



Manual XVII

Such other information as may be prescribed.

In our website www.alimco.in, we already have an enquiry column, which could serve as a boon in compliance to the Act and provision of information to the seeker. Besides following, more activities are available in electronic form:

1. [Product catalogue](#)
2. Price List
3. [Company Profile](#)
4. [Performance](#)
5. [Products](#)
8. [FAQ's](#)
9. [Tenders](#)
10. [Camp and Beneficiary Details](#)
11. Grievance Redressal Mechanism
12. Details and application received under RTI and information provided
13. Replies to the questions asked in parliament

Power and Duties of other employees:

It is being delegated by the respective Head of Department (HoDs) time to time under whom such employees are working based on the target assigned to them by the Head of Corporation to meet the Corporation's need. Work assigned are also made part of KPI assigned to each officer of Corporation by its Controlling Officer.



Work Allocation:

Work allocation to other employees is being done by the respective Head of Department (HoDs) time to time under whom such employees are working based on the priority and target assigned to them. Work assigned are also made part of KPI assigned to each officer of Corporation by its Controlling Officer.

Process of Decision making identify the key decision points:

Chairman and Managing Director (CMD) of the Corporation holds Meetings time to time with the all concerned Senior Executives (GMs and HoDs) discussing the matters pertaining to respective departments and which require Corporation level decision making, after taking views & inputs from the senior executives attending the meeting, decisions are being made and the same are documented as a minute proceeding and then based on the target dates allocated for each decisions for implementation, the review meetings are being hold time to time by the CMD to know the status-vis-à-vis progress of the decisions made in the previous meetings. All other decision makings like policy forming nature or major decision which may impacts all or any of the stakeholders and which are beyond the power of delegation of CMD of the Corporation, such matters are brought before the Board of Directors(BoD) and after reaching in consensus of the Board, such decisions are being taken for implementation in the interest of Corporation.

However, the routine decision makings are being done by the respective HoDs at the department level by exercising their delegation of powers conferred to them by the Corporation.

Final Decision Making Authority:

Chairman and Managing Director (CMD) of the Corporation is the Final Decision Making Authority as he is also the Chairman of the Board of Directors (BoD) which is a supreme Authority of the Corporation.

Time limit for taking a decision if any:

Time limit for taking decision depends on nature of matter whether it is policy making nature or major or minor nature or urgent nature etc. hence time limit for taking decision varies on case to case basis.



For example, RTI are disposed of within 30 days as stipulated

Channel of Supervision and Accountability:

This is as per organization Chart available at the web Link <https://alimco.in/WriteReadData/CMS/OrgChart1.pdf>

Directory of Officers:

This is available at contact us web link at <https://alimco.in/ContactUs>

Grievance Redressal Committee:

Head of Committee: Sh. Atul Rustagi, General Manager (Finance and Administration) & Chief Finance Officer (CFO)

Phone: +91 9956072727

Email: atul[dot]rustagi[at]alimco[dot]in

The other members' details are available at following web link: <https://www.alimco.in/WriteReadData/UserFiles/file/GRIEVANCESREDESSALQOPD.pdf>

Transparency Officer:

Name: Sh. Atul Rustagi, General Manager (Finance and Administration) & Chief Finance Officer (CFO)

Phone: +91 9956072727

Email: atul[dot]rustagi[at]alimco[dot]in

Name, designation & Details of Earlier CPIO & FAAs from 01.01.2015 onwards:
The details attached at [Annexure-1](#).



Consultancy Committee for advice on suo-motu disclosure:

The date of constitution: 07.07.2023

The name & designation of the officers:

- 1- Sh. Sanjay Singh, Deputy General Manager (Service)- Chairman
- 2- Sh. Ravi Ranjan, Manager (Production) - Member
- 3- Sh. Surendra Singh, Junior Manager (Marketing)- Member
- 4- Sh. Sidharth Kumar, Dy. Manager & Company Secretary - Member Secretary
- 5- Sh. Ankur Katiyar, Junior Manager (Information Technology)- Member

Details of question asked and replies given in the parliament in last 03 years:

The details attached at [Annexure-2](#)

Details of RTI Applications received and Disposed in last 03 years:

The details attached at

[Annexure-3 \(For FY 2022-23\)](#)

[Annexure-4 \(For FY 2021-22\)](#)

[Annexure-5 \(For FY 2020-21\)](#)

Details of RTI Appeals received and Disposed in last 03 years:

The details attached at [Annexure-6](#)

Are the details of policies/ decisions, which affect public, informed to them

Not Applicable



Programmes to advance understanding of RTI

Details of RTI Act 2005 compliance Training Programs held for CPIOS / PIOS / AAS / employees.

SL. No.	Name of the Program	Session Title	Date	No. of participants
1	RTI Matters	RTI Matters	11.12.2023	22
2	RTI Compliance Workshop	RTI Compliance Workshop	24.01.2025	02
3	Executive Development Program Right to Information	RTI	24 to 26 April 2026	01