

SECTION 4 (1) (B) OF RIGHT TO INFORMATION

Information under Section 4 (1) (b) under Right to Information Act, 2005 updated on 18.08.2025 is given below:

1.1 PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES [SECTION 4(1) (b) (i)]

Name of the Organization: The Jute Corporation of India Limited

Date of Incorporation: 2nd April 1971

Administrative Ministry: Ministry of Textiles

Head of the organization: Managing Director (MD)

Head Office: Patsan Bhavan CF Block (Newtown), Action Area I, New Town, West Bengal 700156

Regional Offices: List available on <https://www.jutecorp.in/regional-office/>

The Jute Corporation of India Limited (JCI) was set up in 1971 by the Government of India as the nodal agency for carrying out Minimum Support Price (MSP) operations in raw jute. The Corporation's mandate is to procure raw jute from the farmers without any quantitative limit, as and when MSP situation arises, with an aim to prevent the farmers from resorting to distress sale at the time of falling prices. Presently, the Corporation has a widespread network of 110 DPCs spread across the 6 jute growing states of the country, viz, West Bengal, Bihar, Assam, Tripura, Odisha, and Andhra Pradesh.

MISSION

- Implementation of the policy of the Govt. of India for providing Minimum Support Price (MSP) to the jute/mesta growers of the country.
- Serving as a price stabilising agency in the raw jute sector and taking necessary measures in this respect.
- Undertaking various extension measures for implementation of different jute related projects.

VISION

To be the spearhead in raw jute sector, to promote the interest of growers in particular and economy at large and to cater to National and international markets, with special focus on development of diversified jute business activity, which is environment friendly with the twin motives of self-Reliance and sustainable profitability.

OBJECTIVES

- Protect the interest of jute growers by ensuring minimum support price to them for their produce
- Involve State Governments and Growers,, Co-operatives in minimum support operation of raw jute
- Development of the marketing infrastructure and establishment of market linkage for raw jute.
- Maintain an up-to-date database on raw jute market and disseminate relevant information and commercial intelligence for the benefit of jute growers and consumers Taking suitable steps to assist jute growers to get better returns Stabilisation of raw jute prices in the interest of jute economy.
- Satisfying the buyer mills through maintenance of BIS standard of grading in raw jute through strict quality measures and timely supply.
- Maintain a constant dialogue with jute growers, State Governments of the jute growing States, Apex Co-operatives acting as our agent, consumers, industries, financial institutions and our employees while framing policies & programmes on raw jute procurement.
- Provide a monitoring and redressal system to ensure that our responses to the public are sent within the specified time as quickly as possible.
- Make our rules and procedures as simple as possible and to be vigilant against all malpractices.
- Up-gradation and expansion of skills of human resources and create an ambience where talent can bloom

FUNCTIONS OF THE CORPORATION

- Procurement of raw jute directly from the growers either through our own purchase centres or through co-operatives at the minimum support prices fixed by Govt. Of India from time to time.
- Ensuring correct weight, condition and grading to the growers for their produce when they tender raw jute.
- Display of reference samples of various grades/varieties of raw jute for the benefit of the jute growers.
- Building infrastructure for orderly marketing of raw jute and establishing market linkages.
- Providing market information as a decision support system to the jute growers.
- Implementing various quality/quantity up-gradation projects for the benefit of the jute growers.
- Ensuring timely supply of raw jute of specified BIS standard backed by stringent quality control system sales service to the buyer mills against sale contract.
- Constantly try to capture the voice of the customer in improvement of the service rendered.
- Conducting Commercial Operation in raw jute/mesta in a judicious manner.
- Importing/Exporting of raw jute/mesta as and when necessary.

- Trading in jute goods.
- Undertaking various extension measures for implementation of different jute related projects.

Organization Chart

These departments have been formed since inception of the company and their functioning is being suitably modified based on the needs of the company. Organization Chart is attached as Annexure 1.

1.2 POWER AND DUTIES OF OFFICERS OF JCI [SECTION 4(1) (b) (ii)]

| Sl. No. | Name | Designation & Department | Duties |
|----------------|------------------------------------|--|---|
| 1 | Shir. Shashi Bhushan Singh, (IRTS) | Managing Director (additional charge) | To Manage the overall affairs of the Corporation |
| 2 | Shri. Kaushik Rakshit | Director (Finance) | Head of Finance, IT & HR |
| 3 | Smt. Akansha Sharma | CVO (additional charge) | Head of Vigilance |
| 4 | Shri K. K. Mazumdar | General Manager (Operations/Marketing) | In-charge of Ops. & Mktg. Department |
| 5 | Shri S. Chakraborty | Deputy General Manager (Finance) | In-charge Finance & Accounts & IT Department |
| 6 | Shri A. Majumder | Chief Manager (Operations/ Marketing) | In-charge of Procurement Operation, JDP Business |
| 7 | Shri A. Saha | Company Secretary | In-charge of Secretarial section & CPIO |
| 8 | Smt. S Sen Dutta | Chief Manager (HR) | In-charge of Personnel & Admin Department |
| 9 | Shri R Kumar | Chief Manager (Finance) | In-charge of Central Account Activities, Tax, Audit Functions |

JCI is a Board managed Company headed by Managing Director, appointed by the President of India. The Board oversees the Company's strategic direction, review and monitors performance, and safeguards the interests of shareholders. The Board has delegated powers of management to MD. MD has further sub-delegated the required powers to Functional Director, General Managers, Deputy General Managers, Heads of Departments (HODs) and Officers-In-charges to effectively carry out the responsibilities of the irrespective departments.

JCI is having various departments, and the duties and responsibilities are assigned depending upon the various factors which may include the nature/volume etc. of the work assigned to that particular department

Power and Duties of Other Employees:

The job responsibilities / duties of employees are derived from the job responsibilities designed for employees recruited in various departments for discharging their duties in an effective manner. The said responsibilities are reviewed from time to time to determine whether the responsibilities and the outcomes are in line with the overall organization objective. The powers and duties of employees of the Company are derived from the job nature and descriptions, manuals, terms & conditions of appointment. The powers have been delegated to the Managing Director, Whole-time Directors, General Managers, Head of Departments, Zonal Managers and Officers-In-Charge. These powers are revised from time to time depending upon Organizational requirements and also in line with Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Ministry of Textiles. While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act 2013 & other applicable statutes, rules and regulations

1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [SECTION 4(1) (b) (iii)]

The Board of Directors in JCI Ltd. has overall control and supervision over the decisions of the company. The company has a Board approved Delegation of Power (DOP), which facilitates the delegation of decision making subject to ultimate control and general supervision of the Board of Directors. The DOP procedure is strictly complied with.

1.4 NORMS SET FOR DISCHARGING OF FUNCTIONS [SECTION 4(1) (b) (iv)]

The entire organizational functioning is based on the down delegation of authority at appropriate levels and measures to the individual officers. Several documented manualised instructions have been developed and approved by the Board of Directors, for the discharge of functions by the officers of the organization. Further guidelines issued by the Government of India, through the applicable departments, and Central Vigilance Commission, Central Information Commission from time to time are also followed.

1.5 RULES, REGULATION INSTRUCTIONS, MANNUAL & RECORDS [SECTION 4(1) (b) (v)]

Corporate policy decision of running the business of JCI is being taken, depending upon the changing scenario of the Business by the Board of Directors. The day-to-day activities to be carried out are being decided by the respective departments and are being executed in conformity with the corporate decision taken by JCI in the meetings of its Board of Directors.

Important Manuals which are being used by the employees of the Company for discharging their functions are given below:

Important Manuals which are being used by the employees of the Company for discharging their functions are given below

- Memorandum & Articles of Association
- Annual Performance Report
- CDA Rules

- Duties and Responsibility Non-Executives
- Transfer Policy
- Code of Conduct
- Fraud Prevention Policy
- Whistle Blower Policy
- Policy on Prevention of Sexual Harassment
- Gradation of Raw Jute
- Raw Jute Statistics
- CVC Pledge
- Patsan Jyoti
- Vigilance Bulletin
- RTI Disclosure
- Budget and Programme Format
- Third party Audit Report (2022-2023) – Received – 76 (2023-24) Disposed off – 76 (2023-24)
- Integrity Pact
- Transfer Travelling Allowances
- Integrity Pact
- Revised HRA
- Vigilance Awareness Week 2021
- Travelling Allowance / daily Allowance
- Vigilance Awareness Week
- Routing and Accounting of Leave Application
- JCI Leave Policy
- Bilingual Official Works
- Official Language Implementation
- Revision of Pay Scale
- Vigilance awareness Week
- Circular related to CDA Rate
- Circular related to IDA Rate
- Office Order for IT Personnel
- Swachhata Pakhwada
- Usage of Hindi in Social Media
- Briefcase / Office Bag Policy
- Mobile Phone Policy
- Circular related to CDA Rate
- Grievance Redressal Committee
- CDA Rule
- Code of Conduct
- Fraud Prevention Policy
- Whistle Blower Policy
- Policy on Prevention of Sexual Harassment
- Handbook-on-Sexual-Harassment-of-Women-at-Workplace_02_05_25
- MSP Rate
- MSP Procurement
- Empaneled Franchisee
- PCSO-against-b-twill-linkage
- Departmental Purchase Centre

- Grievance (CPGRAMS)
- State wise GST Nos.
- Subsidy Program
- Statutory Auditor
- Business: Raw Jute (Commercial), Eco-friendly Jute Bags,
- Jute made Stationeries, JDP Catalogue, Jute Geotextiles, Jute Agro-textiles
- Encrypted Storage and Transmission Policy V 1.0
- IT Asset Disposal Policy V 1.0
- Information Security Policy V 1.0

1.6 STATEMENT OF THE DOCUMENTS THAT ARE KEPT BY JCI [SECTION 4(1) (b) (vi)]

Every Department maintains all documents /register/File/books etc which are required statutory or otherwise for their respective department.

1.7 ARRANGEMENTS FOR CONSULTATION WITH MEMBER OF PUBLIC [SECTION 4(1) (b) (vii)]

Board of Directors is constituted following the provisions of the Companies Act, 1956 consisting of Government of India nominees and independent directors. While decision taken or minutes of the meeting of the Board of Directors are not accessible by the public, important decisions regarding the company and/or its management are being communicated to the Ministry of Textiles as also to the public as required under the law JCI being 100% owned by Government of India. JCI is publishing the Annual Report of the company for its functioning, and this can be viewed in company website www.jci.gov.in.

1.8 STATEMENT OF THE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES [SECTION 4(1) (b) (viii)]

Board of Directors is constituted following the provisions of the Companies Act, 1956 consisting of Government of India nominees and independent directors. While decision taken or minutes of the meeting of the Board of Directors are not accessible by the public, important decisions regarding the company and/or its management are being communicated to the Ministry of Textiles as also to the public as required under the law JCI being 100% owned by Government of India. JCI is publishing the Annual Report of the company for its functioning, and this can be viewed in company website www.jci.gov.in.

Various Board Committees:

| BOARD OF DIRECTORS |
|--|
| Shri. Shashi Bhushan Singh, IRTS, Managing Director |
| Shri. Kaushik Rakshit, Director (Finance) |
| Ms. Padmini Singla, Joint Secretary, Ministry of Textiles, Govt. Nominee Director |
| Shri. Purnesh Gururani, Director (Fibre), Ministry of Textiles, Govt. Nominee Director |

AUDIT COMMITTEE

Shri. Purnesh Gururani, Govt. Nominee Director- Chairman

Ms. Padmini Singla, Govt. Nominee Director-Member

Shri. Shashi Bhushan Singh, Managing Director -Member

CSR COMMITTEE

Ms. Padmini Singla, Govt. Nominee Director-Chairperson

Shri. Purnesh Gururani, Govt. Nominee Director-Member

Shri. Shashi Bhushan Singh, Managing Director -Member

Shri. Kaushik Rakshit, Director (Finance)-Member

POSH COMMITTEE

Ms. Sandipa Sen Dutta, Chief Manager (HR)/JCI – Chairperson

Ms. Priyanka Mohanty, Senior Manager (Finance)/JCI – Member

Shri. Avik Saha, Company Secretary/JCI – Member

Shri. Udayan Brahmachari, Vigilance Officer/JCI – Member

Ms. Ashoka Dasgupta – Member

1.9 DIRECTORY OF OFFICERS AND EMPLOYEES [SECTION 4(1) (b) (ix)]

| Sl. No. | Name | Designation & Department | Office Telephone |
|---------|------------------------------------|--|------------------|
| 1 | Shri. Shashi Bhushan Singh, (IRTS) | Managing Director (additional charge) | |
| 2 | Shri. Kaushik Rakshit | Director (Finance) | |
| 3 | Smt. Akansha Sharma | CVO (additional charge) | |
| 4 | Shri K. K. Mazumdar | General Manager (Operations/Marketing) | |
| 5 | Shri S. Chakraborty | Deputy General Manager (Finance) | |
| 6 | Shri A. Majumder | Chief Manager (Operations/Marketing) | |
| 7 | Shri A. Saha | Company Secretary | |
| 8 | Smt. S Sen Dutta | Chief Manager (HR) | |
| 9 | Shri Udayan Brahmachari | Vigilance Officer | |

1.10 MONTHLY REMUNERATION OF OFFICER AND EMPLOYEES [SECTION 4(1) (b) (x)]

The remuneration of the Executives and Non-Executives of the Company is governed by the guidelines issued by the Department of Public Enterprises (DPE), Government of India. The pay scales are on Industrial DA (IDA) pattern. The DPE guidelines on pay scales of Executives and Non- Executives are also available on DPE website www.dpe.gov.in

The 3rd PRC pay scales of Executives and Non- Executives effective from 01.01.2017 are as under: -

| DESIGNATION | REVISED SCALES OF PAY (in Rs.) |
|---|---------------------------------------|
| MANAGING DIRECTOR | 160000-290000 |
| DIRECTOR | 120000-280000 |
| GENERAL MANAGER (E7) | 100000 – 260000 |
| DEPUTY GENERAL MANAGER (E6) | 90000 – 240000 |
| CHIEF MANAGER (E5) | 80000 – 220000 |
| SENIOR MANAGER (E4) | 70000 – 200000 |
| MANAGER (E3) | 60000 – 180000 |
| DEPUTY MANAGER (E2) | 50000 – 160000 |
| ASSISTANT MANAGER (E1) | 40000 – 140000 |
| ASST. MANAGER (O&M) – GR-II / IT OFFICER / HR OFFICER (E0) | 30000-120000 |
| OFFICE MANAGER / ACCOUNTANT / COMPUTER OPERATOR GR.-I (S5) | 28600-115000 |
| SENIOR ASSISTANT / SENIOR INSPECTOR / JUNIOR ACCOUNTANT / COMPUTER OPERATOR GR-II (S4) | 23000-92500 |
| JUNIOR ASSISTANT / JUNIOR INSPECTOR / JUNIOR COMPUTER OPERATOR (S3) | 21500-86500 |
| PEON-CUM-MESSENGER (S2) | 20000-80500 |
| WCP (S1) | 19000-76500 |

In addition to the above, Dearness Allowance, House Rent Allowance, TA, Medical facilities (for self and dependent family members), Provident Fund, Gratuity, Leaves, etc. are provided as applicable to the respective cadres in accordance to the Company's rules as applicable and amended from time to time.

1.11 BUDGET ALLOCATED TO AGENCIES [SECTION 4(1) (b) (xi)]

JCI prepares capital and revenue budgets for each division of the Corporation, which are cleared by the Board. The items figuring in the approved Budget allocations will be allowed to be committed during a given year. The performance against the same is monitored. The projections are made in advance prior to the commencement of the year.

1.12 MANNER OF EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF BENEFICIARIES [SECTION 4(1) (b) (xii)]

There is no subsidy programme executed by the JCI, however reimbursement of losses as and when Corporation undertakes MSP operations for jute on behalf of Government of India for the benefit of jute farmers.

1.13 CONCESSION, PERMITS AND AUTHORISATION GRANTED BY THE CORPORATION [SECTION 4(1) (b) (xiii)]

Not applicable, JCI being a commercial organization does not offer concession /permits or any authorization to Public.

1.14 FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION [SECTION 4(1) (b) (xv)]

JCI Does not maintain a public library. However, the citizen can easily get information related to corporation's activities from website: www.jutecorp.in.

1.15 NAME DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OF OFFICERS [SECTION 4(1) (b) (xvi)]

| Name and address of Public Information Officers | | | | | |
|---|---------------------------|-------------------|------------------|----------------|---------------|
| Sl. No. | Name of PIO | Designation | Place of posting | Office address | Telephone No` |
| 1 | Shri S. Chakraborty (FAA) | DGM (Finance) | Head Office | | |
| 2 | Shri A. Saha (CPIO) | Company Secretary | Head Office | | |

| Name and address of Previous Public Information Officers | | | | | |
|--|----------------------------|--------------------|------------------|----------------|---------------|
| Sl. No. | Name of PIO | Designation | Place of posting | Office address | Telephone No` |
| 1 | Shri Partha Dasgupta (FAA) | Director (Finance) | Head Office | | |
| 2 | Shri A. Chakraborty (CPIO) | Chief (P&A) | Head Office | | |

