

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

1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

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

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

FUNCTIONS AND DUTIES:

Training and Education:

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

Consultancy Services (Domestic & International):

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

Testing Services (Physical and Chemical Testing):

The International Testing Center is a state-of-the-art facility established under German collaboration with the PFI Germany and with Bally, Switzerland. The center specializes in testing of leather products, footwear, footwear components, textile products & miscellaneous articles made up of plastics.

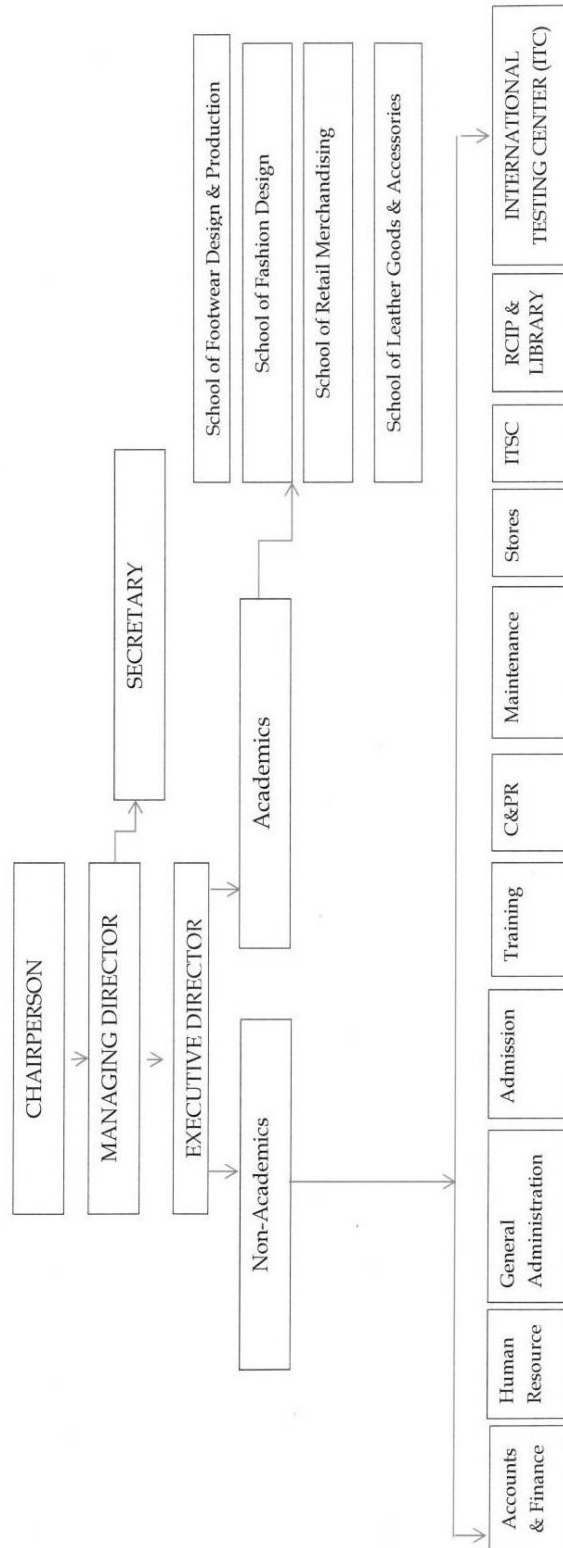
Support Services for Design, Quality and Productivity Improvement:

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

Research and Development:

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

ORGANIZATIONAL STRUCTURE



2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

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

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

(i) Process of decision making

Managing Director
Secretary
Executive Director

(ii) Final decision making authority

Governing Council, Senate & Managing Director-FDDI.

(iii) Related provisions, acts, rules etc.

Provisions under the FDDI Act 2017, Statutes, Ordinance.

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

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

(v) Channel of supervision and accountability

As per Organizational Structure.

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

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

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

(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.

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.

8. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF IMPLEMENTATION.

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

9. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

List of Governing Council (GC) Members

SL. NO.	NAME OF MEMBER	
1.	Shri Noel N Tata Chairman, FDDI & Chairman, Trent	Chairman
2.	Shri Arun Kumar Sinha Managing Director, FDDI	Member (<i>ex officio</i>)
3.	Smt. Nidhi Mani Tripathi, IAS Joint Secretary, Dept. of Commerce (DoC)	Member (<i>ex officio</i>)
4.	Sh. Anil Agrawal, IPS Joint Secretary Dept. for Promotion of Industry and Internal Trade (DPIIT)	Member (<i>ex officio</i>)
5.	Smt. Rupa Dutta Economic Adviser/Director-Finance, Dept. of Commerce (DoC)	Member (<i>ex officio</i>)

6.	Ms. Sunita Sanghi Senior Adviser Ministry of Skill Development and Entrepreneurship (MSDE)	Member (<i>ex officio</i>)
7.	Shri P.R. Aqeel Ahmed Chairman, CLE	Member
8.	Shri Motilal Sethi Managing Director, M/s. Saroj International	Member
9.	Shri Sanjay Gupta President, IFCOMA	Member
10.	Shri Adesh Gupta Chief Executive Officer, Liberty Shoes	Member
11.	Dr. M. Aravendan Associate Professor & Chairperson-LD Department of Leather Design, NIFT	Member
12.	Shri Vijai Singh Katiyar Director, NID	Member
13.	Mohd. Sadiq, Chief Scientist, CSIR-CLRI Nominated by Prof. Santosh Kapuria, Director, CLRI	Member
14.	Prof. Nomesh Bolia Associate Professor, Department of Mechanical Engineering, IIT	Member
15.	Prof. Anil Gupta Indian Institute of Management	Member

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

Sl. No.	Name of the Member	Designation in the Senate
1	Shri Arun Kumar Sinha, Managing Director, FDDI	Chairman
2	Secretary	Ex officio
3	Executive Directors	Ex officio
4	Shri Navendu Shekhar, Jr. Consultant, HoD-School of Footwear	Member
3	Ms. Sweta Kumari, Jr. Consultant, HoD- School of LGAD	Member
6	Ms. Krishi Sarin, Jr. Consultant, HoD- School of Fashion	Member
7	Ms. Shweta Saini, Sr. Consultant, HoD- School of Retail	Member
8	Dr. (Ms.) Niti Nandani Chatnani, Associate Professor of Finance, Indian Institute of Foreign Trade, New Delhi.	Member
9	Shri MD Sadiq, Chief Scientist & Head Design, CSIR-Central Leather Research Institute (CLRI), Adyar, Chennai- 600020	Member

10	Shri P.V. Gopalakrishna, Non-Executive Director, Bachi Shoes, Tata International, No 5/6 Hanuman Colony, Injambakkam, Chennai – 600041	Member
11	Shri Praveen Kumar Singh, Group Manager (Training & Development), Bata India Ltd., First Floor, Plot No. 2307/1& 2, Opp. Café Coffe Day, Sector 14, Old Delhi Gurgaon Road, Gurgaon-122001, Haryana	Member
12	Shri Sandeep Bhatia, DGM, Training Cell, FDDI, NOIDA	Member
13	Shri Abhijit Ray, Sr. Faculty, Fashion Design, FDDI, Kolkata Campus	Member
14	Ms. Manika Verma, Sr. Faculty, Retail, FDDI, Banur Campus	Member

10. A DIRECTORY OF ITS OFFICERS

Sr. No.	Location	Center in Charge		
		Name	Phone No.	E-mail id
1	Jodhpur	Ganpat Lakhra	9928077745/ 9782602416	ganpat@fddiindia.com
2	Patna	Sanjeev Mishra	9910286739	sanjeevmishra@fddiindia.com
3	Fursatganj	Om Prakash Singh	7310108065	omprakash@fddiindia.com
4	Guna	Raghubar Dayal Singh	8420921428	rdsingh@fddiindia.com
5	Rohtak	Dr.Vikas Kumar	9896100083	vikas.kumar@fddiindia.com
6	Ankleshwar	Kuldeep Dattatraya Ghorapade	8605599218	k.ghorapade@fddiindia.com
7	Chhindwara	Sankoch Katre	9926582658	sankoch@fddiindia.com
8	Kolkata	Abhijit Ray	9830718936	ABHIJIT.RAY@FDDIINDIA.COM
9	Chennai	Shabrin Farhana G	6374360248	SHABRINRAFI@FDDIINDIA.COM
10	Hyderabad	Arun Kumar Gaikwad	8756607084	arunkumar@fddiindia.com
11	Banur	Avinash Bajpai	7310108050 / 9236068796	AVINASH.BAJPAI@FDDIINDIA.COM
12	Noida	Rajeev Chitkara/ Narendra Pathak (Campus coordinators)	9910014788 / 9873979200	chitkara@fddiindia.com pathak@fddiindia.com

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

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

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

The Budgeted Income & Expenditure for the year 2018-19 and actual Income & expenditure is as under:

Budgeted Income	Budgeted Expenditure
Rs. 5335.00 Lakhs	Rs. 6572.00 Lakhs
Actual Income	Actual Expenditure
Rs. 5655 Lakhs	Rs. 5851 Lakhs

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

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

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

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/-	

15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM,IF MAINTAINED FOR PUBLIC USE

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

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

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

S. No.	Campus	CPIO/PIO Name	Designation	Contact No. (Timings: 9:30 AM-5:30 PM)	Email	FAA
1	HQ/Noida	Ms. Mahua Mukerji	Dy. Manager (HR)/DPIO	0120-4500173	mahuumukerji@fdiindia.com	
2	HQ/Noida	Mr. Sandeep Bhatia	DGM (Training Cell)/CPIO	0120-4500198	bhatia@fdiindia.com	
3	PSDP	Mr. Manoj Agrawal	Sr. Manager (Admin &	0120-4500480	manoj.a@fdiindia.com	

			Pers.)/CPIO			
4	Fursatganj	Mr. O P Singh	Dy. Manager (Store)/CPIO	0535-2441535/34	omprakash@fddiindia.com	Mr. M S Khatri DGM (A & F), FDDI, NOIDA Email: faafddi@fddiindia.com Contact No. (Timings: 9:30 AM-5:30 PM) 0120-4500114
5	Hyderabad	Mr. Arun Kumar Gaikwad	Sr. Faculty (Retail)/CPIO	08886658900	arunkumar@fddiindia.com	
6	Patna	Mr. Sanjeev Mishra	Sr. Faculty (Footwear)/CPIO	09910286739	sanjeevmishra@fddiindia.com	
7	Chennai	Ms. Shabrin Farhana	Sr. Faculty (Fashion)/CPIO	0444-9049607/608	SHABRINRAFI@FDIINDIA.COM	
8	Kolkata	Mr. Abhijit Ray	Sr. Faculty (Fashion)/CPIO 9830718936	90739629	ABHIJIT.RAY@FDDIINDIA.COM	
9	Guna	Mr. Raghubar Dyal Singh	Jr. Consultant (Footwear)/CPIO	8420921428	rdsingh@fddiindia.com	
10	Ankleshwar	Mr. Kuldeep Dattatraya Ghorapade	Sr. Faculty (Fashion)/CPIO 8605599218	7572888773	k.ghorapade@fddiindia.com	
11	Jodhpur	Mr. Ganpat Lal Lakhra	Dy. Manager (ITSC)/CPIO	0291-2577700	ganpat@fddiindia.com	
12	Rohtak	Dr. Vikas Kumar	Dy. Manager (Training Cell)/CPIO	01262-242839	vikas.kumar@fddiindia.com	
13	Chhindwara	Mr. Sankoch Katre	Dy. Manager (ITSC)/CPIO	07162-277001/002	sankoch@fddiindia.com	
14	Banur	Mr. Avinash Bajpai	Sr. Faculty (Retail)/CPIO	07310108050	AVINASH.BAJPAI@FDDIINDIA.COM	

17. ANNUAL REPORT

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