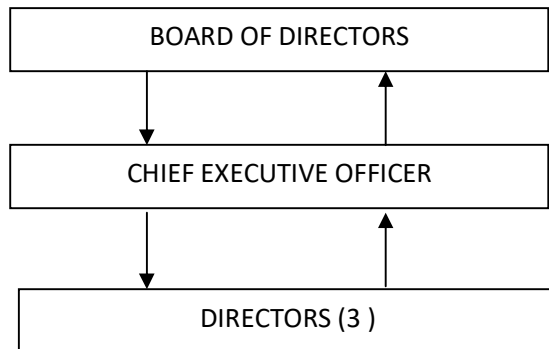


VFPCK – SUO MOTO DISCLOSURE UNDER SEC-4 OF THE RTI ACT – 2005

1. Articles and Memorandum of Association
Please refer website www.vfpck.org
2. Particulars of the Organisation, Functions & duties
Please refer website www.vfpck.org Link : https://vfpck.org/vfpck_org.asp
3. The Powers and duties of its officers and employees
Please refer website www.vfpck.org
4. The List of Directors of VFPCK
Please refer website www.vfpck.org Link : https://vfpck.org/vfpck_team.asp
5. A Directory of its senior officers and employees
Please refer website www.vfpck.org Link : https://vfpck.org/officials_dir.asp
6. The procedure followed in the decision making process, including channels of supervision and accountability

The decision making process in the company involves the following channel



Overall management of the Company rests with the Board of Directors. The Board of Directors takes decisions on strategic and policy matters, ensure regulatory compliance and review the performance of the company. Under direction and supervision of the Board of Directors, day to day management of the company is done by the Chief Executive Officer , who is responsible to Board of Directors for the actions taken by him. Chief Executive Officer is assisted by Directors and other senior officials who are sub delegated with respective responsibilities. All the senior officials are accountable to the Head of their respective departments who are in turn accountable to the Chief Executive Officer.

7. The norms set for the discharge of its functions

The company has well defined procedures and guidelines for discharge of various functions.

- a. Delegation of powers : The Board of Directors has delegated power to the Chief Executive Officer who is authorized to sub delegate it to the officers of the company for proper discharge of their functions.
- b. Manuals: In order to carry out the various functional activities assigned, in a uniform manner, company is having manual/ procedures as given under;
 1. Purchase procedure/ Stock purchase procedure followed by Govt. of Kerala, E-Tender procedure for contract works.
 2. VFPCCK Staff Regulations, Duties and responsibilities of officials.

8. A statement of the Categories of Documents that are held by VFPCCK

1. Articles and Memorandum of Association
2. Shareholders List
3. Projects sanctioned by Govt. of Kerala/ Govt. of India and other agencies.
4. Books of Accounts, Final Accounts, Vouchers. Registers and documents under direct and Indirect Taxes
5. Documents proving the ownership of land other fixed assets.
6. Files relating to appointments, retirement and other service matters
7. Fixed Asset Register
8. Other Statutory registers.

9. The monthly remuneration received by each employees

Remuneration details of its employees and officers are available with the HR Department of the Council.

10. Details in respect of the information available to citizens for obtaining information, including working hours and space provided for public access.

Any citizen of India who desires to obtain information under RTI Act, 2005 may make a request to Public Information Officer or Assistant Public Information Officer of the council.

(a) Application Fee

Application fee of Rs. 10/- payable by cash or by Court fee stamp or DD (drawn in favour of Vegetable and Fruit Promotion council Keralam, payable at Kakkanad)

If additional fees is to be paid, it has to be paid as below:

For each page (A4/A3 size paper)	-	Rs. 3 per page
For copy of large size paper	-	Actual cost or price
For samples of models	-	Actual cost or price

For inspection of records - no fee for first hour

(Fees @ Rs.5/- for each hour thereafter.

Further for providing information under sub-section (5) of the RTI act, the fee shall be charged as below:

For information provided in diskette/floppy - Rs. 50/- per diskette/floppy

For information provided in printed form - At the price fixed for such publication
Or Rs. 3 per page

- The mode of payment of the above mentioned additional fees shall be the same as application fees
- Appeal under RTI Act, 2005 lies to the Appellate authority within 30 days or receipt of the decision of Public information Office or max of 45 days with specific reason

15. Details in respect of the information to or held by it reduced in an electronic form

Following information are available under the said website of the Company and the same can be accessed by the public.

- a. Brief details of the company, its history and growth through the years.
- b. Details of services available under VFPC
- c. Ten years of financial highlights (Annual Reports)
- d. Tenders published by the Council
- e. The name, designation and other particulars of the PIO and Appellate Authority.

Please refer website www.vfpck.org