

(i)	Particulars of its organization, functions and duties.	<p><b>Indian Institute of Packaging</b>  E-2, MIDC Area, Post Box No 9432,  Andheri (East), Mumbai – 400093.  Phones:- 28219803/9469/6751  Fax:- 238375302, 28254631  Email- iip@iip-in.com</p> <p><b>The objects for which the Indian Institute of Packaging is established are:</b></p> <ol style="list-style-type: none"> <li>i. to stimulate consciousness of good packaging;</li> <li>ii. to undertake and promote study, research and development in packaging and package design;</li> <li>iii. to recommend standards for packages, packaging materials, processes and equipment;</li> <li>iv. to test, evaluate and certify packages, packaging systems, packaging materials, equipment and processes;</li> <li>v. to provide consultancy services on packaging problems;</li> <li>vi. to study packaging for export commoditywise and countrywise and to suggest measures to authorities concerned for effecting improvements.;</li> <li>vii. to provide short term and long term training in packaging technology for specified personnel employed in industry, commerce and Government.</li> <li>viii. to promote and stimulate action in universities and colleges, to provide education in Packaging Technology;</li> <li>ix. to analyse the implications of a sound policy on packaging on domestic production, domestic consumption and domestic prices;</li> <li>x. to study methods and procedures of incentives appropriate for development of packaging;</li> <li>xi. to analyse the institutional framework most conducive to the promotion of packaging;</li> <li>xii. to study the packaging requirements with special reference to transport by road, water, rail and air;</li> <li>xiii. to study the impact of packaging on marketing;</li> <li>xiv. to undertake advertising, publicity and exhibition to promote packaging consciousness;</li> <li>xv. to establish relation and to co-operate with any other agency or organisation having similar objectives in India or abroad;</li> <li>xvi. to provide and disseminate information relating to</li> </ol>
-----	--	--

		<p>packaging;</p> <p>xvii. to prepare, print and publish any papers or periodicals or reports;</p> <p>xviii. to establish and maintain libraries and information services to facilitate the study of the various objects for which the Society is established;</p> <p>xix. to constitute regional Institutes at convenient places in India and outside to promote the objects of the Society;</p> <p>xx. to invite representatives of Government, industry, trade and other institutions and organisations, Indian and Foreign, to deliver lectures on subjects in which the Society is interested;</p> <p>xxi. to accept grants of money, securities and property of any kind on such terms as may seem expedient;</p> <p>xxii. to acquire gift, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the Society and to build, construct, improve, alter, demolish and repair such buildings, works and construction as may be necessary for carrying out the objects of the society;</p> <p>xiii. to sell, lease, exchange, hire or otherwise transfer all or any portion of the movable and immovable property of the society, provided that prior approval in writing of the Central Government is obtained for the transfer of immovable property;</p> <p>xiv. to invest and deal with any moneys and securities of the Society not immediately required for any in such a manner as may be provided by the Rules and Regulations of the society, as may, from time to time, be determined;</p> <p>xxv. to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments for the purpose of the Society;</p> <p>xvi. to create any Reserve Fund, Sinking Fund, Insurance Fund, Provident Fund or any other Special Fund whether for depreciation or for repairs, improving, extending or maintaining any of the properties or rights of the society and/or for recoupment of wasting assets and/or benefits of the employees and for any other purposes which the Society deems it expedient or proper to create or maintain any such Funds;</p> <p>xvii. to borrow and raise money with or without security or on the security of mortgage, charge or hypothecation or pledge of all or any of the movable or immovable</p>
--	--	--

		<p>properties belonging to the society or in any other manner whatsoever provided that prior approval in writing from the Central Government is obtained in that behalf;</p> <p>viii. to create administrative, technical, ministerial and other posts under the Society and to make appointments thereto in accordance with the Rules and Regulations of the Society;</p> <p>xix. to make Rules and Regulations and Bye-Laws for the conduct of the affairs of the Society and to add to, amend, vary or rescind them from time to time with the approval of the Central Government;</p> <p>xxx. to do all such other acts and things either alone or in conjunction with other organisations or persons as the society may consider necessary, incidental or conducive to the attainment of the above said objects.</p>
(ii)	Powers and Duties of its officers and employees	<p>The Institute shall be the supreme authority empowered to take all measures necessary for the attainment of the objects specified in the Memorandum of Association.</p> <p>The Institute may be a Resolution constitute committees, sub-committees or advisory boards, and appoint the members thereof, and delegate to such committees, sub-committees or advisory boards such powers as it may consider necessary.</p> <p>The Institute shall have power to frame, amend or repeal any bye-laws in furtherance of its objects, and in particular to provide for the following matters:</p> <ul style="list-style-type: none"> <li>(i) the maintenance of accounts and the manner of audit;</li> <li>(ii) the making of investments and their sale or alteration;</li> <li>(iii) the conduct of business by committees, sub-committees or advisory boards that may be constituted from time to time;</li> <li>(iv) the procedure for appointment of officers and staff of the Institute and selection of personnel thereof;</li> <li>(v) the terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service including establishment of provident fund for the officers and staff of the Institute;</li> <li>(vi) prescription of qualifications for trainees and</li> </ul>

		<p>research workers and charging of fees;</p> <p>(vii) such other matter as may be necessary for the administration of the affairs of the Institute.</p> <p>Notwithstanding anything contained in these rules/ regulations/ bye-laws, the Government may, from time to time, issue such directives or instructions as may be considered necessary in regard to the finances, conduct of business and affairs of the Institute. The Institute shall give immediate effect to the directive or instructions so issued. In particular, the Government will have the power:</p> <p>(a) to give directions to the Institute as to the exercise and performance of its functions in matters involving national security or substantial public interest and to ensure that the Institute gives effect to such directions.</p> <p>(b) to call for such reports/ returns and other information with respect to the property and other activities of the Institute as may be required from time to time;</p> <p>(c) to approve the institute's revenue and capital budget, i.e. Revised Estimates and Budget Estimates; and</p> <p>(d) to approve agreements involving foreign collaborations, if any, proposed to be entered into by the Institute.</p> <p>Except where otherwise required, the Governing Body shall exercise all the powers of the Institute and may delegate to the Chairman, the Vice-Chairman, the Chairman of the Regional Committees, the Director, the Secretary, the Regional Officers or any other officers of the Institute such of its powers as may be considered necessary.</p> <p>Subject to these Rules and the bye-laws of the Institute and the directions, if any, issued in this behalf by the Governing Body, the Director as the Principal Executive Officer of the Institute shall be responsible for the proper administration of the affairs of the Institute under the direction and guidance of the Governing Body. He shall prescribe the duties of all officers and staff of the Institute and shall exercise such supervision and control as may be necessary.</p>
--	--	--

		<p>The Secretary shall maintain a record of the minutes of the meetings of the Institute and of the Governing Body and shall perform such other duties as may be required of, or as may be incidental to, his office or as may, from time to time, be entrusted to him by the Governing Body, the Chairman or the Director.</p> <p><b>Designation : Professor (Consultancy &amp; Projects)</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b>Basic Functions:</b></p> <ul style="list-style-type: none"> <li>➤ Responsible for planning and directing efficient and profitable operations of the Training &amp; Education activities of the Institute.</li> <li>➤ Providing required services at the lowest possible cost consistent with the scheduled requirement and quality specifications.</li> <li>➤ In doing so he is to report and is accountable to the Director of the Institute.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ He will keep Director informed about his short /long absence from duty.</li> <li>➤ Work out the short range and long range profitable targets for his Department at the scheduled intervals and implement them after getting them approved.</li> <li>➤ Organize, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>➤ Accountable for the training, development, motivation, promotion, assignment and other conditions of employment for all supervisory and other employees including temporary workers under his jurisdiction.</li> <li>➤ Direct the maintenance and submission of operating records and other material in time.</li> <li>➤ Serve as a member of the SAU committee, promotion committee and other committees that would pertain to your department.</li> <li>➤ Assist the secretary in negotiations and collective bargaining and assistance of corporate personnel and coordinate all labour problems/ employee</li> </ul>
--	--	--

		<p>relation programme. In case of deployment of casual/ temporary personnel in his Department, he is to ensure that laid down rules are followed.</p> <ul style="list-style-type: none"> <li>➤ He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him.</li> <li>➤ Maintaining confidentiality while dealing with reports, records, consultancy work, etc of various customers.</li> <li>➤ To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</li> <li>➤ Is to ensure proper accounting and maintenance of files, documents for all projects, studies etc under his section.</li> <li>➤ You will ensure that all IT resources including email and surfing facilities are provided to individuals by name and are used by them for legitimate purpose and as per laws in force.</li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>➤ Deployment of resources under direct charge.</li> <li>➤ Salary increment of staff working under him and recommend increment in respect of all officers working under him.</li> <li>➤ Leave granting of staff working under him and recommend increment in respect of all officers working under him.</li> </ul> <p><b>Effective Performance:</b></p> <ul style="list-style-type: none"> <li>➤ Accomplishing C&amp;P goals and objectives jointly established.</li> <li>➤ The degree to which he provides required services at minimum cost and of proper quality and in time.</li> </ul> <p><b>Designation : Professor (Training &amp; Education)</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b>Basic Functions:</b></p> <ul style="list-style-type: none"> <li>➤ Responsible for planning and directing efficient and profitable operations of the Training &amp; Education activities of the Institute.</li> <li>➤ Providing required services at the lowest possible</li> </ul>
--	--	--

		<p>cost consistent with the scheduled requirement and quality specifications.</p> <ul style="list-style-type: none"> <li>➤ In doing so he is to report and is accountable to the Director of the Institute.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ He will keep Director informed about his short /long absence from duty.</li> <li>➤ Work out the short range and long range profitable targets for his Department at the scheduled intervals and implement them after getting them approved.</li> <li>➤ Organize, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>➤ Accountable for the training, development, motivation, promotion, assignment and other conditions of employment for all supervisory and other employees including temporary workers under his jurisdiction.</li> <li>➤ Direct the maintenance and submission of operating records and other material in time.</li> <li>➤ Serve as a member of the SAU committee, promotion committee and other committees that would pertain to your department.</li> <li>➤ Assist the secretary in negotiations and collective bargaining and assistance of corporate personnel and coordinate all labour problems/ employee relation programme. In case of deployment of casual/ temporary personnel in his Department, he is to ensure that laid down rules are followed.</li> <li>➤ Is responsible for smooth and fair conduct of entrance examinations, selection, admissions and conduct of various courses conducted at the Institute.</li> <li>➤ He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him.</li> <li>➤ Maintaining confidentiality while dealing with reports, records, consultancy work, etc of various customers.</li> <li>➤ To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>➤ Is to ensure proper accounting and maintenance of files, documents for all projects, studies etc under his section.</li> <li>➤ You will ensure that all IT resources including email and surfing facilities are provided to individuals by name and are used by them for legitimate purpose and as per laws in force.</li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>➤ Deployment of resources under direct charge.</li> <li>➤ Salary increment of staff working under him and recommend increment in respect of all officers working under him.</li> <li>➤ Leave granting of staff working under him and recommend increment in respect of all officers working under him.</li> </ul> <p><b>Effective Performance:</b></p> <ul style="list-style-type: none"> <li>➤ Accomplishing T &amp;E goals and objectives jointly established.</li> <li>➤ The degree to which he provides required services at minimum cost and of proper quality and in time.</li> </ul> <p><b>Designation : Professor (Lab)</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b><u>Basic functions</u></b></p> <ol style="list-style-type: none"> <li>1) Responsible for planning and directing efficient and profitable operations of the Testing and other activities of the Laboratory Division of the Institute.</li> <li>2) Providing required services at the lowest possible cost to the Institute consistent with the scheduled requirement and quality specifications.</li> <li>3) In doing so he is to report and is accountable to the Director of the Institute.</li> </ol> <p><b><u>Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1) Work out the short range and long range profitable</li> </ol>
--	--	---

		<p>targets for Lab. Division at the scheduled intervals and implement them after getting them approved.</p> <ol style="list-style-type: none"> <li>2) Organise, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>3) Accountable for the selection, training, development, motivation, promotion, assignment and other conditions of employment for all supervisory and other employees including temporary workers under his jurisdiction.</li> <li>4) Direct the maintenance of operating records and other material in time.</li> <li>5) Serve as a member of the SAU committee, Promotion committee and other committees that would pertain to your department.</li> <li>6) Assist the Secretary in negotiations and collective bargaining and assistance of corporate personnel and coordinate all labour problems/employee relation programme.</li> <li>7) He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him.</li> <li>8) Maintaining confidentiality while dealing with reports, records, consultancy work, etc. of various customers.</li> <li>9) To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</li> <li>10) Is to ensure proper accounting and maintenance of files, documents for all projects, R&amp;D work and studies etc. under his section.</li> <li>11) You will ensure that all IT resources including email and surfing facilities are provided to individuals by name and are used by them for legitimate purpose and as per laws in force.</li> <li>12) He will specifically be responsible for all NABL</li> </ol>
--	--	---

		<p>activities and keep Director informed on any changes in the procedures and other rules to be adopted as per the NABL specifications.</p> <p>13) He will constantly keep a track for DG shipping and DGCA and will issue certificates for export of dangerous goods and chemicals.</p> <p><b><u>Authority</u></b></p> <ol style="list-style-type: none"> <li>1) Deployment of resources under direct charge.</li> <li>2) Salary increment of staff working under him and recommend increment in respect of all officers working under him/her.</li> <li>3) Leave granting of staff working under him and recommend increment in respect of all officers working under him/her.</li> </ol> <p><b><u>Effective performance</u></b></p> <ol style="list-style-type: none"> <li>1) Accomplishing Laboratory Division goals and objectives jointly established.</li> <li>2) The degree to which she provides required services at minimum cost and of proper quality and in time.</li> </ol> <p><b>Designation: Joint Director (NRC )</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b><u>Basic functions</u></b></p> <ol style="list-style-type: none"> <li>1. As a profit centre head he is responsible for planning and directing efficient and profitable operations of Northern Regional Centre of the Institute.</li> <li>2. Providing required services at the lowest possible cost consistent with the scheduled requirement and quality specifications.</li> <li>3. In doing so he is to report and is accountable to the Director of the Institute.</li> <li>4. For functional matters he has to work within the advice/policies laid down by functional heads.</li> </ol> <p><b><u>Duties and Responsibilities</u></b></p>
--	--	---

		<ol style="list-style-type: none"> <li>1. He will keep Director informed about his whereabouts whenever leaving IIP.</li> <li>2. Work out the short range and long range profitable targets for his Regional centre at the scheduled intervals and implement them after getting them approved.</li> <li>3. Organise, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>4. Accountable for the training, development, motivation, promotion, assignment and other conditions of employment for all supervisory and other employees including temporary workers under his jurisdiction.</li> <li>5. Direct the maintenance of operating records and other material in time.</li> <li>6. Serve as a member of the SAU committee, Promotion committee and other committees that would pertain to his region.</li> <li>7. Assist the Secretary in negotiations and collective bargaining and assistance of corporate personnel and coordinate all labour problems/employee relation programme. In case of deployment of casual/temporary personnel in his Regional office , he is to ensure that relevant rules are followed.</li> <li>8. He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him</li> <li>9. Maintaining confidentiality while dealing with reports, records, consultancy work, etc. of various customers.</li> <li>10. To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</li> <li>11. Is to ensure proper accounting and maintenance of files, documents for all projects, R&amp;D work and studies etc. under his section.</li> <li>12. He will ensure that the Regional Committees are formed as per the guidelines and regular meetings are held.</li> <li>13. He will maintain a liaison with MOC &amp; I and other Government Departments under the instructions of Director.</li> </ol>
--	--	--

		<p>14. He will ensure that the Regional activities of the Institute are in line with the objectives laid down in IIP's MOA.</p> <p><b><u>Authority</u></b></p> <ol style="list-style-type: none"> <li>1. Deployment of resources under direct charge.</li> <li>2. Salary increment of staff working under him and recommend increment in respect of all officers working under him.</li> <li>3. Leave granting of staff working under him and recommend increment in respect of all officers working under him.</li> </ol> <p><b><u>Effective performance</u></b></p> <ol style="list-style-type: none"> <li>1. Accomplishing NRC goals and objectives jointly established.</li> <li>2. The degree to which he provides required services at minimum cost and of proper quality and in time.</li> </ol> <p><b>Designation: Joint Director (SRC )</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b><u>Basic functions</u></b></p> <ol style="list-style-type: none"> <li>1. As a profit centre head he is responsible for planning and directing efficient and profitable operations of Southern Regional Centre of the Institute.</li> <li>2. Providing required services at the lowest possible cost consistent with the scheduled requirement and quality specifications.</li> <li>3. In doing so he is to report and is accountable to the Director of the Institute.</li> <li>4. For functional matters he has to work within the advice/policies laid down by functional heads.</li> </ol> <p><b><u>Duties and Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. He will keep Director informed about his whereabouts whenever leaving IIP.</li> <li>2. Work out the short range and long range profitable targets for his Regional centre at the scheduled intervals and implement them after getting them approved.</li> </ol>
--	--	---

		<ol style="list-style-type: none"> <li>3. Organise, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>4. Accountable for the training, development, motivation, promotion, assignment and other conditions of employment for all supervisory and other employees including temporary workers under his jurisdiction.</li> <li>5. Direct the maintenance of operating records and other material in time.</li> <li>6. Serve as a member of the SAU committee, Promotion committee and other committees that would pertain to his region.</li> <li>7. Assist the Secretary in negotiations and collective bargaining and coordinate all labour problems/employee relation programme. In case of deployment of casual/temporary personnel in his Regional office, he is to ensure that relevant rules are followed.</li> <li>8. He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him</li> <li>9. Maintaining confidentiality while dealing with reports, records, consultancy work, etc. of various customers.</li> <li>10. To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</li> <li>11. Is to ensure proper accounting and maintenance of files, documents for all projects, R&amp;D work and studies etc. under his section.</li> <li>12. He will ensure that the Regional Committees are formed as per the guidelines and regular meetings are held.</li> <li>13. He will ensure that the Regional activities of the Institute are in line with the objectives laid down in IIP's MOA.</li> </ol> <p><b><u>Authority</u></b></p> <ol style="list-style-type: none"> <li>1. Deployment of resources under direct charge.</li> <li>2. Salary increment of staff working under him and recommend increment in respect of all officers working under him.</li> <li>3. Leave granting of staff working under him and recommend</li> </ol>
--	--	---

		<p>increment in respect of all officers working under him.</p> <p><b><u>Effective performance</u></b></p> <ol style="list-style-type: none"> <li>1. Accomplishing SRC goals and objectives jointly established.</li> <li>2. The degree to which he provides required services at minimum cost and of proper quality and in time.</li> </ol> <p><b>Designation: Deputy Director (ERC)</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b><u>Basic functions</u></b></p> <ol style="list-style-type: none"> <li>1. As a profit centre head he is responsible for planning and directing efficient and profitable operations of Eastern Regional Centre of the Institute.</li> <li>2. Providing required services at the lowest possible cost consistent with the scheduled requirement and quality specifications.</li> <li>3. In doing so he is to report and is accountable to the Director of the Institute.</li> <li>4. For functional matters he has to work within the advice/policies laid down by functional heads.</li> </ol> <p><b><u>Duties and Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. He will keep Director informed about his whereabouts whenever leaving IIP.</li> <li>2. Work out the short range and long range profitable targets for his Regional centre at the scheduled intervals and implement them after getting them approved.</li> <li>3. Organise, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>4. Accountable for the training, development, motivation, promotion, assignment and other conditions of employment for all supervisory and other employees including temporary workers under his jurisdiction.</li> <li>5. Direct the maintenance of operating records and other material in time.</li> </ol>
--	--	--

		<ol style="list-style-type: none"> <li>6. Serve as a member of the SAU committee, Promotion committee and other committees that would pertain to his region.</li> <li>7. Assist the Secretary in negotiations and collective bargaining and coordinate all labour problems/employee relation programme. In case of deployment of casual/temporary personnel in his Regional office, he is to ensure that relevant rules are followed.</li> <li>8. He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him</li> <li>9. Maintaining confidentiality while dealing with reports, records, consultancy work, etc. of various customers.</li> <li>10. To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</li> <li>11. Is to ensure proper accounting and maintenance of files, documents for all projects, R&amp;D work and studies etc. under his section.</li> <li>12. He will ensure that the Regional Committees are formed as per the guidelines and regular meetings are held.</li> <li>13. He will ensure that the Regional activities of the Institute are in line with the objectives laid down in IIP's MOA.</li> </ol> <p><b><u>Authority</u></b></p> <ol style="list-style-type: none"> <li>1. Deployment of resources under direct charge.</li> <li>2. Salary increment of staff working under him and recommend increment in respect of all officers working under him.</li> <li>3. Leave granting of staff working under him and recommend increment in respect of all officers working under him.</li> </ol> <p><b><u>Effective performance</u></b></p> <ol style="list-style-type: none"> <li>1. Accomplishing ERC goals and objectives jointly established.</li> <li>2. The degree to which he provides required services at minimum cost and of proper quality and in time.</li> </ol> <p><b>Designation: Deputy Director (Hyderabad)</b></p>
--	--	---

		<p><b>Duties &amp; Responsibilities:-</b></p> <p><b><u>Basic functions</u></b></p> <ol style="list-style-type: none"> <li>5. As a centre head he is responsible for planning and directing efficient and profitable operations of Hyderabad Regional Centre of the Institute.</li> <li>6. Providing required services at the lowest possible cost consistent with the scheduled requirement and quality specifications.</li> <li>7. In doing so he is to report and is accountable to the Director of the Institute.</li> <li>8. For functional matters he has to work within the advice/policies laid down by functional heads.</li> </ol> <p><b><u>Duties and Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>14. He will keep Director informed about his whereabouts whenever leaving IIP.</li> <li>15. Work out the short range and long range profitable targets for his Regional centre at the scheduled intervals and implement them after getting them approved.</li> <li>16. Organise, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>17. Accountable for the training, development, motivation, promotion, assignment and other conditions of employment for all supervisory and other employees including temporary workers under his jurisdiction.</li> <li>18. Direct the maintenance of operating records and other material in time.</li> <li>19. Serve as a member of the SAU committee, Promotion committee and other committees that would pertain to his region.</li> <li>20. Assist the Secretary in negotiations and collective bargaining and coordinate all labour problems/employee relation programme. In case of deployment of casual/temporary personnel in his Regional office, he is to ensure that relevant rules are followed.</li> <li>21. He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him</li> </ol>
--	--	---

		<p>22. Maintaining confidentiality while dealing with reports, records, consultancy work, etc. of various customers.</p> <p>23. To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</p> <p>24. Is to ensure proper accounting and maintenance of files, documents for all projects, R&amp;D work and studies etc. under his section.</p> <p>25. He will ensure that the Regional Committees are formed as per the guidelines and regular meetings are held.</p> <p>26. He will ensure that the Regional activities of the Institute are in line with the objectives laid down in IIP's MOA.</p> <p><b><u>Authority</u></b></p> <p>4. Deployment of resources under direct charge.</p> <p>5. Salary increment of staff working under him and recommend increment in respect of all officers working under him.</p> <p>6. Leave granting of staff working under him and recommend increment in respect of all officers working under him.</p> <p><b><u>Effective performance</u></b></p> <p>3. Accomplishing HRC goals and objectives jointly established.</p> <p>4. The degree to which he provides required services at minimum cost and of proper quality and in time.</p> <p><b>Designation: Secretary</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b><u>Basic functions</u></b></p> <p>1) Responsible for all secretarial, estate, AGM &amp; Governing Body specified work, execution of work/services and labour matters of the Institute.</p> <p>2) In doing so he is to report and is accountable to the Director of the Institute.</p>
--	--	--

		<p>3) Responsible for the functions specified in the Memorandum of Association and Rules and Regulations of IIP.</p> <p><b><u>Responsibilities</u></b></p> <p>1) All Secretarial matters including Membership, Memorandum of Association and Rules and Regulations, composition of the Governing Body, meetings of the Governing Body and General Body, elections to the Governing Body, etc.</p> <p>2) All personnel matters.</p> <p>3) All matters pertaining to the estate including purchase, maintenance, disposal, etc.</p> <p>4) Direct the maintenance and submission of operating records and other material in time.</p> <p>5) Serve as a member of the SAU committee, Promotion committee and other committees that would pertain to your department.</p> <p>6) Maintenance and of correction of information at the entrance lobby board.</p> <p>7) He is to ensure that in his absence his duties are understood and discharged by the next person nominated by him.</p> <p>8) Maintaining confidentiality while dealing with reports, records, etc.</p> <p>9) To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</p> <p>10) You will ensure that all IT resources including email and surfing facilities are provided to individuals by name and are used by them for legitimate purpose and as per laws in force.</p> <p><b><u>Authority</u></b></p> <p>1) Deployment of resources under direct charge.</p>
--	--	--

		<p>2) Salary increment.</p> <p>3) Leave granting.</p> <p>4) Others as per the directive from Chairman/Governing Body.</p> <p><b><u>Effective performance</u></b></p> <p>1) Accomplishing administrative goals and objectives jointly established.</p> <p>2) The degree to which he provides required services at minimum cost and of proper quality and in time.</p> <p><b>Designation: Assistant Director (Info Cell):</b>  <b>Duties &amp; Responsibilities:-</b></p> <p><b>Basic functions</b></p> <ul style="list-style-type: none"> <li>➤ Responsible for planning and directing efficient and profitable operations of the Information cell activities.</li> <li>➤ Providing required services at the lowest possible cost consistent with the scheduled requirement and quality specifications.</li> <li>➤ In doing so he is to report and is accountable to the Director of the Institute.</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Work out the short range and long-range profitable targets for Information cell at the scheduled intervals and implement them after getting them approved.</li> <li>➤ Organize, direct and control proper use of facilities and personnel to meet acceptable targets and to achieve maximum quality and efficiency at minimum cost.</li> <li>➤ Accountable for the training, development, motivation, promotion, and assignment and other conditions of employment for all employees including temporary workers under his jurisdiction.</li> <li>➤ Direct the maintenance of operating records and other material in time.</li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>➤ Assist the Secretary in negotiations and collative bargaining and assistance of corporate personnel and coordinate all labor problems/employee relation programme.</li> <li>➤ Ensure the planning, preparation and submission of Packaging India9journal) manuscript for publication well in time.</li> <li>➤ Take full control of all Information cell activities and take measures to promote the image of IIP.</li> <li>➤ Maintaining confidentiality while dealing with reports, records, consultancy work etc of various customers.</li> <li>➤ To ensure that personnel placed under him have been given and are fully aware of their duties and responsibilities.</li> </ul> <p><b>Authority</b></p> <ul style="list-style-type: none"> <li>➤ Deployment of resources under direct charge.</li> <li>➤ Salary increment of staff working under him.</li> <li>➤ Leave granting of staff working under him.</li> </ul> <p><b>Effective Performance</b></p> <ul style="list-style-type: none"> <li>➤ Accomplishing IC goals and objectives jointly established.</li> <li>➤ The degree to which he provides required services at minimum cost and of proper quality and in time.</li> </ul> <p><b>Designation : Asst. Director (IT)</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ Attend to receipts and sending of E-mail.</li> <li>➤ Attend to Internet.</li> <li>➤ Supervise the work of hardware engineer (on contract).</li> <li>➤ Procurement of software.</li> <li>➤ Procurement of computer consumables, parts etc.</li> <li>➤ Attend to computer complaints and attend to them through A.M.C.</li> <li>➤ Design of website.</li> <li>➤ Any other work related to computer operation for I.I.P e.g. networking server.</li> <li>➤ Mainly E-mail, Internet, computer supplies software and hardware, complaints and supervision of hardware contract person.</li> <li>➤ Accountable for smooth working of network and</li> </ul>
--	--	---

		<p>making supplies available and attend to breakdown.</p> <p><b>Designation : Asst. Director (Finance &amp; Accounts)</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ In-charge of Finance &amp; Accounts department.</li> <li>➤ Supervise and guide accounts staff of 1 Sr. Assistant, 1 Accountant, 2 Assistants, 1 Jr. Assistant and 1 Sr.Steno.</li> <li>➤ Accounts work involves – pay roll, billing for services, receipts, payment of all bills – TA, LTC, Medical, Transfer, Taxes, Purchases, Insurance, Retirement dues etc.</li> <li>➤ Payment and deduction of taxes – TDS, IT, Service Tax, Professional Tax, other bills electricity, telephone.</li> <li>➤ All payments sanctioned by I.I.P.</li> <li>➤ Receipt and expenditure of plan funds.</li> <li>➤ Investments of plan funds, PF, gratuity development and all other funds.</li> <li>➤ Attend Income Tax and other queries – visit the tax authorities for discussion on taxes.</li> <li>➤ Preparation of annual budget.</li> <li>➤ Maintenance of accounts of various heads, departments, regional centres, persons, purchases.</li> <li>➤ Check admissibility of payments as per rules.</li> <li>➤ Statutory and Government Audits.</li> <li>➤ Assist Director in Finance and Accounts matters.</li> <li>➤ Prepare annual accounts and balance sheets.</li> <li>➤ Liaison with Banks and Financial Institutes.</li> <li>➤ Inspection and checks of Regional Centres.</li> <li>➤ Attend to any other Finance and Accounts matters of I.I.P. including Govt., Audit etc.</li> <li>➤ Responsible for billing, receipts, payment of bills &amp; taxes, TDS, Service Taxes, bills of services, contracts etc. as per laws, rules etc.</li> <li>➤ Accountable for Managing Accounts and Finances as per rules, laws, time bound nature, pre audit of payment of bills.</li> </ul> <p><b>Designation : Office Superintendent</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ In-charge of Administrative office working under the Secretary.</li> <li>➤ Supervise work of staff in the department.</li> <li>➤ Attend to all administrative work of I.I.P for processing</li> </ul>
--	--	---

		<p>proposals for sanctions.</p> <ul style="list-style-type: none"> <li>➤ Attend to maintenance of office services – electricity, telephone, water, security etc.</li> <li>➤ Attend to payment of all bills of services, taxes etc.</li> <li>➤ Prepare briefs for court cases for lawyers.</li> <li>➤ Procurement of office supplies and other requirements as per indents.</li> <li>➤ Look after hostel, guesthouse, office building, and staff quarter – allotment, maintenance, and repairs.</li> <li>➤ Award of annual maintenance contract for phones, water supply, buildings, air conditions.</li> <li>➤ Allocate work to staff.</li> <li>➤ Guide and check the work of staff.</li> <li>➤ Keep liaison with outside agencies, suppliers, hotels, and statutory bodies.</li> <li>➤ Supervise work of personnel bills – TA, LTC, Medical.</li> <li>➤ Attend to travel agent/foreign exchange, ticket booking, payment of bills etc.</li> <li>➤ Supervise record keeping – personnel, leave, LTC, service books, medical etc.</li> <li>➤ Attend to recruitment procedure.</li> <li>➤ Recruitment of temporary staff as directed.</li> <li>➤ Maintenance of staff cars.</li> <li>➤ Scrutiny of staff claims e.g. TA conveyance, Loans etc.</li> <li>➤ Attend to administrative work of staff at Regional Centres.</li> <li>➤ Upkeep and housekeeping of buildings, premises.</li> <li>➤ Dialogue with union representatives.</li> <li>➤ Keep abreast with I.I.P. and Govt. rules on various issues – DA, TA, Transfer, Leave, Retirement etc.</li> <li>➤ Make arrangements for meetings, conferences.</li> <li>➤ Any other administrative work of I.I.P. H.O and Regional Centres.</li> <li>➤ Responsible for providing office services, maintain and repairs of I.I.P office, furniture, equipment, taxes, insurance, sanctions, security, transport, building &amp; premises.</li> <li>➤ Accountable for administrative requirements.</li> </ul> <p><b>Designation : Project Assistant</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To take dictation in short hand and transcribe it.</li> <li>➤ To type on typewriter/computer and take printouts.</li> <li>➤ To send emails as directed.</li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>➤ To reply E-mails as and when asked by Director or required.</li> <li>➤ To send fax messages and receive fax messages.</li> <li>➤ To maintain all files pertaining to Director's office.</li> <li>➤ To receive messages for the Director and take necessary action.</li> <li>➤ To maintain important telephone numbers and connect the same.</li> <li>➤ To put up the received mail to the The Director's perusal with previous references.</li> <li>➤ To distribute/ forward all mail marked for different divisions/ cells to dispatch section for inward registration &amp; dispatch after approval.</li> <li>➤ To send some particular mail (E.g. Membership, training, testing etc.) directly to dispatch section for inward registration &amp; dispatch without sending it to Director.</li> <li>➤ To prepare agenda for meetings.</li> <li>➤ To prepare minutes of the meetings and submit to the Director.</li> <li>➤ To compile the reports and put up to the Director.</li> <li>➤ To perform any other duties/official work assigned by the superiors as per the requirement and skills available.</li> <li>➤ To keep confidential information of higher level. If leaked, may cause embarrassment or loss or damage to the Institute. The image of institute may be spoiled. To prepare all documents, reports, information etc with fair degree of accuracy. To attend to routine jobs in absence of the Director such as sending messages, documents etc. to concerned officers or suggest action in urgent cases.</li> <li>➤ Accountable for keeping information files safe and it's retrieval and confidentiality of issues and matters.</li> </ul> <p><b>Designation : Assistant (Administration)</b></p> <p><b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To maintain attendance register to keep the record of late attendance and absenteeism.</li> <li>➤ To maintain the leave records.</li> <li>➤ To maintain the service books and personal files.</li> <li>➤ To maintain leave to account for leave and encashment.</li> <li>➤ To prepare draft of letters as per requirement.</li> <li>➤ To attend to the queries regarding leave etc.</li> <li>➤ To prepare the CR Forms every year for the employees</li> </ul>
--	--	--

		<p>for filling.</p> <ul style="list-style-type: none"> <li>➤ To check the medical claims and process the bills for passing and make entry in the medical register.</li> <li>➤ To prepare sundry bills for gardener, security, temporary employees etc.</li> <li>➤ To update the list of employees and grades, salary, increments, allowances etc.</li> <li>➤ To compile and send information/report to Ministry of Commerce as per the requirement.</li> <li>➤ To file/maintain records of all the leave applications, increments, medical claims etc.</li> <li>➤ To maintain monthly increment details.</li> <li>➤ To prepare &amp; maintain the leave records of CL, EL &amp; SPL and make entries in service books.</li> <li>➤ To collect and keep the copies of certificates, duly filled forms and other information of new employees.</li> <li>➤ To prepare letters of confirmation, probation etc.</li> <li>➤ To arrange for computer consumables and issue them to departments and maintain register for it.</li> <li>➤ To attend to the incoming phone calls in absence of telephone operator.</li> <li>➤ To maintain the service record of employees and also entitlement of pay and allowances.</li> <li>➤ To inform the HODs about retirement dates, transfers, resignations etc.</li> <li>➤ To process all the dues and payment at the time of retirement.</li> <li>➤ To collect details for annual service for various equipment and information &amp; quotations for various contracts and prepare proposals for approval.</li> <li>➤ To send the purchase/work order to the contractors.</li> <li>➤ To keep track of the contracts and maintenance work of equipment &amp; buildings.</li> <li>➤ To open LC with the bank.</li> <li>➤ To prepare and maintain documents for export agents, clearing agents and banks.</li> <li>➤ To arrange for the uniforms, shoes etc. and issue them to employees.</li> <li>➤ To perform any other duties assigned by the superiors as per the requirement and skills available.</li> <li>➤ To keep confidential, information of higher level. If leaked, may cause embarrassment or loss or damage to the Institute. To prepare all documents, reports, information etc with fair degree of accuracy. To maintain important personnel &amp; financial records.</li> <li>➤ Accountable for keeping information, files safe and</li> </ul>
--	--	--

		<p>their retrieval.</p> <p><b>Designation : Assistant (Finance &amp; Accounts)</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To calculate the salaries and prepare payroll for all the employees and prepare the cheques.</li> <li>➤ To make changes in the computer software regarding changes in increment, promotion and payments.</li> <li>➤ To issue and receive the 16A forms.</li> <li>➤ To issue the cheques to outside parties e.g. LIC, Banks as per sanctions.</li> <li>➤ To make correspondence with outside parties e.g. IT office, PF office, LIC.</li> <li>➤ To prepare the employee salary details/pay slips.</li> <li>➤ To verify/cross check all the documents /papers for bills, approval etc.</li> <li>➤ To issue cheques for the payment and generate / prepare vouchers for the same and obtain secretary's signature.</li> <li>➤ To make repayment entries in respective registers.</li> <li>➤ To answer/communicate with creditors/parties regarding their queries.</li> <li>➤ To generate the reports for the senior officers as required.</li> <li>➤ To make entries of journal vouchers in accounting package.</li> <li>➤ To prepare TDS cheques and challans and forward to bank.</li> <li>➤ To do bank reconciliation – tallying bank statement with our records.</li> <li>➤ To issue the TDS certificates.</li> <li>➤ To prepare details for filing returns.</li> <li>➤ To analyze debtors.</li> <li>➤ To prepare bank receipts for the payment received from parties and make entries in register ( in absence of Sr. Steno)</li> <li>➤ To perform any other duties/official work assigned by the superiors as per the requirement and skills available.</li> <li>➤ Accountable for correct and timely payment of bills/dues etc.</li> <li>➤ Delay in payment of bills, dues etc.</li> </ul>
--	--	---

		<p><b>Designation : Senior Steno</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To take dictation in short hand and transcribe it.</li> <li>➤ To type and take printouts.</li> <li>➤ To fax the letters.</li> <li>➤ To receive the faxes and segregate as per their destination and departments.</li> <li>➤ To maintain the record of fax letters sent &amp; received.</li> <li>➤ To contact the travel agent for booking tickets etc.</li> <li>➤ To maintain all files pertaining to HOD.</li> <li>➤ To receive messages for the HOD and take necessary action.</li> <li>➤ To receive the bills, cheques from various department and make entries in computer.</li> <li>➤ To make entries in computer for HO and Regional Centre.</li> <li>➤ To attend to correspondence with outside parties.</li> <li>➤ To collect 16 A forms and maintain them.</li> <li>➤ To prepare bank challans and send to the respective persons.</li> <li>➤ To check E-mails of professors' and take printouts and forward to professor.</li> <li>➤ If instructed, reply the emails or send emails.</li> <li>➤ To perform any other duties/official work assigned by the superiors as per the requirement and skills available including telephone operation.</li> <li>➤ To keep the information confidential as per requirement.</li> <li>➤ To prepare all documents, reports, information etc with fair degree of accuracy and in time.</li> <li>➤ Accountable for keeping confidential information and files safe and their retrieval.</li> </ul> <p><b>Designation : Junior Assistant (Info Cell)</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To attend any queries on phone or in person.</li> <li>➤ To attend to correspondence regarding availability of advertisement, follow-up letters, termination of subscription, proforma-invoices, price list &amp; promotion of PI-Magazine, send renewal notices to companies.</li> <li>➤ To send letters for requesting for articles for general &amp; special issues and reprinting permission from authors.</li> <li>➤ To explain the advertisement tariff plan and supply booking form.</li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>➤ To prepare/compile information of packaging as per requirement of companies &amp; clients from various sources.</li> <li>➤ To search for articles through periodicals and prepare/compile for final printing.</li> <li>➤ To receive abstract from IIP faculty &amp; students and send it for printing after approval.</li> <li>➤ To arrange for various articles to be printed in PI (Packaging India.)</li> <li>➤ To keep follow up for bi-monthly report with HO &amp; other centres for publishing in IIP news section.</li> <li>➤ To prepare and send bills for advertisement after confirming the printing of advertisements.</li> <li>➤ To prepare bills for mailing of magazines &amp; for material purchases.</li> <li>➤ To go for visits to agencies, companies for seeking advertisement.</li> <li>➤ To check &amp; reply E-mails as &amp; when required.</li> <li>➤ To accept cash, cheques etc for sale of books, magazine subscription etc and prepare provisional receipts and deposit the cash to concerned department.</li> <li>➤ To update the PI – Magazine subscriptions list as and when necessary.</li> <li>➤ To compile annual report for the Director.</li> <li>➤ To compile information for directory of Packaging India.</li> <li>➤ To perform any other duties assigned by the superiors as per the requirement.</li> <li>➤ Responsible for accepting cash, cheques for sale of books &amp; magazines etc.</li> <li>➤ Responsible for correspondence with agencies, companies.</li> <li>➤ Accountability for cash collected.</li> </ul> <p><b>Designation : Junior Assistant (Administration)</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To check the memberships for renewal and send the renewal notices, receive the renewal documents; send the cheques to accounts department. To check addresses, keep record of change of addresses, nominees etc.about the renewal application.</li> <li>➤ To attend to the hostel and guesthouse maintenance, upkeep, supplies, cleanliness etc.</li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>➤ To check the PCOs for any problems and arrange for repairs.</li> <li>➤ To allot the rooms to visitors/guest in guesthouse as per instructions.</li> <li>➤ To receive the payment for the rooms from visitors.</li> <li>➤ To send acknowledgement to new member.</li> <li>➤ To generate and send the confirmation letters to new applicant.</li> <li>➤ To generate statement of new applicants and send it to membership approval committee.</li> <li>➤ To draw the advance for petrol and other petty expenses on day-to-day basis from cashier and make payments as per needs.</li> <li>➤ To settle the bills/receipts of petrol.</li> <li>➤ To send reminders to members.</li> <li>➤ To process the bills of BMC, telephone, water, Internet etc for payment.</li> <li>➤ To give the statement of membership to secretary.</li> <li>➤ To send the notices for the GBM &amp; AGM.</li> <li>➤ To get labels of the names/address, check them and issue them to department.</li> <li>➤ To arrange the hall/venue for training programs, seminars etc.</li> <li>➤ To attend to repair &amp; maintenance of telephones.</li> <li>➤ To look after general maintenance of garden, surroundings, premises etc.</li> <li>➤ To process washing/laundry bills for payment.</li> <li>➤ To perform any other assigned by the superiors as per the requirement.</li> <li>➤ To prepare all documents, reports, information etc with fair degree of accuracy. For cash handled, record of bills, payments, hostel &amp; guesthouse services.</li> <li>➤ Accountable for proper maintenance and payment of bills for various services and cash drawn.</li> </ul> <p><b>Designation : Junior Assistant (Finance &amp; Accounts)</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To disburse cash as per sanctioned bill/vouchers.</li> <li>➤ To make sundry cash payments.</li> <li>➤ To accept the cash &amp; prepare receipts.</li> <li>➤ To prepare transfer vouchers in case of advance settlement.</li> <li>➤ To maintain registers for advance expenses &amp; advance TA /DA for employees going on tours.</li> <li>➤ To make entries of all transaction vouchers in system.</li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>➤ To prepare list of advance drawn but not settled and send it to Sr. Accountant/ Assistant Director.</li> <li>➤ To accept the cash for prospectus and hand over the prospectus, sale of forms.</li> <li>➤ To deposit the cash in the bank.</li> <li>➤ To go to bank for withdrawing cash for salary and other payments.</li> <li>➤ To perform any other duties/official work assigned by the superiors as per the requirement.</li> <li>➤ Responsible for the cash paid &amp; received entries to be made to accounting software and maintain cash register.</li> <li>➤ Accountable for the cash paid, receipts of cash payments, vouchers etc and tally cash for shortage, surplus.</li> </ul> <p><b>Designation: Typist/Clerk, Project Clerk</b></p> <p><b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To type bills, letters, reports, certificates etc.</li> <li>➤ To maintain CL record of department staff.</li> <li>➤ To maintain stationery of laboratory.</li> <li>➤ To maintain files for various documents related to department.</li> <li>➤ To maintain various registers for the department.</li> <li>➤ To attend to queries in person or phone, in absence of officers or other staff.</li> <li>➤ To check all outward mail and enter in respective register and hand it over to peons for distribution.</li> <li>➤ To collect all inward mail and to enter in respective register.</li> <li>➤ To organize the mail to be sent by courier, post etc.</li> <li>➤ To check the bills of courier.</li> <li>➤ To raise the requisition for franking machine filling.</li> <li>➤ To operate franking machine.</li> <li>➤ To renew the postbox license, telegraphic address etc.</li> <li>➤ To look after maintenance of franking machine.</li> <li>➤ To settle the advances taken by him.</li> <li>➤ To attend to the couriers' complaints.</li> <li>➤ To arrange the transport for sending the parcels to regional center/outstations.</li> <li>➤ Attend to library work such as issue &amp; receipt of books.</li> <li>➤ Keep track of books, assist librarian in library work of listing, ordering, searching, storing, retrieval etc.</li> <li>➤ To handle all the administrative work related to 18</li> </ul>
--	--	--

		<p>months' correspondence course.</p> <ul style="list-style-type: none"> <li>➤ To prepare draft budget for 18 months' correspondence course.</li> <li>➤ To collect the information for printing of forms, prospectus, syllabus.</li> <li>➤ To call for the quotations for printing and assign printing work to printer after approval of Professor/HOD.</li> <li>➤ To sell the forms and maintain record of sale.</li> <li>➤ To receive the fees in DD/Cash/Cheque &amp; maintain record, prepare a list of participants/students of the course.</li> <li>➤ To send the course material to participants and keep a record and track of it.</li> <li>➤ To prepare a list of students in alphabetical order and put the roll numbers on I-cards.</li> <li>➤ To send syllabus for examination &amp; exam schedule to students.</li> <li>➤ To prepare mark sheets of students appeared for exam and send them.</li> <li>➤ To maintain files and documents relating to 18 months' correspondence course.</li> <li>➤ To receive the bills and forward them to accounts department after checking.</li> <li>➤ To arrange for convocation ceremony.</li> <li>➤ To perform any other duties/official work assigned by the superiors as per the requirement.</li> <li>➤ Responsible for maintaining &amp; retrieval of documents, files, papers, books, letters, bills, dispatch, inward etc.</li> <li>➤ Accountable for documents, letters, course, bills, books etc.</li> <li>➤ Project clerk works for half day as Typist/Clerk and other half-day he works as a Junior Mechanic cum Machine Operator, Testing some samples in consumer product division.</li> </ul> <p><b>Designation: Workshop PPP Operator/Turner</b>  <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To cut samples of material received for testing from various departments/clients.</li> <li>➤ To demonstrate practical for PG students.</li> <li>➤ To prepare designed samples, models in Consultancy projects with technical officers and prepare prototype.</li> <li>➤ To mix chemicals, to operate machine in jute section and operate jute plant.</li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>➤ To work as turner/fitter/miller/carpenter/welder and operate machines in workshop as and when required as per the skills learned and acquired.</li> <li>➤ To perform any other duties assigned by the superiors as per the requirement and skills available.</li> <li>➤ Responsible for proper functioning and up keep of workshop machines.</li> <li>➤ Accountable for proper operation and up keep of machines.</li> </ul> <p><b>Designation: Carpenter</b> <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To attend to routine maintenance of office buildings, hostel and staff quarters.</li> <li>➤ To make new furniture like table, stool, racks etc as and when required.</li> <li>➤ To demonstrate carpentry practical for PG student.</li> <li>➤ To prepare specimens of materials received for testing.</li> <li>➤ To perform any other duties assigned by the superiors as per the requirement and skills available.</li> <li>➤ Responsible for his own work &amp; for tools, materials.</li> </ul> <p><b>Designation: Lab- Mechanic</b> <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To operate the lab equipments and look after maintenance of the same.</li> <li>➤ To assist officers in project work.</li> <li>➤ To maintain the equipment stock register, spare parts register.</li> <li>➤ To do calibration of equipment as &amp; when required.</li> <li>➤ To perform any other duties assigned by the superiors as per the requirement and skills available.</li> <li>➤ Responsible proper operating &amp; maintenance of lab equipments.</li> <li>➤ Accountable for proper operation and up keep of testing equipments for accuracy.</li> </ul> <p><b>Designation: Driver</b> <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To clean and wash the vehicle to keep in good condition and clean.</li> <li>➤ To check the vehicle everyday before starting for</li> </ul>
--	--	--



		<ul style="list-style-type: none"> <li>➤ To perform any other duties assigned by the superiors as per the requirement.</li> <li>➤ Responsible for maintaining and retrieving the documents, files, old issues of PI- Magazine.</li> </ul> <p><b>Designation: Watchmen</b> <b>Powers &amp; Duties :-</b></p> <ul style="list-style-type: none"> <li>➤ To issue gate passes to visitors.</li> <li>➤ To make entries of vehicles entering the institute premises.</li> <li>➤ To make entries for incoming as well as outgoing materials.</li> <li>➤ To check challans for goods carrying vehicles.</li> <li>➤ To take rounds of Institute premises during day and night shifts.</li> <li>➤ To perform any other duties assigned by the superiors as per the requirement and skills available.</li> <li>➤ Responsible for collecting intelligence about Institutes' surroundings and check security of premises equipment and persons.</li> <li>➤ Accountable for safety &amp; security of Institutes' assets and safety of employees.</li> </ul>
(iii)	<p>Procedure followed in the decision making process, including channels of supervision and accessibility.</p>	<p>The Institute is following a Purchase Manual.</p> <p><b>Mode of Procurement</b></p> <p>a) The Standing Purchase Committee(SPC) must select after deliberation one of the following modes of procurement:</p> <ul style="list-style-type: none"> <li>a) <b>Open Tender</b> - by advertising in the press.</li> <li>b) <b>Limited Tender</b>- by sending written enquiries to known reputed suppliers to sufficient number to get more than 3 offers.</li> <li>c) <b>Single Tender</b> – by sending written enquiries to a single supplier if it is in the knowledge of the Indenter that the stores/equipment required is manufactured only by that supplier none else. This should be verified from two or three sources.</li> </ul> <p>b) The open tender method shall normally be followed for all procurement worth more than Rs. five lakhs. Splitting of indents, in order to bring it outside the ambit of open tender method is prohibited.</p> <p>c) Notice inviting tenders shall be given in at least one</p>

		<p>local dailies for procurement worth more than five lakhs but less than Rs. ten lakhs. Notice inviting tenders shall be given in at least one national dailies.</p> <p>d) The notice inviting tenders shall be short, clearly worded and unambiguous. It should give a brief description of the item/ equipment to be procured, the qualification requirement for the supplier, the last date up to which tender papers shall be supplied (when required) the date of receipt of completed tenders, the date, time and venue of opening of tenders. Detailed technical specifications should not be given in the notice at all; they should only be given along with the tender papers. In addition, the notice can be put on the website of the institute and or other dedicated websites for such purposes.</p> <p>e) Limited tender method shall normally be followed in all procurements worth Rs five lakhs or less. However, this method can be followed even in procurement of material worth more than five lakhs when:</p> <p>i) The Indenting Officer certifies that the demand is urgent and any additional expenditure incurred through open advertisement shall not be fruitful.</p> <p style="text-align: center;">OR</p> <p>ii) When the sources of supply are definitely known and the possibility of fresh sources of supply being available is remote.</p> <p style="text-align: center;">OR</p> <p>iii) And it is not in public interest to adopt the open tender method.</p> <p>f) In all such cases, the invitation to bids must be sent to parties of comparable reputation and market share. For instance, if the requirement is for the installation of air-conditioning system and the intention is to get it done from major firms, such notices must be sent only to reputed national or multi national firms and not to local manufacturers/agencies. On the other hand, if the intention is to encourage local manufacturers/agencies, queries should be sent to local manufacturers/agencies only and not to major firms. This is necessary to ensure proper comparison.</p>
--	--	--

		<p>g) Global tenders may be issued by the SPC if it is felt that bidding from the indigenous source through open tendering shall not result in competitive prices. In such cases, in addition to the open tendering procedures, copies of such tenders may be sent to the embassies of the countries where such manufacturers are located by giving them at least six weeks time so that they can forward the notice to the prospective bidders in their countries.</p> <p>h) Single tender method shall be forwarded only in rare cases where it is in the sure knowledge of both the SPC and the indenter that the equipment to be procured is manufactured only by a particular manufacturer and there is no other option except to go in for this equipment. Intentionally adding restrictive clauses to favour a single source should be avoided at all costs. The competent authority on specific recommendations of the SPC must approve all such cases of procurement on single tender basis, only after he satisfies himself that such procurement is unavoidable. Spare parts of equipments procured on single tender basis from the manufacturers or from their authorized dealers can be decided by the SPC.</p> <p>i) The Secretary shall call for tenders for items costing less than Rs.5.00 lakhs on limited tender basis and items costing more than Rs.5.00 lakhs on open tender basis. All other cases including cases of purchase through single tender shall be put up to the SPC-II for decision.</p> <p>j) In case of purchase financed by foreign loan/aid, the procedure prescribed in the loan/aid agreement shall be followed. In the absence of any such procedure in the relevant agreement, the normal procedure shall be followed.</p> <p>k) The following minimum time limit may be allowed to the bidders so that they can quote their best possible prices:</p> <ul style="list-style-type: none"> <li>i) <b>Limited tender</b> – Three weeks.</li> <li>ii) <b>Open tender</b> – Four weeks.</li> <li>iii) <b>Global tender</b> – Six weeks.</li> </ul> <p>However, in case of urgency, the time period can be</p>
--	--	--

		<p>reduced but proper justification for the same has to furnished and accepted by the SPC.</p> <p>1) The last date of receipt of tenders can be extended if necessary and recommended by SPC.</p> <p><b>Tender documents and EMD</b></p> <p>a) The tender documents which comprise the detailed technical specifications, conditions of contract, the proforma in which the tender is to be submitted and such other material as may be sold at the following rates for open tenders.</p> <p><b><u>Estimated value cost</u></b></p> <p>Upto Rs.5 lakhs - Rs. 250.00  Rs.5 lakhs to Rs.10 lakhs - Rs. 500.00  Rs.10 lakhs to Rs.50 lakhs- Rs.1000.00  Rs.50 lakhs and above - Rs. 2000.00</p> <p>These rates are exclusive of postage/courier charges and sales tax, if any levied by the Govt.</p> <p>b) The tender document for purchase of equipment must include a clause that the successful bidder shall furnish an indemnity bond on stamp paper of Rs.100/- for the service during warranty period within 15 days of the placement of order for orders where full payment is to be made on L/c or on delivery, failing which the contract shall be deemed as terminated. In cases where part payment is made on delivery &amp; part on installation, the performance BG shall be asked for at the time of release of final payment. In rare cases where goods have been procured on proprietary basis etc. the matter of non-furnishing of performance guarantee, if any, may be brought to the notice of the competent authority for his decision.</p> <p>c) An earnest money deposit for all procurement costing more than Rs.5.00 lakhs must be collected at the rate of 2% to 5% of the estimated value as may be decided by the SPC. The EMD of unsuccessful bidders shall be returned immediately by Accounts department after the award of the contract. All tenders received without EMD shall be summarily rejected. Firms registered with DGS&amp;D, NSIC and Govt. Public Undertakings</p>
--	--	--

		<p>who are exempted from payment of EMD may be allowed exemption. But it must be verified that such registration include the item they are offering which are manufactured by them and not for selling products manufactured by other companies.</p> <p>d) Purchase of equipment from abroad shall be made directly from the manufacturer or their authorized agents in India. It shall not be bought from the sub-agents of authorized agents. It shall be clearly stated in the tender documents that purchases made for scientific purpose are exempt from Customs / Excise duty.</p> <p><b>Receipt of Tenders</b></p> <p>a) Tenders are received either through post or through courier or by hand. The tenders shall be dropped in the tender box, which shall remain under lock and key under the custody of the Officer decided by SPC.</p> <p>b) Tenders for items costing less than Rs.2.00 lakhs and are received in open condition or through fax or e-mail or telegram or telex within the due date and time shall not be rejected but shall be accepted at the risk of the bidder if the same i.e. hard copy is presented to the Secretary before the expiry of the due date and time.</p> <p><b>Late/Delayed Tenders</b></p> <p>a) Tenders received after the specified time and date of opening are treated as “Late” while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as “Delayed”.</p> <p>b) Such tenders shall be marked as late/delayed as the case may be and filed. They shall not be opened at all and be returned to the bidders in their original envelope without opening.</p> <p><b>Opening of the Tenders</b></p> <p>a) A committee consisting of representatives of SPC’s &amp; The Secretary shall open the tenders. Separate notice of opening of the tender need to be sent to the bidders before opening of the commercial bid as per Para</p>
--	--	---

		<p>XVIII below if it is not mentioned in the tender document. Opening of the tenders without informing the bidders is strictly prohibited for the limited &amp; open tendering process.</p> <p>b) The officer opening the tender shall read out the following particulars only for the information of the representatives attending the tender opening.</p> <ul style="list-style-type: none"> <li>i) Tender number</li> <li>ii) Name of the firm</li> <li>iii) Description of the item to be purchased.</li> <li>iv) Prices</li> <li>v) Whether the price is inclusive of taxes &amp; duties or exclusive</li> <li>vi) Discount offered</li> <li>vii) Delivery schedule</li> <li>viii) Any other extra charges quoted for packing, transport etc.</li> <li>ix) Terms of delivery</li> <li>x) Warranty obligations</li> </ul> <p>c) All the pages of the tender have to be initialed by the tender opening committee. Alterations/corrections in the tenders should be initialed legibly by the officers opening the tender and dated. A similar procedure shall be followed wherever any erasing/cutting is observed.</p> <p>d) Any correction in the price quoted in the tender both in the words and figures shall be circled. In addition, a list of the representatives of the bidders present at the time of opening shall be prepared who shall write their name and the bidder they represent under their signature.</p> <p>e) If there is any discrepancy between the price quoted in figures and words, whichever is the higher of the two shall be taken as the bid price.</p>
(iv)	<p>Norms set by it for the discharge of its functions.</p>	<p>The Quality Policy of <b>INDIAN INSTITUTE OF PACKAGING</b>, is to provide assured tests and measurements at all times conforming to the specification laid down in national, international or customer specified standards.</p> <p>We believe in and strive for the involvement of every member of the Institute in evolving &amp; implementing an effective and efficient <i>Quality Assurance Programme as</i></p>

		<p><i>laid down in ISO/IEC 17025:1999.</i></p> <p>We shall endeavour meticulous implementation and compliance with the Quality Manual and build an attitude essential for a prevention oriented work culture.</p>
(v)	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Service ByeLaws, Recruitment Rules, Standing Orders are prepared and under process of approval.
(vi)	Statement of the categories of documents that are held by it or under its control.	Files related with different activities such as Consultancy, Training & Education, Laboratory Testing & Personnel.
(vii)	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 or implementation thereof.	The Institutes' Memorandum of Association, has a provision of appointing 21 representatives of 21 different Group of Industries. The representatives are required to be replaced 1/3 at every Annual General Meeting. The Governing Body formulates the policies of the Institute.
(viii)	Statement of 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	<p>The Governing Body of the Institute shall consist of:</p> <p>(a) The Chairman and two Vice-Chairmen of the Governing Body.</p> <p>(b) The Director of the Institute.</p> <p>(c) Ten persons nominated by the Central Government and the Organizations as below:</p> <ol style="list-style-type: none"> <li>1. a representative of the Ministry of Commerce, Government of India.</li> <li>2. a representative of the Ministry of Defence, Government of India.</li> <li>3. a representative of the Council of Scientific and Industrial research.</li> <li>4. a representative of the Directorate General of Technical Development, Government of India.</li> <li>5. a representative of the Bureau of Indian Standards.</li> </ol>

	<p>Accessible for public.</p>	<ol style="list-style-type: none"> <li>6. a representative of the Ministry of Food Processing Industries, Government of India.</li> <li>7. a representative of the Development Commissioner, Small Scale Industries, Government of India.</li> <li>8. a representative of the Ministry of industry, Department of Industrial Development, Government of India.</li> <li>9. a representative of the Ministry of Textiles.</li> </ol> <p>(d) One representative each of any five Commodity Boards/ Export Promotion Councils under the Ministry of Commerce selected by the Governing Body of the Institute.</p> <p>(e) One representative each from the following twenty groups of industries elected by the Institute at an Annual General Meeting:</p> <p><b>A. Manufacturers of Basic Materials for Packaging:</b></p> <ol style="list-style-type: none"> <li>1. Paper and Paper Board</li> <li>2. Plastics</li> <li>3. Metals</li> <li>4. Ancillary Materials</li> </ol> <p><b>B. Converters of Packaging Materials and packages:</b></p> <ol style="list-style-type: none"> <li>5. Glass Packaging</li> <li>6. Paper and Paper Board Packaging(excluding corrugated board packaging)</li> <li>7. Plastics Rigid Containers</li> <li>8. Flexible Packaging</li> <li>9. Metal Packaging</li> <li>10. Corrugated Board Packaging</li> <li>11. Others</li> </ol> <p><b>C. Users of Packaging:</b></p> <ol style="list-style-type: none"> <li>12. Edible Oil, Fats and Products thereof</li> <li>13. Dairy Products</li> <li>14. Food Articles (excluding 12 &amp; 13 above)</li> <li>15. Pharmaceuticals, Cosmetics and Toiletries</li> <li>16. Chemicals, Fertilizers and Cement</li> <li>17. Pesticides/Insecticides</li> <li>18. Engineering Goods</li> <li>19. Others</li> </ol>
--	-------------------------------	--

		<p><b>D. Packaging and Converting Machinery Manufacturers:</b></p> <p>20. Packaging and Converting Machinery Manufacturers.</p> <p><b>E. Traders, Exporters, Dealers, Consultants and Others dealing in Packaging:</b></p> <p>21. Traders, Exporters, Dealers, Consultants and Others dealing in Packaging</p> <p>The Governing Body meetings shall be attended by the persons nominated by Central Government, representatives of commodity boards, Export Promotion Council under the Ministry of Commerce &amp; Industry, Elected members, coopted members, the patron members of the institute, the invitees &amp; is not open to public.</p> <p>The meetings of the Institute and of the Governing Body shall be convened by the Chairman or in his absence by one of the Vice-Chairmen, by notice issued under the hand of the Secretary or any other officer of the Institute authorized in this behalf.</p> <p>All disputed questions at meetings of the Institute and of the Governing Body shall be determined by vote, each member having one vote. In the case of an equality of votes the person presiding shall have and shall exercise a second or casting vote.</p> <p>Any business which may be necessary for the Institute or the Governing Body to perform, except such as is required to be placed before the Annual General Meeting of the Institute, may be carried out by circulation among all the members of the Institute or of the Governing Body, as the case may be, and approval by a majority of members signing shall be as effective and binding as if such resolutions had been passed at a meeting of the Institute or the Governing Body, provided that at least the number of members constituting the quorum, respectively of the institute or of the Governing Body record their views on the resolutions.</p> <p>The Secretary shall maintain a record of the minutes of the</p>
--	--	--

		<p>meetings of the Institute and of the Governing Body and shall perform such other duties as may be required of, or as may be incidental to, his office or as may, from time to time, be entrusted to him by the Governing Body, the Chairman or the Director.</p> <p>The minutes of Governing body and the statements made by members of Governing body are not open to public</p>	
(ix)	A directory of its officers and employees.	<p>Mr. N. C. Saha Director – IIP</p> <p>Mr. Mohan Singh Kathayat Secretary - IIP</p> <p>Mrs. Sucheta B Joint Director IIP Mumbai</p> <p>Dr Jyoti Baliga Professor / Additional Director IIP Mumbai</p> <p>Mr. P. S. Chalke Deputy Director IIP Mumbai</p> <p>Mr. S. K. Sarkar Joint Director &amp; Branch Head IIP Delhi</p> <p>Mr. G. B. Reddy Joint Director &amp; Branch Head IIP Chennai</p>	<p>Tel: 022-28209622 , 022-28219803, 28219469, 28216751, 28254631, 28329623, 28391506 Fax: 022-28375302 / 28328178 Email: director-iip@iip- in.com Extension: 101</p> <p>Tel: 022-28209625 Email: secretary@iip- in.com Extension: 102</p> <p>Tel. : 022-28219803 Email: labiip@iip- in.com Extension: 207</p> <p>Tel. : 022-28219803 Email: rneiip@iip- in.com Extension: 302</p> <p>Tel. : 022-28219803 Email: cntiip@iip-in.com Extension: 401</p> <p>Tel. : 22166703 / 04 / 05 Fax : 011-22169612 Email: iipdelhi@nde.vsnl.net.in , <a href="mailto:iipdelhi@bol.net.in">iipdelhi@bol.net.in</a></p> <p>Tel. : 044-42629513 Fax : 044-24961077 Email :iipche@airtelmail.in, <a href="mailto:iipche@giasmd01.vsnl.net.in">iipche@giasmd01.vsnl.net.in</a> <a href="mailto:iipche@giasmd01.vsnl.net.in">et.in</a></p>

		<p>Mr. Bidhan das Deputy Director IIP Kolkata</p> <p>Mr. B. K. Karna Deputy Director &amp; Branch Head IIP Hyderabad</p> <p>Mr. Shekhar M. Amberkar Assistant Director IIP Mumbai</p> <p>Mr. Bhushan S. Surpur Assistant Director IIP Mumbai</p> <p>Ms. Latika D. Joshi Librarian IIP Mumbai</p> <p>Mrs. Afsha Siddiqui Assistant Director IIP Mumbai</p>	<p>Tel: 033 - 2367 0763 ; 2367 6016; Mobile : 0091 8017219939 Fax: 033 - 2367 9561; Email : iipcal@cal.vsnl.net.in , iipkolkata@iip-in.com Extension: 212</p> <p>Tel: 91 40 23814321 fax: 91 40 23707148 Email: karnaips@yahoo.co.in, karnaips@gmail.com , <a href="mailto:iiphyd@yahoo.com">iiphyd@yahoo.com</a></p> <p>Tel: 022-28219803 Email: iipend@iip- in.com Extension: 307</p> <p>Tel: 022-28219803 Email: infoiip@iip- in.com Extension: 304</p> <p>Tel: 022-28219803 Email: library@iip- in.com Extension: 112</p> <p>Tel: 022-28219803 Email : iip@iip-in.com Extension: 113</p>																													
(x)	The monthly remuneration received by each of its officers and employees, including the system of computerization as provided in its regulations.	<p>Posts and Scale of Pay Adopted by the Institute:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Designation</th> <th>Scale of Pay</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Director</td> <td>16400-450-20900</td> </tr> <tr> <td>2.</td> <td>Professor</td> <td>12000-375-16500</td> </tr> <tr> <td>3.</td> <td>Joint Director</td> <td>10650-325-15850</td> </tr> <tr> <td>4.</td> <td>Deputy Director</td> <td>10000-325-15200</td> </tr> <tr> <td>5.</td> <td>Secretary</td> <td>- II -</td> </tr> <tr> <td>6.</td> <td>Assistant Director</td> <td>8000-275-13500</td> </tr> <tr> <td>7.</td> <td>Accounts Officer</td> <td>6500-200-10500</td> </tr> <tr> <td>8.</td> <td>Office Superintendent</td> <td>- II -</td> </tr> <tr> <td>9.</td> <td>Accountant</td> <td>5500-175-9000</td> </tr> </tbody> </table>	Sr. No.	Designation	Scale of Pay	1.	Director	16400-450-20900	2.	Professor	12000-375-16500	3.	Joint Director	10650-325-15850	4.	Deputy Director	10000-325-15200	5.	Secretary	- II -	6.	Assistant Director	8000-275-13500	7.	Accounts Officer	6500-200-10500	8.	Office Superintendent	- II -	9.	Accountant	5500-175-9000
Sr. No.	Designation	Scale of Pay																														
1.	Director	16400-450-20900																														
2.	Professor	12000-375-16500																														
3.	Joint Director	10650-325-15850																														
4.	Deputy Director	10000-325-15200																														
5.	Secretary	- II -																														
6.	Assistant Director	8000-275-13500																														
7.	Accounts Officer	6500-200-10500																														
8.	Office Superintendent	- II -																														
9.	Accountant	5500-175-9000																														

		10 Assistant 5000-150-8000 (Admin/Labs/Pub/MR/Info) 11. Sr. Stenographer - II - 12. Jr. Stenographer 4000-100-6000 13. Jr. Assistant - II - 14. Telephone Operator 3050-75-3950-80-4590 15. Staff Car Driver - II - 16. Typist – Clerk - II - 17. Electrician/Pump Attendant - II - 18. Workshop Operator - II - 19. Xerox Machine Operator - II - 20. Attendant/Peon 2550-55-2600-60-3200 21. Watchman - II -
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Under the Tenth Plan Fund the budget allocation to IIP by the Ministry of Commerce & Industry is Rs 15 crores.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	The Institute has no subsidy programmes and no amounts are also allocated hence no beneficiaries of such programmes exist.
(xiii)	The particulars of concessions, permits or authorizations granted by it.	The members of the Institute avail certain concessions such as testing, education etc.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	The details of membership is reduced in electronic form and is made available including Directories on Indian Packaging Machinery Directory (IPMD) and Indian Packaging Directory (IPD).
(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public.	The publications such as Bimonthly Packaging India Journal is available to citizens between 9.30 a.m. to 6.00 p.m. from Monday to Friday other than on closed holidays.
(xvi)	Names, designations and other particulars of the Public Information Officers.	<b>Mr. Mohan Singh Kathayat – Secretary</b> Indian Institute of Packaging E-2, MIDC Area, Post Box No 9432, Andheri (East), Mumbai – 400093.

		<p>Phones:- 28219803/9469/6751  Fax:- 238375302, 28254631  Email- secretary@iip-in.com</p>
(xvii)	<p>Other information as may be prescribed.</p> <p><b><u>Public Information Officers (PIOs)</u></b></p> <p>(i) Every public authority to designate as many officers as PIOs in all administrative units or offices under it as necessary to provide information under the Act.</p> <p>(ii) Every public authority to designate an officer within 100 days of the enactment of the Act, at each sub-divisional level or other sub-district level as an Asst. PIO to receive applications for information or appeals under the Act.</p> <p>(iii) PIO can seek assistance of any other officer considered necessary in discharge of his duties.</p>	<p><b><u>Activities of C &amp; P Division</u></b></p> <p>Under Consultancy &amp; Projects the Institute provides consultancy services for package design and cost effective packaging systems. Under the consultancy and projects in addition to the consultancy services the Institute also offers following services to the packaging industries.</p> <ol style="list-style-type: none"> <li>1. LIFE CYCLE ANALYSIS – Life cycle analysis of various products are undertaken based on Cradle to Grave approach.</li> <li>2. TECHNO ECONOMIC FEASIBILITY STUDIES – TEF Studies and project profiles are prepared for setting up packaging related industries.</li> <li>3. MARKET SURVEYS – Market surveys are undertaken for packaging products, machineries and newer technologies for predicting demand estimates and future projections.</li> <li>4. IN PLANT TRAINING PROGRAMS – In plant training programs are conducted for the packaging personnel and for those from other related activities.</li> <li>5. RESIDENTIAL TRAINING PROGRAMS- Residential training programs are conducted for the Industry personnel and those from other R &amp; D institutes.</li> <li>6. PACKAGING AUDITS</li> <li>7. SHELF LIFE STUDIES</li> <li>8. COMPATIBILITY STUDIES</li> <li>9. Pilot plant facilities are available for development of sheathing and boards from materials like fibres i.e. Jute, Coir &amp; Resins. One project on development of sheathing material using coir felt and resin was completed recently.</li> </ol> <p>In this pilot plant following plants and machinery are available</p>

		<ul style="list-style-type: none"> <li>- Hydraulic press (a) 2 ft x 2 ft and (b) 4 ft x 8 ft</li> <li>- Impregnator</li> <li>- Board cutter</li> <li>- Boiler</li> <li>- Needle punching machine</li> <li>- Resin plant</li> </ul> <p>10. Workshop facilities are available with machines for milling, welding, turning, shaping, cutting, drilling, CFB box making and woodworking. Prototype packs are developed at the workshop. At the workshop maintenance jobs, development of laboratory test equipments as well as practical for PG students are the other jobs done.</p>
(xviii)	Provide reasons for its administrative or quasi-judicial decisions to affected persons.	The Director of the Institute may be approached for non-receipt of information sought under RTI Act 2005.