

MANUAL -I

Particulars of organization, functions and duties

(Section-4 (1)(b) (i))

1. Aims and objectives of the organization

Main Objectives of the Marketing Committee are Regulation of Marketing of Fruits and Vegetables. The purpose of regulation is to ensure orderly Marketing to safeguard the interests of both producers/sellers and consumers by eliminating various mal-practices like under-weighment, short payment, delayed payments, unauthorized deductions and indulgence of too many intermediaries. The aim is to ensure economic, legal and infrastructural conditions conducive to competitive marketing.

2. Mission /Vision

- (I) **Installation of integrated facility centre for fruit and vegetable** at fruit and vegetable market Azadpur: Efforts are at final stage for installing. Integrated facility centre for fruits and vegetable's having facilities for cooling sorting, grading, waxing ripening and packing etc. to provide quality product for consumption of citizen of Delhi and other States and to boosting of the export.
- (II) **Remodelling of new fruit market at Azadpur**- Expression of indent has been invited EOI have also been received. Scrutiny of EOI is in progress for appointing suitable Architectural agency.
- (III) **Computerization:** The system of issue of gate passes has been fully computerized on all the gates of principal yard and all the sub yards of APMC,Azadpur. The matter is under process for computerization of APMC Azadpur(all branches and gates etc. for which the consultant has been appointed who had been studying the functioning of all the branches and will submit the DPR and tender documents for software and hardware very shortly and after that the work for software and hardware will be awarded accordingly for computerisation.

3. Brief History and background for its establishment

Delhi Agricultural Produce Marketing Regulation Act, 1976 was enacted and made effective in the Union Territory of Delhi from 5th of November,1976 for regulating the marketing of agricultural produce. Before the enactment of this Act the Fruit & Vegetable Market in Union Territory of Delhi was unregulated and it was mainly operating in the vicinity of Hindu Rao Hospital at Barafkhana near Ghantagarh. The first Marketing Committee under the Act was constituted vide notification dated 15.01.1977 . Now repealed by new act namely Delhi Agricultural Marketing, Regulation Act, 1998.(Ch. Hira Singh Fruit & Vegetable Market Azadpur has been declared as Market of National Importance on 07.01.2004).

4. Organization charts

Chart enclose at Annexure 'A'

5. Allocation of business

To regulate the Marketing of fruit vegetable in Principal Market Yard and its Sub Yards and Market Area. To watch the interest of growers and to facilitate the consumers.

1. Duties to be performed to achieve the mission

1. New building of Kissan Bhawan for the farmer/growers
2. Construction of Hospital for the market functionaries
3. Chiller plants provided for the market users/market functionaries
4. Remodeling of entry/exit gate
5. Additional covered space for traders
6. Development of fruit and vegetable market at Tikri/ Khampur
7. Scientific and mechanized disposal of garbage
8. Auction space
9. Traffic regulation
10. Market Information Service
11. Educating the farmers
12. Installation of integrated facility centre for fruit and vegetable at fruit and vegetable market Azadpur.
13. Computerization APMC , Azadpur (MNI)
14. Remodeling of new fruit market at Azadpur
15. A Farmer consumer Friendly market is developed at Kissan Haat, Chhaterpur

2. Details of services rendered: Information as above in main point

A new fruit and vegetable market at Azadpur spread over an area of 43.65 acres was constructed by Delhi Development Authority in the year 1975 and the Old Vegetable Market was shifted from Barafkhana to this New Subzi Mandi Azadpur in 1976. The plots for shops to traders were allotted made by the DDA and initially the market was maintained by DDA itself. DDA withdrew its maintenance staff w.e.f. 1/12/1979 and the market was handed over to APMC Azadpur for maintenance and regulation. Subsequently about 33 acres of more land was acquired to make a New Fruit Market contiguous to the existing New Subzi Mandi at Azadpur. Shahdara sub yard was made a separate APMC in 1992 and Keshopur sub yard was made a separate APMC in 2001. Okhla fruit and vegetable market was developed by DDA and handed over to APMC Azadpur as its sub yard in 1987. Azadpur Railway Station has also been declared as a subsidiary yard of the principal market of Azadpur for fruits like banana, orange and south mango etc. coming from southern states. There are 118 commodities notified for transaction in the market yards of APMC, Azadpur(i.e. 50 fruits items and 68 vegetables.)

3. Citizen's interaction..... Not applicable

4. Postal address of the main office, attached/subordinate office/field units etc.

- (i) Main Office – Agricultural Produce Marketing Committee, Azadpur (Market of National Importance), New Office Complex, NFM-II, Sarai Pipal Thalla, Delhi-110033.
- (ii) APMC, Sub Yard Okhla ,Subzi Mandi, Okhla , New Delhi

5. **Working hours both for office and Public**

Office = 10.00 a.m. to 5:30 p.m.

Field = Round the Clock i.e. 7.30 a.m. to 2.30 p.m., 2.30 p.m. to 9.30 p.m. and 9.30 p.m. to 7.30 a.m.

6. **Public interaction**, if any—Not applicable

7. A **Dispute Sub Committee** has been formed by the Marketing Committee for the Redressal of grievances between Traders/ grower/ sellers/farmers/buyer

MANUAL- 2

Powers and duties of officers and employees
(Section 4(1)(b) (ii))

Powers and duties of officers and staff

Information is at Annexure 'B'

MANUAL 3

Procedure followed in decision-making process
(Section 4(1)(b) (i))

<u>S.No.</u>	<u>Activity</u>	<u>Level of Action</u>	<u>Time Frame</u>
1.	To receive application and put a Diary number	R & I Branch	Same Day
2.	R & I Branch send the dak	Secretary	Same Day
3.	After seeing the dak by P.Cell of Secretary, APMC	Concerned Branch	Same Day
4.	To sign by the head of Branch	Concerned D.A.	1-2 days
5.	To take action on PUC	Head of Branch	2-3 days
6.	To accord approval	Competent Authority	1-2 days
7.	Back to concerned Branches	Decision conveyed	1-2 days

MANUAL- 4

Norms set for the discharge of functions
(Section 4 (1)(b)(iv))

<u>S.No.</u>	<u>Activity</u>	<u>Time Frame/Norm</u>	<u>Remarks</u>
1	Receiving of Letter / Request	5 Minutes per letter	
2.	Processed by concerned Branches	1-2 days	
3.	Accord approval from competent Authority	1-2 days	
4.	Decision conveyed by the concerned Branches to the concerned	1-2 days	

MANUAL 5

Rules, regulations, instructions, manuals and records for discharging functions

S.No	Name of the Act, Rules, Regulations etc.	Brief list of the contents	Reference no if any,	Price in case of Priced publications
1.	The Delhi Agricultural Produce Marketing (Regulation) Act, 1998	An Act to provide for the better Regulation of Marketing of Agricultural Produce and the Establishment of Market for Agricultural Produce in The NCT of Delhi.	F14/11/98LA S/186 Dt. 2.6.99	(Rs. 125/- of both Act & Rules)
2.	The Delhi Agricultural Produce Marketing (Regulation) Act, 1998	To Regulate the Marketing of Agricultural Produce in NCT of Delhi.	F8/12/2000/D AM/MR(I)/43 80-4403 Dt. 10.11.2000	

MANUAL 6

A statement of the categories of documents that are held by it for under its control
(Section 4(1)(b)(vi))

S.No.	Nature of Record	Detail of information available	Unit/Section where available	Retention period, where available
1.	Budget General cash book	5yrs	Accounts	5 yrs.
2.	Establishment bill	permanent	Accounts	5 yrs.
3.	General Bills	-do-	-Do-	Thirty five yrs.
4.	Balance sheet	3 yrs	-Do-	3 years
5.	Ledger	Ten yrs	-Do-	10 yrs.
6.	Register of deposits	Ten yrs.	-Do-	10 yrs.
7.	Application form A	Permanent	-Do-	Permanent
8.	Other application forms	Three yrs.	-Do-	Three yrs.
9.	Returns of daily(Form L)	Five yrs after audit	-Do-	5yrs.after audit
10.	Purchases and sale/ receipt books	Three yrs	-Do-	Three yrs.
11.	Register of sale	Ten yrs.	-Do-	Ten yrs.
12.	Register of licence	Ten yrs.	-Do-	Ten yrs.
13.	Provident Fund register	Ten Yrs.or till accounts to which it relates are closed	-Do-	Ten Yrs or till a/cs to which it relates are closed.
14.	Service Books of Employees	Five yrs. After retirement or death (whichever is earlier)	Admn. Branch	Five yrs after retirement or death (whichever is earlier)
15.	Register of proceedings of The Board or committee or Committee or sub committee	Permanently	Nodal Branch, Dispute Sub-Committee, Lic.Sub Committee, Allotment Sub Committee.	Permanently

16.	Register of correspondence	Permanently	concerned branches	Permanently
17.	Cheque Books	Ten yrs	Accounts Branch	Ten yrs
18.	Travelling allowance bills	Three yrs.	Accounts Branch	Three yrs.
19.	Lease deeds	Ten yrs from the date they cease to have effect	Engg. Branch	Ten yrs.from the date they cease to have effect.
20.	Security Bonds	Ten yrs from the date they cease to have effect	Engg. Branch	Ten yrs.from the date they cease to have effect.
21.	Treasury challans	Three years	Accounts Branch	Three yrs.
22.	Imprest account register	Three yrs	-do-	Three yrs
23.	Attendance register	One yr	Record Cell	One yr.
24.	Movable Property register	Ten Yrs	C.T.Branch	Ten yrs
25.	Demand and Collection Register	Ten yrs	ADC Branch	Ten yrs
26.	Register of stamps	Three yrs	R&I Branch	Three yrs
27.	Stock register	Ten yrs	CT Branch	Ten yrs
28.	Register of court cases	Ten yrs	Legal Branch	Ten yrs
29.	Investment register	Permanently	Accounts Branch	Permanently
30.	Files about the appointment, removal and dismissal of employees	Thirty five yrs.	DAMB	35 yrs.

MANUAL - 7

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.

- [List of Members of APMC Azadpur\(MNI\),Delhi](#)

MANUAL - 8

A statement of Boards, Council, Committees and other bodies constituted

Not related to APMC, Azadpur.

MANUAL-9

Directory of Officers and Employees.

- [List of Officers of APMC Azadpur \(MNI\), Delhi](#)

MANUAL -10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations

- [List of Officers of APMC Azadpur \(MNI\), Delhi](#)

MANUAL -11

The budget allocated to each agency

There is no non-plan or plan Budget is provided by DAMB for each agency, hence it may be treated as NIL.

MANUAL -12

The manner of execution of subsidy program

Not related to APMC, Azadpur.

MANUAL -13

Particulars of recipients of concessions, permits or authorizations granted

Not related to APMC, Azadpur

MANUAL -14

Information available in an electronic form

S.No.	Activities For Which Electronic Data Available	Nature Of Information	Can Be Shared With Public	Is It Available On Website Or Is Being Used As Back-end Data Base
1	Arrival & Rates of different commodities	Gradewise	Yes	Yes

MANUAL -15

Particular of facilities available to citizens for obtaining information

Information can be sought from Website and Notice Board.

MANUAL -16

Name, Designation and other particulars of Public Information Officer.

Not related to APMC, Azadpur.

MANUAL -17

Other information as may be prescribed.

Not applicable at this moment. As and when there will be some progress on the subject matter the same will be processed.

Annexure A

