus	Member
17	Mr. Sandeep Ganjay, Faculty (Fashion Design), Banur Campus	Member

### 10. A DIRECTORY OF ITS OFFICERS

Sr. No.	Location	Center in Charge		
		Name	Phone No.	E-mail id
1	Jodhpur	Mr. Malyaj Gagngwar	8094001994	<a href="mailto:MALYAJ@FDDIINDIA.COM">MALYAJ@FDDIINDIA.COM</a>
2	Patna	Mr. Sanjeev Mishra	9910286739	<a href="mailto:sanjevmishra@fddiindia.com">sanjevmishra@fddiindia.com</a>
3	Fursatganj	Mr. Varun Gupta	7310108020	<a href="mailto:VARUN@FDDIINDIA.COM">VARUN@FDDIINDIA.COM</a>
4	Guna	Mr. Jitender Gupta	9935496265	<a href="mailto:JITENDER@FDDIINDIA.COM">JITENDER@FDDIINDIA.COM</a>
5	Rohtak	Mr. Shyam Kumar Katiyar	9811716759	<a href="mailto:SHYAM@FDDIINDIA.COM">SHYAM@FDDIINDIA.COM</a>
6	Ankleshwar	Mr. Kuldeep Dattatraya Ghorapade	8605599218	<a href="mailto:k.ghorapade@fddiindia.com">k.ghorapade@fddiindia.com</a>
7	Chhindwara	Mr. Pradeep Mandal	9418718246	<a href="mailto:pradeep@fddiindia.com">pradeep@fddiindia.com</a>
8	Kolkata	Mr. Abhijit Ray	9830718936	<a href="mailto:ABHIJIT.RAY@FDDIINDIA.COM">ABHIJIT.RAY@FDDIINDIA.COM</a>
9	Chennai	MS. Shabrin Farhana G	6374360248	<a href="mailto:SHABRINRAFI@FDDIINDIA.COM">SHABRINRAFI@FDDIINDIA.COM</a>
10	Hyderabad	Mr. Deepak Choudhary	9868333122	<a href="mailto:DEEPAK@FDDIINDIA.COM">DEEPAK@FDDIINDIA.COM</a>
11	Banur	Mr. Sandeep Kumar Ganjay	9914510299	<a href="mailto:sandeepguide@fddiindia.com">sandeepguide@fddiindia.com</a>
12	Noida	Mr. Rajeev Chitkara/ Mr. Narendra Pathak (Campus coordinators)	9910014788 / 9873979200	<a href="mailto:chitkara@fddiindia.com">chitkara@fddiindia.com</a> <a href="mailto:pathak@fddiindia.com">pathak@fddiindia.com</a>

### 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.

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

The Budgeted Income & Expenditure for the year 2020-21 and actual Income & Expenditure is as under:

<b>Budgeted Income</b>	<b>Budgeted Expenditure</b>
Rs. 5300.00 Lakhs	Rs. 5600.00 Lakhs
<b>Actual Income</b>	<b>Actual Expenditure</b>
Rs. 5495.35 Lakhs	Rs. 3945.34 Lakhs

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

FDDI implemented the Integrated Development of Leather Sector (IDLS) Scheme from April 2017- March 2020 that was extended till March 2021 having budgetary allocation of Rs. 425 Crore as per the guidelines of Department for Promotion of Industry and Internal Trade (DPIIT), Government of India.

The scheme was executed in online mode where a dashboard was 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](http://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. Till 31<sup>st</sup> of March 2021, 317 different applicant unit across India availed the benefit of the scheme.

**14. SUO MOTU DISCLOSURE OF OFFICIAL TOURS OF MANAGING DIRECTOR (MD) OF FDDI SINCE APRIL 2019**

<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Mumbai for Election Duty from 21 <sup>st</sup> May 2019 to 24 <sup>th</sup> May 2019 Expenses Rs. 28910/-	
2.	Chennai for Election Duty from 13 <sup>th</sup> February 2021 to 05 May 2021 Expenses Rs. 143953/-	

**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. 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.

S. No.	Campus	CPIO/PIO Name	Designation	Contact No. (Timings: 9:30 AM-5:30 PM)	Email	FAA
1.	HO/Noida	Ms. Hemlata Sardana	Dy. Manager – Student Affairs and Examination Department (SAED)	9971130222	<a href="mailto:hemlata@fddiindia.com">hemlata@fddiindia.com</a>	<p>Mr. Sandeep Singh Bhatia, DGM - Student Affairs and Examination Department (SAED)</p> <p><b>Email:</b> <a href="mailto:bhatia@fddiindia.com">bhatia@fddiindia.com</a></p> <p><b>Contact No. (Timings: 9:30 AM-5:30 PM)</b></p> <p>0120-4500198</p>
2.	PSDP	Mr. Manoj Agrawal	Sr. Manager (Admin & Pers.)/CPIO	0120-4500480	<a href="mailto:manoj.a@fddiindia.com">manoj.a@fddiindia.com</a>	
3.	Fursatganj	Mr. Varun Gupta	Jr. Consultant (Footwear)/CPIO	7310108020	<a href="mailto:VARUN@FDDIINDIA.COM">VARUN@FDDIINDIA.COM</a>	
4.	Hyderabad	Mr. Deepak Choudhary	Consultant (Footwear)/CPIO	9868333122	<a href="mailto:DEEPAK@FDDIINDIA.COM">DEEPAK@FDDIINDIA.COM</a>	
5.	Patna	Mr. Sanjeev Mishra	Sr. Faculty (Footwear)/CPIO	09910286739	<a href="mailto:sanjeevmishra@fddiindia.com">sanjeevmishra@fddiindia.com</a>	
6.	Chennai	Ms. Shabrin Farhana	Sr. Faculty (Fashion)/CPIO	0444-9049607/608	<a href="mailto:SHABRINRAFI@FDDIINDIA.COM">SHABRINRAFI@FDDIINDIA.COM</a>	
7.	Kolkata	Mr. Abhijit Ray	Sr. Faculty (Fashion)/CPIO	9830718936	<a href="mailto:ABHIJIT.RAY@FDDIINDIA.COM">ABHIJIT.RAY@FDDIINDIA.COM</a>	
8.	Guna	Mr. Jitender Gupta	Jr. Consultant (Footwear)/CPIO	9935496265	<a href="mailto:JITENDER@FDDIINDIA.COM">JITENDER@FDDIINDIA.COM</a>	
9.	Ankleshwar	Mr. Kuldeep Dattatraya Ghorapade	Sr. Faculty (Fashion)/CPIO	7572888773	<a href="mailto:k.ghorapade@fddiindia.com">k.ghorapade@fddiindia.com</a>	
10.	Jodhpur	Mr. Malyaj Gagngwar	Sr. Faculty (Fashion Design)/CPIO	8094001994	<a href="mailto:MALYAJ@FDDIINDIA.COM">MALYAJ@FDDIINDIA.COM</a>	
11.	Rohtak	Mr. Shyam Kumar Katiyar	Sr. Faculty (Footwear)/CPIO	9811716759	<a href="mailto:SHYAM@FDDIINDIA.COM">SHYAM@FDDIINDIA.COM</a>	
12.	Chhindwara	Mr. Pradeep Mandal	Sr. Faculty (Fashion Design)/CPIO	9418718246	<a href="mailto:pradeep@fddiindia.com">pradeep@fddiindia.com</a>	
13.	Banur	Mr. Sandeep Kumar Ganjay	Sr. Faculty – Fashion Design)/CPIO	9914510299	<a href="mailto:sandeepguide@fddiindia.com">sandeepguide@fddiindia.com</a>	

**17. ANNUAL REPORT**

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

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