

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 an 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.

International 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.

FDDI has two International Testing Centre (ITC) one in North India (Noida) & other in South India (Chennai). ITC Noida is accredited by SATRA, United Kingdom (UK), & Bureau of Indian Standards. The ITC Chennai is also having accreditation from SATRA, U.K.

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 and ensure that the industry receives reliable, precise, and timely results, thereby supporting the manufacturing and production processes with world-class quality assurance.

Noida Lab has been approved by:

- Bureau of Indian Standards
- DGAQA
- RITES
- All the Paramilitary Forces

It is engaged in providing its testing, inspection and consultancy to most of the leading international and national brands like Louis Vuitton, Diors, Jimmy Choo, Sketchers, Asics, Zara, First Cry, Gabor, Kauffland, Lidl, Steve Maiden, YONEX, Adidas, Reebok, Puma, Nike, Renault, Nissan, and IOCL.

To ensure right and safe purchase of Tactical Boots, Jungle Boots, Snow Boot, Ankle Boot, Sports/PT & Running Shoes, it is also providing testing services to:

1. Indian Army
2. Paramilitary forces (CRPF, BSF, ITBP, SSB & CISF).
3. Indian Air Force,
4. Indian Navy
5. Indian Coast Guard
6. PSU's like NTPC, ONGC, IOC and others.

Its testing services are also availed by various other countries like Saudi Arabia, Bangladesh, Nepal, Sri Lanka and UAE.

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.

ABOUT FDDI CAMPUSES

All FDDI campuses conduct professional programmes based on a well-structured, industry-oriented curriculum, blending theory with practical exposure. The learning process is supported by world-class machinery, equipment, and training aids, ensuring that students remain globally competitive and industry-ready.

FDDI, NOIDA CAMPUS

Spurred by the growing demand for trained professionals capable of shaping the destiny of contemporary India, and to align the nation's interests with global developments in footwear, and the emerging marketing sector, this campus was established in 1996.



Spread across 9 acres, the campus is distinguished by its iconic white dome structure surrounded by lush greenery. The interplay of powerful light beams and deep shadows creates a dramatic yet serene ambience, inspiring generations of students to strive for excellence.

For hands-on learning, FDDI houses a fully equipped workshop for cutting, closing, component making, lasting, and finishing operations, supported with state-of-the-art machinery and equipment. The campus also features a Product Development Centre (PDC), well-stocked library, modern classrooms, an Information Technology Service Centre (ITSC), and an International Testing Centre (ITC), providing a holistic environment for academic and professional growth.

FDDI, CHENNAI CAMPUS

The campus is located at Irungattukottai, near the SIPCOT Footwear and Component Park, just a 40-minute drive from Chennai. Spanning 15 acres, the campus offers a calm and serene environment with a picturesque lake view, surrounded by the historic cities of Kanchipuram, Thiruvallur, and Sriperumbudur.



With a built-up area of over 4 lakh sq. ft., the campus comprises the Administrative Block, Workshop Building, Retail Block, Resource Centre, Boys' and Girls' Hostels, and Staff Quarters. Its excellent infrastructure and modern facilities support the delivery of diverse academic programmes. The campus also houses a hi-tech computer lab, a state-of-the-art Design Studio, centrally air-conditioned classrooms and lecture halls, advanced multimedia and audio-visual teaching aids, along with a fully equipped auditorium—providing a world-class learning environment for students.

FDDI, JODHPUR CAMPUS

The full-fledged FDDI Jodhpur campus is strategically located, flanked on two sides by the Agriculture University and Ambedkar School, with National Highway 65 running in front, connecting Jodhpur with Nagaur and Bikaner. Spread across 15 acres of land, the campus offers a vibrant and accessible learning environment.



Equipped with state-of-the-art machinery and world-class infrastructure, the campus features smart classrooms, advanced workshops with modern machines and equipment, a high-tech IT lab, a well-stocked library, and separate hostels for boys and girls—ensuring holistic academic and residential facilities for students.

FDDI, ROHTAK CAMPUS

The FDDI Rohtak campus, spread over 15 acres, focuses on meeting the design and fashion-related requirements of the industry. Haryana, with its prominent leather and footwear clusters in Bahadurgarh, Faridabad, Karnal, and Ambala, has significant growth potential, and the institute is contributing as a catalyst in this development.



The campus provides critical support to the industry in the areas of design, fashion and trend forecasting, technology, and management. These interventions are aimed at enhancing the global competitiveness of Indian industries in terms of design, cost, quality, and delivery timelines.

FDDI, KOLKATA CAMPUS

In response to the growing demand for trained professionals and technical services to support the overall growth of the leather industry in India, a centre of FDDI has been established at the Calcutta Leather Complex, Kolkata.



Kolkata, renowned for its rich cultural heritage, has long been a hub of fashion and lifestyle, combining traditional crafts such as Kantha stitch with leather design and exports. Positioned at the heart of India's leather goods and accessories sector, the FDDI Kolkata campus is dedicated to strengthening this ecosystem by focusing intensively on the design of leather goods and accessories, along with programmes in footwear design, retail, and merchandising.

Spread across 15 acres, the campus plays a pivotal role in generating skilled manpower to meet industry requirements and contribute to its growth trajectory.

FDDI, FURSATGANJ CAMPUS

FDDI-Fursatganj campus is located in area of 9.4 acres of land next to Indira Gandhi Udaan Academy, Fursatganj, Amethi, Uttar Pradesh, 80-minute drive from Lucknow.



The state-of-the-art FDDI campus provides training at par with international standards and offers advanced support services to the industry in footwear and leather goods product design, retail management, and fashion merchandising.

Strategically located near the leather products and footwear clusters of Kanpur and Unnao, the campus benefits from strong industry linkages. With the retail sector expanding rapidly in the Lucknow–Kanpur region, the institute has emerged as a preferred destination for aspiring youth seeking quality education and global career opportunities.

FDDI, CHHINDWARA CAMPUS

The FDDI campus at Chhindwara is spread over 20 acres of land at Imlikhera on the Chhindwara–Nagpur Road in Madhya Pradesh.



The institute is well equipped to support aspiring entrepreneurs in setting up their own enterprises and to assist organizations in expanding their businesses through trained manpower, technical expertise, and professional guidance.

FDDI, GUNA CAMPUS

The FDDI campus at Guna is located on 20 acres of land at Gram Maharajpura Panchayat, Haripur, Gram Puraposar Road, District Guna, Madhya Pradesh.



Conceived with the objective of addressing the acute shortage of skilled manpower in the industry, the campus is dedicated to training managers, designers, supervisors, and retail professionals to meet the growing demands of the sector.

FDDI, PATNA CAMPUS

The FDDI campus at Patna is spread over 10 acres of land at Plot No. B-6 (P), Mega Industrial Park, Bihta, adjacent to the Indian Institute of Technology, Patna, and is just a 30-minute drive from the city.



The campus houses state-of-the-art centres dedicated to providing quality education in footwear technology and management, leather goods and accessories design, manufacturing, and retail management—contributing to the growing need for trained professionals in these sectors.

FDDI, ANKLESHWAR CAMPUS

The FDDI campus at Ankleshwar is located at Plot No. H-3301, near ESIC Hospital, GIDC, Ankleshwar Industrial Estate, adjacent to the NH-8 Mumbai-Ahmedabad Highway, in the Bharuch district of Gujarat.



Spread over 10 acres, the campus houses state-of-the-art centres in footwear technology and management, leather goods and accessories design, manufacturing, and retail management. Equipped with smart classrooms and dedicated workshops for each area of manufacturing technology, the campus

emphasizes interactive and practice-oriented training, fostering industry-ready professionals.

FDDI, HYDERABAD CAMPUS

The FDDI campus at Hyderabad is spread over 14 acres within the Telangana State Leather Industries Promotion Corporation (TSLIPC) Nilex Campus at HS Dargah, Gachibowli, on the Bidar–Hyderabad Road.



Strategically located in the heart of the city, the campus is surrounded by leading IT hubs, premier academic institutions such as the Indian School of Business (ISB) and Hyderabad Central University (HCU), Gachibowli Stadium, and prominent residential areas including Film Nagar, Banjara Hills, and Jubilee Hills.

The campus is equipped with full-fledged, state-of-the-art training infrastructure and support facilities, ensuring international standards of education and services for the development and promotion of the footwear and allied product industries.

FDDI, BANUR (CHANDIGARH) CAMPUS

The FDDI campus at Banur is located on National Highway 07, Chandigarh–Patiala Highway, in District S.A.S. Nagar, Mohali (Chandigarh), Punjab. Spread over 7.2 acres, the campus is situated in the heart of the institutional area of Chandigarh–Mohali, surrounded by modern infrastructure and state-of-the-art facilities.



The campus is equipped with ample air-conditioned classrooms, technical workshops with advanced machinery, conference and seminar halls, an auditorium, an Information Technology Service Centre (ITSC), a design studio, a CAD-CAM lab, and a digital e-library—providing a comprehensive environment for academic and professional training.

FACULTY

The faculty at FDDI comprises highly qualified subject-matter specialists with extensive expertise in Footwear, Fashion Design, Technology, Management, and Retail, many of whom have received advanced training from leading institutions in India and abroad. With rich academic credentials and strong industry exposure, they bring valuable insights into the classroom.



In addition to teaching, faculty members have undertaken consultancy assignments with industries across India, as well as in the Indian subcontinent and South-East Asia, assisting the footwear sector in enhancing

productivity, driving product development, and addressing technical and operational challenges.

FDDI also draws upon the knowledge of distinguished visiting faculty, including top professionals from the fields of Fashion Design, Footwear Design & Production Management, Visual Merchandising, and Retail. The institute emphasizes an interactive learning methodology, ensuring students benefit from a dynamic blend of academic knowledge, practical expertise, and real-world industry perspectives.

CLASS ROOMS

The classrooms at FDDI campuses are designed not merely to provide a conducive atmosphere for learning, but also to nurture and inspire the innate curiosity and quest for knowledge among students. Equipped with modern teaching aids, ergonomic seating, and technology-enabled learning tools, these classrooms create an environment that fosters interactive learning, critical thinking, and creativity. The focus is on building spaces that encourage dialogue, innovation, and holistic development, ensuring that students gain both academic knowledge and practical insights essential for their professional growth.



INTERNATIONAL TESTING CENTRE (ITC)

FDDI operates two International Testing Centres (ITCs) located at Noida (North India) and Chennai (South India). Both centres are accredited by SATRA, United Kingdom (UK), with the Noida facility additionally accredited by NABL for ISO 17025: 2017 and BIS approved lab for most of the BIS Specifications for footwear including QCO (Quality Control Orders).



These centres specialize in testing leather, footwear (safety, fashion, and sports), components, textiles, and plastics, providing the industry with reliable, timely, and world-class quality assurance services.

It is also approved by Bureau of Indian Standards (BIS), DGAQA and RITES.

Equipped with state-of-the-art Chemical and Physical Laboratories, the centres conduct a wide range of tests such as AZO, PCP, formaldehyde, slip resistance, hydrolysis, and more, all within stipulated turnaround times. The Physical Laboratory was established in collaboration with BALLY, Switzerland under UNDP assistance, while the Chemical Laboratory, developed in technical collaboration with PFI, Germany, is recognized as one of Asia's leading testing facilities.

Both laboratories house sophisticated instruments including High Performance Liquid Chromatography (HPLC), UV-Visible Spectrometer, Gas Chromatography with Mass Spectrometer (GC-MS), Inductively Coupled Plasma with Mass Spectrometer (ICP-MS), Gas Chromatography with ECD, and advanced sample processing equipment. Tests are carried out strictly in line with international and customer-specific standards, ensuring accuracy, reliability, and authenticity.





Through these facilities, FDDI provides testing services to global and Indian brands such as Reebok, Nike, Adidas, Puma, Fila, Bata, Liberty, Red Chief, Khadim, Paragon, Superhouse, Skechers, and many more. In addition, it plays a crucial role in ensuring safe and reliable footwear for the Indian Army, Air Force, Navy, Coast Guard, Paramilitary Forces (CRPF, BSF, ITBP, SSB, CISF), as well as PSUs like NTPC, ONGC, and IOC.

FDDI's testing services extend beyond national borders, with clients in Saudi Arabia, Bangladesh, Nepal, Sri Lanka, and the UAE, thereby reinforcing its position as a trusted international testing authority.

INFORMATION TECHNOLOGY SERVICE CENTER (ITSC)

The IT Service Centre (ITSC) at FDDI plays a pivotal role in driving digital transformation across all campuses. With state-of-the-art infrastructure and a dedicated team, ITSC ensures that the Institute's academic, administrative, and research functions run seamlessly in today's technology-driven environment.

Centralized Communication Services - FDDI provides NIC-hosted email services to all faculty and staff across its branches, enabling secure and unified communication. This centralized platform fosters efficiency, accountability, and reliable information exchange within the institution.

e-Governance Initiatives - In pursuit of a paperless and digitally empowered office environment, FDDI has successfully implemented:

- eOffice – for streamlined workflows and approvals.

- Campus ERP (Academic Management System) – ensuring real-time data access for better decision-making and resource planning.

These initiatives have strengthened transparency, accountability, and efficiency across all operations.

Robust Connectivity Infrastructure - To support its digital ecosystem, each campus is equipped with:

- Dual dedicated leased line connections (100 Mbps and 50 Mbps) operating in High Availability (HA) mode for uninterrupted internet access.
- Reliable bandwidth supporting remote learning platforms, digital classrooms, and online collaboration tools.

This ensures that students and staff enjoy seamless access to academic and administrative resources at all times.

Digital Classrooms & Remote Learning - All FDDI campuses are equipped with Digital Classrooms featuring real-time, two-way conferencing systems. This innovation allows:

- Remote access to live lectures.
- Virtual collaboration between campuses.
- Enhanced teaching-learning experiences through interactive digital tools.



Campus-Wide IT Labs & Wi-Fi - Each FDDI campus hosts a dedicated IT laboratory with 50+ computer nodes, equipped with the latest hardware and

licensed software to support academic and research activities. Campus-wide Wi-Fi access ensures students and staff remain connected at all times, creating a dynamic and interactive learning environment.

Through these initiatives, ITSC reaffirms FDDI's commitment to technological excellence, ensuring a future-ready, digitally enabled campus ecosystem that enhances both learning and administration.

WORKSHOPS

To provide students with practical, hands-on training, FDDI campuses are equipped with modern workshops featuring an adequate number of advanced machines and equipment.



State-of-the-art machines are available in the Cutting, Closing, Component, Lasting and Finishing Workshops.



The International Design Studio at FDDI is equipped with most modern and sophisticated machinery and CAD/CAM to develop a product and translating the concept, creativity to a virtual product and further more to prototype and final product to nurture the world-class designers for the Industry.

LIBRARY

All FDDI campuses are equipped with fully furnished, air-conditioned libraries that provide a calm and focused environment for students. The libraries offer an extensive and specialized collection of resources and information, catering to the fields of fashion, design, technology, retail, and management, thereby supporting both academic learning and research.



CAMPUS LIFE

The campuses have been thoughtfully developed to strike a balance between modern infrastructure and natural ambience, in line with FDDI's mandate of fostering holistic development.



The enthusiasm with which festivals and social events are celebrated reflects the strong sense of bonding within the FDDI community. The fashion shows organized by the institute are among its most popular and well-appreciated events.



Sports and cultural activities across all campuses form an integral part of student life at FDDI. These activities not only provide recreation but also foster teamwork, leadership, creativity, and discipline. By encouraging active participation, the institute ensures the holistic grooming and all-round development of its students.

AUDITORIUM

All FDDI campuses are equipped with fully air-conditioned, world-class auditoriums. These auditoriums feature ultra-modern professional-grade lighting and sound systems, overhead LCD projectors, recording facilities, spacious dais, and solar lighting. They serve as versatile venues for lectures, conferences, company meetings, educational sessions, as well as cultural and recreational activities.



HOSTEL

FDDI provides spacious, hygienic, and secure hostel facilities with separate accommodations for boys and girls. The hostels are well-ventilated and furnished with essential amenities, including fans, lighting, and necessary furniture, ensuring a comfortable stay conducive to academic focus.



IN-CAMPUS MESS & CAFETERIA

To cater to the diverse tastes of students, all FDDI campuses have in-campus mess facilities that serve healthy and hygienic food at reasonable rates. Adequate provisions are also in place to ensure the supply of safe and clean drinking water for students.



AMPHITHEATRE

The amphitheatre, with its innovative open-air seating, provides a vibrant platform for students to showcase their artistic and creative talents. It serves as a popular venue for cultural performances, entertainment events, and interactive programmes, enriching campus life.



In the process, they get an opportunity to improve their public speaking abilities, enhance communication skills & develop their overall personality.

INDUSTRY ASSOCIATES

Adidas, April Sourcing Buying House, Abraham & Thakore, Action, Apparel Group- Dubai, AVT, Bata India Ltd., Carlton London, Clarks, Da-Milano, Farida Group, Future Group, Gaurav Gupta, Genesis Luxury, Globus, H&M, Hi-Design, inditex, Iconic, Impulse, Impactiva, Khadims, Landmark, Liberty, Lifestyle, Li & Fung, M&B, Madura Garments, Marks & Spencers, Max Lifestyle, Mirza International, Puma, Rajesh Pratap, Raisons, Reebok, Relaxo, Reliance Brands LTD, Reliance Retail Ltd., Sabyasachi, Samarth Lifestyle, Saroj Intl., Skechers, SSIPL, Snapdeal, Strutts, Superhouse, Tangerine Designs.

ACADEMIC PROGRAMMES OFFERED: FDDI offers a wide basket of undergraduate and postgraduate degree programs through four Specialized schools:

SCHOOL OF FASHION DESIGN

B. Des. (4 years) in Fashion with specializations in:

- Fashion Design
- Fashion Communication
- Textile & Apparel Design M. Des. in Fashion (2-year)

SCHOOL OF FOOTWEAR DESIGN & PRODUCTION B. Des. in Footwear with specializations in:

- Footwear Design & Production
- Sports & Lifestyle Footwear
- High Fashion Footwear

M. Des. in Footwear (2-year)

SCHOOL OF LEATHER GOODS & ACCESSORIES DESIGN B. Des. (4 years) with specializations in:

- Leather, Lifestyle & Product Design
- Digital Design & Virtual prototyping

SCHOOL OF RETAIL & FASHION MERCHANDISE BBA/MBA with specializations in:

- Retail & Fashion Merchandise
- Business Analytics
- Human Resource Management (MBA)
- Supply Chain Management
- Global Luxury Brand Management

DOCTORATE PROGRAMMES

- Fashion Design
- Footwear Design & Production
- Retail Management

FDDI Campus Address	
FDDI, NOIDA A-10/a, Sector-24, Noida, Gautam Buddha Nagar, Pin-201301, Uttar Pradesh, India	FDDI, KOLKATA Inside Gate No-3, Kolkata Leather Complex, District South24-Parganas, Pin-743502, West Bengal, India
FDDI ROHTAK Plot No-1, Sector-31 B, IMT, Rohtak, Haryana - 124001, India	FDDI FURSATGANJ (RAE BARELI) Raebareli - Sultanpur Road, Fursatganj, Raebareli, Pin-229302, Uttar Pradesh, India
FDDI JODHPUR Opposite Nimba Nimadi Railway Crossing, Mandore, Jodhpur – 342304, Rajasthan, India	FDDI CHENNAI Plot No. – E-1, Sipcot Industrial Park, Irrungattukottai, Kancheepuram - 602117, Tamil Nadu, India
FDDI CHHINDWARA Nagpur Road, Imlikhera Chowk, Chhindwara, Madhya Pradesh, India 480001	FDDI CHANDIGARH NH-7, Chandigarh-Patjala Highway, Banur. District: SAS Nagar (Mohali), Punjab, India
FDDI GUNA Puraposar Road, Behind Hanumaan Tekri, Haripur, Guna, Madhya Pradesh, India, Pin-473001	FDDI ANKLESHWAR (GUJARAT) Plot No.H-3301, Near ESIC Hospital Sardar Park Road, GIDC, Ankleshwar, (Near Surat) Dist.Bharuch Gujarat, India-393002

FDDI HYDERABAD Sy. No. 6 to 38, LIDCAP- Nilex Campus, H.S Darga, Raidurgam, Gachibowli Road, Hyderabad (opp. Bharat Petrol Pump)- 500104	FDDI PATNA Plot No. B-6(P), Mega Industrial Park, Amhara, Bihta, Near Hero Cycle, Patna, Bihar, India
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Center of Excellence:

7 FDDI campuses of FDDI having Centre of Excellence (CoEs) to take up research and innovation related initiatives on different **‘Thematic Area’**.

Sr. No.	CoEs established on ‘Thematic Area’	FDDI Campus
1.	Design, Development & Fabric Interface	Chennai
2.	Design, Development & Fabric Interface for Leather Products & Accessories- Extended	Hyderabad
3.	Leather Finishing Innovation & Product Retailing	Patna
4.	Leather Goods, Garments & Accessories	Kolkata
5.	High Performance/ Specialized Footwear & Products and Start Ups	Jodhpur
6.	R&D, Course Development and Leather Fashion Footwear & Products Innovation	Noida
7.	Non-Leather Footwear, Products & Accessories	Rohtak

Chennai – Design, Development & Fabric Interface

Located in India's largest footwear manufacturing and export hub, the CoE at Chennai plays a pivotal role in advancing footwear design, development, and manufacturing technologies.

Leveraging its proximity to major footwear clusters such as Chennai, Ranipet, Ambur, Vellore, Sri City SEZ, and Puducherry, the



Centre fosters strong industry linkages and facilitates collaborative research with manufacturers and exporters.

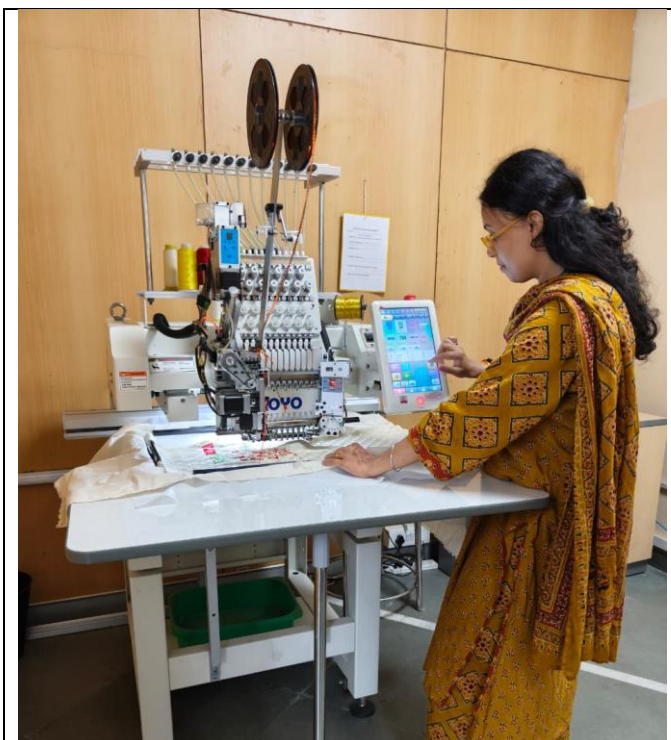
It specializes in footwear design, shoe-last development, knitted upper technologies, rapid prototyping, digital product development, and material innovation. By integrating advanced design tools with industry-oriented research, the Centre accelerates product development, supports technology adoption, and transforms innovative concepts into commercially viable products, thereby enhancing the global competitiveness of the Indian footwear industry.

Hyderabad – Design, Development & Fabric Interface for Leather Products & Accessories

The CoE at Hyderabad focuses on innovation in leather products and accessories by integrating leather with advanced textile materials and contemporary design techniques.

Equipped with state-of-the-art CAD systems and digital design technologies, the Centre supports precision pattern engineering, material innovation, surface ornamentation, embellishment, and appliqué development.

It serves as a platform for research, product development, and industry collaboration, enabling designers and manufacturers to develop aesthetically appealing, functional, and market-oriented leather products that align with evolving consumer preferences and global fashion trends.



Patna – Leather Finishing Innovation & Product Retailing

The CoE at Patna has been established to strengthen India's leather finishing technologies and modern retail practices by addressing a critical gap in institutional support for the sector.

The Centre undertakes capacity-building initiatives through specialized programmes in leather finishing, retail management, merchandising, supply chain management, quality enhancement, and consumer-centric product development.

By supporting MSMEs, entrepreneurs, and industry



professionals, the Centre facilitates technology upgradation, adoption of best practices, and improved market competitiveness, particularly benefiting the leather ecosystem in eastern India.

Kolkata – Leather Goods, Garments & Accessories

The CoE at Kolkata serves as a specialized centre for innovation in leather goods, garments, and accessories.

It provides integrated capabilities in design, product development, prototyping, research, testing, and industry collaboration to support one of India's largest leather manufacturing regions.

The Centre promotes contemporary design practices, advanced manufacturing techniques, quality assurance, and sustainable product development while facilitating industry-oriented training and collaborative projects. Through its strong academia–industry interface, the Centre contributes to enhancing the competitiveness of India's leather goods and fashion accessories sector in global markets.

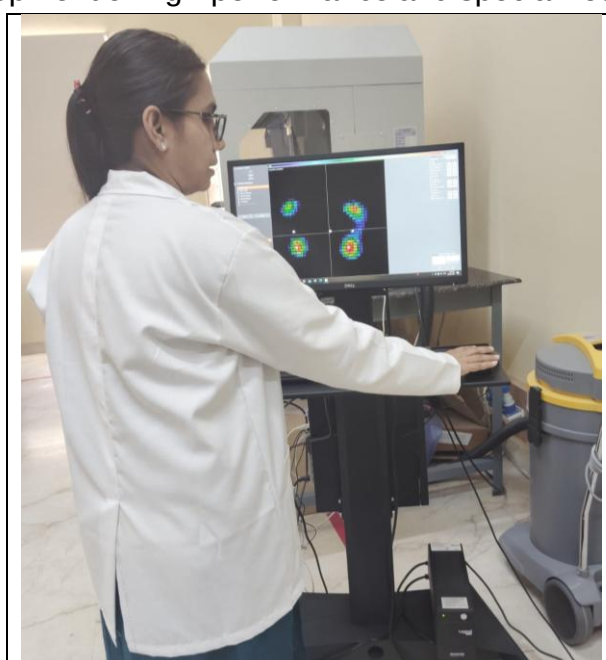


Jodhpur – High-Performance/Specialized Footwear & Products and Start-ups

The CoE at Jodhpur focuses on the development of high-performance and specialized footwear for occupational safety, defence, paramilitary forces, sports, rehabilitation, and healthcare applications.

The Centre undertakes research in biomechanics, human movement analysis, ergonomic design, advanced materials, and indigenous product development while also working towards the revival and modernization of traditional Indian footwear.

It provides incubation and technology transfer support to start-ups and entrepreneurs, enabling the commercialization of innovative

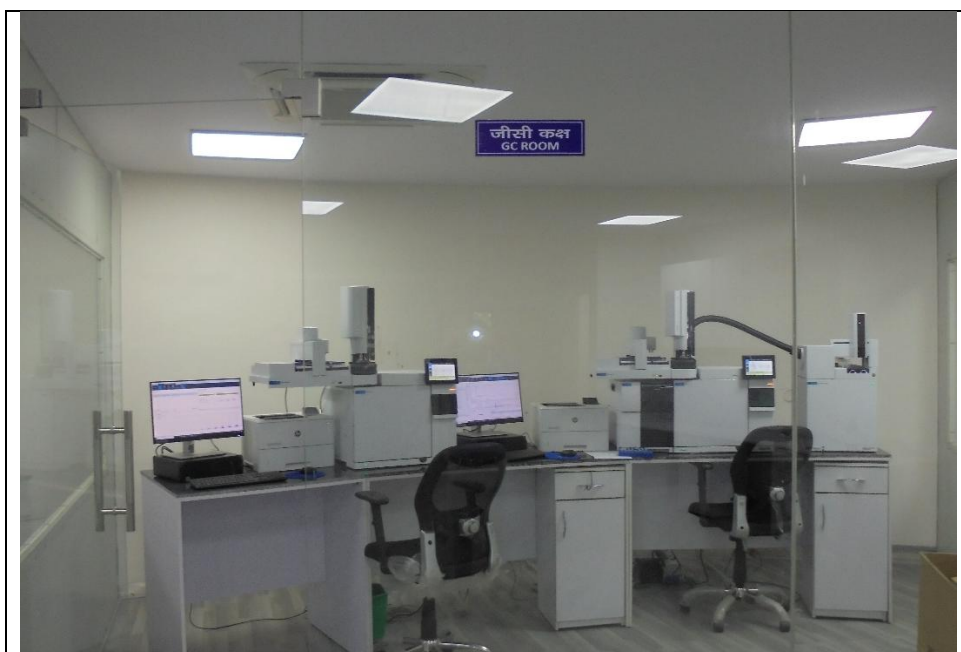


products and strengthening India's capabilities in specialized footwear and personal protective equipment (PPE).

Noida – R&D, Course Development and Leather Fashion Footwear & Products Innovation

The CoE at Noida serves as FDDI's flagship centre for research, innovation, curriculum development, and advanced product design.

Equipped with modern laboratories, design studios, prototyping facilities, testing



infrastructure, and collaborative workspaces, the Centre supports research-led innovation in leather fashion footwear and lifestyle products.

It works closely with industry, MSMEs, start-ups, and academic institutions to develop next-generation products, facilitate technology transfer, strengthen academic programmes, and promote sustainable manufacturing practices. The Centre plays a significant role in advancing India's vision of self-reliance, innovation, and global leadership in footwear and leather product development.

Rohtak – Non-Leather Footwear, Products & Accessories

The CoE at Rohtak is dedicated to advancing innovation in the rapidly expanding non-leather footwear and lifestyle products sector. Strategically located near major non-leather manufacturing clusters in Haryana and the National Capital Region, the Centre undertakes research on advanced non-leather materials, sustainable product development, and emerging manufacturing technologies.

It supports incubation, technology transfer, consultancy, specialized training, and industry-oriented research while promoting entrepreneurship and innovation.



The Centre also facilitates the development of specialized academic programmes and industry-focused skill development initiatives, contributing to the growth and global competitiveness of India's non-leather footwear and products industry.

Collectively, the Centres of Excellence deliver a comprehensive portfolio of services encompassing research and innovation, product design and development, testing and quality assurance, incubation and entrepreneurship, technology transfer, education and training, consultancy, and customised industry solutions. Through these initiatives, FDDI's CoEs are driving technological advancement, fostering innovation, strengthening industry competitiveness, and supporting the sustainable growth of India's footwear, leather, fashion, and retail ecosystem.

NON-LEATHER DEPARTMENTS

The non-leather footwear and products sector has emerged as one of the fastest-growing segments of the global lifestyle industry, driven by increasing consumer preference for sustainable, innovative, lightweight, and cost-effective alternatives to conventional materials.



The sector caters to a wide spectrum of applications, including footwear, bags, luggage, belts, wallets, upholstery, garments, and fashion accessories, and offers significant opportunities for design innovation, advanced manufacturing, and export growth.

Recognising the immense potential of this emerging segment and the evolving requirements of the industry, FDDI has established dedicated Non-Leather Departments at six campuses namely, Noida, Kolkata, Chennai, Hyderabad, Banur, and Chhindwara.

These departments have commenced specialised academic and skill development programmes focused on non-leather materials, product design, manufacturing technologies, sustainability, and entrepreneurship.



Equipped with modern infrastructure and industry-oriented curricula, the departments aim to develop a skilled workforce capable of meeting the growing demand for high-quality non-leather products in domestic and international markets.

Through these initiatives, FDDI is nurturing future-ready professionals with competencies in design, product development, manufacturing, and business management, while promoting innovation and sustainable manufacturing practices.

The establishment of these departments further reinforces FDDI's



commitment to supporting the diversification and competitiveness of India's footwear and lifestyle products industry and positioning the country as a global hub for non-leather product design and manufacturing.

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

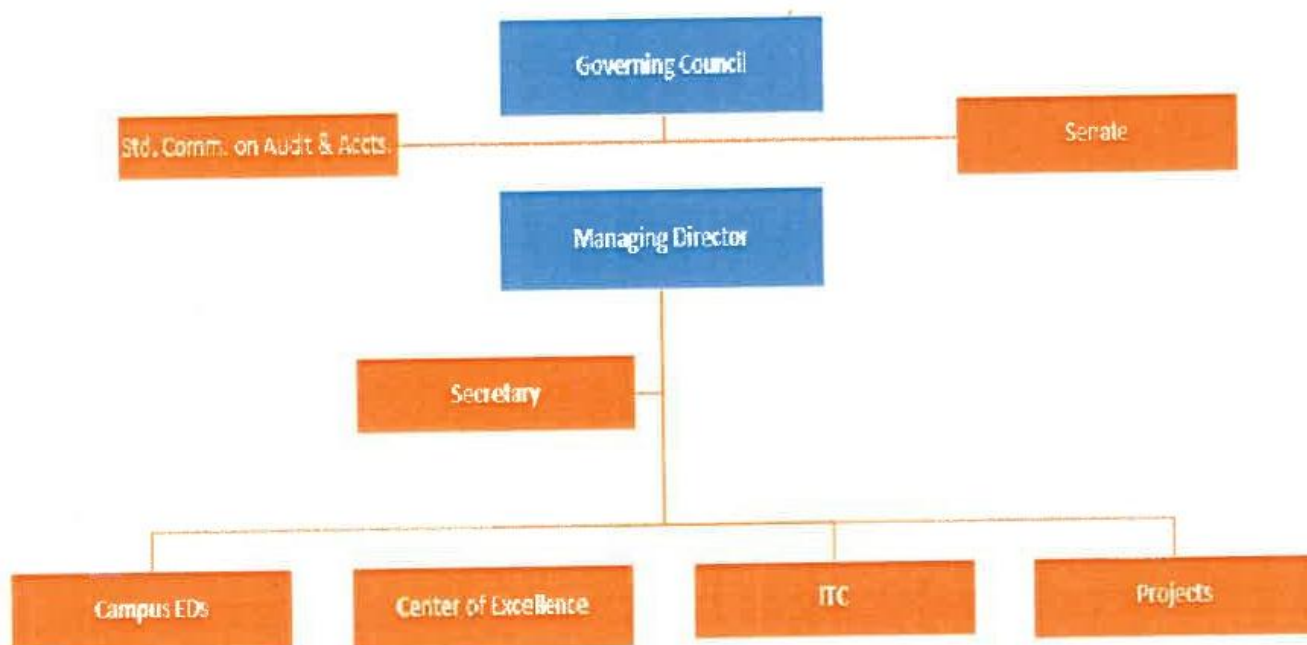
- (i) Process of decision making

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 HIERARCHY 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	
54	Agenda and Minutes of Senate Meetings	Permanent	
*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	Internal/ 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	Parliamentary & Ministry Reply	Permanent	
2	Mapping of infrastructure created under the erstwhile ASIDE Scheme by PwC, the PMA appointed under TIES	Permanent	
3	RTI Quarterly Return which includes reports submitted to CIC	03 Years	
4	Proactive Disclosure	03 Years	
5	Weekly Newsletter	10 Years	
6	Replies to Grievances	05 Years	
7	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	

PROJECTS - TRAINING PROGRAMMES

Sl. No.	Particulars	Retention Period	
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	
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://fdiindia.eproc.in> where all the e-tenders are floated. The copy of the same is also published at CPPP portal as per GFR 2017.

Name of organisation: Footwear Design & Development Institute						
GEM procurement status for the Year 2024-25						
						Amount in Rs.
S.No.	Name of Campus	Total procurement (Gem+Non-Gem) [(2)+(3)+(4)]	*Procurement through Gem	Procurement through Non-Gem		Percentage(%) of GeM procurement
				Procureable through Gem (Actual procurement through Non-GEM)	Not Procureable through Gem	
		1	2	3	4	5
1	FDDI Campuses (Noida, Rohtak, Banur, Jodhpur, Fursatganj, Patna, Kolkata, Ankleshwar, Guna, Chhindwara, Chennai, Hyderabad)	₹ 13,99,57,596	₹ 12,09,66,451	₹ 0	₹ 1,89,91,145	86%
**Goods and services procured through tender that are either not available on GEM or do not meet the specifications/requirements of FDDI will continue to be sourced as per the existing contracts. However, as and when these goods and services become available on GEM and align with FDDI's requirements, we will						

transition to procuring them through GEM. This approach will gradually increase GEM's procurement percentage.

List of items, which could not be procured through GEM, as the same were not available on the GEM, OEM AMCs, Chemicals, courier services, Legal services, Newspapers, Magazines, Lab testing charges, Maintenance, Printing jobs, Packing boxes, Tool Kits, Training Materials, Telephone, visiting faculty fee etc

Name of organisation: Footwear Design & Development Institute						
GEM procurement status for the Year 2023-24						
Amount in Rs.						
S.N o.	Name of Campus	Total procurement (Gem+Non- Gem) [(2)+(3)+(4)]	*Procurement through Gem	Procurement through Non-Gem		Percentage(%) of GeM procurement
				Procurable through Gem (Actual procurement through Non-GEM)	Not Procurable through Gem	
		1	2	3	4	5
1	FDDI Campuses (Noida, Rohtak, Banur, Jodhpur, Fursatganj, Patna, Kolkata, Ankleshwar, Guna, Chhindwara, Chennai, Hyderabad)	₹ 13,41,22,714	₹ 9,93,86,467	₹ 0	₹ 3,47,36,247	74%
**Goods and services procured through tender that are either not available on GEM or do not meet the specifications/requirements of FDDI will continue to be sourced as per the existing contracts. However, as and when these goods and services become available on GEM and align with FDDI's requirements, we will transition to procuring them through GEM. This approach will gradually increase GEM's procurement percentage.						

List of items, which could not be procured through GEM, as the same were not available on the GEM, OEM AMCs, Chemicals, courier services, Legal services, Newspapers, Magazines, Lab testing charges, Maintenance, Printing jobs, Packing boxes, Tool Kits, Training Materials, Telephone, visiting faculty fee etc

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.

MEMBERS OF THE GOVERNING COUNCIL

Sl. No.	In the Council as	Name
1	Chairperson (Nominated by Central Government)	Shri Rajendra Kumar Jalan CEO, M/s. AFPL Global Pvt. Ltd
2	Member (ex officio)	Shri Vivek Sharma, IRS Managing Director, FDDI
3	Member (ex officio)	Ms. Nidhi Kesarwani, IAS Joint Secretary, DPIIT (Leather and Footwear)
4	Member (ex officio)	Ms. Petal Dhillon Joint Secretary, Department of Commerce (In-charge of EPLSG Division)
5	Member (ex officio)	Shri C S Rao Director , Finance Wing, DPIIT
6	Member (ex officio)	Shri Amit Kumar Dy. Secretary, Ministry of Skill Development and Entrepreneurship (MSDE)
7	Member (Nominated by Central Government)	Shri Kamma Ramasamy Vijayan Additional Director, Council for Leather Export (CLE)
8	Member (Nominated by Central Government)	Shri Motilal Sethi President, Indian Leather Garments Association (ILGA)
9	Member (Nominated by Central Government)	Shri Sanjay Gupta President, Indian Footwear Components Manufacturers Association (IFCOMA)

10	Member (Nominated by Central Government)	Shri V. Noushad, Chairman, Confederation of Indian Industry (CII) Task Force on Leather and Footwear and Managing Director, Walkaroo International Pvt. Ltd.
11	Member (Nominated by Central Government)	Prof. Dr. Shinju Mahajan Head Academic Affairs, National Institute of Fashion Technology (NIFT), New Delhi
12	Member (Nominated by Central Government)	Dr. Ashok Mondal Director, NID, Ahmedabad
13	Member (Nominated by Central Government)	Dr. P Thanikaivelan Director, CSIR- Central Leather Research Institute (CLRI), Chennai
14	Member (Nominated by Central Government)	Prof. Apurba Das Department of Textile & Fibre Engineering Indian Institute of Technology Delhi
15	Member (Nominated by Central Government)	Prof. Bharat Bhasker Director form IIMA

List of Senate Members (For two years i.e. from 22.05.2025 to 21.05.2027)

MEMBERS OF THE SENATE

Sl. No.	Name	Designation	In the Senate as
1	Sh. Vivek Sharma, IRS	Managing Director	The Chairperson
2	Mr. Sunil Kumar Dwivedi	Additional Charge of the Secretary & Executive Director, Fursatganj	Ex Officio
3	Dr. Narasimhugari Tej Lohit Reddy, IAS	Executive Director, Hyderabad	Ex Officio
4	Mr. Rakesh Sharma	Executive Director, Chhindwara	Ex Officio
5	Mr. Anil Kumar, AFHQCS	Executive Director, Jodhpur	Ex Officio
6	Ms. Manju Mann	Executive Director, Noida & Guna	Ex Officio
7	Ms. Sarita Duhan	Executive Director, Rohtak & Banur	Ex Officio
8	Mr. Lalit Prakash	Executive Director, Ankelshwar	Ex Officio
9	Mr. Neeraj Kumar	Executive Director, Patna	Ex Officio
10	Mr. M Sundaresan	Executive Director, Chennai	Ex Officio
11	Mr. Debabrata Seth	Executive Director, Kolkata	Ex Officio
12	Ms. Ramneek Kaur Majithia	Director NID, Kurukshetra	Member
13	Dr. R. Chattopadhyay	Emeritus Professor in IIT Delhi	Member
14	Dr. Sheeba Kapil	Professor & HOD -Finance. Editor in Chief IIFT-IBMR	Member
15	Mr. Niren Anand	Alumni FDDI, CEO & MD Xiamen Evertrade Imp & Exp Ltd, China Evertrade Imp & Exp Ltd, Hong Kong	Member
16	Dr. Renu Sharma	Chief Faculty / Head Academics	Member
17	Mr. Neeraj Sharma	Chief Faculty / HOS, School of FDP, FDDI	Member
18	Mr. Anoop Singh Rana	Sr. Faculty Grade-1 / HOS, School of LGAD, FDDI	Member
19	Dr. Neeti Kishore	Sr. Faculty Grade-1 / HOS, School of Fashion Design, FDDI	Member
20	Dr. Avinash Bajpai	Sr. Faculty Grade-1 / HOS, School of Retail, FDDI	Member
21	Dr. Prachi Sharma	Sr. Faculty Grade-1 / Head Foundation, FDDI	Member
22	Mr. Sharad Srivastava	Chief Faculty / Joint Director (CoE) -Additional Charge, FDDI	Member
23	Ms. Sarika Tandon	Sr. Manager, Promotions & Admissions, FDDI	Member

24	Ms. Shraddha Tripathy	Consultant, Placement Dept., FDDI	Member
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List of campus Grievance Officers as per HR Circular-02/2024 vide Ref. No.: FDDI/HO/HR/Officer-Grievance/2023 dt. 28.02.2024

In pursuance to the launch of "FDDI Grievance Redress and Monitoring System (FGRAMS)" for FDDI Students and Staff, Ms. Hemlata Sardana (00001), Dy. Manager (Student Affairs & Examinations Department) is hereby assigned the role of nodal officer for students related matters and Ms. Pooja Panwar (00937), Manager (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	Name of Campus Grievance Officer for Employee Matters
01	Noida	Mr. Suresh Kumar Arya (00175), Dy. Manager (SA&E)	Rajesh Kumar Verma, (00067) Manager (E&M)
02	Ankleshwar	Ms. Manju Satanker, (01134), Assistant Manager, ITSC	Ms. Manju Satanker, (01134), Assistant Manager, ITSC
03	Banur	Mr. Rajeev Srivastava (00919), Sr. Assistant (SA&E)	Mr. Mahesh Kant Prakash (01084), Assistant Manager (Admin.)
04	Chennai	Mr. K. Dinesh Kumar, (01037), Sr. Faculty Gr-I, Footwear	Mr. T. Anil, (00401), Assistant Manager, Account & Finance
05	Chhindwara	Mr. Ashish Wankhede (00819), Assistant Manager (SA&E)	Mr. Praveen Kadve (01133), Assistant Manager (ITSC)
06	Fursatganj	Mr. Nalin Pandey (00470), Assistant Manager (SA&E)	Ms. Shikha Srivastava (00424), Assistant Manager (C&PR)
07	Jodhpur	Mr. Mohit Mathur, (01103), Assistant Manager, (SA&E)	Mr. Ganpat Lal Lakhara, (00453), Dy. Manager, (ITSC)
08	Rohtak	Mr. Ramkesh (01031), Sr. Faculty Gr. II (Footwear)	Mr. Mohamad Adil (01077), Assistant Manager (Admin)
09	Guna	Mr. Jitender Gupta (00169), Jr. Consultant (Footwear)	Mr. Rahul Kumar Pandey (00487), Sr. Faculty Gr-I, (Footwear)
10	Patna	Ms. Rupa Shree (00921), Assistant Manager (C&PR)	Ms. Shiva (00511), Assistant Manager (ITSC)
11	Kolkata	Mr. Rinsten Dorjee Yolmo (01068), Sr. Faculty (LGAD)	Ms. Ishita Saha (01080), Assistant Manager (Admin.)
12	Hyderabad	Mr. Sandeep Kumar Mishra, (00119), Sr. Office Executive, SA&E	Mr. Amit Puri Goswami (00295), Dy. Manager (Admin. & Pers)

एफडीडीआई राजभाषा कार्यान्वयन समिति



फुटवेयर डिजाइन एण्ड डेवलपमेन्ट इंस्टीट्यूट

(एफ.डी.डी.आई. अधिनियम २०१७ के अन्तर्गत, एक राष्ट्रीय महत्त्व का संस्थान)
वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार

FOOTWEAR DESIGN & DEVELOPEMENT INSTITUTE
(An Institution of National Importance under FDDI Act 2017)
Ministry Of Commerce & Industry, Government of India

फा.सं.-एफडीडीआई/राजभाषा/2026/...२.१

दिनांक: 10, अगस्त, 2026

कार्यालय आदेश/Office Order

राजभाषा विभाग, गृह मंत्रालय के निर्देशानुसार हिन्दी के प्रगामी प्रयोग को बढ़ावा देने के उद्देश्य से संस्थान में एफडीडीआई राजभाषा कार्यान्वयन समिति को अद्यतन किया जाता है, जिसमें निम्नलिखित सदस्यों को नामित किया है /As per the instructions of the Department of Official Language, Ministry of Home Affairs, with the aim of promoting the progressive use of Hindi, FDDI Official Language Implementation Committee is reconstituted/updated in the institute, in which the following members have been nominated.

क्र. सं.	अधिकारियों के नाम	पदनाम	विभाग	भूमिका
1	श्री विवेक शर्मा आ.रा.से.	प्रबंध निदेशक	एफडीडीआई, मुख्यालय	अध्यक्ष
2	सु. श्री मंजु मन	कार्यकारी निदेशक	एफडीडीआई, नोएडा परिसर	सदस्य
3	श्री मनोज अशवाल	मुख्य प्रशासनिक अधिकारी	प्रबंध निदेशक कार्यालय	सदस्य
4	श्री शरद श्रीवास्तव	मुख्य संकाय	उत्कृष्टता केन्द्र	सदस्य
5	डॉ. रेनु शर्मा	मुख्य संकाय	शैक्षणिक प्रमुख	सदस्य
6	श्री नीरज शर्मा	मुख्य संकाय	स्कूल ऑफ फुटवेयर	सदस्य
7	डॉ. नीति किशोर	वरि. संकाय ग्रेड-2	स्कूल ऑफ फैशन	सदस्य
8	डॉ. अविनाश वाजपेयी	वरि. संकाय ग्रेड-1	स्कूल ऑफ रिटेल	सदस्य
9	श्री अनूप सिंह राणा	वरि. संकाय ग्रेड-1	स्कूल ऑफ लेदर गुड्स	सदस्य
10	श्री राकेश रौशन	उपमहा प्रबंधक	लेखा एवं वित्त	सदस्य
11	सुश्री श्रद्धा त्रिपाठी	सहायक	प्लेसमेंट	सदस्य
12	श्री शिव शंकर सिंह	कार्यकारी अभियंता	प्रोजेक्ट्स	सदस्य
13	सुश्री हेमलता	उप-प्रबंधक	छात्र मामले एवं परीक्षा	सदस्य
14	सुश्री पूजा पर्वार	प्रबंधक	मानव संसाधन	सदस्य
15	श्री धर्मेन्द्र जायसवाल	प्रबंधक	आई.टी.	सदस्य
16	सु. श्री सारिका टंडन	वरि. प्रबंधक	एडमिशन एवं प्रमोशन	सदस्य
17	श्री प्रशांत कुमार सक्सेना	संकाय	बिजनेस डेवलपमेंट एवं स्किल	सदस्य
18	सुश्री रश्मि अस्थाना	वरि. सहायक	आईटीसी प्रयोगशाला	सदस्य
19	श्री दीपक चौधरी	वरि. संकाय ग्रेड-1	स्कूल ऑफ फुटवेयर	सदस्य

“(हम हिन्दी में पत्राचार का स्वागत करते हैं।)”

संज्ञा

ए-10/ए, सेक्टर-24, नोएडा-201301, जिला : गौतमबुद्ध नगर (उ. प्र.) भारत

1

दूरभाष : +91-120-4500100, फैक्स : 0120-2411301, ई-मेल : contact@fddiindia.com, वेबसाइट : www.fddiindia.com

A-10/A, SECTOR-24, NOIDA-201 301, DISTT.: GAUTAM BUDHA NAGAR (U. P.) INDIA

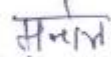
Ph.: +91-120-4500100, Fax: 0120-2411301, E-mail: contact@fddiindia.com, Website: www.fddiindia.com

20	सु श्री अवर्णिता श्रीवारु तव	वरि. संकाय ग्रेड-2	स्कूल ऑफ केशन	सदस्य
21	सु श्री स्वेता कुमारी	वरि. संकाय ग्रेड-1	स्कूल ऑफ लैटर गूडस	सदस्य
22	डॉ ज्योति भसीन चौधरी	वरि. संकाय ग्रेड-1	स्कूल ऑफ रिटेल	सदस्य
23	श्री राजेश कुमार वर्मा	प्रबंधक	रखरखव एवं मानव संसाधन	सदस्य
24	श्री राजीव चितकारा	सहायक प्रबंधक	भण्डार गृह	सदस्य
25	श्री विकास नन्दन रॉय	सहायक प्रबंधक	लेखा एवं वित्त	सदस्य
26	श्री अमित कुमार सिंह	सहायक प्रबंधक	प्रशासन/पुस्तकालय	सदस्य
27	श्री चन्द्र प्रकाश	हिंदी अधिकारी	राजभाषा	सदस्य सचिव

उपरोक्त समिति के सामान्य रूप से निम्नलिखित कार्य होंगे /The above committee will generally have the following functions:-

1. तिमाही प्रगति रिपोर्ट की समीक्षा करना एवं हिंदी की प्रगति हेतु सुझाव देना / To review the Quarterly Progress Report and provide suggestions for the promotion and progress of the use of Hindi.
2. हिंदी कार्यशाला, संगोष्ठी एवं हिंदी प्रशिक्षण का आयोजन।/ Organizing Hindi workshops, seminars and Hindi training.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है। /This is issued with the approval of the competent authority.


(मनोज अरवा))

मुख्य प्रशासनिक अधिकारी

प्रतिलिपि/Copy-

1. राजभाषा कार्यान्वयन समिति के सभी सदस्य को अनुपालन हेतु।/ All the members of the Official Language Implementation Committee for compliance.
2. कार्यालय प्रतिलिपि/Office copy.
3. मानव संसाधन विभाग सुवार्ता।

2

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

Sr. No.	Name of Committee	Date of Constitution
1	Governing Council	4 th December 2025
2	Senate	22 nd May 2025
3	Internal Complaint Committee (HO)	19 th January 2026
4	Hindi Cell	10 th August 2026

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)	Three 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. Sarita, ED	7027005064	edchandigarh@fddiindia.com
2.	Kolkata	Mr. Debabrata Seth, ED	9088199309	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. Neeraj Kumar, ED	9555568123	edpatna@fddiindia.com
6.	Fursatganj	Mr. Sunil Kumar Dwivedi, ED	9451702996	edfursatganj@fddiindia.com
7.	Guna	Ms. Manju Maan	7053964092	ednoida@fddiindia.com
8.	Rohtak	Ms. Sarita, ED	7027005064	edrohtak@fddiindia.com
9.	Ankleshwar	Mr. Lalit Prakash, ED	9671904148	edankleshwar@fddiindia.com
10.	Chhindwara	Mr. Rakesh Sharma, ED	9564342336	edchhindwara@fddiindia.com
11.	Chennai	Mr. M.Sundaresan, ED	9543024213	edchennai@fddiindia.com
12.	Noida	Ms. Manju Maan	7053964092	ednoida@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 Eight (08) 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	61,294/-
2	Mr. Premjit Chanda	PPS (MDO)	91,953/-

3	Mr. Raj Nath Pandey	Assistant Manager	61,443/-
4	Mr. Sunil Bisht	Manager	98,189/-
5	Mr. Vikas Nandan Roy	Assistant Manager	66,995/-
6	Mr. Rajesh Sharma	Assistant Manager	65,197/-
7	Mr. Nagendra Tiwari	Deputy Manager	70,186/-
8	Mr. Suresh Kumar	Senior PS	80,393/-

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
2023-24	Rs.62.36 Crores	Rs.66.63 Crores	Rs.4.27 Crores
2024-25	Rs.62.35 Crores	Rs.72.01 Crores	Rs.9.67 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 <https://www.nsws.gov.in> 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

Shri Vivek Sharma Appointed as Regular Managing Director (MD), FDDI:

Vide office order ref no. P-27025/71/2024-Leather Government of India Ministry of Commerce & Industry Department of Promotion of Industry and Internal Trade dated 15-01-2025, Shri Vivek Sharma assumed charge as MD, FDDI on 10-02-2025.

No.P-27025/71/2024-Leather
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade

Vaniija Bhawan, New Delhi
Dated: 15.01.2025

Office Order

In pursuance of Department of Personnel & Training communication No.10/8/2023-EO(SM.II), approval of Appointments Committee of the Cabinet is hereby conveyed for the appointment of Shri Vivek Sharma as Managing Director, Footwear Design and Development Institute (FDDI), Noida in Level 14 of the pay matrix, on deputation basis, for a period of 05 years from the date of assumption of charge of the post, or until further orders, whichever is earlier.

2. Shri Vivek Sharma is requested to join the post of Managing Director, FDDI, Noida immediately.
3. This issues with the approval of Competent Authority.


(Kapil Meena)
Under Secretary to the Government of India
Tel. No: 011-23038937

To

1. Shri Vivek Sharma, Additional Director General of Income Tax (Systems), Room No.20, Ground Floor, ARA Centre, E 2, Jhandewalan Ext., New Delhi-110055
2. The Department of Personnel & Training (Shri Ramesh Chandra Jha), Under Secretary (EO-SM.II), North Block, New Delhi
3. The Chairman Central Board of Director Taxes, North Block, Delhi
4. Pr. DGIT(HRD), CBD, JLN Stadium, New Delhi
5. JS(Admin., CBDT, North Block, New Delhi
6. Shri Sumet Jarangal, IAS, A 10/A, Sector-24, Noida-201301
7. The Controller of Accounts, DPIIT, New Delhi
8. The Pay & Accounts Officer, DPIIT, Udyog Bhawan, New Delhi
9. Copy for information to PS to Hon'ble Minister (C&I)/ PS to Hon'ble Minister of State(C&I)
10. Copy also for information to PPS to Secretary, DPIIT, C&I
11. PS to JS(ES)
12. PA to Director(SR), DPIIT.
13. Office Order Folder

Name of Officer: Mr. Vivek Sharma, IRS		
Designation: Managing Director – FDDI		
Date of Joining: 10th February 2025		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
2025		
1.	Visit Kolkata Campus from 16 th February 2025 to 17 th February 2025 to attend Convocation Ceremony. Expenses Rs. 57,758/-	
2.	Visit Jodhpur Campus from 21 st March 2025 to 22 nd March 2025 to attend Fashion Show as Chief Guest. Expenses Rs. 12,087/-	
3.	Visit Kanpur from 28 th April 2025 to 29 th April 2025 to attend 182 nd Meeting of the COA of Council for Leather Exports. Expenses Rs. 11,421/-	
4.	Visit Chhindwara Campus from 7 th May 2025 to 8 th May 2025 to attend Graduation Fashion Show. Expenses Rs. 34,126/-	
5.	Visit Agra from 4 th June 2025 to 5 th June 2025 to attend to strengthen institutional collaboration with the footwear and leather industry in the Agra cluster, through industry interaction focused on exploring partnerships under government schemes (IDLS and IFLDP), enhancing internship and placement opportunities for FDDI students, and promoting innovation and design development. Expenses Rs. 19,821/-	
6.	Visit Chennai Campus from 13 th June 2025 to 14 th June 2025 to attend EPOCH '25 Graduation Fashion Show. Expenses Rs. 62,097/-	
7.	Visit Chennai Campus from 4 th August 2025 (Morning) to 5 th August 2025 (Night) to attend INI Day. Expenses Rs. 42,803/-	

8.	Visit ILPA Fair and Kolkata Campus visit from 29th October 2025 (Morning) to 30th October 2025 (Evening). Expenses Rs. 47,246/-	
2026		
9.	Visit IILF Chennai from 31 st January 2026 (Evening) to 2 nd February 2026 (Early Morning). Expenses Rs. 58,516/-	
10.	Visit FDDI, Hyderabad Campus from 20 th February 2026 (Morning) to 21 st February 2026 (Evening) to attend Convocation ceremony. Expenses Rs. 82,294/-	
11.	Visit FDDI, Chhindwara Campus from 27 th February 2026 (Morning) to 27 th February 2026 (Night) to attend AAROHAN 2026. Expenses Rs. 39,374/-	
12.	Visit FDDI, Guna Campus from 15 th March 2026 (Evening) to 16 th March 2026 (Evening) in connection with attending the programme of Shri Jyotiraditya M. Scindia, Hon'ble Minister of Communications and Development of North Eastern Region. Expenses Rs. 21,617/-	
13.	Visit the Indian Institute of Packaging (IIP), Mumbai to attend the Diamond Jubilee Year Inauguration Celebration Ceremony and the signing of the MoU between FDDI and IIP from 13 th May 2026 (Evening) to 14 th May 2026 (Evening). Expenses Rs. 1,01,076/- Hotel expenses borne by the Indian Institute of Packaging (IIP), Mumbai.	
14.	Visit Manali to attend inspection of the Parliamentary Committee on Official Language from 8th June 2026 (Morning) to 10th June 2026 (Morning). Expenses settlement under process.	
15.	Visit Chandigarh to attend Signing of MoU between FDDI and NIIFT at office of the Director, Industries & Commerce,	

	Punjab Government on 15th June 2026 (Morning) and return same day at Night. Expenses settlement under process.	
16.	Visit Chennai to attend Signing of MoU between FDDI and SIPCOT at SIPCOT Head Office, Egmore on 20th July 2026 (Morning) and return same day at Evening. Expenses settlement under process.	

Name of Officer: Mr. Sumeet K Jarangal, IAS		
Designation: Managing Director – FDDI (Additional Charge)		
Date of Joining: 20th July 2024		
Date of Reliving: 9th February 2025		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Visit Chennai Campus from 26 th August 2024 to 28 th August 2024. Expenses Rs. 1,15,979/-	
2.	Visit Ankleshwar and Banur Campus from 11 th September 2024 to 13 th September 2024. Expenses Rs. 67,051/-	
3.	Visit Trivandrum from 28 th November to 30 th November 2024 to attend Huddle Global Event. Expenses Rs. 1,50,145/-	

Name of Officer: Col. Pankaj Kumar Sinha		
Designation: Managing Director – FDDI (Additional Charge)		
Date of Joining: 21st September 2023		
Date of Reliving: 19th July 2024		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Visit Chennai Campus from 19 th October 2023 to 21 st October 2023 regarding Sh. Rajeev Singh Tahkur, IAS, Additional Secretary, DPIIT visit at Chennai Campus. Expenses Rs. 30,876/-	Visit from 29 th October 2023 to 31 st October 2023 to attend Exhibition on PPE A+A fair in Dusseldorf, Germany and PFI labs in Pirmasens. Expenses Rs. 2,28,238/-
2.	Visit Jodhpur Campus from 27 th November 2023 same day return to attending Artisans & Students Workshop. Expenses Rs. 16,832/-	
3.	Visit Patna Campus from 1 st December 2023 to 2 nd December 2023 to attend signing of MOU with Muzaffarpur Institute of Technology. Expenses Rs. 5,665/-	

4.	Visit Kolkata Campus from 3 rd December 2023 4 th December 2023. Expenses Rs. 12,195/-	
5.	Visit Kanpur on 5 th December 2023 same day return to attend as a Guest of Honor for IFCOMA buyer seller meet cum exhibition Shoetech. Expenses Rs. 2,984/-	
6.	Visit Kolkata Campus from on 9 th December 2023 for one day to attend as a Guest of Honour at Brainware University, Kolkata. Expenses Rs. 18,041/-	
7.	Visit Mumbai on 14 th December 2023 same day return to attend Chairing a Scientific Session in the ACED 2023 HWWE 2023 BRICS plus HFE 2023 conference. Expenses Rs. 18,322/-	
8.	Visit Chhindwara Campus from 19 th December 2023 to 20 th December 2023 to meeting with Indian Air Force, Vayusena Nagar, Nagpur. Expenses Rs. 17,719/-	
9.	Visit Patna Campus from 5 th January 2024 to 7 th January 2024. Expenses Rs. 14,985/-	Visit from 24 th January 2024 to 27 th January 2024 to attend Romania Fashiontex Fair in Bucharest, Romania. Expenses Rs. 2,21,042/-
10.	Visit Calicut from 12 th January to 13 th January 2024 to attend a workshop of footwear industries and investor meet conducting by Kerala Government. Expenses Rs. 27,450/-	
11.	Visit Chennai from 1 st February to 2 nd February 2024 to attend India International Leather Fair. Expenses Rs. 28,457/-	
12.	Visit Kolkata Campus from 12 th February 2024 to 13 th February 2024 to attend 5 th edition of Delhi International Leather Expo (DILEX) – Reverse Buyer Seller Meet (BSM) and a discussion meeting on widening the role of Leather Sector Skill Council in Eastern Region placed. Expenses Rs. 19,229/-	
13.	Visit Bhubaneshwar from 1 st March 2024 2 nd March 2024 to attend Grand Inauguration of Odisha Factory Evertrade India by Chief Minister Shri Naveen Patnaik. Expenses Rs. 19,789/-	Visit from Hong Kong from 19 th March 2024 to 21 st March 2024 to attend ALPF Material Fair. Expenses Rs. 2,04,537/-

14.	Visit Kolkata from 28 th March 2024 to 30 th March 2024 to attend as a Special Guest at India Leather & Accessories Fair. Expenses Rs. 49,459/-	
15.	Visit Jodhpur Campus from 6 th April 2024 8 th April 2024 to attend Graduation Ceremony "COSMOS-2024" Including Fashion Show as Chief Guest at FDDI Jodhpur Campus. Expenses Rs. 10,809/-	
16.	Visit Chennai Campus from 23 rd April 2024 to 25 th April 2024 and attending Leather Sector Skill Council Governing Council meeting. Expenses Rs. 40,621/-	
17.	Visit Jodhpur Campus from 4 th May 2024 to 4 th May 2024 to attend 3 rd Convocation Ceremony. Expenses Rs. 22,922/-	Visit Chez Republic from 9 th June 2024 to 13 th June 2024 All expenses borne by DPIIT DSA Expenses Born by FDDI Rs. 1,98,979/-
18.	Visit Patna Campus from 3 rd July 2024 to 4 th July 2024. Expenses Rs. 13,817/-	Visit Vietnam from 8 th July 2024 to 12 th July 2024 to attend International Leather Fair. All expenses borne by DPIIT DSA Expenses Born by FDDI Rs. 47,749/-

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 FDDI Patna Campus on 20 th February 2020 to 22 nd February 2020. Expenses Rs. 9765/-	
7.	Visit Vijayawada for official meeting on 5 th February to 6 th February 2021 Expenses Rs. 48,845/-	
8.	Visit Patna for official meeting on 13 th February 2021 to 16 th February 2021 Expenses Rs. 19,111/-	
9.	Visit Chennai for election duty on 18 th March 2021 to 7 th April 2021 Expenses Rs. 69,490/-	
10.	Visit Chennai for Election counting on 29 th April 2021 to 4 th May 2021 Expenses Rs. 55,352/-	
11.	Visit Gangtok on 16 th December (Dep. 13:55 hrs.) 2021 to 19 th December 2021 Expenses Rs. 49,120/-	
12.	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)
13.	Visit Fursatganj and Patna Campus from 25 th December to 27 th December 2022 Expenses Rs. 25,980/-	
14.	Visit Chennai Campus on 1 st May 2022 return on same day. Expenses Rs. 26,580/-	
15.	Visit Chennai Campus on 8 th August 2022 to 9 th August 2022. Expenses Rs. 37,424/-	
16.	Visit Hyderabad from 27 th October 2022 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/-	
17.	Visit Fursatganj and Patna Campus from 25 th December to 27 th December 2022 Expenses Rs. 25,980/-	
18.	National Rubber Conference 2023, Kolkata	

	from 3 rd January 2023 to 6 th January 2023 3 rd & 4 th January 2023. All expenses borne by National Rubber Conference and 5 th January 2023 only hotel expenses born by FDDI amount of Rs. 9,220.78/-	
19.	India International Leather Fair, Chennai 2023 on 31 st January to 3 rd February 2023. All expanses borne by Leather Sector Skill Council (LSSC)	
20.	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: Colonel Pankaj Kumar Sinha				
Designation: Secretary - FDDI				
Date of Joining: 06th April 2023				
Date of Reliving: 30th April 2026				
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.	To attend ShoeTech	2 nd April 2025	Agra	NIL
5.	To meet the DM of Chhindwara	3 th April to 4 th April 2025	Nagpur	Rs. 16967/-
6.	For Interaction with staff of Patna Campus	25 th April to 29 th April 2025	Patna	Rs. 21867/-
7.	To FDDI Chhindwara for Fashion Show	7 th May to 8 th May 2025	Nagpur	Rs. 7095/-
8.	Industry Visit Chhindwara Campus	9 th May to 10 th May 2025	Indore	Rs. 13872/-
INTERNATIONAL				

9.	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)
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Name of Officer: Ms. Pragya Singh, IRS			
Designation: Executive Director, FDDI Banur Campus			
Date of Joining: 16th March 2023			
Date of Reliving: 20th April 2026			
Sr. No.	Details of Domestic Visit		Details of International Visit
1	2023-24	Visit to FDDI Noida from 08th June to 10th June 2023. Expenses Rs. 2681/-	
2		Visit to FDDI Noida for INI day from 04th Aug to 05th Aug 2023. Expenses Rs 6386/-	
3		Visit to FDDI Noida from 07th Aug to 11th Aug 2023 for Immersion program for Newly appointed ED's & Secretary of FDDI. Expenses Rs. 15531/-	
4		Visit to FDDI Noida from 08th Oct to 14th Oct 2023 for review meeting and ED Charge of Noida in absence of Sec/MD. Expenses Rs 26576/-	
5		Visit to FDDI Noida for briefing on the Admissions and promotion status of FDDI Banur Campus and discussion with the Chief Engineer, HO on the construction of the girl's hostel, Banur Campus. from 10th Feb to 13th Feb 2024. Expenses Rs 6770/-	
6		Visit to FDDI Noida from 27th Mar to 28th Mar 2024. Expenses Rs. 13494/-	
7	2024-25	Visit to FDDI Noida from 17th to 21st April 24. Expenses Rs. 9128/-	
8		Visit to FDDI Noida from 10th June to 14th June 24. Expenses Rs. 9661/-	
9		Visit to FDDI Noida from 24.7.24 to 25.7.24. Expenses Rs. 11999/-	
10		Visit to FDDI Noida from 17.09.24 to 18.09.24. Expenses Rs 6378/-	
11		Visit to FDDI Noida on 7.11.24. Expenses Rs 4498/-	

12		Visit to FDDI Noida from 11th Feb 2025 to 13th Feb 2025. Expenses Rs 5153/-	
13	2025-26	Visit to FDDI Noida from 30 th Nov 2025 to 2nd Dec 2025. Expenses Rs 5203/-	
14		Visit to FDDI Noida from 11th Feb 2026 to 13th Feb 2026. Expenses Rs 6610/-	

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.	IIM-AHRM Training, Ahmedabad, Gujrat from 03 rd December 2023 to 10 th December 2023- Expenses Rs. 9074/-	
4.	Noida for Founder's day celebration 13-15 Jan.24 Expense Rs. 18445/-	
5.	Noida for FDDI Employees Fitment meeting 6-8 Feb.2024 Expenses Rs. 14796/-	
6.	Noida 08-11 April 2024 for Admission strategy & status of western zone. Expenses Rs 17713/-	
7.	Noida 15-17 July 2024 for AM Post Selection Interview Expenses Rs 15411/-	
8.	Noida 23-25 July 2024 for Official Meeting Expenses Rs 16835/-	
9.	Hyderabad for INI day 04-08 August 2024 Expenses Rs. 19684/-	
10.	Noida for Founder's day celebration 13-15 Jan.25 Expenses Rs. 9130/-	
11.	Noida for Meeting with New MD, 11-14 Feb.25 Expenses Rs. 22492/-	
12.	To attend training of Advance material procurement at AJNIFMT New Delhi 31 May- 08 June 2025 Expenses Rs. 15912/-	
13	Noida HQ 16-19 June 2025 to Attend Meeting with MD & EDs, Expenses- Rs.17700/-	
14	Noida HQ 15-17 July 2025 to Attend Meeting @ DPIIT with MD & EDs, Expenses Rs.18214/-	

15	Chennai for INI Day Celebration, 04-06 August 2025, Expenses Rs.36485/-	
16	HQ Noida for Chintan Shivir dt.12-14 Feb.2026, Expenses Rs.20291/-	

Name of Officer: :Dr. Narasimhugari Tej Lohit Reddy, IAS				
Designation: Executive Director, FDDI Hyderabad Campus				
Date of Joining:21st August 2023				
Date of Reliving:				
DOMESTIC VISIT				
Sr. No.	Purpose of Visit	Date of Journey	Place of Visit	Amount
1	Official Tour	25/09/2023	HO-NOIDA	20575.00
2	Official Tour	21/11/2023	HO-NOIDA	18489.00
3	Official Tour	17/01/2024	CALICUT	31326.00
4	Official Tour	28/02/2024	Dehradun	15344.00
5	Official Tour	19/09/2024	HO-NOIDA	12991.00
6	Official Tour	30/09/2024	HO-NOIDA	18037.00
7	Official Tour	25/11/2024	Chhindwara	19073.00
8	Visit Apache Footwear India Pvt. Ltd.& Leather Goods	27/12/2024	Nellore,AP	18203.00
9	Visit India International Leather Fair	01/02/2025	Chennai	13251.00
10	Meeting with MD	12/02/2025	HO-Noida	20190.00
11	Meeting with social welfare Secretary - AP	24/02/2025	Vijayawada	28955.00
12	Meeting with Director Education & Director skill & Director ST &	07/04/2025	Bhubaneswar	54937.00

	Admissions press conference			
13	Meeting with MD	16/06/2025 -18/06/2025	HO- Noida	41402.00
14	Official Tour	06-May-25	Travelling - Hyd- Bhubneswar	54,937.00
16	Official Tour	15-July-25 to 16 July 2025	Noida HO Visit	19766.00
17	Official Tour	12-Aug-25 to 18 Aug 25	Hyd- Bangalore Visit	7378.00
18	Official Tour	23-Sep-25 to 24 Sep.	Odissa Bhubneshwar Visit	16060.00
19	Official Tour	12-Feb-26 to 13 Feb 2026	Noida Visit	14626.00
20	Official Tour	31-Mar-26	Election Duty Dibrugarh Assam	24,567.00
INTERNATIONAL				
1	Official Tour - DPIIT	27/08/2024	Russia	24779.00

Name of Officer: Mr. M. Sundaresan		
Designation: Executive Director, FDDI Chennai Campus		
Date of Joining: 01 May 2024		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Induction Program at FDDI Head Office, Noida from 03.07.2024 to 05.07.2024. Expenses Rs. 15,500/-	
2.	Visit to FDDI Hyderabad on the occasion of INI Day 2024 from 04.08.2024 to 05.08.2024, including accommodation expenses. Expenses Rs. 42,258/-	
3.	Official visit to FDDI Head Office, Noida, for a two-day meeting held on 17.06.2025 and 18.06.2025. Expenses Rs. 30,459/-	
4.	Participation in the Investors' Round Table Conference at Bengaluru on 02.08.2025. Expenses Rs. 6,864/-	
5.	Attendance at the Common Convocation 2025 held on 01.12.2025. Expenses Rs. 15,876/-	

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: Mr. Sunil Kumar Ullattuthodiyl		
Designation: Executive Director, FDDI Kolkata Campus		
Date of Joining: 2nd June 2023		
Date of Reliving: 07th August 2024		
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. Manju Maan		
Designation: Executive Director, FDDI Noida Campus		
Date of Joining: 07 November 2024		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
1	Expense incurred during Official Visits Mumbai from 17.12.2024 to 19.12.2024. Visit to Mumbai to attend Shoetech organized by IFCOMA Expenses Rs. 30290/-	NIL

2	Expense incurred during Official Visits Chennai from 31.01.2025 to 02.01.2025. To attend the "India International Leather Fair 2025" Expenses Rs. 24,770/-
3	Expense incurred during Official Visits FDDI Rohtak campus from 08.03.2025 to 08.03.2025. To attending Women's Day program at FDDI Rohtak Campus Expenses By official Car (No separate bill included in monthly limit)
4	Expense incurred during Official Visits FDDI Guna Campus from 18.03.2025 to 20.03.2025. To review the progress and further initiatives have to be taken for smooth functioning and admission/promotion of Guna Campus Expenses Rs. 10,000/-
5	Expense incurred during Official Visits Agra from 01.04.2025 to 02.04.2025. To attend the Shoetech Agra Show Expenses By official Car (No separate bill included in monthly limit)
6	Expense incurred during Official Visits FDDI Guna Campus from 06.04.2025 to 10.04.2025. 1. Attend the inaugural session of DGR batch 2. For holding meeting with the staff for improving admissions. 3. For holding a Press conference regarding announcement of introduction of Fashion Design course at Guna Campus from the session 2025-26. Expenses Rs. 59,824/-
7	Expense incurred during Official Visits FDDI Guna Campus from 01.05.2025 to 03.05.2025. 1. Visit to Guna Campus for attending the Principal Meet 2. Meeting with the Commissioner, OBC & Director (Technical Education) in their offices at Bhopal Expenses Rs. 22,751/-
8	Expense incurred during Official Visits FDDI Guna Campus from 04.06.2025 to 07.06.2025. 1. For attending the "Pratibha Samaan" organized on 5th June 2025 to recognize and felicitate meritorious students who have passed 12th Class in 2025. 2. Meeting with the Officials of District Administration for addressing local issues of Guna Campus 3. To have an offline monthly review of staff at Guna Campus.

	Expenses Rs. 31,755/-
9	Expense incurred during Official Visits FDDI Chhindwara Campus from 29.07.2025 to 01.08.2025. For conducting an inquiry in the case of Dr. Vinit Kumar Verma and Shri Ashish Wankhede posted at FDDI, Chhindwara campus. Expenses Rs. 14,483/-
10	Expense incurred during Official Visits FDDI Chennai campus from 03.08.2025 to 06.08.2025. For attending INI Day of FDDI at Chennai Campus Expenses Rs. 18,926/-
11	Expense incurred during Official Visits FDDI Guna Campus from 25.09.2025 to 30.09.2025. 1. To visit Guna Campus for discharging duties of the additional assignment of Guna campus. 2. Meeting with the new batch of students and to attend campus issues 3. Meeting with the Officials of District Administration for addressing local issues of Guna Campus, 4. meeting at Bhopal with officials in scholarship Department Expenses Rs. 75,216/-
12	Expense incurred during Official Visits FDDI Rohtak campus from 04.10.2025 to 04.10.2025. To attend "Samvad" at FDDI Rohtak on 4th October 2025 (Saturday). Expenses By official Car (No separate bill included in monthly limit)
13	Expense incurred during Official Visits FDDI Guna Campus from 15.10.2025 to 16.10.2025. Visit to Guna Campus for attending the Principal Meet on 15th October 2025 for promotion of admissions in the Campus. Expenses Rs. 28,020/-
14	Expense incurred during Official Visits Agra from 24.10.2025 to 24.10.2025. Visit to Footwear Factory (WhistlerIndia) at Agra in connection with collaborating with craftsmen for India Language Project Visit to Gupta Overseas and Dawar Industries for strengthening industrial connections Expenses 1,250/-
15	Expense incurred during Official Visits FDDI Guna Campus from 01.02.2026 to 04.02.2026. To review the campus activities of Guna Campus

	Expenses Rs. 36,531/-
16	Expense incurred during Official Visits FDDI Guna Campus from 13.03.2026 to 17.03.2026. Visit to Guna Campus in connection with the Hon'ble Minister's visit and for conducting the monthly review meeting. Expenses Rs. 60,749.98/-
17	Expense incurred during Official Visits FDDI Guna Campus from 16.06.2026 to 19.06.2026. To review the campus activities and admission promotion activities at Guna Campus Expenses Rs. 50,350.50/-
18	Expense incurred during Official Visits FDDI Guna Campus from 28.06.2026 to 29.06.2026. To attend an urgent review meeting under the chairmanship of Shri Jyotiraditya Scindia ji at Collectorate office, Guna on 28-06-2026 (Sunday). Expenses Rs. 34,142/-
19	Expense incurred during Official Visits FDDI Guna Campus from 01.02.2026 to 04.02.2026. 1. To participate in the "Pratibha Samman Samaroh & Principle Meet" organized by FDDI, Guna 2. To undertake/review admission promotion activities at Guna Campus Expenses Rs. 65,863/-

Name of Officer: Mr. Neeraj Kumar		
Designation: Executive Director, FDDI Patna / Kolkata Campus		
Date of Joining: 3rd February 2025		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Visit to Noida for official meeting from 12 th February 2025 to 14 th February 2025 Expenses Rs. 31,226/-	
2.	Visit to Kolkata for Convocation from 16 th February 2025 to 18 th February 2025 Expenses Rs. 24,601/-	
3.	Visit to Kolkata and Chhindwara for official work from 16 th May 2025 to 21 st May 2025 Expenses Rs. 27,895/-	
4.	Visit to Noida for official work from 16 th June 2025 to 19 th June 2025 Expenses Rs. 27,619 /-	
5	Visit to Kolkata for official work from 15 th July 2025 to 17 th July 2025 Expenses Rs. 32,360/-	

6	Visit to Kolkata and Chennai for official work from 5 th August 2025 to 8 th August 2025 Expenses Rs. 27,684/-	
7	Visit to Kolkata for official work from 17 th September 2025 to 19 th September 2025 Expenses Rs. 19,438/-	
8	Visit to Kolkata for official work from 28 th October 2025 to 31 st October 2025 Expenses Rs. 17,049/-	
9	Visit to Kolkata and Jodhpur for official work from 24 th November 2025 to 2 nd December 2025 Expenses Rs. 40,938/-	
10	Visit to Kolkata for official work from 6 th January 2026 to 10 th January 2026 Expenses Rs. 20,000/-	
11	Visit to Kolkata for official work from 28 th January 2026 to 30 th January 2026 Expenses Rs. 17,443/-	
12	Visit to Kolkata for official work from 12 th February 2026 to 13 th February 2026 Expenses Rs. 20,371/-	
13	Visit to Kolkata for official work from 19 th February 2026 to 21 st February 2026 Expenses Rs. 16,659/-	
14	Visit to Kolkata for official work from 8 th April 2026 to 10 th April 2026 Expenses Rs. 12,991/-	
15	Visit to Kolkata for official work from 11 th June 2026 to 12 th June 2026 Expenses Rs. 14,288/-	
16	Visit to Kolkata for official work from 7 th July 2026 to 9 th July 2026 Expenses Rs. 22,819/-	

Name of Officer: Ms. Sarita Duhan		
Designation: Executive Director, FDDI Rohtak Campus		
Date of Joining: 31st December 2024		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Tour to Noida for official purpose from 12 th February 2025 to 13 th February 2025 Expenses Nil	
2.	Tour to Agra for official purpose from 01 st April 2025 to 03 rd April 2025 Expenses Rs. 11,590/-	Tour to Guangzhou, China for official purpose from 11 th May 2025 to 19 th May 2025 Expenses settlement under process.
3.	Tour to Chennai Campus from 04 th to 6 th August 2025 for INI Celebration. Expenses: 14,845/-	

4.	Tour to Noida for official purpose from 12 th to 13 th February 2026. For Chintan Shivir.	
5.	Tour to Banur Campus & NIIFT Mohali, from 18 th to 19 th May 2026, Expenses Nil	
6.	Tour to Manali for the Hindi Samitti Nirikshan for Banur Campus, from 6 th June to 10 th June 2026. Expenses; 84,569/-	
7.	Tour to Banur Campus from 15 th to 16 th June 2026, Expenses Nil.	
8.	Tour to Delhi for the Hindi Samitti Nirikshan for Rohtak Campus on 16 th July 2026. Expenses Nil	
9.	Tour to Banur Campus for official purpose from 5 th to 7 th August 2026. Expenses Rs. Nil	

Name of Officer: Mr. Lalit Prakash		
Designation: Executive Director, FDDI Chhindwara Campus		
Date of Joining: 31st December 2024		
Date of Reliving:		
Sr. No.	Details of Domestic Visit	Details of International Visit
1.	Visit to FDDI Jodhpur from 02 nd February to 4 th February 2025 to Attend exposure visit at FDDI Jodhpur. Expenses Rs.30126/-.	
2.	Visit to FDDI Noida from 11 th February to 14 th February 2025 for Immersion program for Newly appointed ED's & Secretary of FDDI. Expenses claimed.Rs.20416/-	
3.	Visit to FDDI Noida from 17 th June to 18 th June 2025 for review meeting at with MD. Expenses claimed.Rs.6777/-	
4.	Visit to FDDI Chennai Campus from 04 th to 06 th August-2025 to attend INI day. Expenses claimed.Rs.13086/-	
5.	Visit to Gandhinagar on date 18 th November-2025 for meeting with MD-GRIMCO. Expenses claimed.Rs.1250.00	
6.	Visit to FDDI Jodhpur Campus from 27 th to 29 th November-2025 to attend FDDI Cultural Fest SAMAGAM-2025.Expenses claimed.Rs.5687/-	

7.	Visit to New Delhi from 01 st to 02 nd December-2025 to attend Convocation. Expenses claimed.Rs.19714/-	
8.	Visit to Gandhinagar on date 01 st January-2026 for meeting with MD-GRIMCO. Expenses claimed.Rs.1250.00/-	

Name of Officer: Mr. Sunil Kumar Dwivedi		
Designation: Executive Director, FDDI Fursatganj Campus		
Date of Joining: 06 December 2024		
Sr. No.	Details of Domestic Visit	Details of International Visit
1	Expense incurred during Official Visits as per Approval: Expense: 25254/- 11.02.2025 to 14.02.2025 Visited Noida for meeting with MD Sir.	NIL
2	Expense incurred during Official Visits as per Approval: Expense: 11122/- 25.03.2025 to 26.03.2025 Visited Noida for meeting with MD Sir.	NIL
3	Expense incurred during Official Visits as per Approval: Expense: 16328/- 16.06.2025 to 18.06.2025 Visited Noida for meeting with MD Sir.	NIL
4	Expense incurred during Official Visits as per Approval: Expense: 24476/- 03.07.2025 to 07.07.2025 Visited at COE Chennai.	NIL
5	Expense incurred during Official Visits as per Approval: Expense: 17600/- 15.07.2025 to 17.07.2025 Visited at Noida for DPIIT Meeting.	NIL
6	Expense incurred during Official Visits as per Approval: Expense: 24326/- 04.08.2025 to 06.08.2025 Visited at Chennai for INI Day.	NIL
7	Expense incurred during Official Visits as per Approval: Expense: 36186/- 27.08.2025 to 29.08.2025 Visited at Kolkata Campus.	NIL
8	Expense incurred during Official Visits as per Approval: Expense: 29875/- 07.11.2025 to 11.11.2025 Visited at Agra Fair and Principal Meet/ workshop at Agra & Mathura.	NIL

9	Expense incurred during Official Visits as per Approval: Expense: 12679/- 26.11.2025 to 29.11.2025 Visited at Jodhpur for Cultural Fest.	NIL
10	Expense incurred during Official Visits as per Approval: Expense: 13182/- 17.12.2025 to 30.12.2025 Visited at Patna Campus.	NIL
11	Expense incurred during Official Visits as per Approval: Expense: 31397/- 11.02.2026 to 14.02.2026 Visited at Noida for Chintan Shivir.	NIL
12	Expense incurred during Official Visits as per Approval: Expense: 17156/- In the month of Apr 2026 visited at various Locations for Press Conferences	NIL
13	Expense incurred during Official Visits as per Approval: Expense: 37798/- 20.05.2026 to 23.05.2026 Visited at Ankleshwar Campus for 360 Reviews.	NIL

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	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.	
6	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.	
7	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.	
8	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).	

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	Presiding Officer – Dr. Jyoti Bhasin Chaudhary (Emp. Code- 00152), Sr. Faculty Gr. I (Retail). Member (Convener) — Ms. Vandana Sharma (Emp Code- 01166), Dy. Manager (HO-HR) Member – Ms. Sweta Kumari (Emp Code- 01159), Sr. Faculty Grade I, LGAD Member – Mr. Dharmendra Jaiswal (Emp Code- 00093), Manager (ITSC) External Member- Dr. Aditi Kaushal Bhardwaj, Vice President, Paralegal Posh

2.	Banur	Presiding Officer – Ms. Alka Morolia (Emp. Code- 00335), Assistant Manager (A&F). Member (Convener) –Ms. Payal Srivastava (Emp. Code- 00806 Assistant Manager (Library). Member – Mr. Mahesh Kant Prakash (Emp. Code - 01084), Assistant Manager (Admin). External Member- Ms. Mamta Sharma, Advisory Board Member of “Care for Autism Foundation”.
3.	Chennai	Presiding Officer - Dr. Neeti Kishore (Emp Code-01055), Sr. Faculty Gr-II (FD) Member (Convener)- Ms. Dhivya S (Emp Code-01169), Jr. Faculty (FD) Member- Mr. K. Dinesh Kumar (Emp Code- 01037), Sr. Faculty Gr-I (FDP) Member External Member- Dr. Chandravadana, Professor
4.	Chhindwara	Presiding Officer – Ms. Shraddha Jhaloya (Emp Code-01044), Faculty & HoD (Fashion Design) Member (Convener)- Ms. Beena Yadav (Emp Code-00816), Assistant Manager (Library) Member- Mr. Jagrat Sadarang (Emp Code-00922), Assistant Manager (Placement) External Member- Mrs. Swati Chauhan, Principal, Podar International School, Chhindwara
5.	Rohtak	Presiding Officer – Dr. Anshul Sharma (Emp Code- 01183) Sr. Faculty Gr.II (FD) Member (Convener)- Ms. Sweta Shalini (Emp Code- 01147), Associate Footwear Designer (COE) Member- Mohammad Adil (Emp Code-01077), Assistant Manager –Administration External Member- Ms. Mamta Rani, NGO Member (Nav Yuva Foundation)
6.	Kolkata	Presiding Officer – Ms. Basumitra Ghosh Mukherjee (Emp Code- 01086), Sr. Faculty Grade I (LGAD) Member- Mr. Prashanta Kumar Nanda (Emp Code- 00277), Sr. Faculty Gr. II (Footwear) Member (Convener)- Ms. Ishita Saha (Emp Code- 01080), Assistant Manager (Admin) Member (Convener)- Ms. Anita Ray (Emp Code- 00753), Sr. Faculty Gr. II (FD) External Member- Ms. Shakuntala Chanda, Managing Trustee, Footsteps Foundation
7.	Fursatganj	Presiding Officer – Ms. Shikha Srivastava (Emp Code- 00424), Assistant Manager (Placement) Member (Convener)- Ms. Neelam Patel, (Emp Code-00935), Faculty (FD) Member- Mr. Nalin Pandey (Emp Code- 00470), Assistant Manager (SA&E) External Member- Dr. Kajol Dilipbhai, MBBS- Medical Practitioner
8.	Guna	ICC of the FDDI, Chhindwara will address the POSH matters of Guna Campus

9.	Jodhpur, & Ankleshwar	Presiding Officer – Dr. Asma Khan (Emp Code- 01157), Sr. Faculty Gr-II (FD) Member (Convener)- Mr. Mohit Mathur (Emp Code- 01103), Assistant Manager (SA&E) Member- Ms. Manju Satankar, (Emp Code- 01134), Faculty (ITSC) External Member- Ms. Kiran Tripathi, Secretary, Shri Jagat Kalyan Shikshan Sansthan, Jodhpur
10.	Patna	Presiding Officer – Ms. Rupa Shree (Emp Code 00921), Assistant Manager (Placement) Member - Ms. Riya Kumari Sah (Emp Code 01151), Jr. Faculty (FDP) Member- Ms. Apurna Sagar (Emp Code 01041) Jr. Faculty (FD) Member –Sanjeev Kumar Mishra (Emp Code 00156) Sr. Faculty Gr. II (FDP) External Member- Dr. Sriparna Saha, Associate Professor, IIT Patna
11.	Hyderabad	Presiding Officer – Ms. Anamika Chowdhary (Emp. Code- 00256), Dy. Manager (A&F) Member (Convener)-Mr. Chilakamarry Venu Gopal, (Emp Code- 01158), Sr. Faculty Gr-I (Footwear) Member- Ms. Shachi Yadav (Emp. Code - 01146), Associate Project Scientist (COE) External Member- Ms. Janaki Mandala, Member- IPRAS, NGO

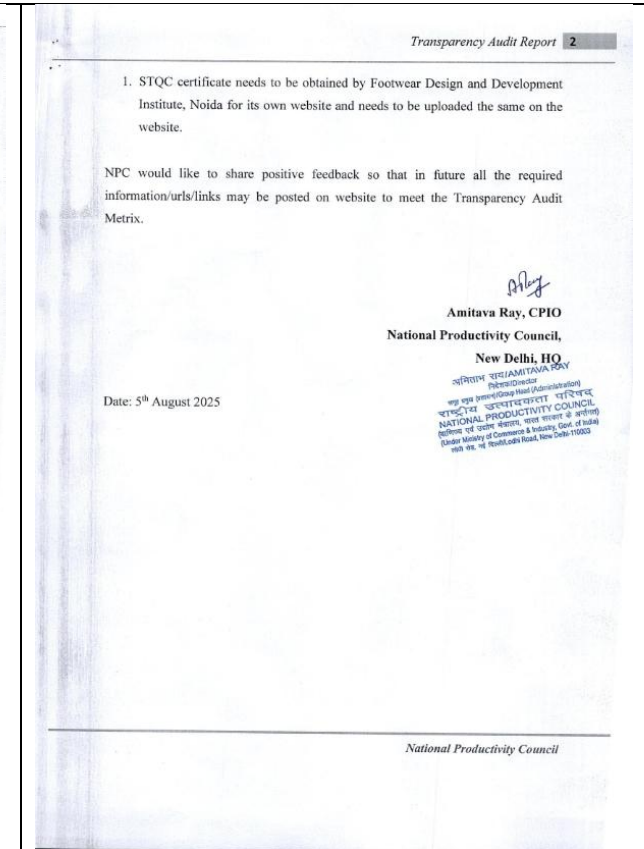
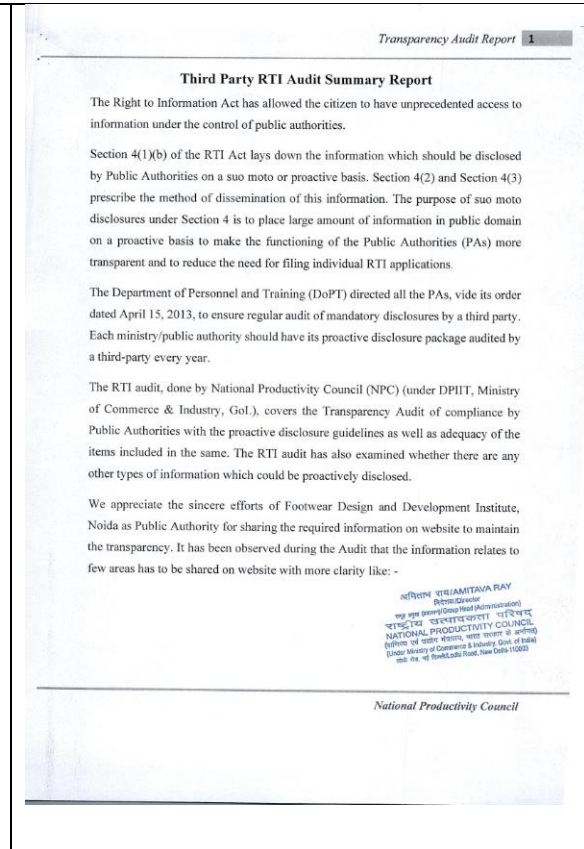
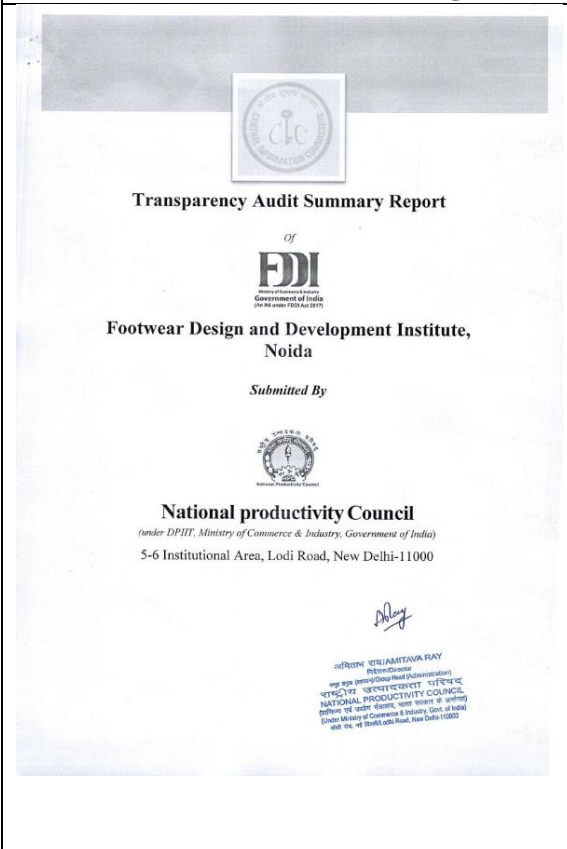
17. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS. (SECTION 4(1)(B)(XVI) OF RTI ACT, 2005)

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	9:30 AM-5:30 PM
1	Campus Nodal Officer	Mr. Manoj Agarwal, Chief Administrative Officer (CAO), FDDI	manoj.a@fddiindia.com 98102002987	Mr. Ashish Kumar	ashish@fddiindia.com 9811372347	
2	Head Office			Ms. Hemlata Sardana (00001), Dy. Manager, SA&E	hemlata@fddiindia.com 9971130222	
3	Noida			Suresh Kr. Arya (00175), Dy. Manager, SA&E	skarya@fddiindia.com , 7982943727	
4	Kolkata			Mr. Rinsten Dorjee Yolmo (01068), Sr. Faculty (LGAD)	rinsten@fddiindia.com 9654154733	
5	Ankleshwar			Mr. Pankaj Tewari (00812), Asst. Manager, Stores	pankaj.tewari@fddiindia.com 8769808434	
6	Chennai			Mr. Samuel Chakraborty (00714) Manager	samuel.fddi@nic.in 8334070297	
7	Chhindwara			Mr. Ashish Wankhede Asst. Manager	ashish.wamanrao@fddiindia.com 9893475800	

8	Fursatganj		Mr. Varun Gupta (00422), Jr. Consultant, Footwear	varun@fddiindia.com 8601835999
9	Guna		Mr. Jitender Gupta (00169), Jr. Consultant/Centre In- Charge, Footwear	jitender@fddiindia.com 9935496265
10	Hyderabad		Mr. Amit Puri Gowsami, Deputy Manager	amit.pg@fddiindia.com 9444206108
11	Jodhpur		Mr. Ganpat Lal Lakhara (00453), Dy. Manager, ITSC	ganpat@fddiindia.com 9928077745
12	Patna		Mr. Sanjeev Kumar Mishra (00156), Sr. Faculty, Footwear	sanjeevmishra@fddiindia.co m 9910286739
13	Rohtak		Mr. Mohamad Adil (01077) Asstt. Manger (Admin.)	mdadil@fddiindia.com 9897827050
14	Banur		Mr. Sandeep Kumar Ganjay (01026), Sr. Faculty, Fashion Design	sandeepguide@fddiindia.co m 9914510299

SUMMARY REPORT: Third Party RTI Audit Report of FDDI by National Productivity Council (NPC), New Delhi dt. 05th August 2025



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.

	
Participants at FDDI, Noida campus	Other campus attending the online training session

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>

ANNUAL REPORT FY – 2024 - 2025

Separate Audit Report....

Opinion of the Comptroller and Auditor General of India on the Accounts of Footwear Design & Development Institute for the year ended 31 March 2025

Opinion

We have audited the financial statements of Footwear Design & Development Institute (FDDI), which comprise the Balance Sheet as at 31 March 2025, the Income and Expenditure Account and Receipts and Payments Account for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, under Section 19(2) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 read with Section 23(2) of the Footwear Design and Development Institute Act, 2017. These financial statements include the accounts of 12 Campuses of FDDI at Ankaleshwar, Banur (Chandigarh), Chennai, Chhindwara, Fursatganj, Guna, Hyderabad Jodhpur, Kolkata, Noida, Patna and Rohtak.

This Audit Report contains the comments of the Comptroller and Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards, disclosure norms, etc. Audit observations on financial transactions regarding compliance with the Law, Rules and Regulations (Propriety & Regularity) and efficiency cum performance aspects, etc., if any, are reported through inspection reports/ CAG's audit reports separately.

In our opinion the accompanying financial statements of Footwear Design & Development Institute, read together with the accounting policies and Notes thereon and matters mentioned in the Separate Audit Report, which follows, **give a true and fair view** of the financial position of the autonomous body as at March 31, 2025, and its financial performance and its cash flow for the year then ended in accordance with Uniform Format of Accounts for Central Autonomous Bodies, prescribed by the Ministry of Finance.

Basis for Opinion

We conducted our audit in accordance with the CAG's auditing regulations/standards/manuals/guidelines/guidance-notes/orders/circulars etc. Our responsibilities are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the autonomous body in accordance with ethical requirements that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

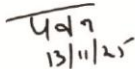
Responsibilities of Management for the financial statements

The Governing Body of Footwear Design & Development Institute is responsible for the preparation and fair presentation of the financial statements in accordance with the Uniform Format of Accounts prescribed by the Ministry of Finance, and for internal control as management determines it necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion in accordance with CAG's auditing regulations /standards/ manuals guidelines/ guidance-notes/ orders circulars etc.

**For and on behalf of the
Comptroller & Auditor General of India**


(Dr. Pawan Kumar Konda)
O S D
(Industry and Corporate Affairs)
New Delhi

Place: New Delhi

Date: 13-11-2025

Separate Audit Report on the Accounts of Footwear Design & Development Institute for the year ended 31 March 2025.

A. Balance sheet

A.1 Current liabilities and Provisions (Schedule-7): ₹56.52 crore

A.1.1 Other Administrative Expenses (Schedule-21): ₹34.36 crore

(i) A reference is invited to the Comment No. A.1 on the financial statements of Footwear Design & Development Institute (FDDI) for the year 2023-24, wherein non-provision of ₹12.45 crore on account of lease rent along with compound interest thereon demanded by the Noida Authority, was highlighted.

FDDI requested (25 February 2025) the Noida Authority to recalculate the Interest payable on the basis of Simple Interest rather than Compound Interest or to waive the interest. The Noida Authority after accepting the request of FDDI, recalculated the interest and finally raised (29 May 2025) a demand of ₹ 4.45 crore¹. However, the outstanding demand was not provided for in the books of accounts as on 31 March 2025, and it was disclosed only as a contingent liability.

Non-provisioning of outstanding demand of Noida Authority resulted in understatement of Current Liabilities and Provisions, understatement of Other Administrative Expenses and consequent understatement of Deficit by ₹4.45 crore. Consequently, the Corpus/Capital Fund was overstated by the same amount.

Despite raising the issue in Separate Audit Report of previous year (2023-24), no corrective action has been taken by the FDDI Management.

(ii) The above does not include provision amounting to ₹24.30 lakh towards Lease Rent payable in respect of FDDI Guna Campus at Madhya Pradesh.

FDDI requested (14 February 2025) the District Collector, Guna for intimating the amount of Lease Rent payable for the period 2020 to 2025. O/o the District Collector intimated (20 February 2025) an amount of ₹29.16 lakh (at the rate of ₹4.86 lakh per year) and asked FDDI to deposit the aforesaid amount. Though FDDI made (29 March 2025) the payment of ₹4.86 lakh, no provision for the balance amount i.e. ₹24.30 lakh was made in the books of accounts as on 31 March 2025.

Non-provisioning of outstanding demand of lease rent resulted in understatement of Current Liabilities and Provisions, understatement of Other Administrative Expenses and consequent understatement of Deficit by ₹24.30 lakh. Consequently, the Corpus/Capital Fund was overstated by the same amount.

(iii) The above does also not include an amount of ₹2.82 lakh payable in respect of lead acid batteries purchased by FDDI (Patna Campus). FDDI received the consignment and invoice dated 25 March 2025 on 1 April 2025. Accordingly, necessary liabilities should have been provided for in the books of accounts as on 31 March 2025.

¹ Demand raised till 31 May 2025

Non-provisioning for the liability towards purchase of lead acid batteries resulted in understatement of Current Liabilities and Provisions, understatement of Other Administrative Expenses and consequent understatement of Deficit by ₹2.82 lakh. Consequently, the Corpus/Capital Fund was overstated by the same amount.

B. General

B.1 Contingent liabilities and Notes to accounts (Schedule-26)

Capital Commitments - Nil

(i) FDDI awarded (September 2023) contracts for construction and development of ITC Lab Building at Noida (Uttar Pradesh) for ₹27.56 crore and for Girls hostel at Banur Campus (Karnataka) for ₹15.84 crore. The contracts included various works viz. Civil, Electrical, Plumbing, Firefighting, Supply of Equipment, Consultancy charges, etc. FDDI had incurred an amount of ₹13.70 crore (₹8.95 crore for Lab Building plus ₹4.75 crore for Girls hostel). It was, however, observed that FDDI did not disclose the balance Capital Commitments of ₹29.70 crore (₹43.40 crore minus ₹13.70 crore) in the books of accounts as on 31 March 2025.

This resulted in deficient disclosures to that extent, besides non-compliance with the requirements of Accounting Standard-10 (Property Plant and Equipment).

(ii) A recovery suit had been filed against FDDI for ₹2.14 lakh along with pendente lite and future interest at the rate of 18 *per cent* per annum from the date of filing the suit till its realisation. This was not disclosed in the accounts.

Despite raising the issue in Separate Audit Report of previous year (2023-24) vide comment no. B, no corrective action has been taken by the FDDI Management.

C. Management Letter

Deficiencies which have not been included in the Separate Audit Report have been brought to the notice of the Management through a Management Letter issued separately for remedial/corrective action.

D. Assessment of Internal controls

(i) Adequacy of Internal control system

No Management Information System (MIS) exists for monitoring assets, expenditure and resources, leading to weak monitoring. FDDI has not insured its assets such as land, buildings, and equipment, exposing it to financial risks from fire, theft, accidents, or natural calamities.

(ii) Adequacy of Internal Audit system

Internal Audit was being done by hired Chartered Accountants' firm namely M/s Sanjay Monika and Associates and the same had been completed up to the financial year 2024-25 for all the campuses.

(iii) System of Physical verification of Fixed Assets

Physical verification of the Fixed Assets for the year 2024-25 was carried out, except at Chennai, Guna and Jodhpur campuses, which was not in compliance with the requirements of

Chapter 9 of the Finance and Accounts Manual of FDDI, which provided that as per GFR 213 (1), Institute shall carry out physical verification of assets annually by a committee formed by HO and ED for the respective campuses. Further, physical verification at Rohtak campus was in progress till the conclusion of audit.

Further, fixed assets amounting to ₹28.90 lakh were transferred by FDDI Head Office to Patna Campus. Though, the assets transferred by the Head Office have been incorporated in the financial statements of the Patna Campus, the same are not available at the FDDI Patna Campus. The issue is pending since July 2021.

(iv) System of Physical verification of Inventory

Physical verification of Inventory in FDDI was carried out during FY 2024-25.

(v) Regularity in payment of statutory dues:

The Institute was regular in payment of statutory dues during the year 2024-25.

E. Grants in aid

FDDI had an opening balance of Grant amounting to ₹14.11 crore as on 1 April 2024. It received grant of ₹9.513 crore (Non-leather Project) from the Government of India during the year 2024-25. Out of the total grant, FDDI utilised an amount of ₹23.466 crore. The closing balance of Grant as on 31 March 2025 was ₹0.157 crore.

Besides, FDDI earned interest of ₹0.296 crore on the grants and refunded interest of ₹0.285 crore during the year.

FINANCIAL REPORT



FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE CONSOLIDATED

BALANCE SHEET AS ON 31ST MARCH, 2025

(Amount in Rs./₹)

Particular	Schedule	As at 31.03.2025	As at 31.03.2024
CORPUS/ CAPITAL FUND AND LIABILITIES			
Corpus/ Capital Fund	1	285,372,465	356,749,982
Head Office / Inter Campus Balances	1A	-	-
Reserves And Surplus	2	-	-
Earmarked/ Endowment Funds	3	4,720,652,228	5,234,111,855
Secured Loans And Borrowings	4	-	-
Unsecured Loans And Borrowings	5	-	-
Deferred Credit Liabilities	6	-	-
Current Liabilities And Provisions	7	565,215,896	585,119,198
TOTAL		5,571,240,589	6,175,981,035
ASSETS			
Fixed Assets	8	4,903,549,074	5,338,048,540
Investments - From Earmarked/Endowment Funds	9	-	-
Investments - Others	10	80,150,002	74,833,754
Current Assets, Loans, Advances Etc.	11	587,541,513	763,098,741
Miscellaneous Expenditure (to the extent not written off or adjusted)			
TOTAL		5,571,240,589	6,175,981,035

Significant Accounting Policies 25
Contingent Liabilities And Notes On Accounts 26

For Footwear Design & Development Institute

Vivek Sharma

Vivek Sharma, IRS
Managing Director



विवेक शर्मा, आईआरएस
Vivek Sharma, IRS
प्रबंध निदेशक / Managing Director



फुटवियर डिजाइन एण्ड डेवलपमेंट इंस्टीट्यूट
Footwear Design & Development Institute

वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार
Ministry of Commerce & Industry, Govt. of India
एन. सी. ई. ओ. नोडल एजेंसी के अंतर्गत एक राष्ट्रीय मानक संस्थान
An Institution Designated as Nodal Agency under FDDI Act 2017
ए-10/ए, सेक्टर-24, नोडा, एन/डी/ए-10/ए, Sector-24, NOIDA-201 301

Rakesh Raushan

CA. Rakesh Raushan
DCM A&F

Rakesh Raushan
Dy. General Manager (Account & Finance)
Footwear Design & Development Institute
A-10/A, Sector-24, Noida (U.P.)



FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED ON 31ST MARCH, 2025

(Amount in Rs./₹)

Particular	Schedule	31.03.2025	31.03.2024
INCOME			
Income from Sales/Services	12	99,158,915	92,966,613
Grants/Subsidies	13	605,795,218	658,598,074
Fees/Subscriptions	14	477,511,603	468,799,832
Income from Investments (Income on Invest, from earmarked/endow. Funds transferred to Funds)	15	5,621,957	5,313,846
Income from Royalty, Publication etc.	16	-	-
Interest Earned	17	24,949,610	27,519,006
Other Income	18	16,334,387	29,957,497
Increase/(decrease) in stock	19	(46,010)	(919,126)
TOTAL (A)		1,229,325,680	1,282,235,742
EXPENDITURE			
Establishment Expenses	20	347,702,088	305,653,422
Other Administrative Expenses etc.	21	343,580,424	330,431,687
Expenditure on Grants, Subsidies etc.	22	605,795,218	658,598,074
Interest	23	-	-
Depreciation	8A	28,830,792	30,273,835
TOTAL (B)		1,325,908,522	1,324,957,018
Balance being excess of Income over Expenditure C =(A-B)		(96,582,842)	(42,721,276)
Add: Prior Period Income (D)	24	37,637,022	-
Less: Prior Period Expenses (E)		12,429,497	-
Balance Being Surplus/(Deficit) Carried To Corpus/ Capital Fund		(71,375,317)	(42,721,276)

Significant Accounting Policies 25
Contingent Liabilities And Notes On Accounts 26

For Footwear Design & Development Institute


Vivek Sharma, IRS
Managing Director

विवेक शर्मा, आईआरएस
Vivek Sharma, IRS
प्रबन्ध निदेशक / Managing Director
फुटवेयर डिजाइन एण्ड डेवलपमेन्ट इन्स्टिट्यूट
Footwear Design & Development Institute
वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार
Ministry of Commerce & Industry, Govt. of India
एक. वि. ई. सं. १०८, नोडा, उत्तर प्रदेश
An Institution of National Importance under FDDI Act 2017
ए-१०/ए, सेक्टर-२४, नोडा, ए-१०/ए, सेक्टर-२४, नोडा-२०१३०१


C.A. Rakesh Raushan
DGM A&F
Rakesh Raushan
Dy. General Manager (Account & Finance)
Footwear Design & Development Institute
A-10/A, Sector-24, Noida (U.P.)

Footwear Design and Development Institute
Consolidated Receipts and Payments
For the year ended on 31st March, 2025

	As at 31.03.2023	As at 31.03.2024	PAYMENTS	As at 31.03.2025	As at 31.03.2024
I) Opening Balances					
a) Cash in hand	1,25,820	1,50,231			
b) Bank Balances					
i) In current accounts	25,62,938	2,21,59,179			
ii) In deposit/saving accounts	25,62,938	19,35,61,968			
iii) In deposit value Excluded from bank balance of Refund (F.Y.)	4,20,00,000	4,00,00,000			
II) Grants / Funds Received					
a) From Government of India					
i) Capital expenditure					
ii) Other					
b) From State Government					
i) Capital expenditure					
ii) Other					
c) From other sources (details) (Grants for capital & revenue exp. To be shown separately)					
d) From State Government					
i) Capital expenditure					
ii) Other					
e) From State Government					
i) Capital expenditure					
ii) Other					
III) Income on Investments from					
a) From other sources (details) (Income, funds, interest on Govt. Grants)					
i) From other sources (details) (Income, funds, interest on Govt. Grants)					
ii) From other sources (details) (Income, funds, interest on Govt. Grants)					
IV) Interest Received					
a) On Govt. Grants					
b) On Bank deposits					
c) Loans, Advances etc.					
V) Other Income (Specify)					
a) Interest on Govt. Grants					
b) On Bank deposits					
c) Loans, Advances etc.					
d) Lab Testing Fee					
e) Other Income					
VII) Amount Borrowed					
a) Investment Matured During the year					
b) Other Receipts					
c) Transaction with branch					
d) Student Security					
VIII) Any other receipts (give details)					
a) Investment Matured During the year					
b) Other Receipts					
c) Transaction with branch					
d) Student Security					
IX) Closing Balances					
a) Cash in hand					
b) Bank Balances					
i) In current accounts					
ii) In deposit/saving accounts					
TOTAL	1,38,43,67,714	1,46,90,15,740	TOTAL	1,38,43,67,714	1,46,90,15,740

For Footwear Design & Development Institute

Vivek Sharma
Vivek Sharma, IRS
Managing Director

FDDI
विवेक शर्मा, आईआरएस
प्रति निदेश / Managing Director
Vivek Sharma, IRS
Place: Noida
Date: 20-03-2025
Footwear Design & Development Institute
Ministry of Education, Government of India
An Institution of National Importance under FDDI Act 2017
ए. 10/ए, सेक्टर-24, नोएडा / A-10/A, Sector-24, Noida-201 301

Rakesh Raushan
CA. Rakesh Raushan
DGM A&F

Rakesh Raushan
Dy. General Manager (Account & Finance)
Footwear Design & Development Institute
A-10/A, Sector-24, Noida (U.P.)

**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED**

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2025

(Amount in Rs./₹)

SCHEDULE 1 - CORPUS/CAPITAL FUND :	As at 31.03.2025		As at 31.03.2024	
Balance as at the beginning of the year	35,67,49,982		39,94,71,258	
Add : Contributions towards Corpus/Capital Fund adj.	-		-	
Add/less:Capital Adjustment	(2,200)		-	
Add : Transfer From General Reserve			-	
Add/ (Deduct) : Balance of net income/(expenditure) transferred from the Income and Expenditure Account	(7,13,75,317)	28,53,72,465	(4,27,21,276)	35,67,49,982
Balance As At The Year - End		28,53,72,465		35,67,49,982

SCHEDULE 1A - HEAD OFFICE / INTER CAMPUSES BALANCES:	As at 31.03.2025		As at 31.03.2024	
Head Office Balances	66,89,39,512		-	
Inter Campus Balances	(66,89,39,512)		-	
Balance As At The Year - End		-		-

SCHEDULE 2 - RESERVES AND SURPLUS :	As at 31.03.2025		As at 31.03.2024	
1. Capital Reserve :				
As per last Account				
Addition during the year				
2. Revaluation Reserve:				
As per last Account	-		-	
Addition during the year	-		-	
Less : Deductions during the year	-	-	-	-
Less : Deductions during the year				
4. General Reserve :				
As per last Account	-		-	
Addition during the year	-		-	
Add : Transfer to General Reserve			-	
Less : Transfer to Corpus/Capital Fund		-	-	
Less : Deductions during the year	-		-	
TOTAL		-		-

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2025

SCHEDULE 3 - EARMARKED/ENDOWMENT FUNDS	FUND-WISE BREAK UP			FUND-WISE BREAK UP		
	Capital Grant	PLSDP	IDLs	31.03.2025	31.03.2024	
a) Opening balance of the funds	5,00,39,76,627.50	22,92,04,699.00	157.00	5,23,31,81,483.50	5,59,35,56,140.00	
Add:Book adjustments (As per books of Account)	-1,796.00			9,30,372.00	9,30,372.00	
b) Additions to the Funds:				5,23,41,11,855.50	5,59,44,86,512.00	
i) Donations/grants	-			-	-	
ii) Income from Investments made on account of funds	-			-	31,12,25,660.00	
iii) Other additions (Written Back of Excess Written off in Previous Year)	-			-	5,86,646.00	
TOTAL (a+b)	5,00,39,74,831.50	22,92,04,699.00	157.00	5,23,41,11,855.50	5,90,62,98,818.00	
c) Utilisation/Expenditure towards objectives of funds						
i) Capital Expenditure Fixed Assets						
- Fixed Assets & Depreciation	-	-	-	-	65,85,98,074.00	
- Others						
ii) Revenue Expenditure						
- Salaries, Wages and allowances etc. and other non capital exps	-	-	-	-	1,21,39,450.00	
- Rent						
- Other Administrative expenses	-	-	-	-		
- Refund of Interest on grants	-	-	-	-		
TOTAL (c)	-	-	-	-	14,49,439.00	
NET BALANCE AS AT THE YEAR-END (a + b - c)	5,00,39,74,831.50	22,92,04,699.00	157.00	5,23,41,11,855.50	5,23,41,11,855.00	
	5,00,39,74,831.50	22,92,04,699.00	157.00	4,72,06,52,228.00	5,23,41,11,855.00	

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2025

(Amount in Rs/₹)

SCHEDULE 4 - SECURED LOANS AND BORROWINGS:		As at 31.03.2025		As at 31.03.2024	
1. Central Government	N-0401	-		-	
2. State Government (Specify)	N-0402	-		-	
3. Financial Institutions		-		-	
a) Term Loans	N-0403	-		-	
b) Interest accrued and due	N-0404	-	-	-	-
4. Banks:					
a) Term Loans		-		-	
- Interest accrued and due	N-0405	-	-	-	-
b) Other Loans (specify)		-		-	
- Interest accrued and due	N-0406	-	-	-	-
5. Other Institutions and Agencies	N-0407	-	-	-	-
6. Debentures and Bonds	N-0408	-	-	-	-
7. Others (Specify)	N-0409	-	-	-	-
TOTAL			-		-

SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS		As at 31.03.2025		As at 31.03.2024	
1. Central Government	N-0501	-		-	
2. State Government (Specify)	N-0502	-		-	
3. Financial Institutions	N-0503	-		-	
4. Banks:		-		-	
a) Term Loans	N-0504	-		-	
b) Other Loans (specify)	N-0505	-		-	
5. Other Institutions and Agencies	N-0506	-		-	
6. Debentures and Bonds	N-0507	-		-	
8. Others (Specify)	N-0509	-		-	
TOTAL			-		-

SCHEDULE 6 - DEFERRED CREDIT LIABILITIES:		As at 31.03.2025		As at 31.03.2024	
a) Acceptances secured by hypothecation of capital equipment and other assets	N-0601	-		-	
b) Others	N-0602	-		-	
TOTAL			-		-

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2025

(Amount in Rs/₹)

SCHEDULE 7 - CURRENT LIABILITIES AND PROVISIONS		As at 31.03.2025		As at 31.03.2024	
A. CURRENT LIABILITIES					
1. Acceptances	N-0701	-	-	-	-
2. Sundry Creditors:					
a) For Goods	N-0702	-	-	-	-
b) Others	N-0703	62,532,153	-	117,768,780	-
c) Staff	N-0704	-	-	-	-
c) Branch	N-0705	-	62,532,153	-	117,768,780
3. Advances Received					
a) Training Fee Advance	N-0706	104,792,092	-	74,820,577	-
b) Advance from Debtors	N-0707	5,008,010	109,800,102	4,924,586	79,745,163
4. Interest accrued but not due on:					
a) Secured Loans / borrowings	N-0708	-	-	-	-
b) Unsecured Loans/borrowings	N-0709	-	-	-	-
5. Statutory Liabilities:					
a) Overdue	N-0710	-	-	-	-
b) Others	N-0711	12,426,246	12,426,246	8,883,762	8,883,762
6. Other current Liabilities					
a) Security Deposits (Student)	N-0712	44,875,310	-	43,597,007	-
b) Security Deposits (EMD)	N-0713	33,263,148	-	35,329,934	-
c) Project Liability-Liquidated Damages	N-0714	15,585,455	-	-	-
c) Insurance Claim/ Students Stipend	N-0715	561,901	-	549,401	-
d) Funds for Students	N-0716	-	-	39,250,406	-
e) Int. Institute of Sadlery Tech & Export Mgmt.	N-0717	5,489,242	-	5,489,242	-
f) Death Relief Fund	N-0718	-	-	613,000	-
h) Student fee Refundable	N-0719	4,876,446	-	-	-
i) Hostel & Mess Securities	N-0720	5,664,563	-	4,710,810	-
j) Others	N-0722	40,021,701	150,337,766	68,499,289	198,039,089
TOTAL (A)			335,096,267		404,436,794
B. PROVISIONS					
1. For Taxation	N-0723	-	-	-	-
2. Gratuity	N-0724	89,005,179	-	80,568,694	-
3. Superannuation/Pension	N-0725	143,779	-	-	-
4. Accumulated Leave Encashment	N-0726	72,827,098	-	67,142,179	-
5. Damage and Interest charge on late payment of EPEO	N-0727	14,300,000	-	14,300,000	-
6. Provision for Bad and Doubtful Debts/ Advances	N-0729	31,508,928	-	-	-
7. Others - Provision for expenses	N-0728	22,334,645	230,119,629	18,671,531	180,682,404
TOTAL (B)			230,119,629		180,682,404
TOTAL (A+B)			565,215,896		585,119,198

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE												
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2025												
SCHEDULE-8B												
PDDI-All Govt Project Assets												
S.No.	Fixed Assets	Rate	Cost/ Valuation As at beginning of the year	Additions during the years Less than 180 days	Gross Block More than 180 days	Deletion during the year	Cost/Valuation at the end of the year	As at beginning of the year	On Addition/during the year	Total upto the year End	As at the current year End-2025	Net Block As at the previous year End-2024
TANGIBLE ASSETS												
1	a) Land		4,77,47,271	-	-	-	4,77,47,271	-	-	-	4,77,47,271	4,77,47,271
2	b) Building	10	8,79,86,78,513	-	-	-	8,79,86,78,513	5,52,85,97,668	32,70,08,084	5,85,56,05,753	2,94,30,72,760	3,27,00,80,844
	b) Well and Tubewells	10	3,23,44,961	-	-	-	3,23,44,961	2,23,77,873	9,96,709	2,33,74,582	89,70,379	99,67,088
3	c) Furniture & Fittings	10	54,70,06,487	17,99,000	30,14,464	-	55,18,19,951	33,63,88,026	2,14,53,413	35,78,41,440	19,39,78,512	21,06,18,461
	b)Electric Fittings	10	49,39,34,730	-	-	-	49,39,34,730	30,84,05,972	1,85,52,876	32,69,58,848	16,69,75,882	18,55,28,758
4	d) Machinery & Plant	15	3,75,25,04,575	43,33,485	14,48,77,413	-	3,90,71,15,473	2,57,23,29,327	19,00,82,835	2,77,14,12,162	1,13,03,03,580	1,18,01,75,517
	a)Plant & Machinery	40	63,76,96,726	-	-	-	63,76,96,726	59,03,04,584	1,89,56,459	60,92,62,038	2,84,34,688	4,73,92,143
	e)Computer	40	13,50,55,488	-	-	-	13,50,55,488	11,21,58,443	91,58,296	12,13,17,645	1,37,37,443	2,28,96,748
	d)Vehicle	15	3,48,01,975	-	-	-	3,48,01,975	2,83,93,466	9,61,276	2,93,54,743	54,47,232	64,08,510
	e)Books	40	8,27,99,254	-	59,83,939	-	8,87,83,193	8,27,42,994	24,16,080	8,51,99,073	36,24,120	56,260
5	f) Intangible Asset	25	4,40,89,603	-	-	-	4,40,89,603	1,52,52,843	72,09,190	2,24,62,033	2,16,27,570	2,88,36,760
	a)Software		14,60,66,59,584	61,32,485	15,38,75,816	-	14,76,66,67,885	9,59,69,51,196	60,57,95,218	10,20,27,48,317	4,56,39,19,471	5,00,97,08,360
Total			12,48,50,756	18,53,40,039	-	16,00,08,303	15,01,82,482	-	-	-	15,01,82,482	12,48,50,756
A.Capital Work in Progress			-	-	-	-	-	-	-	-	-	-
Total			-	-	-	-	-	-	-	-	4,71,41,01,953	5,13,45,59,116

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED

SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2025

(Amount in Rs/₹)

SCHEDULE 9 - INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS		As at 31.03.2025		As at 31.03.2024	
1. In Government Securities	N-0901	-	-	-	-
2. Other approved Securities	N-0902	-	-	-	-
3. Shares	N-0903	-	-	-	-
4. Debentures and Bonds	N-0904	-	-	-	-
5. Subsidiaries and Joint Ventures	N-0905	-	-	-	-
6. Others (to be specified)	N-0906	-	-	-	-
TOTAL			-		-

SCHEDULE 10 - INVESTMENTS - OTHERS		As at 31.03.2025		As at 31.03.2024	
1. In Government Securities	N-1001	-	-	-	-
2. Other approved Securities	N-1002	-	-	-	-
3. Shares	N-1003	-	-	-	-
4. Debentures and Bonds	N-1004	-	-	-	-
5. Subsidiaries and Joint Ventures	N-1005	-	-	-	-
6. Others (gratuity)	-	-	-	-	-
1) Gratuity Fund	N-1006	80,150,002	-	74,833,754	-
2) Other Corpus Investment	N-1007	-	80,150,002	-	74,833,754
TOTAL			80,150,002		74,833,754

SCHEDULE 11 - CURRENT ASSETS, LOANS AND ADVANCES		As at 31.03.2025		As at 31.03.2024	
A. CURRENT ASSETS:					
1. Inventories:					
a) Stores and Spares	N-1101	7,267,528	-	7,313,538	-
b) Loose Tools	N-1102	-	-	-	-
c) Stock-in-trade	N-1103	-	-	-	-
Finished Goods Work-in-progress Raw Materials	N-1104	-	7,267,528	-	7,313,538
2. Sundry Debtors:					
a) Debts Outstanding for a period exceeding six months	N-1105	31,877,046	-	25,463,229	-
b) Debtor outstanding for a period less the six month	N-1106	22,359,538	-	15,195,795	-
c) Others	N-1107	-	-	-	-
d) Branch	N-1108	-	54,236,584	-	40,659,024
3. Cash balances in hand (including cheques/drafts and imprest)	N-1109	87,169	87,169	125,820	125,820
4. Bank Balances:					
a) With Scheduled Banks:					
-On Current Accounts	N-1110	-	-	-	-
-On Deposit Accounts (includes margin money)	N-1111	27,202,331	-	29,355,920	-
-On Savings Accounts	N-1112	265,606,146	-	292,834,278	-
	N-1136	39,700,827	-	240,163,607	-
b) With non-Scheduled Banks:					
-On Current Accounts	N-1113	-	-	-	-
-On Deposit Accounts	N-1137	-	-	-	-
-On Savings Accounts	N-1138	-	332,509,304	-	562,353,805
5. Post Office-Savings Accounts	N-1114	-	-	-	-
TOTAL (A)			394,100,585		610,452,187

TOTAL (A)			394,100,585		610,452,187
B. LOANS AND ADVANCES					
1. Loans					
a) Staff	N-1115	-		958,598	
b) Other Entities engaged in activities/ objectives similar to that of the Entity	N-1116	-		-	
c) Other(specify)	N-1117	-	-	-	958,598
2. Advances and other amounts recoverable in cash or in kind or for value to be received:					
a) On Capital Account	N-1118	-		-	
b) Prepayments	N-1119	-		-	
c) Others(TDS Receivables)	N-1120	17,139,118		23,745,903	
d) Other receivable	N-1121	2,232,911	19,372,029	431,832	24,177,735
3. Income Accrued:					
a) On Investments from Earmarked/Endowment Funds	N-1122	-		-	
b) On Investments - Others	N-1123	-		-	
c) On Loans and Advances	N-1124	-		-	
d) Others	N-1125	24,723,681		12,152,305	
(includes income due unrealised-Rs			24,723,681	-	12,152,305
4. Claims Receivable	N-1126	-	-	-	-
5. Other Assets					
a) Advance to Creditors	N-1127	8,906,975		8,293,405	
b) Security Deposits	N-1128	11,097,195		11,980,899	
c) Mob. Advance	N-1129	-		-	
d) Input Taxes	N-1130	103,233		141,624	
e) Staff Imprest	N-1131	927,507		220,118	
f) Other Receivable	N-1132	2,538,752		99,979	
g) Student Fee Receivables	N-1133	118,736,435		89,151,929	
h) Receivable from PF	N-1134	-		-	
i) Advance to Govt Authority	N-1135	-		-	
j) Prepaid Expenses	N-1139	7,035,121	149,345,218	5,469,962	115,357,916
TOTAL (B)			193,440,928		152,646,554
TOTAL (A + B)			587,541,513		763,098,741

		(Amount in Rs,₹)			
SCHEDULE 12 - INCOME FROM SALES/SERVICES		FS Notes	31.03.2025		31.03.2024
1) Income from Sales					
a) Sale of Finished Goods	N-1201	-	-		1,394
b) Sale of Raw Material	N-1202	-	-		-
c) Sale of Scraps	N-1203		418,287		991,706
2) Income from Services					
a) Labour and Processing Charges	N-1204	-	-		-
b) Professional/ Consultancy Services	N-1205		794,658		400,908
c) Agency Commission and Brokerage	N-1206	-	-		-
d) Maintenance Services (Equipment/ Property)	N-1207	-	-		-
e) Income From Lab Service	N-1208		70,944,642		86,238,246
f) Income From Implementation Charges	N-1210		27,001,328		5,334,359
TOTAL			99,158,915		92,966,613

SCHEDULE 13 - GRANTS/SUBSIDIES			31.03.2025		31.03.2024
<i>(Irrevocable Grants & Subsidies Received)</i>					
1) Central Government (To the Extent of Expenditure)	N-1301		605,795,218		658,598,074
2) State Government(s)	N-1302		-		-
3) Government Agencies	N-1303		-		-
4) Institutions/Welfare Bodies	N-1304		-		-
5) International Organisation	N-1305		-		-
6) Others (Specify)	N-1306		-		-
TOTAL			605,795,218		658,598,074

SCHEDULE 14 - FEES/SUBSCRIPTIONS			31.03.2025		31.03.2024
1) Entrance Fees	N-1401		-		-
2) Annual Fees/Subscriptions	N-1402		60,000		70,000
3) Seminar/ Program Fees/Short term Training Fee	N-1403		9,934,238		13,800,576
4) Consultancy Fees	N-1404		-		-
5) Student Fee	N-1405		467,517,365		454,929,256
6) Others	N-1407		-		-
TOTAL			477,511,603		468,799,832

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED

SCHEDULES FORMING PART OF INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED AS ON 31ST MARCH, 2025

(Amount in Rs./₹)

SCHEDULE 15 - INCOME FROM INVESTMENTS			31.03.2025		31.03.2024
15A: Investment from Earmarked Fund					
(Income on Invest, from Earmarked/ Endowment Funds transferred to Funds)					
1) Interest					
a) On Govt. Securities	N-1501		-		-
b) Other Bonds/ Debentures	N-1502		-		-
2) Dividends:			-		-
a) On Shares	N-1503		-		-
b) On Mutual Fund Securities	N-1504		-		-
3) Rents	N-1505		-		-
4) Others (Investment in Gratuity Funds)	N-1506		5,621,957		5,313,846
TOTAL (A)			5,621,957		5,313,846
15A: Investment - Others					
1) Interest					
a) On Govt. Securities	N-1507		-		-
b) Other Bonds/ Debentures	N-1508		-		-
2) Dividends:			-		-
a) On Shares	N-1509		-		-
b) On Mutual Fund Securities	N-1510		-		-
3) Rents	N-1511		-		-
4) Others (Investment in Gratuity Funds)	N-1512		-		-
TOTAL (B)			-		-
TRANSFERRED TO EARMARKED/ ENDOWMENT FUNDS			5,621,957		5,313,846
SCHEDULE 16 - INCOME FROM ROYALTY, PUBLICATION			31.03.2025		31.03.2024
1) Income from Royalty	N-1601		-		-
2) Income from Publications	N-1602		-		-
3) Others (specify)	N-1603		-		-
TOTAL			-		-

**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED**

SCHEDULES FORMING PART OF INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED AS ON 31ST MARCH, 2025

		(Amount in Rs./₹)	
SCHEDULE 17 - INTEREST INCOME		31.03.2025	31.03.2024
1) On Term Deposits:			
a) With Scheduled Banks	N-1701	20,711,984	21,280,189
b) With Non-Scheduled Banks	N-1711	-	-
c) With Institutions	N-1702	-	324,069
d) Others	N-1703	273,163	74,993
2) On Savings Accounts:			
a) With Scheduled Banks	N-1704	3,964,463	5,812,503
b) With Non-Scheduled Banks	N-1705	-	-
c) Post Office Savings Accounts	N-1706	-	-
d) Others	N-1707	-	-
3) On Loans:			
a) Employees/Staff	N-1708	-	-
b) Others	N-1709	-	22,156
4) Interest on Debtors and Other Receivables	N-1710	-	5,096
TOTAL		24,949,610	27,519,006

		31.03.2025	31.03.2024
SCHEDULE 18 - OTHER INCOME			
1) Profit on Sale/disposal of Assets:			
a) Owned assets	N-1801	-	-
b) Assets acquired out of grants, or received free of cost	N-1802	-	-
2) Export Incentives realized		-	-
3) Fees for Miscellaneous Services (CAD)		-	-
4) Miscellaneous Income	N-1803	16,334,387	29,957,497
TOTAL		16,334,387	29,957,497

		31.03.2025	31.03.2024
SCHEDULE 19-INCREASE/(DECREASE) IN STOCK OF FINISHED GOODS & WORK IN PROGRESS			
Closing stock			
- Finished Goods	N-1901	-	-
- Work-in-progress	N-1902	-	-
- Consumables	N-1903	7,267,528	7,313,538
Less: Opening Stock			
- Finished Goods	N-1904	-	-
- Work-in-progress	N-1905	-	-
- Consumables	N-1906	7,313,538	8,232,664
TOTAL		(46,010)	(919,126)

		31.03.2025	31.03.2024
SCHEDULE 20-ESTABLISHMENT EXPENSES			
a) Salaries and Wages	N-2001	274,119,956	240,089,276
b) Allowances and Bonus	N-2002	4,427,014	3,765,955
c) Contribution to Provident Fund	N-2003	23,084,082	21,490,753
d) Contribution to Other Fund (ESI)	N-2004	71,802	114,672
e) Staff Welfare Expenses (Medical, LTC, etc.)	N-2005	8,388,204	7,012,551
f) Exp. on Employees' Retirement and Terminal Benefits	N-2006	15,512,800	12,030,557
g) Others	N-2007	3,242,414	1,042,105
h) Staff Insurance	N-2008	2,822,024	3,259,115
i) Earned Leave Encashment	N-2009	16,033,792	16,848,438
TOTAL		347,702,088	305,653,422

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED

SCHEDULES FORMING PART OF INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED AS ON 31ST MARCH, 2025

		(Amount in Rs./₹)	
SCHEDULE 21-OTHER ADMINISTRATIVE EXPENSES ETC		31.03.2025	31.03.2024
a) Purchases	N-2101	-	-
b) Labour and processing expenses	N-2102	-	-
c) Cartage and Carriage Inwards	N-2103	188,413	265,292
d) Electricity and power	N-2104	48,312,185	53,231,260
e) Water charges	N-2105	3,890,121	1,835,875
f) Insurance	N-2106	1,081,966	890,379
g) Repairs and maintenance	N-2107	29,505,460	45,452,111
h) Excise Duty	N-2108	-	-
i) Rent, Rates and Taxes	N-2109	2,434,908	3,539,475
j) Vehicles Running and Maintenance	N-2110	5,206,730	3,501,312
k) Postage, Telephone and Communication Charges	N-2111	5,435,874	4,996,844
l) Printing and Stationary	N-2112	4,438,267	5,265,325
m) Travelling and Conveyance Expenses	N-2113	16,167,391	14,165,819
n) Expenses on Seminar/Workshops	N-2114	851,519	1,014,580
o) Subscription Expenses	N-2115	3,614,527	3,199,357
p) Expenses on Fees/Courses	N-2116	556,458	2,352,763
q) Auditors Remuneration	N-2117	3,286,820	5,130,654
r) Hospitality Expenses	N-2118	1,303,070	400,952
s) Professional Charges	N-2119	3,667,911	6,528,909
t) Provision for Bad and Doubtful Debts/ Advances	N-2120	31,508,928	4,250,800
u) Irrecoverable Balances Written-off-PF Trust	N-2121	-	-
v) Packing Charges	N-2122	-	-
w) Freight and Forwarding Expenses	N-2123	-	-
x) Distribution Expenses (Ethiopia Project Expns)	N-2124	-	-
y) Advertisement and Promotion	N-2125	10,211,270	16,069,976
z) Others (specify)			
1) Housekeeping Expense	N-2126	43,462,842	40,392,042
2) Security Expense	N-2127	46,639,148	46,342,294
3) Books & Periodicals	N-2128	129,814	153,613
4) Office Expense	N-2129	8,430,032	9,996,147
5) Consumables	N-2130	3,425,171	2,353,545
5) Loss of Foreign Exchange	N-2131	146,229	91,674
6) Training expenses	N-2132	19,842,810	22,722,949
7) Mess Charges Exps	N-2133	28,606,980	20,021,591
8) Damages and Interest on Late payment of EPFO	N-2134	-	-
9) Interlab testing charges	N-2135	6,458,278	5,670,652
10) NABL Accreditation Audit Expenses	N-2136	-	-
11) Promotional Activities expenses	N-2137	-	-
12) Celebration Expenses (INI & Founder day)	N-2138	957,585	2,618,680
13) Recruitment Expenses	N-2139	168,000	309,051
14) Lease Rental Expenses	N-2140	486,000	632,819
15) OTC Expenses	N-2141	4,828,391	5,353,880
16) Manpower Outsource Services	N-2143	6,790,449	-
17) Other expenses	N-2142	1,546,877	1,681,067
Total		343,580,424	330,431,687

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED

SCHEDULES FORMING PART OF INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED AS ON 31ST MARCH, 2025

(Amount in Rs/₹)

SCHEDULE 22: EXPENDITURE ON GRANTS, SUBSIDIES ETC			31.03.2025		31.03.2024
<i>(Irrevocable Grants & Subsidies Received)</i>					
1) Central Government (To the Extent of Expenditure)	N-2201		605,795,218		658,598,074
2) State Government(s)	N-2202		-		-
3) Government Agencies	N-2203		-		-
4) Institutions/Welfare Bodies	N-2204		-		-
5) International Organisations	N-2205		-		-
6) Others (Specify)	N-2206		-		-
TOTAL			605,795,218		658,598,074

SCHEDULE 23: INTEREST			31.03.2025		31.03.2024
a) On Fixed Loans			-		-
b) On Other Loans (including Bank Charges)			-		-
c) Others (specify)			-		-
TOTAL			-		-

SCHEDULE 24: PRIOR PERIOD ADJUSTMENTS			31.03.2025		31.03.2024
A. Income					
a) Student Development Fund/Fee	N-2401		37,637,022		-
b) Others	N-2402		-		-
Total (A)			37,637,022		-
B. Expenditure					
a) Leave Travel Concessions	N-2451		10,792,597		-
b) Others	N-2452		1,636,900		-
Total (B)			12,429,497		-
Net Prior Period Income/(Expenditure)			25,207,525		-



Schedule-25: Significant Accounting Policies

25.1 Accounting Convention:

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

25.2 Valuation of Inventories

Store, spare & consumable (including machinery spares) and stationery items are valued at cost.

25.3 Revenue Recognition

All the Income & Expenditure are accounted for on accrual basis except Grant/Subsidy, which was shown as part of Income to the extent of depreciation charged to the Asset purchased out of the Govt Grant.

25.4 Recognition of Grants

Government Grant/Subsidy related to depreciable fixed assets are treated as Deferred Income. The Deferred Income is recognized in Income & Expenditure Accounts on systematic and rational basis over the periods and in proportions in which depreciation on related asset is charged.

25.5 Investment

Both long-term and short-term investments are valued at cost as on the date of Balance sheet 31st-March-2025.

25.6 Fixed Assets and Depreciation

- (i) Fixed Assets are stated at their original cost including freight, duties, customs and other incidental expenses relating to acquisition and installation less accumulated depreciation.
- (ii) Depreciation has been charged on WDV method as per the rates prescribed under the Income Tax Act-1961.
- (iii) The depreciation is charged at 100% of rate prescribed if an asset is acquired on or before 30th September and 50% of rate prescribed if assets are acquired after 30th September at the rates specified in Income Tax Act'1961.
- (iv) No depreciation has been provided on the capital expenditure incurred during the year relating to the capital work in progress since they were not capitalized till the date of Balance sheet.

25.7 Employee's Retirement Benefits and Others Benefits

The provision for leave encashment and Gratuity has been made as per the actuarial valuation done by registered valuer. A Group Gratuity policy for all the FDDI campuses including Head Office have been taken from LIC.

Schedule: 26 Contingent Liabilities and Notes to Accounts

The Notes forming part of Annual Accounts gives inter-alia certain additional disclosures:-

26.1 Contingent Liabilities:Claims against the entity not acknowledged as debts

- a) The Noida Authority has issued a letter dated 24-01-2024 demanding Rs 12.45 Crore (approx.) as arrears of interest on account of delayed payment of Lease rent. Subsequently vide a letter dated 26-09-2024, Noida authority informed that aforesaid overdue interest liability is increased to Rs. 14.14 Crores. Based on representation(s) made by FDDI, vide letter dated 29-05-2025, Noida authority after recalculating the interest, reduced the demand to Rs. 4.45 Crores. The matter is still being taken up with the Noida Authority for further waiver/reduction of Interest.

b) Claims against the entity preferred by students/Ex-students

Campus	Nature	No of Cases	Amount (Rs.)
Jodhpur	Fee Refund	2	2,66,700/-
Noida	Exam	1	NA
Rohtak	Fee Refund	1	1,37,500/-

c) Claims against the entity preferred by Employees/Ex-Employee/Contract Employees

Campus	Nature	No of Cases	Amount (Rs.)
Noida	Reinstatement at FDDI	1	NA

d) Claims against the entity preferred by Others

Campus	Nature	No of Cases	Amount (Rs.)
Fursatganj	Land Dispute	1	50,00,000/-
Fursatganj	Land Dispute	2	Not determinable
Bannur	Land Dispute	2	Not determinable
Bannur	Incentive	1	Not determinable
Jodhpur	Contract Extension	1	NA
Jodhpur	Land Encroachment	1	NA
Noida	Contract Dispute	1	

e) Disputed Tax Matters

Campus	Act	Year	Amount (Rs.)
Rohtak	Haryana VAT	2013-14	2,50,615/-

26.2 Current Assets, Loans and Advances:

In the opinion of the Management, the Current Assets, Loans and Advances have a value on realization in the ordinary course of business, at least equal the amount at which they are stated in the Balance Sheet as on that date.

26.4 Grant in Aid

During the current year FDDI received Grants from central government to the tune of Rs.9,51,28,954/- for Non leather and earned Interest Income on the grant of Rs. 29,69,506/- (Non-Leather Rs.2,06,407/-, Banur Girls hostel Rs.9,84,316/-, Noida New Lab Building Rs.16,60,497/-, CNC Project Rs.1,18,286/-). Out of this amount aggregating to Rs. 28,51,220/- was refunded to DPIIT. The grant utilized/adjusted against depreciation on Asset purchased out of the Grant Rs 60,57,95,218/- and Non-Capital expenditure/Recurring Expenses of Rs. 29,09,856/-

26.5 The Institute has capitalized grant Rs. 1600.08 lakhs during the current financial year 2024-25 in comparison to the previous financial year 2023-24 Rs. 2669.31 lakhs out of fund provided by the Government.

26.6 Capital Work in Progress

During the year Rs.15,01,82,482/- is shown as Capital Work in Progress towards the expenditure incurred for setting up of FDDI Bannur Girls Hostel Rs. 4,74,98,106/-, FDDI Noida Lab Building Rs. 8,94,64,959/- and CNC & IDLS-Noida Rs. 1,32,19,417/-.

26.7 Depreciation:

The Depreciation has been charged during the current financial year 2024-25 on all the Asset purchased and created out of the Government Grant. The total depreciation charged during the current year on the assets was **Rs.60,57,95,218/-** and the grant was adjusted against the same value as shown in Schedule-13 and Schedule-22. Further the depreciation charged on Asset purchased out of the own fund amounting to **Rs. 2,88,30,791/-** is shown in the Income & Expenditure Account.

26.8 Disclosure in respect of Land

The following lands have been allotted free of cost by the respective state governments for the FDDI Campuses and the same have been shown in the books of accounts at a nominal values of Re.1/- each.

Particulars	Book Value as on 31 st March'25	Leasehold / Freehold	Area of Land (in acres)
FDDI Noida (HO)	1,89,84,135	Leasehold	9.86
FDDI Chennai Campus	1	Leasehold	15
FDDI Chennai Lab	49,09,052		
FDDI Kolkata	1	Leasehold	17
FDDI Rohtak	1	Leasehold	17
FDDI Jodhpur	1	Freehold	15
FDDI Hyderabad	1	Freehold	14.68
FDDI Patna	1	Freehold	10
FDDI Banur	1	Freehold	7.18
FDDI Fursatganj		Freehold	8.65
FDDI Fursatganj Girls Hostel	77,20,818	Freehold	2.68
FDDI OTC Nigoha	27,14,100	Freehold	1.25
FDDI Ankaleshwar	40,000	Leasehold	10

FDDI Guna	78,02,791	Leasehold	20
FDDI Chindwara	55,76,369	Leasehold	20

26.7 Taxation:-

The Institute has obtained registration under sub clause (i) of clause (ac) of sub-section (1) of section 12A of Income Tax Act 1961. accordingly income of the institute is exempt as per the provisions of the act. Further Institute has incurred losses during the year, therefore, no provision for Income Tax has been considered in the Books of Accounts.

26.8 The interest income on investment of the earmarked/endowment fund is being credited to the related fund and refunded to the Government.

26.9 All known and ascertained liabilities, and all income and expenses related to the financial year ended 31st March 2025 have been duly provided/accounted for in the books of accounts as per the accounting policy consistently followed by the Institute.

26.10 Provision for Retirement Benefits

The expenditure booked on account of provision for Leave encasement & Gratuity for the captioned year was Rs.1,59,86,892/- & Rs. 1,39,83,839/- respectively. The total provision for Leave Encashment & Gratuity at the yearend was Rs.7,28,27,098/- and Rs.8,90,05,179/- respectively, out of which sum of Rs.8,01,50,002/- is invested in the LIC Group Gratuity Scheme.

26.11 As per the Institute's policy, during the year Institute paid LTC (Leave Travel Concession) for the block year (Calendar year) 2023-2024. Total aggregate LTC expenses including provision towards LTC for the period from January-25 to March-2025 was **Rs. 147.95** out of which expenditure **Rs. 107.92** Lacs pertains to LTC for the period from April-2023 to March-2024, which has been shown as 'Prior Period Expenses' under **Schedule-24**.

26.12 Prior Period Income & Expenses:

An accumulated balance **Rs. 376.37** Lacs lying in Student Development Fee which was reflected under current liability in earlier years financial statements and was part of Student Fee has been recorded as income and disclosed as prior period income during the current year under **Schedule-24**. Similarly Prior period expenses **Rs. 124.29** lacs which include Prior period LTC Expenses as mentioned in the above Note 26.11 is disclosed under **Schedule-24**.

26.13 Provision for doubtful debts

During the current year a provision for doubtful debt aggregating to **Rs. 315.09 Lacs**, which includes provision on account of the fee receivable from students **Rs. 149.97 Lacs** and **Rs. 165.12 Lacs** towards other debts being Lab Charges, which were outstanding for a period of more than 3 years as on balance sheet date.

26.14 Excess/Shortfall of Income over Expenditure

As an organization's policy, the excess of expenditure over Income after considering Prior Period Income/expenditure **Rs. 713.75 Lacs** has been transferred to Capital/Corpus Fund.

26.15 Others

- i. Fixed Assets related to projects of all the campuses are maintained at Head Office, Noida.
- ii. Balance of stock (stores & Consumables) & cash balance have been taken as certified by HODs based on physical verification carried out by them as on 31.03.2025.
- iii. The balance of sundry debtors, creditors, receivable, loans & advances & other liabilities whether in debit or in credit are subject to confirmation and reconciliation.
- iv. There was a system of internal audit in place and books of accounts have been audited by an independent firm of Chartered Accountant.
- v. All the financial figures have been rounded off the nearest rupee while compilation of the financial statements.
- vi. Previous year figures were re-grouped and rearranged whenever it was necessary.

For Footwear Design & Development Institute

Vivek Sharma

Vivek Sharma, IRS
Managing Director

 **Vivek Sharma, IRS**
प्रबन्ध निदेशक / Managing Director
फुटवेयर डिजाइन एवं डेवलपमेंट इंस्टिट्यूट
Footwear Design & Development Institute
वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार
Ministry of Commerce & Industry, Govt. of India
एफ. डी. आई. अधिनियम २०१७ के अन्तर्गत एक राष्ट्रीय महत्व का संस्थान
An Institution of National Importance under FDDI Act 2017
ए-१०/ए, सेक्टर-२४ नोएडा / A-10/A, Sector-24, NOIDA-201 301

Rakesh Raushan

CA. Rakesh Roshan
DGM A&F

Rakesh Raushan
Dy. General Manager (Account & Finance)
Footwear Design & Development Institute
A-10/A, Sector-24, Noida (U.P.)

ANNUAL REPORT FY – 2023 - 2024

Separate Audit Report of the Comptroller and Auditor General of India on the Accounts of Footwear Design & Development Institute for the year ended 31 March 2024

We have audited the attached Balance sheet of Footwear Design & Development Institute (FDDI) as on 31 March 2024 and the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date under Section 19(2) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 read with Section 23(2) of the Footwear Design & Development Institute Act, 2017. There are a total of 12 Campuses of FDDI all over India. All 12 campuses (Patna, Kolkata, Jodhpur, Ankaleshwar, Guna, Chhindwara, Noida, Fursatganj, Rohtak, Chandigarh, Hyderabad and Chennai) prepare their own standalone financial statements which are consolidated by FDDI, Noida. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller and Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms etc. Audit observations on financial transactions with regard to compliance with the Law, Rules and Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Reports/CAG's Audit reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

- (i) We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit;
- (ii) The Balance Sheet and Income and Expenditure Account/ Receipts and Payments Account dealt with by this report have been drawn up in the format prescribed by the Ministry of Finance.
- (iii) In our opinion, proper books of accounts and other relevant records have been maintained by FDDI, Noida in so far as it appears from our examination of such books.
- (iv) We further report that:

A. Balance Sheet

A.1 Current liabilities and Provisions (Schedule-7): ₹58.48 crore

Other Administrative Expenses (Schedule-21): ₹32.54 crore

The above amount does not include outstanding demand of Noida Authority amounting to ₹12.45 crore towards lease rent for the allotted land along with interest as on 31 March 2024.

FDDI received (January 2024) a demand notice of ₹12.45 crore towards lease rent/interest for the period up to 31 December 2023. Similar notices were received by FDDI in previous years also. FDDI requested (February 2021, February 2022 and May 2024) Noida Authority to waive off the interest amount on the plea that it did not have surplus fund to pay the outstanding amount. However, the Authority rejected (March 2022 and July 2022) the request of FDDI stating that the lease rent and interest was payable by FDDI as per the terms and conditions of the lease agreement and there was no provision for waiver. Despite this, the outstanding demand was not provided for in the books of accounts as on 31 March 2024 and it was disclosed only as a contingent liability.

Non-provisioning of the outstanding demand of Noida Authority resulted in understatement of Current Liabilities and Provisions, understatement of Other Administrative Expenses and consequent understatement of Deficit by ₹12.45 crore.

This issue was also raised in the Separate Audit Report on the Accounts for the year 2022-23. However, no corrective action has been taken by the Management.

A.2 Current Assets, Loans, Advances, etc. (Schedule-11): ₹49.58 crore

Other Assets: Student Fee Receivables: ₹8.38 crore

The above includes fee amounting to ₹86.34 lakh pending for recovery for more than three years from students who had already left FDDI. As the receivable amount has been outstanding for more than three years and possibility of recovery of the fees receivable was remote, necessary provision should have been made. FDDI has also not disclosed any accounting policy regarding provision for doubtful recovery.

This resulted in overstatement of Current Assets and understatement of Provisions as well as understatement of Deficit by ₹86.34 lakh.

A.3 Current liabilities and Provisions (Schedule-7): ₹58.48 crore

(a) The above does not include ₹50.22 lakh being the amount payable for the services utilized and expenses incurred by FDDI, Hyderabad campus during 2023-24. No provision for outstanding liability of ₹50.22 lakh has been created in its books of accounts.

This has resulted in understatement of Current Liabilities, understatement of Expenses with consequential understatement of Deficit by ₹50.22 lakh.

(b) The above includes Student Development Fee of ₹3.92 crore which is shown under the head 'Funds for Students'. As per the provisions of Finance and Accounts Manual of FDDI, Student Development Fee is a part of the Direct Income. Therefore, amount received on

account of Student Development Fee should have been accounted for as Income instead of showing it under Current Liabilities.

This has resulted in understatement of Fees/Subscriptions, overstatement of Current Liabilities and overstatement of Deficit for the year 2023-24 by ₹3.92 crore.

(c) The above includes ₹15.00 lakh received by FDDI, Kolkata Campus from West Bengal SC/ST Development Finance Corporation Limited in the year 2017-18 for SC/ST students. Since the amount had been duly spent, the same should have been adjusted in Income and Expenditure Account instead of showing under Current Liabilities. This has resulted in overstatement of Current Liabilities and understatement of Income to the same extent. Consequently, Deficit is also overstated by the same amount.

B. Contingent Liabilities (Schedule-25)

The above schedule does not include the litigation cases related to Head office-Noida and other branches/campuses of FDDI, which were pending with different Courts.

Audit observed that a total 15 court cases (Noida-5, Fursatganj-3, Rohtak-1, Banur-2, Jodhpur-4) were pending. FDDI should have disclosed all the legal cases under Contingent Liabilities as per the Uniform Format of Accounts. Further, in one of the cases, a recovery suit had been filed against FDDI for ₹2,13,683 along with pendente lite and future interest at the rate of 18 percent per annum from the date of filing the suit till its realization. This was also not disclosed in the accounts.

C. General

In para 5(b) of Schedule-24, it was disclosed that lands of 7 branches (Chennai, Kolkata, Rohtak, Jodhpur, Hyderabad, Patna and Banur) had been allotted free of cost by the respective State Governments and the same had been shown in the books of accounts at nominal values of ₹1/- each. However, land details of other 5 branches were not disclosed in books of accounts. Further, in Schedule 8 (8A and 8B) related to Fixed Assets, all buildings were shown on freehold land which is incorrect as the lands of 8 campuses are leasehold. The disclosure in Schedule 8 is deficient to that extent.

In respect of Rohtak campus, Haryana State Industrial Development Corporation Ltd allotted (April 2009) 15 acres of land on leasehold basis for an initial period of five years (effective from 19 January 2009). Upon expiry of the initial period of five years, the lease was renewable for a further period of 25 years if FDDI fully established the Footwear Design and Development Institute on the said land within the initial five year period. Annual lease rent for the land was ₹100 per year per acre. The initial five-year period had expired in the year 2014. However, the renewal of the lease deed for further 25 years had not been completed so far. Therefore, provision for lease rent of ₹15,000 (15 acres *100*10 years) should be booked by the Rohtak Campus.

D. Grant-in-Aid

FDDI had an opening balance of Grant amounting to ₹4.73 crore as on 1 April 2023 and it received grant of ₹31.12 crore under different heads (Non-leather project: ₹18.10 crore,

Noida lab building: ₹8.27 crore and Bannur Girls Hostel: ₹4.75 crore) from the Government of India during the year 2023-24. Out of the total grant, FDDI utilised an amount of ₹21.74 crore. Closing balance of Grant as on 31 March 2024 was ₹14.11 crore.

Besides, FDDI earned interest of ₹0.058 crore on the grants and refunded interest of ₹0.145 crore during the year.

E. Management Letter

Deficiencies which have not been included in this Separate Audit Report have been brought to the notice of the Management of the Institute through a Management Letter issued separately for remedial/corrective action.

(v) Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income and Expenditure Account/Receipts and Payments Account dealt with by this report are in agreement with the books of accounts.

(vi) In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in **Annexure** to this Separate Audit Report, **give a true and fair view** in conformity with accounting principles generally accepted in India:

- (a) In so far as it relates to the Balance Sheet, of the state of affairs of FDDI as at 31 March 2024; and
- (b) In so far as it relates Income and Expenditure Account, of the *deficit* for the year ended on that date.

**For and on behalf of the
Comptroller and Auditor General of India**

Place: New Delhi

Dated: 19 DEC 2024


(S. Ahladini Panda)
Director General of Audit
Industry & Corporate Affairs

Annexure to Separate Audit Report

1. Adequacy of Internal Audit System

Internal Audit was being done by hired Chartered Accountants' firm namely RSM & Associates and the same had been completed up to the financial year 2023-24 for all the campuses.

2. Adequacy of Internal Control System

The internal control system was inadequate and not commensurate with the size and nature of the activities of FDDI in so far as financial matters are concerned, due to the reasons mentioned below:

- (a) Sundry creditors include balance of ₹1,176.22 lakh, out of which ₹35.73 lakh pertain to sundry creditors outstanding for more than three years and amount of ₹11.99 lakh pertains to sundry creditors outstanding for one to three years. The total of campus-wise creditors of ₹1,176.22 lakh as provided by Management (age-wise creditors in MS-Excel) was also not matching with the amount shown in annual accounts i.e. ₹1,177.68 lakh (As per Schedule-7).

Further, balance confirmation of Sundry Debtors of ₹152.51 lakh which were pending for more than three years was not found on record.

- (b) There was no uniformity in maintaining expenditure control register, separate ledger for hostel fee, advance register, TA and LTC bill register, medical claim expenditure register, Investment register and register of contracts.

- (c) Amounts of ₹30,000 and ₹4,000 shown under staff imprest have not been recovered from two former employees since 2015 and 2011 respectively.

- (d) FDDI, Noida Campus incurred an expenditure of ₹27.42 lakh towards Legal & Professional Charges during the year 2023-24. However, the empanelment letters of the legal consultants for the period from 1 April 2023 to 29 February 2024 were not available on records.

3. System of Physical Verification of Fixed Assets

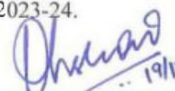
Physical verification of fixed assets was completed for all campuses except Chennai campus. In the Assets Registers, value of each asset (working and non-working assets) were not disclosed.

4. System of Physical Verification of Inventory

Physical verification of the inventory had been completed by the Management for all campuses except Chennai campus.

5. Regularity in Payment of Statutory Dues

The Institute was regular in payment of statutory dues during the year 2023-24.


19/12/24
Director (AMG-III)

FINANCIAL REPORT

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE CONSOLIDATED BALANCE SHEET AS AT 31ST MARCH, 2024

(Amount In Rs.)

Particular	Schedule	As at 31.03.2024	As at 31.03.2023
CORPUS/ CAPITAL FUND AND LIABILITIES			
Corpus/ Capital Fund	1	35,67,49,982	39,94,58,099
Reserves And Surplus	2	-	-
Earmarked/ Endowment Funds	3	5,23,41,11,855	5,59,44,86,512
Secured Loans And Borrowings	4	-	-
Unsecured Loans And Borrowings	5	-	-
Deferred Credit Liabilities	6	-	-
Current Liabilities And Provisions	7	58,48,08,924	51,73,60,694
TOTAL		6,17,56,70,762	6,51,13,05,305
ASSETS			
Fixed Assets	8	5,33,80,48,540	5,68,02,41,295
Investments - From Earmarked/Endowment Funds	9	-	-
Investments - Others	10	34,17,83,780	36,55,77,006
Current Assets, Loans, Advances Etc.	11	49,58,38,442	46,54,87,003
Miscellaneous Expenditure (to the extent not written off or adjusted)			
TOTAL		6,17,56,70,762	6,51,13,05,305

SIGNIFICANT ACCOUNTING POLICIES 24

CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS 25

For Footwear Design & Development Institute


Dr. Sumit Kumar Jarangal, IAS
Managing Director


Col. Pankaj Kumar Sinha
Secretary


Sunil Bisht
Manager (A&F)

Place: Noida
Dated: 16.08.2024

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED ON 31ST MARCH, 2024

(Amount In Rs.)

Particular	Schedule	31.03.2024	31.03.2023
INCOME			
Income from Sales/Services	12	9,29,66,613	5,50,80,910
Grants/Subsidies	13	65,85,98,074	69,46,32,363
Fees/Subscriptions	14	46,91,54,026	49,17,03,003
Income from Investments (Income on Invest, from earmarked/endow. Funds transferred to Funds)	15	93,00,890	65,38,028
Income from Royalty, Publication etc.	16	-	-
Interest Earned	17	2,75,19,005	3,34,91,544
Other Income	18	2,56,16,259	2,30,70,887
Increase/(decrease) in stock	19	-9,19,125	-14,81,335
TOTAL (A)		1,28,22,35,742	1,30,30,35,400
EXPENDITURE			
Establishment Expenses	20	31,06,60,379	26,86,55,843
Other Administrative Expenses etc.	21	32,54,24,729	45,19,90,347
Expenditure on Grants, Subsidies etc.	22	65,85,98,074	69,36,29,120
Interest	23	-	-
Depreciation	8A	3,02,73,836	2,24,41,903
TOTAL (B)		1,32,49,57,018	1,43,67,17,214
Prior Period Expenses		-	-
Balance being excess of Income over Expenditure (A-B)		(4,27,21,276)	(13,36,81,814)
Transfer to Special Reserve (Specify each)		-	-
Transfer to / from General Reserve		-	-
Balance Being Surplus/(Deficit) Carried To Corpus/ Capital Fund		(4,27,21,276)	(13,36,81,814)
Significant Accounting Policies	24		
Contingent Liabilities And Notes On Accounts	25		

For Footwear Design & Development Institute


Dr. Sunmeet Kumar Jarangal, IAS
Managing Director


Col. Pankaj Kumar Sinha
Secretary


Sunil Bisht
Manager (A&F)

Place: Noida
Dated: 16-08-2024

Footwear Design and Development Institute
Consolidated statement of Receipts and Payments
For the year ended on 31st March, 2024

For the year ended on 31st March, 2024						
RECEIPTS		As at 31.03.2024	As at 31.03.2023	PAYMENTS	As at 31.03.2024	As at 31.03.2023
I) Opening Balances		1,50,231	93,527	I) Expenses	16,56,35,920	17,20,74,222
a) Cash in hand				b) Administrative Expenses (corresponding	19,34,32,935	23,96,80,489
b) Bank Balances		2,21,59,179	1,51,93,409	a) PLSDP?		
i) In current accounts		19,55,60,388	1,04,95,64,070	b) IDLS		
ii) In Deposit/Saving accounts				c) Others (Payment to party from Govt	18,11,11,167	1,30,56,634
iii) Fixed deposit value Excluded from Bank balance		4,00,00,000				
II) Grants / Funds Received				III) Investments and deposits made		
a) From Government of India				a) Out of Earmarked/ Endowment funds		
b) Capital expenditure				b) Out of Own Funds (Investments-Others)	33,81,26,322	25,000
c) PLSDP				c) Investment in Gratuity Fund	34,80,627	33,64,240
d) IDLS		31,12,25,660	1,21,02,013	IV) Expenditure on Fixed Assets & Capital Work-in-		
e) Others -Grant				a) Purchase of Fixed Assets	33,99,820	2,89,45,157
b) From State Government				b) Expenditure on Capital Work-in-progress		
c) From other sources (details) (Grants for capital &				V) Refund of surplus money/loans		
d) Income on Investments from				a) To the Government of India *		1,07,16,216
a) Earmarked/Endow. Funds			4,91,987	b) To the State Government		
b) Own Funds (Oth. Investment)		1,49,21,487				
IV) Interest Received				c) To other providers (Interest Refund to Government)	14,49,439	
a) Interest on Govt Grant		5,86,546		VII) Finance Charges (Interest)	9,541	21,024
b) On Bank deposits		1,03,96,460	1,29,90,414	VIII) Other Payments (Specify)		
c) Loans, Advances etc.		43,87,227	9,44,186	a) Transactions with branches	26,85,46,281	9,90,86,879
V) Other Income (Specify)				b) Other Payments	40,02,60,340	1,26,18,80,550
a) Student fees		43,82,74,044	36,27,35,424	c) Advance to employee	2,29,89,755	1,96,26,240
b) Lab Testing Fee		9,46,29,837	1,40,78,986	d) Refund of student fee	50,43,895	1,97,97,798
c) Other Income		78,72,118	1,73,38,998	VIII) Closing Balances		
VI) Amount Borrowed				a) Cash in hand	1,25,820	1,50,231
VII) Any other receipts (give details)				b) Bank Balances		
a) Investment Matured During the year		37,21,58,180	19,16,35,412	i) In current accounts	1,82,83,071	2,21,59,180
b) Other Receipts		8,18,33,768	24,98,23,810	ii) In deposit/saving	26,71,20,807	23,55,60,387
c) Transaction with branch		27,32,53,391	19,70,20,084			
d) Student Security		16,07,124	21,31,928			
TOTAL		1,86,90,15,739	2,12,61,44,247	TOTAL	1,86,90,15,739	2,12,61,44,247

For Footwear Design & Development Institute

Dr. Sumit Kumar Jangra, IAS
 Managing Director

Place: Noida
 Date: 16-08-2024

Col. Parul Kaur Singh
 Secretary

Sunil Bisht
 Manager (A&F)

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2024

(Amount in Rs)

SCHEDULE 1 - CORPUS/CAPITAL FUND :	As at 31.03.2024		As at 31.03.2023	
Balance as at the beginning of the year	399,458,099		533,139,912	
Add : Contributions towards Corpus/ Capital Fund				
adj.				
Add:Capiat Adjustment	13,159			
Add : Transfer From General Reserve				
Add/ (Deduct) : Balance of net income/(expenditiire) transferred from the Income and Expenditure Account	-42,716,276	356,754,982	-133,681,813	399,458,099
Balance As At The Year - End		356,754,982		399,458,099

SCHEDULE 2 - RESERVES AND SURPLUS :	As at 31.03.2024		As at 31.03.2023	
1. Capital Reserve :				
As per last Account				
Addition during the year				
Less : Deductions during the year				
2. Revaluation Reserve:				
As per last Account				
Addition during the year				
Less : Deductions during the year				
3. Special Reserves :				
As per last Account				
Addition during the year				
Less : Deductions during the year				
4. General Reserve :				
As per last Account				
Addition during the year				
Add : Transfer to General Reserve				
Less : Transfer to Corpus/ Capital Fund				
Less : Deductions during the year	-			
TOTAL				

SCHEDULE 3 - EARMARKED/ENDOWMENT FUNDS	FUND-WISE BREAK UP			FUND-WISE BREAK UP	
	Capital Grant	PLSDP	IDLs	31.03.2024	31.03.2023
a) Opening balance of the funds	5,34,35,73,247	24,99,82,736	157	5,59,35,56,140	6,30,79,58,456
Add: Book adjustments (As per books of Account)				9,30,372	9,30,372
b) Additions to the Funds:	31,12,25,660			5,59,44,86,512	6,30,88,88,828
i) Donations/ grants				31,12,25,660	
ii) Income from Investments made on account of funds	5,86,646			5,86,646	1,15,79,009
iii) Other additions (Written Back of Excess Written off in Previous Year)					
TOTAL (a+b)	5,65,53,85,553	24,99,82,736	157	5,90,62,98,818	6,32,04,67,837
c) Utilisation/ Expenditure towards objectives of funds					
i) Capital Expenditure Fixed Assets					
- Fixed Assets & Depreciation	63,78,20,037	2,07,78,037	-	65,85,98,074	72,59,81,325
- Others					
ii) Revenue Expenditure					
- Salaries, Wages and allowances etc. and other non capital exps	1,21,39,450	-	-	1,21,39,450	-
- Rent					
- Other Administrative expenses	-	-	-		
- Refund of Interest on grants	14,49,439	-	-	14,49,439	
TOTAL (c)	65,14,08,926	2,07,78,037	-	67,21,86,963	72,59,81,325
NET BALANCE AS AT THE YEAR-END (a + b - c)	5,00,39,76,627	22,92,04,699	157	5,23,41,11,855	5,59,44,86,512

SCHEDULE 4 - SECURED LOANS AND BORROWINGS:	As at 31.03.2024		As at 31.03.2023	
1. Central Government				
2. State Government (Specify)				
3. Financial Institutions				
a) Term Loans				
b) Interest accrued and due				
4. Banks:				
a) Term Loans				
- Interest accrued and due				
b) Other Loans (specify)				
- Interest accrued and due				
5. Other Institutions and Agencies				
6. Debentures and Bonds				
7. Others (Specify)				
TOTAL				

SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS	As at 31.03.2024	As at 31.03.2023
1. Central Government		
2. State Government (Specify)		
3. Financial Institutions		
4. Banks:		
a) Term Loans		
b) Other Loans (specify)		
5. Other Institutions and Agencies		
6. Debentures and Bonds		
7. Fixed Deposits		
8. Others (Specify)		
TOTAL		

SCHEDULE 6 - DEFERRED CREDIT LIABILITIES:	As at 31.03.2024	As at 31.03.2023
a) Acceptances secured by hypothecation of capital equipment and other assets		
b) Others		
TOTAL		

SCHEDULE 7 - CURRENT LIABILITIES AND PROVISIONS A. CURRENT LIABILITIES		As at 31.03.2024		As at 31.03.2023	
1. Acceptances					
2. Sundry Creditors:					
a) For Goods	4,127,285		87,979		
b) Others	113,641,495	117,768,780	70,689,014	70,776,993	
c) Staff			55,536		
c) Branch				55,536	
3. Advances Received					
a) Training Fee Advance	68,732,798		70,295,909		
b) Advance from Debtors	4,614,312	73,347,110	3,693,873	73,989,782	
4. Interest accrued but not due on:					
a) Secured Loans / borrowings					
b) Unsecured Loans/borrowings					
5. Statutory Liabilities:					
a) Overdue					
b) Others	8,883,762	8,883,762	5,167,758	5,167,758	
6. Other current Liabilities					
a) Security Deposits (Student)	44,193,134		51,654,218		
b) Security Deposits (EMD)	35,329,934		30,786,026		
c) HRD Mission stipend					
c) Insurnace Claim/ Students Stipend	549,401		549,401		
d) Funds for Students	39,250,406		35,469,334		
e) Int. Institute Of Sadlery Tech & Export Mgmt.	5,489,242		5,489,242		
f)Death Relief Fund	613,000		314,000		
h)Student fee Receivable	6,264,880		3,639,039		
i) Hostel & Mess Securities			634,600		
j)Exess fee refundable			700,997		
f) Others	72,431,872	204,121,869	75,431,719	204,668,575	
TOTAL (A)		404,121,521		354,658,644	
B. PROVISIONS					
1. For Taxation		-25		68,587	
2. Gratuity		80,568,694		76,905,502	
3. Superannuation/Pension					
4. Accumulated Leave Encashment		67,142,179		58,143,082	
5. Damage and Interest charge on late payment of EPFO		14,300,000		14,300,000	
6. Others - Provision for expenses		18,671,556		13,284,878	
TOTAL (B)		180,682,404		162,702,049	
TOTAL (A+B)		584,803,924		517,360,693	

SCHEDULE 8A - FIXED ASSETS (FROM OWN FUNDS)										
DESCRIPTION	Depreciation Rate	GROSS BLOCK				DEPRECIATION			NET BLOCK	
		Car/Valuation on 01.04.2023	Additions during the year more than 180 days	Addition during the year less than 180 days	Deductions during the year	Car/Valuation on 31.03.2024	On Addition During The year	On Deductions during the year	WDV at 31.03.2024	WDV at 31.03.2023
A- FIXED ASSETS:										
1. Land:										
a) Freehold (Govt. Grant)										
b) Leasehold										
2 Buildings:										
a) On Freehold Land										
b) On Leasehold Land	10%	15,21,67,648				15,21,67,648	8,50,29,253		6,03,70,556	6,70,78,395
c) Ownership Flats/Premises										
d) Superstructures on Land not belonging to the entity					77,891	77,891		3,895	73,986	-
e) Building Noida	10%	1,15,85,187				1,15,85,187	5,79,259	11,00,993	99,05,535	1,10,05,528
f) Gate no.1 security	10%	6,61,667				6,61,667	33,083	62,858	5,65,726	6,28,584
g) Sports complex Noida	10%	64,44,604				64,44,604	3,22,230	6,12,337	55,10,137	61,22,374
h) Boundary wall Noida	10%	1,01,09,650				1,01,09,650	5,05,482	9,40,417	14,65,899	86,43,751
i) Under Ground Tank Noida	10%	16,11,534				16,11,534	80,578	1,53,086	2,13,674	13,77,860
3. Plant Machinery & Equipment	15%	15,80,29,283	41,54,326	38,43,142	99,608	16,59,57,123	12,86,12,918	53,65,654	3,19,78,751	3,55,38,793
4. Vehicles		2,53,712				2,53,712	1,77,087	11,694	1,88,581	76,625
5. Furniture, Fixtures.	10%	3,44,26,999	7,21,661	3,29,774		3,54,78,434	2,21,006	12,91,972	2,36,12,978	1,18,65,457
6. Office Equipment		7,93,433				7,93,433	4,33,199	50,661	4,84,060	3,09,573
7. Computer/ Peripherals	40%	1,20,94,383	2,74,814	1,83,508		1,25,52,705	93,49,595	12,43,086	1,05,92,684	19,60,039
8. Electric Installations	15%	8,62,71,768	49,480	2,02,546		8,85,23,714	63,67,642	1,23,12,953	1,86,60,638	6,98,43,079
9. Library Books		21,45,780		56,364		22,02,144	15,69,342	2,41,848	18,11,195	3,90,954
10. Tube-wells & W. Supply		4,65,718				4,65,718	71,567	37,415	1,08,982	3,86,736
11 Other Fixed Assets		78,000		5,782		83,782	21,645	8,742	30,387	53,395
Intangible Assets										
Software		11,00,540				11,25,540	7,76,934	1,09,037	8,85,971	2,37,549
Total 2023-24		48,02,09,896	51,40,201	47,22,007	99,608	49,00,12,466	25,62,51,169	3,02,73,836	28,65,24,665	20,34,49,434
Total 2022-23		34,59,63,209				29,00,84,130	19,98,53,089	82,83,074	20,79,36,133	3,98,43,951
										3,49,86,609

(Amount in Rs)

SCHEDULE 15-A3
FDDI-AT Cost Project Asset

S. No.		Fixed Assets	Rate	Gross Block			DEPRECIATION			Net Block		
		Cost/ Valuation As at beginning of the year	Additions during the years		Deletion during the year	Cost/Valuation at the end of the year	As at beginning of the year	On Addition/during the year	On deduction in during the year	Total upto the year End	As at the current year End	As at the previous year End
			Less than 180 days	More than 180 days								
TANGIBLE ASSETS												
1	Land	4,77,47,271	-	-	-	4,77,47,271	-	-	-	-	4,77,47,271	4,77,47,271
2	Building	8,78,88,28,907	-	-	-	8,78,88,28,907	5,16,52,53,352	36,33,42,316	-	5,52,85,97,668	3,27,00,80,844	3,52,35,73,555
a)	On Freehold land	8,78,88,28,907	-	-	98,49,606	8,78,88,28,907	2,12,70,419	11,07,454	-	2,23,77,873	99,67,088	1,10,74,542
3	Wells and Tubewells	3,23,44,961	-	-	-	3,23,44,961	-	-	-	-	-	-
Furniture & Fitting												
a)	Furniture & Fittings	54,32,49,389	-	-	37,57,098	54,70,06,487	31,29,86,463	2,34,02,304	-	33,63,88,026	21,06,18,461	23,02,64,124
b)	Electric Fittings	49,39,34,730	-	-	-	49,39,34,730	28,77,91,666	2,06,14,306	-	30,84,05,972	18,55,28,758	20,61,43,064
Machinery & Plant												
a)	Plant and Machinery	3,56,38,49,087	6,54,98,465	12,26,40,774	-	3,75,19,88,326	2,36,97,65,169	20,24,20,899	-	2,57,21,86,068	1,17,98,02,527	1,19,40,83,918
b)	Plant and Machinery	63,30,63,694	-	46,33,032	-	63,76,96,726	55,87,09,824	3,15,94,761	-	59,03,04,585	4,73,92,142	7,43,53,871
c)	Computer	10,41,00,212	1,81,54,318	1,28,00,958	-	13,50,55,488	10,29,45,176	92,13,267	-	11,21,58,443	2,28,96,749	11,55,037
d)	Vehicle	3,48,01,975	-	-	-	3,48,01,975	2,72,62,553	11,30,913	-	2,83,93,466	64,08,509	75,39,423
e)	Books	8,27,99,254	-	-	-	8,27,99,254	8,27,05,381	37,613	-	8,27,42,994	56,260	93,873
5	Intangible Asset											
a)	Software	54,11,869	2,36,82,600	59,14,089	-	3,50,08,558	6,76,484	56,22,694	-	62,99,178	2,87,09,381	47,35,385
Total		14,33,97,28,643.97	10,73,35,383.00	15,95,95,557.00	-	14,60,66,59,583.97	8,93,83,53,864.05	65,85,98,073.56	-	9,59,69,51,196.61	5,00,97,08,359.78	5,40,13,75,293.13
A. Capital Work in Progress		5,49,07,261	1,36,58,43,049	-	-	12,48,50,756	-	-	-	-	12,48,50,756	5,49,07,261
Total											5,13,45,59,116.01	5,45,62,82,553.13

SCHEDULE 9 - INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS	As at 31.03.2024	As at 31.03.2023
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (to be specified)		
TOTAL	-	-

SCHEDULE 10 - INVESTMENTS - OTHERS	As at 31.03.2024	As at 31.03.2023
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (gratuity)		
1) Gratuity Fund	7,48,33,754	7,44,84,555
2) Other Corpus Investment	26,69,50,026	29,10,92,451
TOTAL	34,17,83,780	36,55,77,006

SCHEDULE 11 - CURRENT ASSETS, LOANS AND ADVANCES	As at 31.03.2024	As at 31.03.2023
A. CURRENT ASSETS:		
1. Inventories:		
a) Stores and Spares	73,13,538	82,19,505
b) Loose Tools		-
c) Stock-in-trade		-
Finished Goods Work-in-progress Raw Materials		-
2. Sundry Debtors:		
a) Debts Outstanding for a period exceeding six months	3,16,35,022	1,77,23,920
b) Debtor outstanding for a period less the six month	1,40,65,873	36,74,749
c) Others		1,51,10,472
d) Branch		-
3. Cash balances in hand (including cheques/ drafts and imprest)	1,25,820	1,50,231
4. Bank Balances:		
a) With Scheduled Banks:		
-On Current Accounts	1,82,83,071	2,21,59,179
-On Deposit Accounts (includes margin money) -On Savings Accounts	26,36,69,441	22,73,30,815
b) With non-Scheduled Banks: -On Current Accounts -On Deposit Accounts -On Savings Accounts	34,51,367	82,29,574
5. Post Office-Savings Accounts	-	-
TOTAL (A)	33,85,44,132	30,25,98,444
1. Loans		
a) Staff	8,38,098	7,49,577
b) Other Entities engaged in activities/objectives similar to that of the Entity		-
c) Other (specify)		-
2. Advances and other amounts recoverable in cash or in kind or for value to be received:		
a) On Capital Account		-
b) Prepayments	54,69,962	64,14,240
c) Others (TDS Receivables)	2,37,45,904	2,21,91,966
d) Other receivable	4,31,832	54,17,039
3. Income Accrued:		
a) On Investments from Earmarked/Endowment Funds	-	-
b) On Investments - Others	1,00,00,000	12,21,810
c) On Loans and Advances		-
d) Others (includes income due unrealised-Rs)	1,21,52,305	3,05,91,039
4. Claims Receivable		-
5. Other Assets		
a) Advance to Creditors	82,93,405	81,91,417
b) Security Deposits	1,19,80,899	3,21,30,971
c) Mob. Advance		-
d) Input Taxes	1,41,624	29,557
e) Staff Imprest	3,40,618	1,83,691
f) Other Receivable	99,979	-
g) Student Fee Receivables	8,37,99,684	5,57,67,251
h) Receivable from PF		-
i) Advance to Govt. Authority		-
TOTAL (B)	15,72,94,310	16,28,88,559
TOTAL (A + B)	49,58,38,442	46,54,87,003

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED ON
31ST MARCH, 2024

(Amount in Rs.)		
SCHEDULE 12 - INCOME FROM SALES/SERVICES	31.03.2024	31.03.2023
1) Income from Sales		
a) Sale of Finished Goods	1,394	4,862
b) Sale of Raw Material	-	-
c) Sale of Scraps	9,91,706	35,60,700
2) Income from Services	-	-
a) Labour and Processing Charges	-	-
b) Professional/Consultancy Services	4,00,908	4,55,907
c) Agency Commission and Brokerage	53,34,359	50,23,890
d) Maintenance Sendees (Equipment/Property)	-	-
e) Others (Lab Services)	8,62,38,246	4,60,35,551
TOTAL	9,29,66,613	5,50,80,910

(Amount In Rs.)		
SCHEDULE 13 - GRANTS/ SUBSIDIES	31.03.2024	31.03.2023
(Irrevocable Grants & Subsidies Received)		
1) Central Government	65,85,98,074	69,32,36,207
2) State Government(s)	-	-
3) Government Agencies	-	13,96,156
4) Institutions/ Welfare Bodies	-	-
5) International Organisations	-	-
6) Others (Specify)	-	-
TOTAL	65,85,98,074	69,46,32,363

(Amount In Rs.)		
SCHEDULE 14 - FEES/SUBSCRIPTIONS	31.03.2024	31.03.2023
1) Entrance Fees	-	-
2) Annual Fees/ Subscriptions	70,000	61,080
3) Seminar/ Program Fees	1,38,00,576	48,80,000
4) Consultancy Fees	-	-
5) Students Fee	45,52,83,450	48,67,61,923
TOTAL	46,91,54,026	49,17,03,003

SCHEDULE 15 - INCOME FROM INVESTMENTS (Income on Invest, from Earmarked/ Endowment Funds transferred to Funds)		Investment from Earmarked Fund		Investment - Others		Total	(Amount in Rs.)
		31.03.2024	31.03.2023	31.03.2024	31.03.2023	31.03.2024	31.03.2023
1) Interest							
a) On Govt. Securities		-	-	-	-	-	-
b) Other Bonds/Debentures		-	-	-	-	-	-
2) Dividends:							
a) On Shares		-	-	-	-	-	-
b) On Mutual Fund Securities		-	-	-	-	-	-
3) Rents		13,22,524	12,69,600	-	-	39,87,044	13,72,665
4) Others (Investment in Gratuity Funds)		53,13,846	51,65,363	26,64,520	1,03,065	53,13,846	51,65,363
TOTAL		66,36,370	64,34,963	26,64,520	1,03,065	93,00,890	65,38,028
TRANSFERRED TO EARMARKED/ ENDOWMENT FUNDS							

(Amount in Rs.)

SCHEDULE 16 - INCOME FROM ROYALTY, PUBLICATION FIC		31.03.2024	31.03.2023
1) Income from Royalty		-	-
2) Income from Publications		-	-
3) Others (specify)		-	-
TOTAL		-	-

(Amount in Rs.)

SCHEDULE 17 - INTEREST EARNED		31.03.2024	31.03.2023
1) On Term Deposits:			
a) With Scheduled Banks		2,12,80,189	2,56,45,368
b) With Non-Scheduled Banks		-	-
c) With Institutions		3,24,069	6,83,802
d) Others		-	-
2) On Savings Accounts:			
a) With Scheduled Banks		58,12,503	70,98,107
b) With Non-Scheduled Banks		-	-
c) Post Office Savings Accounts		-	-
d) Others		-	-
3) On Loans:			
a) Employees/Staff		-	-
b) Others		22,156	13,279
4) Interest on Debtors and Other Receivables		80,089	50,988
TOTAL		2,75,19,005	3,34,91,544

(Amount In Rs.)		
SCHEDULE 18 - OTHER INCOME	31.03.2024	31.03.2023
1) Profit on Sale/ disposal of Assets:		
a) Owned assets	-	-
b) Assets acquired out of grants, or received free of cost	-	-
2) Export Incentives realized	-	-
3) Fees for Miscellaneous Services (CAD)	-	80,87,991
4) Miscellaneous Income	2,56,16,259	1,49,82,896
TOTAL	2,56,16,259	2,30,70,887

(Amount In Rs.)		
SCHEDULE 19 - INCREASE/ (DECREASE) IN STOCK OF FINISHED GOODS & WORK IN PROGRESS	31.03.2024	31.03.2023
Closing stock		
- Finished Goods	-	-
- Work-in-progress	-	-
- Consumables	73,13,538	82,32,664
Less: Opening Stock		
- Finished Goods	-	-
- Work-in-progress	-	-
- Consumables	82,32,664	97,13,999
NET INCREASE/ DECREASE) fa b]	-9,19,125	-14,81,335

(Amount In Rs.)		
SCHEDULE 20 - ESTABLISHMENT EXPENSES	31.03.2024	31.03.2023
a) Salaries and Wages	24,50,96,233	22,00,07,738
b) Allowances and Bonus	37,65,955	82,71,177
c) Contribution to Provident Fund	2,14,90,753	1,77,57,507
d) Contribution to Other Fund (ESI)	1,14,672	1,94,929
e) Staff Welfare Expenses	70,12,551	1,66,53,418
f) Expenses on Employees' Retirement and Terminal Benefits	1,20,30,557	10,99,605
g) Others (specify)	10,42,105	10,31,881
1) Staff Insurance	32,59,115	32,03,003
2) Earned Leave	1,68,48,438	4,36,585
TOTAL	31,06,60,379	26,86,55,843

SCHEDULE 21 - OTHER ADMINISTRATIVE EXPENSES ETC	31.03.2024	31.03.2023
a) Purchases	-	-
b) Labour and processing expenses	37,04,824	55,32,041
c) Cartage and Carriage Inwards	2,80,352	1,55,957
d) Electricity and power	5,32,31,260	5,08,19,218
e) Water charges	16,61,066	24,58,378
f) Insurance	8,90,379	10,46,725
g) Repairs and maintenance	4,54,46,011	16,35,23,947
h) Excise Duty	-	-
i) Rent, Rates and Taxes	37,14,284	19,26,621
j) Vehicles Running and Maintenance	35,54,421	46,65,398
k) Postage, Telephone and Communication Charges	49,98,099	52,49,043
l) Printing and Stationary	53,91,866	44,92,034
m) Travelling and Conveyance Expenses	1,42,48,178	1,11,16,089
n) Expenses on Seminar/ Workshops	21,73,847	11,04,149
o) Subscription Expenses	32,91,031	15,19,234
p) Expenses on Fees	23,52,763	67,05,434
q) Auditors Remuneration	51,30,654	22,65,163
r) Hospitality Expenses	4,30,513	8,82,304
s) Professional Charges	65,33,409	79,04,425
t) Provision for Bad and Doubtful Debts/ Advances	42,50,800	-
u) Irrecoverable Balances Written-off	-	1,05,64,264
v) Packing Charges	-	-
w) Freight and Forwarding Expenses	-	46,642
x) Distribution Expenses (Ethiopia Project Expns)	-	7,11,028
y) Advertisement and Publicity	1,59,98,057	1,31,32,239
z) Others	-	-
1) Housekeeping Expense	4,03,92,042	3,37,52,525
2) Security Expense	4,63,42,294	3,87,41,784
3) Books & Periodicals	1,53,613	1,38,294
4) Office Expense	1,00,09,897	1,03,88,522
5) Consumables	23,53,545	29,12,904
6) Training expenses	1,33,05,290	2,45,90,022
7) Mess Expenses	2,29,85,191	2,49,87,009
8) Recruitment Expenses	2,58,000	-
9) Student welfare expense	-	1,42,338
10) Software expense	-	59,993
11) Calibration Expenses(INI & Founder day)	26,18,680	-
12) Fixed Assets Written off	-	-
13) Bank charges	-	49,665
14) Interest on TDS & GST	-	-
15) Fire Safety NOC Charges	-	1,50,336
16) Household Shifting Expenses	-	-
17) Interlab Testing Charges	19,65,828	14,01,787
18) Promotional Activities expenses	98,420	-
19) Foreign Exchange loss	-	28,891
20) Medicine Expenses	-	1,98,121
21) Lease Rental Annual	6,32,819	6,32,819
22) Damage and Interest charge on late payment of EPFO	-	1,43,00,000
23) Other Expenses (Miscellaneous)	16,73,417	-
24) Operator Training Program (OTC)	53,53,880	36,95,004
TOTAL	32,54,24,729	45,19,90,347

SCHEDULE 22 - EXPENDITURE ON GRANTS, SUBSIDIES ETC	31.03.2024	31.03.2023
a) Grants given to Institutions/Organisations	-	-
b) Grants utilized(Incl. Fixed Assets Written off against grants) during the year	65,85,98,074	69,36,29,120
c) Subsidies given to Institutions/Organisations	-	-
TOTAL	65,85,98,074	69,36,29,120

Note - Name of the Entities, their Activities along with the amount of Grants/Subsidies are to be disclosed.

SCHEDULE 23 - INTEREST	31.03.2022	31.03.2021
a) On Fixed Loans	-	-
b) On Other Loans (including Bank Charges)	-	-
c) Others (specify)	-	-
TOTAL	-	-

Footwear Design & Development Institute

Schedule-24: Significant Accounting Policies

1. ACCOUNTING CONVENTION

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

2. Valuation of Inventories

Store, spare & consumable (including machinery spares) and stationery items are valued at cost.

3. Revenue Recognition

All the Income are accounted for on accrual basis except Grant/Subsidy, which was shown as part of Income to the extent of depreciation charged to the Asset purchased out of the Govt Grant.

4. Investment

Both long term and Short term investments are valued at cost as on the date of Balance sheet 31st-March-2024

5. Fixed Asset

- a) The Fixed Assets are stated at cost of acquisition inclusive of Inward freight, duties and taxes and incidental and direct expenses related to acquisition. Fixed assets purchased /created at cost of acquisition less accumulated depreciation.
- b) The following lands have been allotted free of cost by the respective state governments and the same have been shown in the books of accounts at a nominal values of Rs.1/- each.
 - Land of FDDI branch at Chennai, Tamilnadu.
 - Land of FDDI branch at Kolkata, West Bengal.
 - Land of FDDI branch at Rohtak, Haryana
 - Land of FDDI branch at Jodhpur, Rajasthan
 - Land of FDDI branch at Hyderabad
 - Land of FDDI branch at Patna, Bihar
 - Land of FDDI branch at Bannur, Punjab.

6. Expenditure

All the expenditure was booked on accrual basis, During the year 2023-24, the expenditure books on account of provision for Leave encashment of Rs.1,68,48,438/- & Provision for Gratuity Rs1,20,30,557/-. The total provision for Leave Encashment is Rs.6,71,42,179/- and provision for Gratuity is Rs.8,05,68,694/- as on 31.03.2024, out of which sum of Rs.7,48,33,754/- is invested in the LIC Group Gratuity Scheme.

7. Capitalization of work In Progress

During the year Rs.12,48,50,757/- (Rs.1,15,43,837/-, Rs.1,58,18,214/- & Rs.12,91,25,134/- of CNC, COE & Non leather respectively) was shown as Capital Work in Progress towards the expenditure incurred for setting up Center of Excellence (COEs) in FDDI's Branches at Patna, Jodhpur, Kolkata, Rohtak, Chennai & Hyderabad and CNC & IDLS-Noida

8. Excess/Shortfall of Income over Expenditure

As an Organization's policy, the Excess of Expenditure over Income of Rs.4,27,21,276/- has been transferred to Capital/Corpus Fund.

9. Grant In Aid

During the current year FDDI received Grant to the tune of Rs.31,12,25,660/- (Non leather Rs.18,10,45,815/-, New Lab building Rs.8,26,72,780/- & Bannur Girls hostel Rs.4,75,07,065/-). and earned Interest Income on the grant Rs.5,86,646/- The grant utilized/adjusted against depreciation on Asset purchased out of the Grant Rs 65,85,98,074/- and other recurring administrative expenditure on Rs.1,21,39,450/

10. The Depreciation has been charged during the current financial year 2023-24 on all the Asset purchased and created out of the Government Grant. The total depreciation charged during the current year on the assets was **Rs.65,85,98,074/-** and the grant was adjusted against the same value. Further the depreciation charged on Asset purchased out of the own fund amounting to **Rs.3,02,73,836/-** shown in the Income & Expenditure Account. As per the policy, no depreciation has been provided on the capital expenditure incurred during the year 2023-24 relating to the capital work in progress since they were not capitalized till the date of Balance sheet.

11. Student's fees receivable of Chhindawara Campus Rs.42.50 Lakh was pending to receive from more than 3 year & the chance of recovery was remote hence, with approval of Governing council, it has been written off in the books of account during the financial year 2023-24.

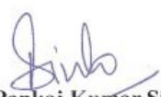
12. Other

- i. Balance of stock & cash balance has been taken as certified by HODs & Physical verified by them on 31.03.2024.
- ii. The balance of sundry debtors, creditors, receivable, loans & advances & other liabilities whether in debit or in credit are subject to confirmation and reconciliation.
- iii. The Institute has appointed the firm of Chartered Accountants to conduct their internal audit regularly for all the branches and HO. We have made the books of accounts of all the branches as audited by the Internal Auditor.
- iv. All the financial figures have been rounded off to the nearest rupees while completing the financial statements.
- v. Previous year figures have been re-grouped and rearranged whenever it was necessary.
- vi. Fixed Assets related to project of all branches are maintained at head office.

Schedule: 25 Contingent Liabilities

- i. The Noida Authority has issued a letter dated 24.01.2024 demanding Rs 12.45(approx.) Crore as Lease Rent of Land & Interest thereon for Noida Campus. In this regard it is submitted that the Lease Rent has been paid up to the date but Interest is due on delay payment of Lease rent. The matter is being taken up with the Noida Authority for waiving of Interest. However authorities has mutually agreed to waive off penalty and agreed to charge saving interest rate Instead of 17% and letter of confirmation yet to be received from authority.


Dr. Sumet Kumar Jarangal, IAS
Managing Director


Col. Pankaj Kumar Sinha
Secretary


Sunil Bisht
Manager (A&F)

Place: Noida

Dated: 16.08.2024