

Introduction:

Fresh & Healthy Enterprises Ltd.(A wholly owned subsidiary of Container Corporation of India Limited-A Govt. of India Undertaking) has taken steps to provide information to the citizen of the nation in accordance with the Right to information Act,2005. This section of FHEL's official website alongwith other relevant sections contain information as required to be published under section 4(1)(B) of the Act.

Compliance under section 4(1)(B) of Right to Information Act,2005

Section of RTI Act	Requirements under the RTI Act	Details
4(1)(b)(i)	Particulars of organization, functions and duties	Fresh and Healthy Enterprises Ltd. is a wholly owned subsidiary of Container Corporation of India Ltd.(A Govt. of India Undertaking)and hence a Government Company within the meaning of section 617 of the Companies Act,1956. The particulars, functions and duties of FHEL are fully enumerated in the Memorandum and Articles of Association.
4(1)(b)(ii)	The powers and duties of the officers and employees	The duties performed by the officers are the same as that of supervisory and decision making. There is internal system of delegating specific and general authorities within the company which are issued and cancelled from time to time.
4(1)(b)(iii)	The procedure followed in the decision making process including channels of supervision and accountability	The procedure/ norms set for discharge of functions as per the provisions contained in various codes/manuals. For general office procedure, there is a DOP. The general procedural instructions are also reiterated/issues from time to time and are available with user departments.
4(1)(b)(iv)	The norms set for discharge of functions	
4(1)(b)(v)	The rules, regulations, instructions, manuals ,and records, held or under the control of the company or used by the employees for discharging their functions	The company holds certain internal manuals for discharging the functions of the company such as Delegation of Powers etc. However, as the business of the company is new and project phase is getting over, rules on various aspects of working are under preparation.
4(1)(b)(vi)	A statement of the categories of documents that are held or under the	The company holds certain categories of documents which are required to be preserved and maintained under various applicable

	control of the company	provisions of law viz. minutes of the general meetings, books of accounts, muster roll etc.
4(1)(b)(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof	Various Parliamentary Committees such as Committee on Public Undertaking have jurisdiction over the CONCOR (the parent company of FHEL) which superintends/audits the functioning of the company and also provide directional guidance.
4(1)(b)(viii)	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 advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public	The Company publishes in the Annual Report every year a Corporate Governance Report which inter-alia deals with the functioning of the Board procedure and its committees
4(1)(b)(ix)	A directory of the officers and employees	A DIRECTORY, CONTAINING BUSINESSWISE AND LOCATION WISE NAME, DESIGNATION, OFFICE ADDRESS, OFFICE TELEPHONE etc.
4(1)(b)(x)	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations	System of compensation: all compensation is paid through banking channel and proper payment vouchers.
4(1)(b)(xi)	The Budget allocated to each of the agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Budgetary allocation is not provided by the Government of India to the company. The company operates through its capital, internal accruals and borrowings.
4(1)(b)(xii)	The manner of execution of subsidy programmes,	Not applicable to the company

	including the amounts allocated and the details of beneficiaries of such programmes	
4(1)(b)(xiv)	Details in respect of the information, available to or held, reduced in an electronic form	Information relating to organization, its evolution, objectives, plan, strength, USP etc. have already been made available on company website (fhel.co.in)
4(1)(b)(xv)	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.	Not applicable to the Company
4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers	<p>1. Corporate Office:</p> <p>(a) Public Information Officer: Shri Naresh Kumar Jawa, Chief Executive Officer Contact No. 0130-2366986 Mobile:91-9818768683</p> <p>(b) Asst. Public Information Officer: Sh.Arjun Kumar Singh Asst. Manager (P&A) Contact No. 011-46527355 Mobile: 91-9971900701</p> <p>2. Rai Office:</p> <p>(a) Public Information Officer: Shri D.Ramesh Babu Manager(Tech) Contact No. 91-9996029366.</p> <p>(b) Asst. Public Information Officer: Shri Prashant Kishore Sinha Asst. Manager(C&O) Contact No. 91-9996029367.</p> <p>3. Shimla Office:</p> <p>(a) Public Information Officer: Shri K.P.Thakur, Dy.GM(CCP) Contact No.0177-2803354 Mobile No.91-9816070945</p> <p>(b) Sh. Ravindra Bhatta Asst. Manager(A/c's) Contact No. 91-9816666875.</p>
4(1)(b)(xvii)	Such other information as may be prescribed	Not applicable

19(1)	Appellate Authority	Shri Rakesh Mehrotra, MD/CONCOR, CHIRMAN/FHEL CONTACT NO. 011-41673013
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Application form for seeking information under RTI Act

Fresh & Healthy Enterprises Ltd.

The Public Information Officer
Fresh & Healthy Enterprises Limited
HSIDC Industrial Estate
Rai, Sonapat- Haryana-131 029

(Columns should be filled in capital letters)

1. Full Name of the Applicant :
2. Father's/Husband's Name :
3. Complete Address :

4. Telephone No. :
5. Whether belong to BPL category:
(if yes, please attach a copy
of the BPL/Antyodaya ration
card to claim waiver of the
application fee)

6. Details of application fee:

7. Particulars of information required :
(please enclose separate sheet, if required)

8. Form/medium of information required:

DECLARATION

I State that I am a citizen of India.

Place
Date

Signature of Applicant

**The Powers and duties of the officers and employees of
Corporate Office:**

Sl. No.	Name	Designation	Powers	Duties
1.	Shri N.K.Jawa	Chief Executive Officer	As delegated by BOD from time to time through DOP	Overall management of the company.
2.	Shri R.S.Manku	DGM(logistics)	As per DOP of the company	Incharge of Procurement of equipment, materials, Tenders & Contract Management, surveying, overall logistic management
3.	Sh.Deepak Nijhawan	Sr. Manager(Mktg.)	As per DOP of the Company	Overall incharge of Marketing and Commercial activities, Market research, projection and documentation
4.	Sh. Sunil Khurana	Sr.Manager(F&A)	As per DOP, and powers authorized by Competent Authority	Incharge of overall accounting activities, Bill payment, Fund Management, Budgeting, Liasoning with Financial Institutions and Govt.authorities etc.
5.	Ms. Suman Lata Khanna	Company Secretary	As per DOP and time to time given by Competent Authority	To Comply with ROC procedures/MCA-21 Guidelines/ Legal provisions under various Laws applicable to

				company. To conduct Audit Committee and Board Meeting and preparation of minutes draft, resolutions, agenda and notice etc.
6.	Sh.Arun Kr.Singh	Asst. Manager(P&A)	As per DOP and Powers assigned from time to time by Competent Authority	Formulation and Implementation of HR policies, Manpower planning,Recruitm ent, Training, Industrial Relation, Compliance of provisions of Labour Laws as applicable to company.
7.	Sh.D.Ramesh Kumar	Manager(Tech.)	As delegated in DOP and assigned from time to time by competent Authority	To look after overall affairs of the CA-Store/Rai. Contract Management, General Administration ,
8.	Sh.Prashant K.Sinha	Asst.Manger(Ops.)	As above	Overall incharge of operations of CA Store.
9.	Sh. K.K.Mann	Sr.Supervisor(Ops .)	As above	To assist in operations at Rai

The Powers and duties of the officers and employees of Shimla-office:

Sl. No.	Name	Designation	Powers	Duties
1.	Sh.K.P.Thakur	Dy.GM(CCP)	As per DOP	Overall in charge of procurement of fruits in HP and general administration.
2.	Sh. Ram Singh	Asst. Manager	As per DOP	In charge of

	Dogra			procurement in the respective area, contract / agreement management, Logistics Management
3.	Sh. Salig Ram Chauhan	Asst. Manager	As per DOP	In charge of procurement in the respective area, contract / agreement management, Logistics Management
4.	Sh. Desh Bandhu Kaith	Asst. Manager	As per DOP	In charge of procurement in the respective area, contract / agreement management, Logistics Management
5.	Sh. Rakesh Bhardwaj	Asst. Manager	As per DOP	In charge of procurement in the respective area, contract / agreement management, Logistics Management
6.	Sh. Ravindra Bhatt	Asst. Manager	As per DOP	In charge of accounts department, Accounting, Budgeting, Bank reconciliations, Payments etc.
7.	Sh. Gyan Singh Negi	Executive	As per DOP	To assist officials in procurement activities, supervision of orchards etc.