

RTI COMPLIANCE**LIST OF PIO OF IGMK****Information on – Aug. 27, 2022****India Government Mint, Kolkata (West Bengal)***List of PIO*

Department	Name & Designation	Designated As	First Appellate Authority
Human Resource	Shri Gyan Prakash Dy. General Manager (HR) Ph. No. 033-24010572 Email: gyan.prakash@spmcil.com	Nodal Officer for receiving RTIs/ Appeals online or offline	Shri Rajat Paul Chief General Manager Ph. No.: 033-24014821 Email: calmint@spmcil.com
	Smt. Rashmi Singh Manager (HR) Ph. No. 033-240141(32-35) Ext.: 323 Email: rashmi.singh@spmcil.com	Public Information Officer for HR	
	Shri Vishwambharan P.A. Asst. Manager (HR) Ph. No. 033-240141(34-36) Ext.:418 Email: Vishwambharan.pa@spmcil.com	APIO for HR	
Finance & accounts	Shri Abhishek Kumar Singh Manager (F&A) & HoF Ph. No.: 033-24014132-35 Ext.-202 Email: abhishek.singh@spmcil.com	Public Information Officer for Finance & Accounts and Costing	
Technical (including IT)	Shri Davinder Kumar Dy. General Manager (TO) Ph. No. 033-24014132 Ext.-303 Email: davinder.kumar@spmcil.com	Public Information Officer for Technical & Operation Deptts.	
Purchase & Store	Shri Nayan Sarkar Dy. General Manager (TO) Purchase Department Ph. No. 033-24014938 Email: nayan.sarkar@spmcil.com	Public Information Officer for Purchase & Store	
Marketing	Shri Nareshwar Nath Jt. General Manager (Marketing) Ph. No. 033-24014132 Ext.:316 Email: Nareshwar.Nath@spmcil.com	Public Information Officer for Marketing	

List of PIOs of Different Departments and Appellate Authority**Information on – Aug. 27, 2022****India Government Mint, Kolkata (West Bengal)**

List of PIO of different departments of this Mint.

List of PIO Website upload

Department	Name & Designation	Designated As	First Appellate Authority
Human Resource	Shri Gyan Prakash Dy. General Manager (HR) Ph. No. 033-24010572 Email: gyan.prakash@spmcil.com	Nodal Officer for receiving RTIs/ Appeals online or offline	Shri Rajat Paul Chief General Manager Ph. No.: 033-24014821 Email: calmint@spmcil.com
	Smt. Rashmi Singh Manager (HR) Ph. No. 033-240141(32-35) Ext.: 323 Email: rashmi.singh@spmcil.com	Public Information Officer for HR	
	Shri Vishwambharan P.A. Asst. Manager (HR) Ph. No. 033-240141(34-36) Ext.:418 Email: Vishwambharan.pa@spmcil.com	APIO for HR	
Finance & accounts	Shri Abhishek Kumar Singh Manager (F&A) & HoF Ph. No.: 033-24014132-35 Ext.-202 Email: abhishek.singh@spmcil.com	Public Information Officer for Finance & Accounts and Costing	

Technical (including IT)	Shri Davinder Kumar Dy. General Manager (TO) Ph. No. 033-24014132 Ext.-303 Email: davinder.kumar@spmcil.com	Public Information Officer for Technical & Operation Deptts.	
Purchase & Store	Shri Nayan Sarkar Dy. General Manager (TO) Purchase Department Ph. No. 033-24014938 Email: nayan.sarkar@spmcil.com	Public Information Officer for Purchase & Store	
Marketing	Shri Nareshwar Nath Jt. General Manager (Marketing) Ph. No. 033-24014132 Ext.:316 Email: Nareshwar.Nath@spmcil.com	Public Information Officer for Marketing	

The particulars of its organization, functions and duties.

Information on – May 22, 2013

India Government Mint, Kolkata (West Bengal)

The first Calcutta Mint was established in 1759-60 whose site is not known. At that time Calcutta Mint was producing coins with mint-name Murshidabad. In 1790 with the modern machinery brought from England, the second Calcutta Mint established at the site of Gillet Ship building Establishment which was taken over by the Stamp and Stationary Committee in 1833. All the coins issued from this mint are in the name of Murshidabad Mint and all bearing same year AH 1204. On March' 1824 the foundation of 3rd Calcutta Mint was laid on the Strand Road and was opened for production from 1st August' 1829. Before 1835 all the coins issued from this mint are also in the name of Murshidabad Mint. The building of 3rd Mint with its imposing frontage was designed on the replica of the temple of Minerva of Athens. The operative blocks were hidden out of view by the magnificent frontage. Recently, Kolkata Municipal Corporation has declared this building as a symbol of heritage.

This mint was named as "Silver Mint". At the starting time the coinage production capacity was varying between 3 lakhs to 6 lakhs pieces per day. In 1860 annexe known as "Copper Mint" was built to the north of the Silver Mint intended exclusively for copper coinage. Both Silver Mint and Copper Mint used to function side by side and production were Bronze, Silver and Gold coins. Both Silver Mint and Copper Mint were well equipped by the coining presses supplied by Boulton and Watt of Soha, Birmingham, England. Apart from minting of coins another important function of the Kolkata Mint was the manufacturing of Medals and decorations during British regime, which is still continuing, In addition to home consumption of coinage, Calcutta Mint produced coins for countries and estates within and outside India.

In the late 1930's it was decided to build a new Mint at Alipore and the foundation work had been completed by early 1942. But due to 2nd World War the construction was interrupted. Later on when the Free India was a child of 5 years, Alipore Mint was opened by the Hon'ble Finance Minister of Government of India Shree C.D. Deshmukh on the 19th March, 1952. The full operation for the coinage and preparation of medals, decorations and badges started in Alipore Mint from this date.

The new Mint at Calcutta had started with a coinage production capacity of about 12 lakhs pieces per eight hours shift. The coins of this period are known as "Anna/Pice series".

VISION/ MISSION

VISION

To be leader in manufacturing of currency, coins and security products through process excellence and innovation.

MISSION

- Developing state-of-art currency, coins and diversified security products in a transparent, cost-effective and efficient manner by leveraging core competency and building design capabilities.
- Constantly focusing on benchmarking, process automation, applied R & D, indigenization and the triple bottom line people, planet and profit.
- Ensuring Employees, Customers and Stakeholders delight.

**The powers and duties of its officers and employees
Information on – Aug. 27, 2022
India Government Mint, Kolkata (West Bengal)**

The powers & duties of officer's and employees of the Company are derived mainly from the provisions of the Companies Act, 1956 and Memorandum & Articles of Association of the Company. The employees of the Company are appointed for carrying out the business operations of the Company, which are in line with the objectives specified in the Memorandum of Association of the Company. The powers and duties of the officers and employees of India Govt. Mint, Kolkata are in line with the job and functional requirements.

Officer_duty_contact_

INDIA GOVERNMENT MINT, ALIPORE, KOLKATA-700 053 (UNIT OF SECURITY PRINTING & MINTING CORPORATION OF INDIA LIMITED) INTERCOM TELEPHONE NUMBER OF DIFFERENT DEPARTMENTS, OFFICERS QTRS. EPABX 03324014132/33/34/35 EXT. 500			
Executives of Administrative Building			
NAME	DESIGNATION	BSNL NO. (DIRECT)	INTERCOM/ EXT. WITH EPABX NO.
Shri Rajat Paul	Chief General Manager & First Appellate Authority	24014821	301
	Secretarial Asst. to C.G.M		201
Shri S.B. Behera	Chief General Manager, Training & Museum		305
	CGM PA		383
Shri Gorakh Nath Yadav	Addl. General Manager (TO) & FM	24014741	302
Shri Nareshwar Nath	Joint General Manager (Marketing) & PIO for Marketing	24010132	318
Shri Gyan Prakash	Dy. General Manager (HR) & Nodal Officer for receiving RTIs/Appeals online or offline	24010572	307
Shri Nayan Sarkar	Dy. General Manager (TO) & CPSO and PIO for Purchase & Store	24014938	319
Shri P. Nageswara Rao	Manager (F&A) & HoF	24019944	308
Shri Abhishek Kumar Singh	Manager (F&A)- I & PIO for Finance & Accounts and Costing		202
Shri Saket Shankar	Manager (F&A)-II		312
Smt. Rashmi Singh	Manager (HR) & PIO for HR		323
Shri Devanand Singh	Dy. Manager (Material)		326
Shri Sandesh Kumar Yadav	Dy. Manager (OL)		412
Shri Neeraj Kumar Bhati	Dy. Manager (Legal)		324
Shri Vishwambharan P.A.	Asst. Manager (HR) & APIO for HR		418
Executives of Factory			
Shri Davinder Kumar	Dy. General Manager (TO) & PIO for Technical & Operation Deptts.		303
Shri Sugata Bandyopadhyay	Dy. General Manager (TS)		306
Shri Debajyoti Banerjee	Manager (T.C.)	24014157	314
Shri Indranil Payra	Manager (T.O.)		317
Shri Md. Meraj Ahmad	Manager (T.O.) & IT Head (I/C)		316
Shri Sunil Dahiphale	Manager (T.O.)		315

Shri Pabitra Kumar Paul	Manager (Vigilance)	24015246	320
Shri Vimal Saini	Asst. Manager (R&D)		433
Important Numbers			
Shri Prasun Kumar Mitra	Assitant Commandant (CISF)	24014149	371
Shri D.S. Reddy	Safety Officer		377
Shri Dipendu Dey	Security Officer (Consultant)		411
Smt. Susmita Sarkar	Inspector CISF		372
Shri Biswajit Chakraborty	Bullion Officer (I/C)		361
Shri Rajendra Singh	Mint Security (I/C)		330
Dr. Gouranga Mandi	Medical Officer (Contractual)	24017618	331
Dr. Anwarul Haque	Medical Officer (Contractual)	24017618	331
Dr. Siddhartha Pradhan	Medical Officer (Contractual)	24017618	331
Md. Rehan Ahamad	Curator, Mint Museum (Contractual)		393

RTI Training

Financial Year	Date of Training	Participants	Conducted by
2022-23	26.08.2022	Nodal & Public Information Officers and RTI dealing staffs.	Shri Mahabir Singh Kasana
2022-23	20.07.2022	Nodal & Public Information Officers	Institute of Secretariat Training and Management

Procedure followed in the decision making process including channels of supervision and accountability

Information on – May 21, 2013

India Government Mint, Kolkata (West Bengal)

Overall management of the Company is vested with the Board of Directors of the Company, which is the highest decision making body within the Company. As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in General Meeting. The Board of Directors is accountable to the shareholders of the Company. India Government Mint Kolkata being a Unit of Security Printing & Minting Corporation of India a Public Sector Enterprise (SPMCIL), the Board of Directors of the Company is also accountable to the Government of India.

The day-to-day management of the Company is entrusted to the Chairman, the Whole Time Directors and other Officers of the Company, who exercise their decision-making as per delegation of powers. The company has well defined systems with respect to decision-making process. Generally, the proposals requiring decisions are initiated at the appropriate level of the executive, depending upon the nature with regard to financial implication, urgency, and importance of the matter.

Norms set by the company for discharge of its function

Information on – May 21, 2013

India Government Mint, Kolkata (West Bengal)

The Company has well defined procedures and guidelines for smooth operations and its officers discharge their respective functions within the norms set through:

- Delegation of Powers issued to the Chairman & Managing Directors, functional Directors and to the officers of the Company at various levels. The exercise of powers should not infringe upon different provisions of the Companies Act, Government Guidelines and any other statutory/regulatory requirement. The delegation of powers is subject to observance of Memorandum of Association, Articles of Association, relevant policy, guidelines and administrative instructions of the Company.
- Policies and Guidelines issued by the Company.

- Manuals/Instructions. The Company has procedural manuals covering all important activities viz. Personnel Manual, Accounts Manual and Internal Audit Manual.
- Guidelines of Department of Public Enterprises.
- Guidelines of Chief Vigilance Commission.
- Listing requirement.
- Compliance with provisions of Statutes, etc.

The rules, regulation, instructions, manuals and records, held by it or under its control or used by

Information on – Aug. 27, 2022

India Government Mint, Kolkata (West Bengal)

- RECRUITMENT POLICY-2012
- PERFORMANCE MANAGEMENT SYSTEM FOR EXECUTIVES AND SUPERVISORS.
- SPMCIL TELEPHONE POLICY-2010
- SPMCIL TA/DA RULES-2010
- SPMCIL LEAVE RULES – 2012
- SPMCIL APEX LEVEL BIPARTITE FORUM
- GRIEVANCE REDRESSAL MECHANISM
- PARTICIPATIVE MANAGEMENT
 - (I) WORKS COMMITTEE
 - (II) QUALITY CIRCLES
- SPMCIL CONDUCT, DISCIPLINE AND APPEAL RULES – 2020
- SPMCIL TRUSTS
 - (I) EPF TRUST, 1952
 - (II) GPF TRUST, 1925
 - (III) PENSION TRUST UNDER 37A
- SPMCIL MEDICAL POLICY-2012
- SCHEME FOR PAYMENT OF LUMP SUM COMPENSATION IN LIEU OF COMPASSIONATE APPOINTMENT
- SPMCIL COMPASSIONATE APPOINTMENT SCHEME – 2012
- SPMCIL EMPLOYEES SUGGESTION SCHEME – 2012
- MENTORING AND COACHING
- SPMCIL MENTORSHIP SCHEME 2021
- EMPLOYEES SUGGESTION SCHEME – 2012.
- QUALITY CIRCLES AT I.G. MINT, KOLKATA.
- SPMCIL KNOWLEDGE FORUM 'PRAGYAN' AMONG OFFICERS AND SUPERVISORS OF I.G. MINT, KOLKATA.

A statement of the categories of Documents that are held by it or under its control

Information on – May 21, 2013

India Government Mint, Kolkata (West Bengal)

The various categories of documents that are being held by the Company or under its control are given below:

- Memorandum & Articles of Association of the Company
- Books of Accounts maintained by the Company
- Annual Returns and Statutory Registers under the Companies Act, 1956
- Annual Reports of the Company
- Memorandum of Understanding (MOU) with the Ministry of Finance, Government of India

The particulars of any arrangement that exists for consultation with or representation by, the member

Information on – May 21, 2013

India Government Mint, Kolkata (West Bengal)

Being a commercial organization, India Government Mint, Kolkata does not have any arrangement for consultation with members of the public in formulation of its policies or

implementation thereof. However, all its policies are formulated in compliance with provisions of applicable statutes, regulations, guidelines, etc.

A statement of the boards, councils, committees and other bodies consisting of two or more persons

Information on – May 21, 2013

India Government Mint, Kolkata (West Bengal)

Not Applicable.