

## **RIGHT TO INFORMATION ACT, 2005 MANUAL UNDER SECTION 4 (1) (b) of the Act**

### **1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES**

Footwear Design and Development Institute (FDDI), which is well acclaimed globally, was set-up by the Ministry of Commerce and Industry, Government of India in the year 1986 with a objective to provide skilled manpower to the Footwear and Allied Industries.

The Institute was given the status of 'Institution of National Importance' through FDDI Act, 2017. It has 12 campuses located at Noida, Fursatganj, Chennai, Kolkata, Rohtak, Chhindwara, Guna, Jodhpur, Ankleshwar, Banur, Patna and Hyderabad.

#### **FUNCTIONS AND DUTIES:**



#### **Training and Education:**

Footwear Design & Development Institute (FDDI) an "Institution of National Importance" (INI) as per FDDI Act, 2017 is a premier academic and training institution dedicated to the development and growth of the Footwear & Product, Leather Products, Retail and Fashion Merchandise and Fashion

Design sectors. We have been bridging the skill gap in the industry as an INI by imparting quality education in the said areas.

### **Consultancy Services (Domestic & International):**

FDDI provides consultancy for development of quality systems at both domestic and international levels to the Footwear, Leather and allied industry, Leather Goods and Life Style products.

### **International Testing Services (Physical and Chemical Testing):**

The International Testing Center is a state-of-the-art facility established under German collaboration with the PFI Germany and with Bally, Switzerland.

FDDI has two International Testing Centre (ITC) one in North India (Noida) & other in South India (Chennai). ITC Noida is accredited by SATRA, United Kingdom (UK), & Bureau of Indian Standards. The ITC Chennai is also having accreditation from SATRA, U.K.

All the technicians are accredited by SATRA for performing more than 60 test method. Our institute is also having SATRA GOLD membership.

The centre specializes in testing of leather, leather products, footwear (Safety, Fashion and Sports), footwear components, textile products & plastics and ensure that the industry receives reliable, precise, and timely results, thereby supporting the manufacturing and production processes with world-class quality assurance.

Noida Lab has been approved by:

- Bureau of Indian Standards
- DGAQA
- RITES
- All the Paramilitary Forces

It is engaged in providing its testing, inspection and consultancy to most of the leading international and national brands like Louis Vuitton, Diors, Jimmy Choo, Sketchers, Asics, Zara, First Cry, Gabor, Kauffland, Lidl, Steve Maiden, YONEX, Adidas, Reebok, Puma, Nike, Renault, Nissan, and IOCL.

To ensure right and safe purchase of Tactical Boots, Jungle Boots, Snow Boot, Ankle Boot, Sports/PT & Running Shoes, it is also providing testing services to:

1. Indian Army
2. Paramilitary forces (CRPF, BSF, ITBP, SSB & CISF).
3. Indian Air Force,
4. Indian Navy
5. Indian Coast Guard
6. PSU's like NTPC, ONGC, IOC and others.

Its testing services are also availed by various other countries like Saudi Arabia, Bangladesh, Nepal, Sri Lanka and UAE.

### **Support Services for Design, Quality and Productivity Improvement:**

Apart from imparting quality education, FDDI also provides support services for improvement in the areas of footwear design with a focus to improve on areas like quality and productivity.

### **Research and Development:**

FDDI has developed customized solutions for its various clients in the area of Footwear Technology.

### **Center of Excellence:**

7 FDDI campuses of FDDI having Centre of Excellence (CoEs) to take up research and innovation related initiatives on different '**Thematic Area**'.

<b>Sr. No.</b>	<b>CoEs established on 'Thematic Area'</b>	<b>FDDI Campus</b>
1.	Center for Design, Development & Fabric Interface	Chennai
2.	Design, Development & Fabric Interface for Leather Products & Accessories- Extended	Hyderabad
3.	Center for Leather Finishing Innovation & Product Retailing	Patna
4.	Center for Leather Goods, Garments & Accessories	Kolkata
5.	High Performance/ Specialized Footwear & Products and Start Ups	Jodhpur
6.	Center for R&D, Course Development and Leather Fashion Footwear & Products Innovation	Noida
7.	Center for Non-Leather Footwear, Products & Accessories	Rohtak

## **2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

- (i) Powers and duties of officers and employees are governed by the Delegation of Administrative and Financial powers as authorized by Governing Council.
- (ii) The Duties and responsibilities of respective functionaries are contained in General Service Rules and FDDI Act 2017.

## **3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

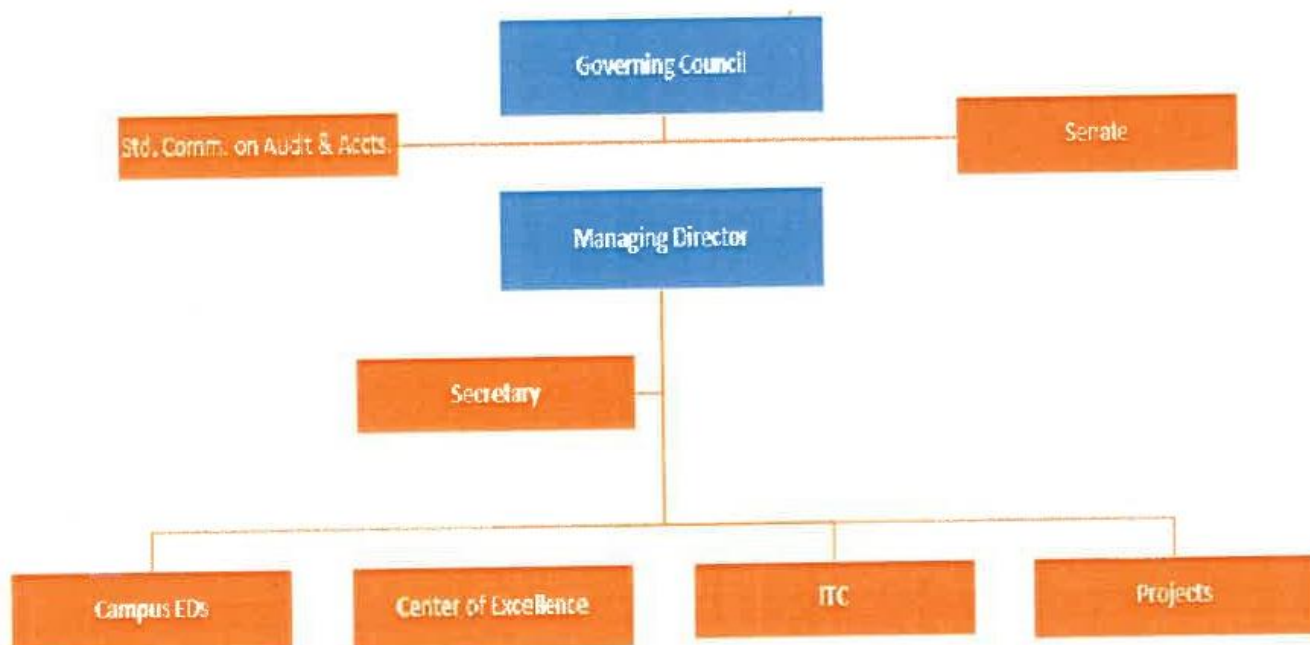
- (i) Process of decision making

Managing Director  
Secretary  
Executive Director

- (ii) Final decision making authority

Governing Council, Senate, Standing Committee on Audit and Accounts,  
Managing Director, Secretary & Executive Director-FDDI.

## ORGANIZATION HIERARCHY OF FDDI



iii) Related provisions, acts, rules etc.

Provisions under the FDDI Act 2017, Statutes, Ordinance.

(iv) Time limit for taking a decisions, if any

As prescribed under relevant rules failing that case to case basis.

(v) Channel of supervision and accountability

As per Organizational Structure.

In order to make the decision making process objective, transparent and participatory, the following Internal Standing Committees are in existence at H.O. as well campuses.

- Anti Ragging Squad;
- Anti Ragging Committee;
- Tender Committee and Local Purchase Committee;
- Mess Committee;
- हिन्दी राजभाषा विभाग;
- Cultural & Sports Committee;
- Disciplinary Committee;
- Grievance Redressal Committee (Grievance Cell);
- Committee for Redressal of Grievance pertaining to Schedule Castes and Schedule Tribes (Prevention of Atrocities) Act, 1989;
- Internal Complaint Committee (ICC)/ Women Cell.

#### 4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

<b>(i) Nature of functions/ services offered:</b> Teaching, Research, Consultancy, Testing.
<b>(ii) Norms/ standards for functions/ service delivery:</b> As prescribed in Manuals & Regulation Issued
<b>(iii) Process by which these services can be accessed:</b> By visiting the website <a href="http://www.fddiindia.com">www.fddiindia.com</a> , by submission of application as may be prescribed under extant rules.
<b>(iv) Time-limit for achieving the targets:</b> As prescribed under extant rules.

#### 5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

<b>(i) Title and nature of the record/ manual /instruction:</b> Personnel Records, Proceedings of various meeting, Manual and Annual Financial Statements and Accounts.
<b>(ii) List of Rules, regulations, instructions manuals and records:</b> Provisions under the FDDI Act 2017, Statutes, Ordinance.
<b>(iii) Acts/ Rules manuals etc.:</b> As per FDDI Act 2017

#### 6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

GSR of FDDI, Service records of employees, accounts records, documents related to academics and the documents related to consultancy & projects.

##### Document/Record Retention

HUMAN RESOURCE DEPARTMENT			
Sl. No.	Particulars	Retention Period	
1	Attendance Register	03 year	
2	Leave records (other than casual leave)	03 years	
3	Casual Leave	To be destroyed after completion of the calendar year	
4	Personal Files (including Annual Performance Appraisal Reports)	03 years after settlement of Full & Final payment	
5	Selection Committee Files	Permanent	
6	Recruitment Applications	03 years	
7	Leave Rules	Permanent	
8	Transfers and Postings	03 years after settlement of Full & Final payment	
9	Recruitment Advertisements	03 years after the close of recruitment exercise	

10	All files other than Personal Files & Increment Files	3 years	
11	Payment related files	03 years, or 01 year after completion of audit, whichever is later	
12	Register of Identity Card	Permanent	
13	Replies to Ministry	05 years	
14	Replies to Grievances	05 years	
15	Circulars	3 years	
16	Office orders / notices related to policies issued / HR Approvals	Permanent	
17	Documents related to organizing Training / workshop / seminar / FDP / etc.	03 years after the date of organizing the event	
18	Agenda and Minutes of Governing Council	Permanent	
19	Files related to statistics provided to outside agency	03 years	
20	Medical OPD Files	03 Years	
21	Medical IPD Files	01 Year	
22	LTC Files	02 Years	
23	Staffs Uniform Files	01 Year	
24	Overtime Files	01 Year	
25	Mobile Reimbursement	01 year	
26	ICC (Internal Complaint Committee)	Permanent	
27	VIP Reference	03 Years	

<b>STUDENT AFFAIRS &amp; EXAMINATION DEPARTMENT</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Students Attendance Record	1 Year after declaration of Final Year Result	
2	Project reports summer Training and Major Project	6 Months after declaration of Final Year Result	
3	Mid Examination Result	3 Months after declaration of Final Year Result	
4	Internal Marks	6 Months after declaration of Final Year Result	
5	Circulars	3 years	
6	Notices / Office Orders issued by Department/ Institute	Permanent	
7	Student Feedback Record	1 Year	
8	Result / Tabulation Sheet	2 Years	
9	Issue of Marks Sheet / Degree	2 Years	

10	Personal Files of the Students (Hard Copy)	N+2+1* Years (Subsequent to which the documents will be available in digital format)	
11	Requests for change of name and address of the students	Permanent	
12	Common Entrance Test result	3 Years	
13	Schedule of Counselling and Other Counselling Records	3 Years	
14	Migration Policy File	Permanent	
15	Migration Cases of Inter University and Intra Institute	N+2 Years* (Subsequent to which the documents will be available in digital format)	
16	Issue of Migration Certificates along with applications	N+2 Years* (Subsequent to which the documents will be available in digital format)	
17	Award / Scholarship Policy Files	Permanent	
18	Award / Scholarship Individual Files	N+2 years	
19	Fee Notification	Permanent	
20	Complaint Register	Permanent	
21	Admission Record	N+2 Years	
22	Cancellation of Admission	Permanent	
23	Examination Ordinances, Regulations & Policy Files	Permanent	
24	End Term Result Tabulation Sheet	Permanent	
25	Convocation Related files	3 Years	
26	Scroll of Convocations	Permanent	
27	Official copies of Schemes and Syllabi	Permanent	
28	Correspondence with Statutory / Regulatory Bodies related to Education Sector	2 Years	
29	Printing of End Term Question Paper (QP)	2 Years after conduct of Exam	
30	End Term QP (Copies to be provided to Library)	6 months after conduct of exam	
31	Student Grievances related to End Term Exam QP, Files, Committee recommendations, approvals etc.	2 Years after declaration of the result	
32	End Term Exam registration charts	In digital forms for 1 year after declaration of the result	
33	Record of issuance of End Term Exam Admit Cards	6 Months after declaration of Result	
34	End Term Exam Detention List	1 Year after declaration of Result	



35	Decision of the Un-Fair Means Case along with the Note sheet	Permanent	
36	Files pertaining to the conduct of Special Exams	3 Years after declaration of the result	
37	Cases not covered under any provision of Ordinances	5 years	
38	Answer Sheets of End Term Examination	90 days after declaration of the result	
39	End Term Exam Result Declaration files	5 Years after declaration of the result	
40	Award Sheets of Internal Theory, Practical, Projects, Dissertation etc.	In physical and digital forms for 1 year after declaration of the result	
41	Files pertaining to the moderation of the result	6 months after conduct of exam	
42	Application of Rechecking and evaluated answer sheets	90 days after declaration of the rechecking of result	
43	Record of issuance of Original / Duplicate Degree certificate	Permanent	
44	Record of issuance of Original / Duplicate Degree Consolidated Statement of Marks and Provisional Certificates	Permanent	
45	Record of issuance of Original / Duplicate Degree Consolidated Statement of Marks (Semester Mark sheets)	1 Year	
46	Record of issuance of Transcripts of Marks	6 Months after Processing	
47	File of Attestation / Verification of documents / certificates issued / Students undertaking	6 Months after Processing	
48	Files for Ph.D. Scholars	Permanent	
49	Individual files for Ph.D. registration	10 yrs(subsequent to which the same will be available in digital format	
50	Files and Bills related to printing of formats for End Term Exam Admit Cards, OMR Award Sheets / Student / Faculty Detail Forms, Statement of Marks, Consolidated Statement of Marks, Provisional Certificates, Degree Certificates etc.	2 Years	
51	Files preparation of the Gold Medals, Silver Plaques, Prizes etc.	2 Years after Convocation	



52	Files pertaining to the Court Cases, Public Grievances, RTI appeals etc.	03 years after giving reply	
53	Miscellaneous Case File	01 year after giving reply	
54	Agenda and Minutes of Senate Meetings	Permanent	
<b>*N= No. of years of course, *2= 2 years, till the degree awarded, *1= 1 year for mercy chance</b>			

<b>ACCOUNTS &amp; FINANCE</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Cash Book	10 Years	
2	Bank Book	10 Years	
3	TDS/WCT/Labour Cess Register	6 Years	
4	Income Tax(Annual Return) Statement	10 Years	
5	Budget Estimate/Revised Estimate	7 Years	
6	Pay Bill Register	35 Years	
7	Contingent Bills( Payments, Receipt & Journal Vouchers)	10 Years	
8	Other Charges(Contingent Register Such As LTC, Medical Etc.)	10 Years	
9	Counterfoils Of Receipts Books	5 Years	
10	Register Of Investments	Permanent	
11	Safe Custody Receipts	Permanent	
12	CPF Nomination Papers	1 Years –After Settlement Of CPF Account	
13	Audit Notes(Statutory & Local)	1 Year After The Settlement Pending Audit Paras	
14	Miscellaneous Correspondence /Files	10 Years	
15	Files Pertaining To Fee Transfer	5 Years	
16	Statement PF Annual Account	Permanent	
17	Statement Of Reconciliation	To Be Weeded Out After Accounts For The FY Have Been Finalized	
18	Record Retention Rules	Permanent	
19	FDDI Act 2017	Permanent	
20	Memorandum Of Association	Permanent	
21	Annual Report	Permanent	

राजभाषा विभाग			
Sl. No.	Particulars	Retention Period	
1	संसदीय राजभाषा समिति की तीसरी उप-समिति दस्तावेज	स्थायी	
2	नराकास से संबंधित दस्तावेज	5 वर्ष	
3	राजभाषा समिति की बैठक से संबंधित दस्तावेज	3 वर्ष	
4	तिमाही प्रगति, छमाही प्रगति एवं वार्षिक प्रगति रिपोर्ट	5 वर्ष	
5	संसदीय राजभाषा समिति की तीसरी उप-समिति आश्वासन	स्थायी	
6	राजभाषा निति एवं संवैधानिक प्रावधान	स्थायी	
7	नराकास, मंत्रालय एवं अन्य पत्राचार सूचनार्थ	3 वर्ष	

ADMISSION & PROMOTION			
Sl. No.	Particulars	Retention Period	
1	Admission policy	Permanent	
2	Final Admission Prospectus (year wise)	7 Years	
3	Admission folder		
3(a)	Common Entrance Test (CET) Result	3 years	
3 (b)	Common Entrance Test (CET) Answer Sheet, Attendance Sheets, Un-fair means case files and related files	3 years	
3(c)	Schedule of counselling and other Counselling records	3 years	
3(d)	Enrolment	5 Years	
4	Student Migration as per rank and availability of seats during Counselling		
4(a)	Migration Policy File	Permanent	
4(b)	Migration Cases	N+2 Years* (Subsequent to which the documents will be available in digital format)	
4 ©	Issue of revised admission letter of FDDI along with the application	N+2 Years* (Subsequent to which the documents will be available in digital format)	
5	Request for Cancellation of Admission	Permanent	
6	Fee Notification	5 yrs.	
7	Promotional Material/ Admission Brochure	2 Years	
8	Digital and Print Promotion Files	5 years	
9	Orders & circulars related to Admission Branch	10 Years (Subsequent to which the documents will be available in digital format)	
10	Complaint register	Permanent	

11	Miscellaneous/ routine general correspondence except policy matters pertains to the Admission Branch	1 Year	
<b>*N= No. of years of course,*2= 2 years, till the degree awarded</b>			

<b>GENERAL ADMINISTRATION</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Records of receiving copy of Speed Post Data	01 years	
2	Dak & Diary Register (for all departments)	03 years	
3	Dispatch Register (for all departments)	05 years	
4	File movement register (for all departments)	5 Years	
5	Legal cases (for all departments)	Permanent	
6	RTI Matters (for all departments)	03 Years	
7	RTI Cases attracting 2nd appeal (Without any remarkable decision, for all departments)	03 Years or till the compliance of CIC orders, whichever is later	
8	Register of records identified for weeding out (for all departments)	5 Years	
9	Files related to weeding out of old records (for all departments)	1 year	
10	Stamps account Register, Courier expenses	03 years	
11	Reply to Parliament/Assembly/ Ministry questions (for all departments)	03 years	
12	Files related to Policy matters approved by competent authority (for all departments)	Permanent	
13	Staff Car log Book / Any other Log Book of vehicles	03 years or one year after completion of audit whichever is later	
14	General Stock Register (consumable & Non Consumables) (for all departments)	1 year( consumable) Permanent (non-consumable)	
15	Attendance Register Staff, In Out Register (for all departments)	3 Year	
16	Tender files & related documents relating to Capital Expenditure (Assets) & Revenue Expenditure (All Expenses) (All Departments)	05 years or one year after the completion of audit whichever is later	
17	Files related to payment of sanitation services , hiring of vehicles, repair & maintenance of vehicles, hospitality & accommodation (for meetings, conference, celebrations and other functions etc.) repairs & maintenance of furniture of items, AC, water cooler, refrigerators, cable connection & charges, Photocopier /Fax /TV/ other electronic items etc.	03 years or one after completion of audit whichever is later	

18	Requisition/ complaints related to seminar hall, sanitation services, hiring of vehicles, all AMC's, Hospitality & accommodation, telephones, cable connection & charges, Photocopier/Fax/TV/other electronic items etc.	03 years	
19	Files, papers and documents relating to contracts, agreements, etc. (for all departments)	05 years after the contract/agreement is fulfilled or terminated. In cases where audit objection have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities.	
20	Files related to repair & maintenance of vehicles & their history	08 years or one year after condemnation and final disposal of the vehicles whichever is later	
21	Budget Files (All departments)	3 years after audit	

<b>VARIOUS ACADEMIC SCHOOLS</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Students attendance record	1 Year after declaration of final year result	
2	Project reports summer Training and Major Project	6 months after final year result	
3	Detained list of students	6 months after final year result	
4	Minor examination sheets	3 months after declaration of Semester result	
5	Internal Marks	6 months after declaration of final year	
6	Projects granted by various organizations like UGC AICTE etc.	2 years after date of completion	
7	Circulars	3 years	
	Notices/ office orders issued by Institute/ School	Permanent	
8	Documents related to organizing of Conference/Seminar/ Workshop/MDP/EDP	2 years after the date of organizing the Conference	
9	National/International Seminar attended by the faculty	02 years	
10	Faculty Publication List	Permanent	
11	Reminder & complaints	6 months	
12	Student Dissertation	6 months after final year result (then to be transferred to library)	

13	End Term answer Sheets (Practical)	90 days after declaration of final year result	
14	Approved note files from MD office	5 years from the date of approval	
15	Lesson plan	Till review	
16	Time Table/ Staff deployment	1 year	
17	Inernal/ External Communication	3 years	
18	List of machines & Spare Parts	Permanent	
19	Material transfer record	2 years	
20	Syllabus of Various Courses	5 yrs after discontinuation of syllabus	

<b>HOSTEL</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Hostel files, Personal data File & Registers	5 Year	
2	Letter received from student & Letter send to Parents other disciplinary issue	5 Year	
3	Office File	10 years	

<b>LIBRARY</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Procurement of Books For Library	Permanent	
2	Book Purchase For FDDI Other Campuses	Permanent	
3	Journal Procurement File	Permanent	
4	Subscription/Journal	3 Years	
5	Physical Stock Verification Report Of Library	Permanent	
6	Empanelment of Book Supplier	Till Empanelment Continue	
7	Swayam Siddha Manuals	Permanent	
8	Student Book Fine Application	5 Years	
9	Student's Other Issue	5 Years	
10	Photocopy Machine Agreement & Payment Related	Till Membership/ AMC Continue	
11	Newspaper & Magazines Related Files	5 Years	
12	Library Books	Permanent	
13	Environment ISO-14001 Document	Permanent	
14	Book Circulation Register -Students	2 Years	
15	Book Circulation Register -Staff	2 Years	
16	Book Late Fine Register-Student	1 Year	
17	Photocopy/ Spiral Details Register - Students/ Staff	1 Year	
18	Accession Register	Permanent	
19	Old Newspapers	3 Months	
20	Magazines	6 Months	
21	Journal	5 Years	

22	Student Dissertation	5 Years	
23	Miscellaneous Files	3 Years	
24	NOC File For Lost Books	3 Years	

<b>RESOURCE DEPARTMENT</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Parliamentary & Ministry Reply	Permanent	
2	Mapping of infrastructure created under the erstwhile ASIDE Scheme by PwC, the PMA appointed under TIES	Permanent	
3	RTI Quarterly Return which includes reports submitted to CIC	03 Years	
4	Proactive Disclosure	03 Years	
5	Weekly Newsletter	10 Years	
6	Replies to Grievances	05 Years	
7	Miscellaneous File	5 Years	

<b>STORE</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Central Consumable Register	1 year	
2	Central Capital Asset Register	Permanent	
3	Store Requisition slip	3 year	
4	Payment related Consumable Files	3 year	
5	Payment related Capital asset File	3 Year	
6	Policy for Procurement	Permanent	
7	File related for procurement of non consumable items	1 year after completion of statutory audit, to the satisfaction of audit authorities or 06 months after completion of warranty period/ refund of performance security	
8	File related for procurement of consumable items	1 year after completion of statutory audit	
9	Purchase Orders	3 years	
10	Assets Disposal File	1 year after completion of CAG Audit	

<b>PROJECTS - TRAINING PROGRAMMES</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Grievances	5 years	
2	RTI matters	03 years	

3	Ministry Correspondence	Permanent	
4	Project Proposals	Permanent	
5	NMU Coordination	5 years	
6	Trainee Files	N+2 years*	
7	All Tenders Files/papers/documents /Agreement/Contracts related to HRD Projects	05 Years or 01 year after the completion of CAG Audit whichever is later	
8	All Capital Expenditure (Assets) (Approvals & Payments) Files/papers/documents of HRD Projects	05 Years or 01 year after the completion of CAG Audit whichever is later	
9	All Revenue Expenditure (Approvals & Payments) Files/papers/documents of HRD Projects	03 Years or 01 year after the completion of CAG Audit whichever is later	
10	All Bank Reconciliation Files /documents/Papers related to HRD Projects	05 Years or 01 year after the completion of CAG Audit whichever is later	
11	Statutory files	Permanent	
12	NCVET qualification Approvals	10 years	
13	NSDC/NCVET related approvals	10 years	
14	All other files	3 years	
15	Assets Register	Permanent	

**\*N= No. of months/years of training**

<b>PROJECTS - CAPITAL GRANT</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Grievances	5 years	
2	Ministry Correspondence	Permanent	
3	Project Proposals	Permanent	
4	All Tenders Files/papers/documents /Agreement/Contracts	05 Years or 01 year after the completion of CAG Audit whichever is later	
5	All Capital Expenditure (Assets) (Approvals & Payments) Files/papers/documents	05 Years or 01 year after the completion of CAG Audit whichever is later	
6	All Revenue Expenditure (Approvals & Payments) Files/papers/documents	03 Years or 01 year after the completion of CAG Audit whichever is later	
7	All Bank Reconciliation Files /documents/Papers	05 Years or 01 year after the completion of CAG Audit whichever is later	
8	Statutory files	Permanent	
9	All other files	3 years	
10	Assets Register	Permanent	



<b>PROJECTS - IDLS</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Application Files	05 years or one year after the completion of audit whichever is later	
2	Steering Committee Minutes of Meeting	10 years	
3	Correspondence with DPIIT	10 years	
4	Guidelines	Permanent	
5	Project Database	05 years or one year after the completion of audit whichever is later	
6	All other files	3 years	

<b>PHYSICAL &amp; CHEMICAL LABORATORY</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Job entry register	3 years	
2	Test report file	3 years	
3	Sample preservation record	1 year	
4	AMC of machines/equipments file	3 years	
5	Machine repair file	3 years	
6	Purchase of chemicals/spares/gases	3 years	
7	Calibration of instruments/machines file	1 year	
8	Reference material file	2 years	
9	Inspection file	1 year	
10	Inter laboratory payment file	3 years	
11	Audit related file	3 years	
12	Training of staff record file	3 years	
13	Associate membership file	1 year	
14	Customer feedback file	1 year	
15	Recovery related file	3 years	
17	Special Lab Committee	2 years	
18	Capacity Verification of manufacturer by Lab Committee	1 year after capacity verification	
19	Inspection Records by Lab Committee	2 years after date of inspection	

<b>PLACEMENT &amp; ALUMNI DEPARTMENT</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Retention Period</b>	
1	Placement Report - Tracking	Permanent	
2	List of Recruiters	Permanent	

3	Offer Letter	2 years	
4	NOC Form	2 years	
5	Non Requirement of Placement Form	2 years	
6	Job Announcement Form (JAF)	2 years	
7	Internship Data	3 years	
8	Placement Policy	Permanent	
9	Alumni Data	Permanent	
10	Placement Data	Permanent	

## 7. INFORMATION RELATED TO PROCUREMENT

All the procurement at FDDI are being done as per GFR 2017 and its amendments there on. FDDI also has its own e-Procurement portal <https://fdidiindia.eproc.in> where all the e-tenders are floated. The copy of the same is also published at CPPP portal as per GFR 2017.

Name of organisation: Footwear Design & Development Institute						
GEM procurement status for the Year 2023-24						
Amount in Rs.						
S.No.	Name of Campus	Total procurement (Gem+Non-Gem) [(2)+(3)+(4)]	*Procurement through Gem	Procurement through Non-Gem		Percentage(%) of GeM procurement
				Procurable through Gem (Actual procurement through Non-GEM)	Not Procurable through Gem	
		1	2	3	4	5
1	FDDI Campuses (Noida, Rohtak, Banur, Jodhpur, Fursatganj, Patna, Kolkata, Ankleshwar, Guna, Chhindwara, Chennai, Hyderabad)	₹ 13,41,22,714	₹ 9,93,86,467	₹ 0	₹ 3,47,36,247	74%
**Goods and services procured through tender that are either not available on GEM or do not meet the specifications/requirements of FDDI will continue to be sourced as per the existing contracts. However, as						

and when these goods and services become available on GEM and align with FDDI's requirements, we will transition to procuring them through GEM. This approach will gradually increase GEM's procurement percentage.

List of items, which could not be procured through GEM, as the same were not available on the GEM, OEM AMCs, Chemicals, courier services, Legal services, Newspapers, Magazines, Lab testing charges, Maintenance, Printing jobs, Packing boxes, Tool Kits, Training Materials, Telephone, visiting faculty fee etc

## 8. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF IMPLEMENTATION.

One can meet the Managing Director-FDDI, Secretary-FDDI as well the Executive Director of the respective campus between 9:30 AM to 5:30 PM (on all working days).

## 9. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS 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 ACCESSIBLE FOR PUBLIC.

### List of Governing Council (GC) Members

Sl. No.	In the Committee as	Name	Email Address
1	Chairperson (Nominated by Central Government)	Mr. Ashish Dikshit Managing Director, Aditya Birla Fashion and Retail Ltd	ashish.dikshit@abfirl.a dityabirla.com
2	Member (ex officio)	Mr. Vivek Sharma, IRS Managing Director, FDDI	md@fddiindia.com
3	Member (ex officio)	Ms. Nidhi Kesarwani, IAS, Joint Secretary, DPIIT (Leather and Footwear)	<a href="mailto:jointsecy-nk@gov.in">jointsecy-nk@gov.in</a>
4	Member (ex officio)	Mr. Vimal Anand, IAS Joint Secretary, Department of Commerce (In-charge of EPLSG Division)	vimal.anand@nic.in
5	Member (ex officio)	Mr. C S Rao, Deputy Secretary, Finance Wing, DPIIT	rao.cs@nic.in
6	Member (Nominated by Central Government)	Mr. Rajendra Kumar Jalan Chairman, Council for Leather Export (CLE)	chairman@cleindia.co m chairman@cle.co.in rajujalan@afplglobal.co m
7	Member (Nominated by Central Government)	Mr. Motilal Sethi President, Indian Leather Garments Association (ILGA)	motilalsethi@saroj.co m; motilalsethi@gmail.co m

8	Member (Nominated by Central Government)	Mr. Sanjay Gupta President, Indian Footwear Components Manufacturers Association (IFCOMA)	sanjaygupta@sandeeprubber.in
9	Member (Nominated by Central Government)	Mr. Gautam Nair Chairman, Confederation of Indian Industry (CII), National Committee on Footwear & Leather Products and CEO, Tangerine Designs Pvt.,Ltd.	gautam.nair@matrixclothing.in
10	Member (Nominated by Central Government)	Prof. Dr. Shinju Mahajan National Institute of Fashion Technology (NIFT), New Delhi	shinju.mahajan@nift.ac.in
11	Member (Nominated by Central Government)	Mr. Praveen Nahar Director, NID, Ahmedabad	pnahar@nid.edu
12	Member (Nominated by Central Government)	Mr. K J Shreeram Director, Central Leather Research Institute (CLRI), Chennai	director@clri.res.in
13	Member (Nominated by Central Government)	Prof. Sumer Singh Department of Design, IIT Delhi	sumer@design.iitd.ac.in
14	Member (Nominated by Central Government)	Prof. Alok Kumar Singh, Indian Institute of Management, Nagpur	alok@iimnagpur.ac.in

**List of Senate Members (For two years i.e. from 22.05.2025 to 21.05.2027)**

(As per Office Order dt. 22.05.2025 vide Ref.No.:FDDI/Secy/Nomi 3<sup>rd</sup> RC-Senate/2025)

S.No.	Name	Designation	Status in Senate	Section
1	Sh. Vivek Sharma, IRS	Managing Director	Chairperson	Section 13(a) of FDDI Act, 2017
2	Col. Pankaj Kumar Sinha	Secretary	Ex Officio	Section 13(b) of FDDI Act, 2017
3	Ms. Pragya Singh, IRS	Executive Director, Banur	Ex Officio	Section 13(c) of FDDI Act, 2017
4	Dr. Narasimhugari Tej Lohit Reddy, IAS	Executive Director, Hyderabad	Ex Officio	Section 13(c) of FDDI Act, 2017
5	Mr. Anil Kumar, AFHQCS	Executive Director, Jodhpur	Ex Officio	Section 13(c) of FDDI Act, 2017
6	Ms. Manju Mann	Executive Director, Noida	Ex Officio	Section 13(c) of FDDI Act, 2017
7	Mr. Sunil Kumar Dwivedi	Executive Director, Fursatganj	Ex Officio	Section 13(c) of FDDI Act, 2017
8	Ms. Sarita Duhan	Executive Director, Rohtak	Ex Officio	Section 13(c) of FDDI Act, 2017

9	Mr. Lalit Prakash	Executive Director, Ankelshwar	Ex Officio	Section 13(c) of FDDI Act, 2017
10	Mr. Neeraj Kumar	Executive Director, Patna	Ex Officio	Section 13(c) of FDDI Act, 2017
11	Mr. M Sundaresan	Executive Director, Chennai	Ex Officio	Section 13(c) of FDDI Act, 2017
12	Ms. Ramneek Kaur Majithia	Director NID, Kurukshetra	Member	Section 13(e) of FDDI Act, 2017
13	Dr. R. Chattopadhyay	Emeritus Professor in IIT Delhi	Member	Section 13(e) of FDDI Act, 2017
14	Dr. Sheeba Kapil	Professor & HOD -Finance. Editor in Chief IIFT-IBMR	Member	Section 13(e) of FDDI Act, 2017
15	Mr. Niren Anand	Alumni FDDI, CEO & MD Xiamen Evertrade Imp & Exp Ltd, China Evertrade Imp & Exp Ltd, Hong Kong	Member	Section 13(f) of FDDI Act, 2017
16	Mr. Neeraj Sharma	Chief Faculty / HOS, School of FDP, FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(b) of FDDI Statutes
17	Dr. Renu Sharma	Chief Faculty, School of RFM, FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(b) of FDDI Statutes
18	Mr. Anoop Singh Rana	Sr. Faculty Grade-1 / HOS, School of LGAD, FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(b) of FDDI Statutes
19	Dr. Krishi Sarin	Chief Faculty / HOS, School of FD, FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(b) of FDDI Statutes
20	Mr. Sharad Srivastava	Chief Faculty / Joint Director (COE) -Additional Charge, FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(c) of FDDI Statutes
21	Mr. Sandeep Singh Bhatia	D.G.M. (SA&E), FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(c) of FDDI Statutes
22	Mr. Amit Verma	Sr. Manager, Placement Dept., FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(c) of FDDI Statutes
23	Ms. Sarika Tandon	Sr. Manager, Promotions & Admissions, FDDI	Member	Section 13(g) of FDDI Act, 2017 & Section 12(c) of FDDI Statutes

**List of campus Grievance Officers as per Office Order vide Ref. No.: FDDI/HO/HR/Officer-Grievance/2023 dt. 13.03.2023**

In pursuance to the launch of "FDDI Grievance Redress and Monitoring System (FGRAMS)" for FDDI Students and Staff, Mr. Sandeep Singh Bhatia (00135), DGM (Student Affairs & Examinations Department) is hereby assigned the role of nodal officer for students related matters and Ms. Pooja Panwar (00937), Faculty (Human Resource-Head Office) is hereby assigned the role of Nodal officer for employees related matters in addition to their existing roles and responsibilities.

They will be responsible for receiving and forwarding the grievances to the concern campus grievance officers and ensure the reply of the grievance shall be provided in the timeline defined i.e within 30 days from the date of grievance.

The below mentioned employees are hereby given the role of campus Grievance Officers for student and employee related matters of FDDI-HO/Noida Campus and other FDDI Campuses respectively: -

<b>S. No.</b>	<b>Campus</b>	<b>Name of Campus Grievance Officers for Student Matters</b>	<b>Name of Campus Grievance Officer for Employee Matters</b>
01	Noida	Mr. Suresh Kumar Arya (00175), Dy. Manager (SA&E)	Assistant Manager (HO-HR)
02	Ankleshwar	Ms. Manju Satanker, (01134), Assistant Manager, ITSC	Mr. Rajesh Parashar, (00673), Sr. Faculty Gr-I, Footwear
03	Banur	Mr. Rajeev Srivastava (00919), Sr. Assistant (SA&E)	Mr. Mahesh Kant Prakash (01084), Assistant Manager (Admin.)
04	Chennai	Mr. T. Anil, (00401), Assistant Manager, Account & Finance	Mr. K. Dinesh Kumar, (01037), Sr. Faculty Gr-I, Footwear
05	Chhindwara	Ms. Beena Yadav (00816), Assistant Manager (Library)	Dr. Govind Soni (01191), Sr. Faculty Gr-II (Retail.)
06	Fursatganj	Mr. Nalin Pandey (00470), Assistant Manager (SA&E)	Ms. Shikha Srivastava (00424), Assistant Manager (C&PR)
07	Jodhpur	Mr. Mohit Mathur, (01103), Assistant Manager, (SA&E)	Mr. Mohit Mathur, (01103), Assistant Manager, (SA&E)
08	Rohtak	Mr. Sandeep Kumar (00522), Assistant Manager (SA&E)	Mr. Mohamad Adil (01077), Assistant Manager (Admin)
09	Guna	Mr. Jitender Gupta (00169), Jr. Consultant (Footwear)	Mr. Rahul Kumar Pandey (00487), Sr. Faculty Gr-I, (Footwear)
10	Patna	Ms. Rupa Shree (00921), Assistant Manager (C&PR)	Mr. Ravi Prakash (00511), Assistant Manager (ITSC)
11	Kolkata	Mr. Rinsten Dorjee Yolmo (01068), Sr. Faculty (LGAD)	Ms. Ishita Saha (01080), Assistant Manager (Admin.)
12	Hyderabad	Mr. Sandeep Kumar Mishra, (00119), Sr. Office Executive, SA&E	Mr. Amit Puri Goswami (00295), Dy. Manager (Admin. & Pers)

**Dates of constitution of Boards, Councils, Committees and other Bodies, etc.**

<b>Sr. No.</b>	<b>Name of Committee</b>	<b>Date of Constitution</b>
1	Governing Council	3 <sup>rd</sup> October 2022
2	Senate	22 <sup>nd</sup> May 2025
3	Internal Complaint Committee (HO)	27 <sup>th</sup> April 2023
4	Hindi Cell	25 <sup>th</sup> January 2023

**Term/Tenure of Boards, Councils, Committees and other Bodies, etc.**

<b>Sr. No.</b>	<b>Name of Committee</b>	<b>Tenure</b>
1	Governing Council	Three Years
2	Senate	Two Years
3	Internal Complaint Committee (HO)	Two Years
4	Hindi Cell	Continuing

**10. A DIRECTORY OF ITS OFFICERS**

<b>Sr. No.</b>	<b>Location</b>	<b>Executive Director (ED)/Center in Charge (CI)/Officer</b>		
		<b>Name</b>	<b>Phone No.</b>	<b>E-mail id</b>
1.	Banur	Ms. Pragya Singh, ED	9463312318	edchandigarh@fddiindia.com
2.	Kolkata	Mr. Samuel Chakraborty, CI	8334070297	samuel@fddiindia.com
3.	Hyderabad	Dr. Narasimhugari Tej Lohit Reddy, IAS, ED	9440471700	edhyderabad@fddiindia.com
4.	Jodhpur	Mr. Anil Kumar, AFHQCS, ED	9810636410	edjodhpur@fddiindia.com
5.	Patna	Mr. Neeraj Kumar, ED	9555568123	edpatna@fddiindia.com
6.	Fursatganj	Mr. Sunil Kumar Dwivedi, ED	9451702996	edfursatganj@fddiindia.com
7.	Guna	Mr. Jitender Gupta, CI	9935496265	JITENDER@FDDIINDIA.COM
8.	Rohtak	Ms. Sarita, ED	7027005064	edrohtak@fddiindia.com
9.	Ankleshwar	Mr. Lalit Prakash, ED	9671904148	edankleshwar@fddiindia.com
10.	Chhindwara	Mr. Aritra Das, CI	9953576359	aritra@fddiindia.com
11.	Chennai	Mr. M.Sundaresan, ED	9543024213	edchennai@fddiindia.com
12.	Noida	Ms. Manju Maan	7053964092	ednoida@fddiindia.com



# **11. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE**

Details of monthly remuneration which is given as per the GSR of FDDI and is received by each of its employees at various designations is available in office records in Head Office and Centres.

FDDI has mostly contractual employees and only Nine (09) employees are regular employees, the list of eleven employees along with gross salary is given herewith:

Sr. No.	Name	Designation	Gross Salary in INR
1	Ms. Hemlata Sardana	Deputy Manager	55,721
2	Mr. Premjit Chanda	PPS (MDO)	83,594
3	Mr. Raj Nath Pandey	Assistant Manager	55,857
4	Mr. Sunil Bisht	Manager	89,262
5	Mr. Vikas Nandan Roy	Assistant Manager	60,904
6	Mr. Rajesh Sharma	Assistant Manager	59,271
7	Mr. Manoj Kumar Singh	Deputy Manager	55,536
8	Mr. Nagendra Tiwari	Deputy Manager	63,805
9	Mr. Suresh Kumar	Senior PS	73,084

# **12. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

FY	Income	Expenditure	Loss
2022-23	Rs. 60.98 Crores	Rs. 72.05 Crores	Rs. 13.36 Crores
2023-24	Rs.62.36 Crores	Rs.66.63 Crores	Rs.4.27 Crores

# **13. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

FDDI does not have any subsidy programme. However, it is Implementing agency of the Integrated Development of Leather Sector (IDLS) Scheme of Department for Promotion of Industry and Internal Trade (DPIIT), Government of India.

The scheme is executed in online mode where a dashboard has been created for different stakeholder viz the Applicant units, The PIU's, and The DPIIT.

The online portal can be used through a common URL <https://www.nsws.gov.in> where Units can submit the application, PIU's undertake appraisal and update the application and submit the appraised application to DPIIT for final approval of IDLS grant by the Steering Committee.

#### 14. SUO MOTU DISCLOSURE OF OFFICIAL TOURS OF MANAGING DIRECTOR (MD), SECRETARY, EXECUTIVE DIRECTORS OF FDDI SINCE APRIL 2019

##### **Shri Vivek Sharma Appointed as Regular Managing Director (MD), FDDI:**

Vide office order ref no. P-27025/71/2024-Leather Government of India Ministry of Commerce & Industry Department of Promotion of Industry and Internal Trade dated 15-01-2025, Shri Vivek Sharma assumed charge as MD, FDDI on 10-02-2025.

No.P-27025/71/2024-Leather  
Government of India  
Ministry of Commerce & Industry  
Department for Promotion of Industry and Internal Trade

Vanijya Bhawan, New Delhi  
Dated: 15.01.2025

##### Office Order

In pursuance of Department of Personnel & Training communication No.10/8/2023-EO(SM.II), approval of Appointments Committee of the Cabinet is hereby conveyed for the appointment of Shri Vivek Sharma as Managing Director, Footwear Design and Development Institute (FDDI), Noida in Level 14 of the pay matrix, on deputation basis, for a period of 05 years from the date of assumption of charge of the post, or until further orders, whichever is earlier.

2. Shri Vivek Sharma is requested to join the post of Managing Director, FDDI, Noida immediately.
3. This issues with the approval of Competent Authority.

(Kapil Meena)

Under Secretary to the Government of India  
Tel. No: 011-23038937

To

1. Shri Vivek Sharma, Additional Director General of Income Tax (Systems), Room No.20, Ground Floor, ARA Centre, E 2, Jhandewalan Ext., New Delhi-110055
2. The Department of Personnel & Training (Shri Ramesh Chandra Jha), Under Secretary (EO-SM.II), North Block, New Delhi
3. The Chairman Central Board of Director Taxes, North Block, Delhi
4. Pr. DGIT(HRD), CBD, JLN Stadium, New Delhi
5. JS(Admin., CBDT, North Block, New Delhi
6. Shri Sumet Jarangal, IAS, A 10/A, Sector-24, Noida-201301
7. The Controller of Accounts, DPIIT, New Delhi
8. The Pay & Accounts Officer, DPIIT, Udyog Bhawan, New Delhi
9. Copy for information to PS to Hon'ble Minister (C&I)/ PS to Hon'ble Minister of State(C&I)
10. Copy also for information to PPS to Secretary, DPIIT, C&I
11. PS to JS(ES)
12. PA to Director(SR), DPIIT.
13. Office Order Folder

<b>Name of Officer: Mr. Vivek Sharma, IRS</b>		
<b>Designation: Managing Director – FDDI</b>		
<b>Date of Joining: 10<sup>th</sup> February 2025</b>		
<b>Date of Reliving:</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Visit Kolkata Campus from 16 <sup>th</sup> February 2025 to 17 <sup>th</sup> February 2025 to attend Convocation Ceremony. Expenses Rs. 57,758/-	
2.	Visit Jodhpur Campus from 21 <sup>st</sup> March 2025 to 22 <sup>nd</sup> March 2025 to attend Fashion Show as Chief Guest. Expenses Rs. 12,087/-	
3.	Visit Kanpur from 28 <sup>th</sup> April 2025 to 29 <sup>th</sup> April 2025 to attend 182 <sup>nd</sup> Meeting of the COA of Council for Leather Exports. Expenses Rs. 11,421/-	
4.	Visit Chhindwara Campus from 7 <sup>th</sup> May 2025 to 8 <sup>th</sup> May 2025 to attend Graduation Fashion Show. Expenses Rs. 34,126/-	
5.	Visit Agra from 4 <sup>th</sup> June 2025 to 5 <sup>th</sup> June 2025 to attend to strengthen institutional collaboration with the footwear and leather industry in the Agra cluster, through industry interaction focused on exploring partnerships under government schemes (IDLS and IFLDP), enhancing internship and placement opportunities for FDDI students, and promoting innovation and design development. Expenses Rs. 19,821/-	
6.	Visit Chennai Campus from 13 <sup>th</sup> June 2025 to 14 <sup>th</sup> June 2025 to attend EPOCH '25 Graduation Fashion Show. Expenses Rs. 63,533/-	

<b>Name of Officer: Mr. Sumeet K Jarangal, IAS</b>		
<b>Designation: Managing Director – FDDI (Additional Charge)</b>		
<b>Date of Joining: 20<sup>th</sup> July 2024</b>		
<b>Date of Reliving: 9<sup>th</sup> February 2025</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Visit Chennai Campus from 26 <sup>th</sup> August 2024 to 28 <sup>th</sup> August 2024. Expenses Rs. 1,15,979/-	
2.	Visit Ankleshwar and Banur Campus from 11 <sup>th</sup> September 2024 to 13 <sup>th</sup> September 2024. Expenses Rs. 67,051/-	
3.	Visit Trivandrum from 28 <sup>th</sup> November to 30 <sup>th</sup> November 2024 to attend Huddle Global Event. Expenses Rs. 1,50,145/-	

<b>Name of Officer: Col. Pankaj Kumar Sinha</b>		
<b>Designation: Managing Director – FDDI (Additional Charge)</b>		
<b>Date of Joining: 21<sup>st</sup> September 2023</b>		
<b>Date of Reliving: 19<sup>th</sup> July 2024</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Visit Chennai Campus from 19 <sup>th</sup> October 2023 to 21 <sup>st</sup> October 2023 regarding Sh. Rajeev Singh Tahkur, IAS, Additional Secretary, DPIIT visit at Chennai Campus. Expenses Rs. 30,876/-	Visit from 29 <sup>th</sup> October 2023 to 31 <sup>st</sup> October 2023 to attend Exhibition on PPE A+A fair in Dusseldorf, Germany and PFI labs in Pirmasens. Expenses Rs. 2,28,238/-
2.	Visit Jodhpur Campus from 27 <sup>th</sup> November 2023 same day return to attending Artisans & Students Workshop. Expenses Rs. 16,832/-	
3.	Visit Patna Campus from 1 <sup>st</sup> December 2023 to 2 <sup>nd</sup> December 2023 to attend signing of MOU with Muzaffarpur Institute of Technology. Expenses Rs. 5,665/-	
4.	Visit Kolkata Campus from 3 <sup>rd</sup> December 2023 4 <sup>th</sup> December 2023. Expenses Rs. 12,195/-	
5.	Visit Kanpur on 5 <sup>th</sup> December 2023 same day return to attend as a Guest of Honor for IFCOMA buyer seller meet cum exhibition Shoetech. Expenses Rs. 2,984/-	

6.	Visit Kolkata Campus from on 9 <sup>th</sup> December 2023 for one day to attend as a Guest of Honour at Brainware University, Kolkata. Expenses Rs. 18,041/-	
7.	Visit Mumbai on 14 <sup>th</sup> December 2023 same day return to attend Chairing a Scientific Session in the ACED 2023 HWWE 2023 BRICS plus HFE 2023 conference. Expenses Rs. 18,322/-	
8.	Visit Chhindwara Campus from 19 <sup>th</sup> December 2023 to 20 <sup>th</sup> December 2023 to meeting with Indian Air Force, Vayusena Nagar, Nagpur. Expenses Rs. 17,719/-	
9.	Visit Patna Campus from 5 <sup>th</sup> January 2024 to 7 <sup>th</sup> January 2024. Expenses Rs. 14,985/-	Visit from 24 <sup>th</sup> January 2024 to 27 <sup>th</sup> January 2024 to attend Romania Fashiontex Fair in Bucharest, Romania. Expenses Rs. 2,21,042/-
10.	Visit Calicut from 12 <sup>th</sup> January to 13 <sup>th</sup> January 2024 to attend a workshop of footwear industries and investor meet conducting by Kerala Government. Expenses Rs. 27,450/-	
11.	Visit Chennai from 1 <sup>st</sup> February to 2 <sup>nd</sup> February 2024 to attend India International Leather Fair. Expenses Rs. 28,457/-	
12.	Visit Kolkata Campus from 12 <sup>th</sup> February 2024 to 13 <sup>th</sup> February 2024 to attend 5 <sup>th</sup> edition of Delhi International Leather Expo (DILEX) – Reverse Buyer Seller Meet (BSM) and a discussion meeting on widening the role of Leather Sector Skill Council in Eastern Region placed. Expenses Rs. 19,229/-	
13.	Visit Bhubaneshwar from 1 <sup>st</sup> March 2024 2 <sup>nd</sup> March 2024 to attend Grand Inauguration of Odisha Factory Evertrade India by Chief Minister Shri Naveen Patnaik. Expenses Rs. 19,789/-	Visit from Hong Kong from 19 <sup>th</sup> March 2024 to 21 <sup>st</sup> March 2024 to attend ALPF Material Fair. Expenses Rs. 2,04,537/-
14.	Visit Kolkata from 28 <sup>th</sup> March 2024 to 30 <sup>th</sup> March 2024 to attend as a Special Guest at India Leather & Accessories Fair. Expenses Rs. 49,459/-	
15.	Visit Jodhpur Campus from 6 <sup>th</sup> April 2024 8 <sup>th</sup> April 2024 to attend Graduation Ceremony “COSMOS-2024” Including Fashion Show as Chief Guest at FDDI Jodhpur Campus. Expenses Rs. 10,809/-	



16.	Visit Chennai Campus from 23 <sup>rd</sup> April 2024 to 25 <sup>th</sup> April 2024 and attending Leather Sector Skill Council Governing Council meeting. Expenses Rs. 40,621/-	
17.	Visit Jodhpur Campus from 4 <sup>th</sup> May 2024 to 4 <sup>th</sup> May 2024 to attend 3 <sup>rd</sup> Convocation Ceremony. Expenses Rs. 22,922/-	Visit Chez Republic from 9 <sup>th</sup> June 2024 to 13 <sup>th</sup> June 2024 <b>All expenses borne by DPIIT</b> DSA Expenses Born by FDDI Rs. 1,98,979/-
18.	Visit Patna Campus from 3 <sup>rd</sup> July 2024 to 4 <sup>th</sup> July 2024. Expenses Rs. 13,817/-	Visit Vietnam from 8 <sup>th</sup> July 2024 to 12 <sup>th</sup> July 2024 to attend International Leather Fair. <b>All expenses borne by DPIIT</b> DSA Expenses Born by FDDI Rs. 47,749/-

**Name of Officer: Mr. Arun Kumar Sinha, IAS**

**Designation: Managing Director - FDDI**

**Date of Joining: 11<sup>th</sup> July 2017**

**Date of Reliving: 18<sup>th</sup> September 2023**

<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Mumbai for Election Duty from 21 <sup>st</sup> May 2019 to 24 <sup>th</sup> May 2019 Expenses Rs. 28910/-	Visit Minerva, Check Republic and SATRA, London from 16 <sup>th</sup> January 2019 to 24 <sup>th</sup> January 2019 Expenses Rs. 1,50,157/-
2.	Visit Imphal from 30 <sup>th</sup> August to 1 <sup>st</sup> September 2019 Expenses Rs. 22,473/-	Visit SIMAC Fair from 20 <sup>th</sup> February 2019 to 23 <sup>rd</sup> February 2019 Sponsored official delegation
3.	Visit Mumbai from 21 <sup>st</sup> September to 23 <sup>rd</sup> September 2019 Expenses Rs. 27941/-	Visit A+ Fair, Germany from 6 <sup>th</sup> November to 10 <sup>th</sup> November 2019 Expenses Rs. 1,08,745/-
4.	Visit Ranchi from 27 <sup>th</sup> September to 29 <sup>th</sup> September 2019 Expenses Rs. 24168/-	
5.	Visit FDDI Chhindwara Campus on 12 <sup>th</sup> October 2019 for Convocation Expenses Rs. 9765/-	
6.	Visit FDDI Patna Campus on 20 <sup>th</sup> February 2020 to 22 <sup>nd</sup> February 2020. Expenses Rs. 9765/-	

7.	Visit Vijayawada for official meeting on 5 <sup>th</sup> February to 6 <sup>th</sup> February 2021 Expenses Rs. 48,845/-	
8.	Visit Patna for official meeting on 13 <sup>th</sup> February 2021 to 16 <sup>th</sup> February 2021 Expenses Rs. 19,111/-	
9.	Visit Chennai for election duty on 18 <sup>th</sup> March 2021 to 7 <sup>th</sup> April 2021 Expenses Rs. 69,490/-	
10.	Visit Chennai for Election counting on 29 <sup>th</sup> April 2021 to 4 <sup>th</sup> May 2021 Expenses Rs. 55,352/-	
11.	Visit Gangtok on 16 <sup>th</sup> December (Dep. 13:55 hrs.) 2021 to 19 <sup>th</sup> December 2021 Expenses Rs. 49,120/-	
12.	Hyderabad from 27 <sup>th</sup> October to 30 <sup>th</sup> October 2022 to organize Seminar “A talk on Digitalization, Innovation and Entrepreneurship: Pillars of Indian economic growth” and Hyderabad Campus Convocation. Expenses Rs. 40,173/-	Uzbekistan 11 <sup>th</sup> October 2022 to 14 <sup>th</sup> October 2022  All expenses borne by Council for Leather Export (CLE)
13.	Visit Fursatganj and Patna Campus from 25 <sup>th</sup> December to 27 <sup>th</sup> December 2022 Expenses Rs. 25,980/-	
14.	Visit Chennai Campus on 1 <sup>st</sup> May 2022 return on same day. Expenses Rs. 26,580/-	
15.	Visit Chennai Campus on 8 <sup>th</sup> August 2022 to 9 <sup>th</sup> August 2022. Expenses Rs. 37,424/-	
16.	Visit Hyderabad from 27 <sup>th</sup> October 2022 to 30 <sup>th</sup> October 2022 to organize Seminar “A talk on Digitalization, Innovation and Entrepreneurship: Pillars of Indian economic growth” and Hyderabad Campus Convocation. Expenses Rs. 40,173/-	
17.	Visit Fursatganj and Patna Campus from 25 <sup>th</sup> December to 27 <sup>th</sup> December 2022 Expenses Rs. 25,980/-	
18.	National Rubber Conference 2023, Kolkata from 3 <sup>rd</sup> January 2023 to 6 <sup>th</sup> January 2023  3 <sup>rd</sup> & 4 <sup>th</sup> January 2023 All expenses borne by National Rubber Conference and 5 <sup>th</sup> January 2023 only hotel expenses born by FDDI amount of Rs. 9,220.78/-	
19.	India International Leather Fair, Chennai 2023 on 31 <sup>st</sup> January to 3 <sup>rd</sup> February 2023. All expanses borne by Leather Sector Skill Council (LSSC)	



20.	Visit Agra to attend Shoe Tech Agra from 4 <sup>th</sup> April 2023 to 6 <sup>th</sup> April 2023 Travel by Road and Hotel stay borne by Fair Committee.	
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<b>Name of Officer: Colonel Pankaj Kumar Sinha</b>				
<b>Designation: Secretary - FDDI</b>				
<b>Date of Joining: 06<sup>th</sup> April 2023</b>				
<b>Date of Reliving:</b>				
<b>DOMESTIC VISIT</b>				
<b>Sr. No.</b>	<b>Purpose of Visit</b>	<b>Date of Journey</b>	<b>Place of Visit</b>	<b>Amount</b>
1.	Meeting with Dr. Jomi Chan Pattathil, Professor, National Institute of Fashion Technology (NIFT), Mumbai	6/22/2023	Mumbai	₹4,921.00
2.	Interactions with the faculty & other staff and students on the various issues of the campuses such as Management, Admissions, Hostel, Mess & Cafeteria, discipline etc.	6/25/2023	FDDI Ankleshwar Campus	₹2,015.40
3.	Meeting with Education Secretary, Govt of Gujarat and Director, National Institute of Design, Ahmedabad	6/28/2023	Back to Head Office	₹3,686.00
4.	To attend ShoeTech	2 <sup>nd</sup> April 2025	Agra	NIL
5.	To meet the DM of Chhindwara	3 <sup>th</sup> April to 4 <sup>th</sup> April 2025	Nagpur	Rs. 16967/-
6.	For Interaction with staff of Patna Campus	25 <sup>th</sup> April to 29 <sup>th</sup> April 2025	Patna	Rs. 21867/-
7.	To FDDI Chhindwara for Fashion Show	7 <sup>th</sup> May to 8 <sup>th</sup> May 2025	Nagpur	Rs. 7095/-
8.	Industry Visit Chhindwara Campus	9 <sup>th</sup> May to 10 <sup>th</sup> May 2025	Indore	Rs. 13872/-
<b>INTERNATIONAL</b>				
9.	Leather Footwear & Leather Goods International Sourcing Show, Bangladesh	11 <sup>th</sup> October to 14 <sup>th</sup> October 2023	Bangladesh	Expenses borne by Leather and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB)

<b>Name of Officer: Ms. Pragya Singh, IRS</b>		
<b>Designation: Executive Director, FDDI Banur Campus</b>		
<b>Date of Joining: 16<sup>th</sup> March 2023</b>		
<b>Date of Reliving:</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1	2023-24 Visit to FDDI Noida from 08th June to 10th June 2023. Expenses Rs. 2681/-	
2	Visit to FDDI Noida for INI day from 04th Aug to 05th Aug 2023. Expenses Rs 6386/-	
3	Visit to FDDI Noida from 07th Aug to 11th Aug 2023 for Immersion program for Newly appointed ED's & Secretary of FDDI. Expenses Rs. 15531/-	
4	Visit to FDDI Noida from 08th Oct to 14th Oct 2023 for review meeting and ED Charge of Noida in absence of Sec/MD. Expenses Rs 26576/-	
5	Visit to FDDI Noida for briefing on the Admissions and promotion status of FDDI Banur Campus and discussion with the Chief Engineer, HO on the construction of the girl's hostel, Banur Campus.from 10th Feb to 13th Feb 2024. Expenses Rs 6770/-	
6	Visit to FDDI Noida from 27th Mar to 28th Mar 2024. Expenses Rs. 13494/-	
7	2024-25 Visit to FDDI Noida from 17th to 21st April 24. Expenses Rs. 9128/-	
8	Visit to FDDI Noida from 10th June to 14th June 24. Expenses Rs. 9661/-	
9	Visit to FDDI Noida from 24.7.24 to 25.7.24. Expenses Rs. 11999/-	
10	Visit to FDDI Noida from 17.09.24 to 18.09.24. Expenses Rs 6378/-	
11	Visit to FDDI Noida on 7.11.24. Expenses Rs 4498/-	
12	Visit to FDDI Noida from 11th Feb 2025 to 13th Feb 2025. Expenses Rs 5153/-	

<b>Name of Officer: Mr. Anil Kumar, AFHQCS</b>		
<b>Designation: Executive Director, FDDI Jodhpur Campus</b>		
<b>Date of Joining: 26<sup>th</sup> October 2023</b>		
<b>Date of Reliving:</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Noida to complete joining formalities from 25 <sup>th</sup> October 2023 to 28 <sup>th</sup> October 2023 Expenses Rs. 6332/-	
2.	Noida to participate in Emersion Program from 07 <sup>th</sup> November 2023 to 11 <sup>th</sup> November 2023 - Expenses Rs. 35619/-	
3.	IIM-AHRM Training, Ahmedabad, Gujrat from 03 <sup>rd</sup> December 2023 to 10 <sup>th</sup> December 2023- Expenses Rs. 9074/-	
4.	Noida for Founder's day celebration 13-15 Jan.24 Expense Rs. 18445/-	
5.	Noida for FDDI Employees Fitment meeting 6-8 Feb.2024 Expenses Rs. 14796/-	
6.	Noida 08-11 April 2024 for Admission strategy & status of western zone. Expenses Rs 17713/-	
7.	Noida 15-17 July 2024 for AM Post Selection Interview Expenses Rs 15411/-	
8.	Noida 23-25 July 2024 for Official Meeting Expenses Rs 16835/-	
9.	Hyderabad for INI day 04-08 August 2024 Expenses Rs. 19684/-	
10.	Noida for Founder's day celebration 13-15 Jan.25 Expenses Rs. 9130/-	
11.	Noida for Meeting with New MD, 11-14 Feb.25 Expenses Rs. 22492/-	
12.	To attend training of Advance material procurement at AJNIFMT New Delhi 31 May- 08 June 2025 Expenses Rs. 15912/-	

<b>Name of Officer: : Dr. Narasimhugari Tej Lohit Reddy, IAS</b>				
<b>Designation: Executive Director, FDDI Hyderabad Campus</b>				
<b>Date of Joining: 21<sup>st</sup> August 2023</b>				
<b>Date of Reliving:</b>				
<b>DOMESTIC VISIT</b>				
<b>Sr. No.</b>	<b>Purpose of Visit</b>	<b>Date of Journey</b>	<b>Place of Visit</b>	<b>Amount</b>
1	Official Tour	25/09/2023	HO-NOIDA	20575.00
2	Official Tour	21/11/2023	HO-NOIDA	18489.00
3	Official Tour	17/01/2024	CALICUT	31326.00
4	Official Tour	28/02/2024	Dehradun	15344.00
5	Official Tour	19/09/2024	HO-NOIDA	12991.00
6	Official Tour	30/09/2024	HO-NOIDA	18037.00
7	Official Tour	25/11/2024	Chhindwara	19073.00
8	Visit Apache Footwear India Pvt. Ltd. & Leather Goods	27/12/2024	Nellore, AP	18203.00
9	Visit India International Leather Fair	01/02/2025	Chennai	13251.00
10	Meeting with MD	12/02/2025	HO-Noida	20190.00
11	Meeting with social welfare Secretary - AP	24/02/2025	Vijayawada	28955.00
12	Meeting with Director Education & Director skill & Director ST & Admissions press conference	07/04/2025	Bhubaneswar	54937.00
13	Meeting with MD	16/06/2025	HO- NOIDA	2177.17
<b>INTERNATIONAL</b>				
1	Official Tour - DPIIT	27/08/2024	Russia	24779.00

<b>Name of Officer: Mr. Ashok Kumar Choudhary</b>		
<b>Designation: Executive Director, FDDI Jodhpur Campus</b>		
<b>Date of Joining: 28<sup>th</sup> October 2015</b>		
<b>Date of Reliving: 31<sup>st</sup> March 2020</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.		<b>Budapest - Hungary</b> For participate in NFL Flobal sustainable fashion week from 10 <sup>th</sup> April 2019 to 12 <sup>th</sup> April 2019 Expenses Rs. 153891/-
2.	Tour to Noida for official purpose from 27 <sup>th</sup> May 2019 to 30 <sup>th</sup> May 2019 Expenses Rs. 1424/-	
3.	Tour to Noida for official purpose from 1 <sup>st</sup> July 2019 to 7 <sup>th</sup> July 2019 Expenses Rs. 3808/-	

<b>Name of Officer: Mr. Sunil Kumar Ullattuthodiyl</b>		
<b>Designation: Executive Director, FDDI Kolkata Campus</b>		
<b>Date of Joining: 2<sup>nd</sup> June 2023</b>		
<b>Date of Reliving: 07<sup>th</sup> August 2024</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Delhi for FDDI (HQ) meeting on Immersion Program from 07/08/23 to 11/08/23. Expenses:Rs.36,542/	
2.	Kolkata to Gawhati for participating in the event at Gawhati organized by Students Outreach on 29/08/23 to 31/08/23. Expenses: Rs.16,293/	

<b>Name of Officer: Ms. Manju Maan</b>		
<b>Designation: Executive Director, FDDI Noida Campus</b>		
<b>Date of Joining: 07 November 2024</b>		
<b>Date of Reliving:</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1	Expense incurred during Official Visits to FDDI Guna Campus from 01.05.2025 to 03.05.2025 for  Meeting with Commissioner (OBC), Director (Technical Education), Assistant Professor (Career Guidance) Government of Madhya Pradesh at Bhopal. Principal Meet at Guna Campus. Meeting with the officials of District Administration. Expenses <b>Rs. 22,751/-</b>	NIL
2	Expense incurred during Official Visits to FDDI Guna Campus from 06.04.2025 to 10.04.2025 to attend the inaugural session for DGR Training program at Guna Campus. Expenses <b>Rs. 24,830/-</b>	
3	Expense incurred during Official Visits to Agra from 01.04.2025 to 03.04.2025 to attend Shoetech Agra 2025 organized by IFCOMA Expenses <b>Rs.11,590/-</b>	
4	Expense incurred during Official Visits to FDDI Guna Campus from 18.03.2025 to 20.03.2025 to review the progress in all aspects of Campus  Expenses <b>Rs. 10,044/-</b>	
5	To attend India International Leather Fair (IILF) 2025, Chennai Expenses <b>Rs. 24,770/-</b>	
6	Expense incurred during Official Visits to Mumbai from 17.12.2024 to 19.12.2024 to attend Shoetech Mumbai 2025 organized by IFCOMA Expenses <b>Rs. 30,290/-</b>	

<b>Name of Officer: Mr. Neeraj Kumar</b>		
<b>Designation: Executive Director, FDDI Patna / Kolkata Campus</b>		
<b>Date of Joining: 3<sup>rd</sup> February 2025</b>		
<b>Date of Reliving:</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Visit to Noida for official meeting from 12 <sup>th</sup> February 2025 to 14 <sup>th</sup> February 2025 Expenses Rs. 31,226/-	
2.	Visit to Kolkata for Convocation from 16 <sup>th</sup> February 2025 to 18 <sup>th</sup> February 2025 Expenses Rs. 24,601/-	
3.	Visit to Kolkata and Chhindwara for official work from 16 <sup>th</sup> May 2025 to 21 <sup>st</sup> May 2025 Expenses Rs. 27,895/-	

<b>Name of Officer: Ms. Sarita Duhan</b>		
<b>Designation: Executive Director, FDDI Rohtak Campus</b>		
<b>Date of Joining: 31st December 2024</b>		
<b>Date of Reliving:</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Tour to Noida for official purpose from 12 <sup>th</sup> February 2025 to 13 <sup>th</sup> February 2025 Expenses Nil	
2.	Tour to Agra for official purpose from 01 <sup>st</sup> April 2025 to 03 <sup>rd</sup> April 2025 Expenses Rs. 11,590/-	Tour to Guangzhou, China for official purpose from 11 <sup>th</sup> May 2025 to 19 <sup>th</sup> May 2025 <b>Expenses Under process</b>

<b>Name of Officer: Mr. Lalit Prakash</b>		
<b>Designation: Executive Director, FDDI Chhindwara Campus</b>		
<b>Date of Joining: 31st December 2024</b>		
<b>Date of Reliving:</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Visit to FDDI Jodhpur from 02 <sup>nd</sup> February to 4 <sup>th</sup> February 2025 to Attend exposure visit at FDDI Jodhpur. Expenses Rs.30126/-.	
2.	Visit to FDDI Noida from 11 <sup>th</sup> February to 14 <sup>th</sup> February 2025 for Immersion program for Newly appointed ED's & Secretary of FDDI. Expenses claimed.Rs.20416/-	
3.	Visit to FDDI Noida from 17 <sup>th</sup> June to 18 <sup>th</sup> June 2024 for review meeting at with MD. Expenses to be claimed.	



<b>Name of Officer: Mr. Sunil Kumar Dwivedi</b>		
<b>Designation: Executive Director, FDDI Fursatganj Campus</b>		
<b>Date of Joining: 06 December 2024</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1	Expense incurred during Official Visits as per Approval: <b>Expense: 25254/-</b> 11.02.2025 to 14.02.2025 Visited Noida for meeting with MD Sir.	NIL
2	Expense incurred during Official Visits as per Approval: <b>Expense: 11122/-</b> 25.03.2025 to 26.03.2025 Visited Noida for meeting with MD Sir.	NIL

<b>Name of Officer: Mr. Vikas Verma (IRSME)</b>		
<b>Designation: Executive Director, FDDI Fursatganj Campus</b>		
<b>Date of Joining: 26 Feb 2016</b>		
<b>Date of Reliving: 24 Feb 2020</b>		
<b>Sr. No.</b>	<b>Details of Domestic Visit</b>	<b>Details of International Visit</b>
1.	Expense incurred on Shifting Household goods from Fursatganj to Lucknow as his Deputation ended at FDDI on 24 Feb 2020. <b>Expense: Rs. 22,500/-</b>	
2	Expense incurred during Multiple Official Visits as per Approval: <b>Expense: 1,121/-</b> 06.02.2020 to 08.02.2020 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT. 11.02.2020 to 15.02.2020 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT. 17.02.2020 to 21.02.2020 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT and review on progress of other campus Noida, Fursatganj, Banur, Patna, Chennai & Hyderabad. 22.02.2020 Visited Patna Campus as routine visit of campus.	
3	Expense incurred for Composite Transfer & Packing Grant (CTG) to ED Sir (80% of Current Basic Pay) as per Approval. <b>Expense: 64,960/-</b>	
4	Expense incurred during Multiple Official Visits as per Approval: <b>Expense: 857/-</b> 27.01.2020 Visited Patna Campus as routine visit of campus. 28.01.2020 to 31.01.2020 Visited Noida for meeting with MD Sir about PSDP of HRD. 01.02.2020 to 02.02.2020 Visited Chennai for attending Indian International Leather Fair - 2020	

5	<p>Expense incurred during Multiple Official Visits as per Approval:  <b>Expense: 2,024/-</b>  19.11.2019 to 21.11.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT.  15.12.2019 to 20.12.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT.  09.12.2019 to 13.12.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of DPIIT.</p>	
6	<p>Expense incurred during Multiple Official Visits as per Approval:  <b>Expense: 4,112/-</b>  23.09.2019 to 27.09.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.  09.10.2019 to 11.10.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.  14.10.2019 to 16.10.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.  21.10.2019 to 23.10.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.  30.10.2019 to 01.11.2019 Visited Hyderabad for Admission 2020 and meeting with staff members of Hyderabad Campus.  08.11.2019 to 09.11.2019 Visited Agra for attending "Meet At Agra" at Agra Trade Centre.  12.11.2019 to 16.11.2019 Visited Chennai for Convocation 2019 of Chennai Campus.</p>	
7	<p>Expense incurred during Multiple Official Visits as per Approval:  <b>Expense: 1,394/-</b>  01.07.2019 to 06.07.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.  29.07.2019 to 02.08.2019 Visited Noida for attending 4th Senate meeting of FDDI and meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.  19.08.2019 to 24.08.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.  03.09.2019 to 07.09.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT.</p>	
8	<p>Expense incurred during Multiple Official Visits as per Approval:  <b>Expense: 1,413/-</b>  08.04.2019 to 12.04.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT and some other issues related to FDDI campus(s).  30.04.2019 to 04.05.2019 Visited Noida for meeting with MD Sir about PSDP of HRD Mission Scheme of IFLADP, department of DPIIT and some other issues related to FDDI campus(s).</p>	

## 15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

Information may be sought from the respective campus of FDDI pertaining to Teaching, Research, Consultancy, Testing between 9:30 AM to 5:30 PM (on all working days).

## 16. INTERNAL COMPLAINT COMMITTEE (ICC)/ WOMEN CELL

Constitution of Internal Complaints Committees under sexual harassment of women at work place under (prevention, prohibition and redressal act, 2013) is functional at FDDI.

Sr. No.	FDDI Campus	Internal Complaint Committee (ICC)
1.	HO/ Noida	<p><b>Presiding Officer</b> – Ms. Shweta Saini (Emp. Code- 00193), Sr. Consultant (Retail).</p> <p><b>Member (Convener)</b> — Ms. Sarika Tondon (Emp. Code - 01076), Sr. Manager (Admissions &amp; Promotions)</p> <p><b>Member</b> – Ms. Pooja Panwar (Emp Code - 00937), Faculty (HO-HR)</p> <p><b>Member</b> – Mr. Himanshu Baluni (Emp Code - 01061), Faculty (LGAD)</p> <p><b>External Member-</b> Dr. Aditi Kaushal Bhardwaj, Vice President “Paralegal Posh”.</p>
2.	Banur	<p><b>Presiding Officer</b> – Ms. Alka Morolia (Emp. Code- 00335), Assistant Manager (A&amp;F).</p> <p><b>Member (Convener)</b> –Ms. Payal Srivastava (Emp. Code- 00806 Assistant Manager (Library).</p> <p><b>Member</b> – Mr. Mahesh Kant Prakash (Emp. Code - 01084), Assistant Manager (Admin).</p> <p><b>External Member-</b> Ms. Mamta Sharma, Advisory Board Member of “Care for Autism Foundation”.</p>
3.	Chennai	<p><b>Presiding Officer</b> - Dr. Neeti Kishore (Emp Code-01055), Sr. Faculty Gr-II (FD)</p> <p><b>Member (Convener)-</b> Ms. Dhivya S (Emp Code-01169), Jr. Faculty (FD)</p> <p><b>Member-</b> Mr. K. Dinesh Kumar (Emp Code- 01037), Sr. Faculty Gr-I (FDP) Member</p> <p><b>External Member-</b> Dr. Chandravadana, Professor</p>
4.	Chhindwara	<p><b>Presiding Officer</b> – Ms. Shraddha Jhaloya (Emp Code-01044), Faculty &amp; HoD (Fashion Design)</p> <p><b>Member (Convener)-</b> Ms. Beena Yadav (Emp Code-00816), Assistant Manager (Library)</p> <p><b>Member-</b> Mr. Jagrat Sadarang (Emp Code-00922), Assistant Manager (Placement)</p> <p><b>External Member-</b> Mrs. Swati Chauhan, Principal, Podar International School, Chhindwara</p>
5.	Rohtak	<p><b>Presiding Officer</b> –Ms. Sudeshna Rakshit (Emp Code -01040), Jr. Faculty (Footwear)</p>

		<p><b>Member (Convener)</b>- Dr. Sarita Devi (Emp Code- 01048), Jr. Faculty (Fashion Design)</p> <p><b>Member</b>- Ms. Deepak Sahni (Emp Code- 00315), Dy. Manager (ITSC)</p> <p><b>External Member</b>- Ms. Pallavi Handa, President (Dream Makers - NGO)</p>
6.	Kolkata	<p><b>Presiding Officer</b> – Ms. Basumitra Ghosh Mukherjee (Emp Code- 01086), Sr. Faculty Gr-I (LGAD)</p> <p><b>Member (Convener)</b>- Ms. Ishita Saha (Emp Code- 01080), Assistant Manager (Admin)</p> <p><b>Member</b>- Ms. Arati Soni (Emp Code- 01089), Jr. Lab Assistant (FD)</p> <p><b>Member</b>- Mr. Prashanta Kumar Nanda (Emp Code- 00277), Sr. Faculty (Footwear)</p> <p><b>External Member</b>- Ms. Shakuntala Chanda, Managing Trustee, Footsteps Foundation</p>
7.	Fursatganj	<p><b>Presiding Officer</b> – Ms. Shikha Srivastava (Emp Code- 00424), Assistant Manager, Placement</p> <p><b>Member (Convener)</b>- Ms. Richa Arora, (Emp Code-00895), Sr. Faculty Gr-II (FD)</p> <p><b>Member</b>- Mr. Nalin Pandey (Emp Code- 00470), Assistant Manager</p> <p><b>External Member</b>- Ms. Stuti Sonker, Associate Professor, NIFT</p>
8.	Jodhpur, Ankleshwar & Guna (ICC of Jodhpur shall look after Guna and Ankleshwar also)	<p><b>Presiding Officer</b> – Dr. Asma Khan (Emp Code- 01157), Sr. Faculty Gr-II (FD)</p> <p><b>Member (Convener)</b>- Mr. Mohit Mathur (Emp Code- 01103), Assistant Manager (SA&amp;E)</p> <p><b>Member</b>- Ms. Manju Satankar, (Emp Code- 01134), Faculty (ITSC)</p> <p><b>External Member</b>- Ms. Kiran Tripathi, Secretary, Shri Jagat Kalyan Shikshan Sansthan, Jodhpur</p>
9.	Patna	<p><b>Presiding Officer</b> – Ms. Rupa Shree (Emp Code 00921), Assistant Manager (Placement)</p> <p><b>Member (Convener)</b>- Ms. Apurna Sagar (Emp Code- 01041), Jr. Faculty (Fashion Design)</p> <p><b>Member</b>- Ravi Prakash (00511), Assistant Manager (ITSC)</p> <p><b>External Member</b>- Anju Sinha, Program Manager, Gramin &amp; Nagar Vikas Parishad</p>
10.	Hyderabad	<p><b>Presiding Officer</b> – Ms. Anamika Chowdhary (Emp. Code- 00256), Dy. Manager (A&amp;F)</p> <p><b>Member (Convener)</b>-Mr. Chilakamarthy Venu Gopal, (Emp Code- 01158), Sr. Faculty Gr-I (Footwear)</p> <p><b>Member</b>- Ms. Shachi Yadav (Emp. Code - 01146), Associate Project Scientist (COE)</p> <p><b>External Member</b>- Ms. Janaki Mandala, Member- IPRAS, NGO</p>





**17. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS. (SECTION 4(1)(B)(XVI) OF RTI ACT, 2005)**

The Names, Designation and Particulars of First Appellate Authorities (FAA) & Central Public Information Officers (CPIO) of FDDI for its Administrative Offices.

LIST OF FIRST APPELLATE AUTHORITY (FAA) AND CENTRAL PUBLIC INFORMATION OFFICER (CPIO)-ALL CAMPUSES						CONTACT TIMINGS
S.NO	CAMPUS	FAA	FAA Contact Details	CPIO	CPIO Contact Details	9:30 AM-5:30 PM
1	Banur	Col Pankaj Kumar Sinha, Secretary, FDDI	<a href="mailto:secretary@fddiindia.com">secretary@fddiindia.com</a> <a href="tel:9560022074">9560022074</a>	Mr. Sandeep Kumar Ganjay (01026), Sr. Faculty, Fashion Design	<a href="mailto:sandeepguide@fddiindia.com">sandeepguide@fddiindia.com</a> <a href="tel:9914510299">9914510299</a>	
2	Kolkata			Mr. Samuel Chakraborty (00714) Manager	<a href="mailto:samuel.fddi@nic.in">samuel.fddi@nic.in</a> <a href="tel:8334070297">8334070297</a>	
3	Ankleshwar			Mr. Rajesh Parashar (00673), Sr. Faculty	<a href="mailto:rajesh.parashar@fddiindia.com">rajesh.parashar@fddiindia.com</a> <a href="tel:8959236788">8959236788</a>	
4	Chennai			Mr. K. Dinesh Kumar (01037), Sr. Faculty	<a href="mailto:dineshkumar@fddiindia.com">dineshkumar@fddiindia.com</a> <a href="tel:8015099716">8015099716</a>	
5	Chhindwara			Mr. Aritra Das (00005), Centre In-Charge/ Chief Faculty	<a href="mailto:aritra@fddiindia.com">aritra@fddiindia.com</a> <a href="tel:9953576359">9953576359</a>	
6	Fursatganj			Mr. Varun Gupta (00422), Jr. Consultant, Footwear	<a href="mailto:varun@fddiindia.com">varun@fddiindia.com</a> <a href="tel:8601835999">8601835999</a>	

7	Guna		Mr. Jitender Gupta (00169), Jr. Consultant/Centre In- Charge, Footwear	<a href="mailto:jitender@fddiindia.com">jitender@fddiindia.com</a> <a href="tel:9935496265">9935496265</a>
8	Hyderabad		Mr. Amit Puri Gowsami, Deputy Manager	<a href="mailto:amit.pg@fddiindia.com">amit.pg@fddiindia.com</a> <a href="tel:9444206108">9444206108</a>
9	Jodhpur		Mr. Ganpat Lal Lakhara (00453), Dy. Manager, ITSC	<a href="mailto:ganpat@fddiindia.com">ganpat@fddiindia.com</a> <a href="tel:9928077745">9928077745</a>
10	Patna		Mr. Sanjeev Kumar Mishra (00156), Sr. Faculty, Footwear	<a href="mailto:sanjeevmishra@fddiindia.com">sanjeevmishra@fddiindia.co</a> <a href="tel:9910286739">m 9910286739</a>
11	Rohtak		Mr. Mohamad Adil (01077) Asstt. Manger (Admin.)	<a href="mailto:mdadil@fddiindia.com">mdadil@fddiindia.com</a> <a href="tel:9897827050">9897827050</a>
12	Noida		Ms. Hemlata Sardana (00001), Dy. Manager, SA&E	<a href="mailto:hemlata@fddiindia.com">hemlata@fddiindia.com</a> <a href="tel:9971130222">9971130222</a>

# SUMMARY REPORT: Third Party RTI Audit Report of FDDI by National Productivity Council (NPC), New Delhi dt. 16<sup>th</sup> July 2024

 <p><b>Transparency Audit Summary Report</b></p> <p>Of</p>  <p><b>FDDI</b> Ministry of Commerce &amp; Industry Government of India (An IN under FDDI Act 2017)</p> <p><b>Submitted By</b></p>  <p><b>National productivity Council</b> (under DPIIT, Ministry of Commerce &amp; Industry, Government of India) 5-6 Institutional Area, Lodi Road, New Delhi-11000</p>	<p style="text-align: right;">Transparency Audit Report <b>1</b></p> <p><b>Third Party RTI Audit Summary Report</b></p> <p>The Right to Information Act allowed the citizen to have unprecedented access to information under the control of public authorities.</p> <p>Section 4(1)(b) of the RTI Act lays down the information which should be disclosed by Public Authorities on a suo moto or proactive basis. Section 4(2) and Section 4(3) prescribe the method of dissemination of this information. The purpose of suo moto disclosures under Section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities (PAs) more transparent and to reduce the need for filing individual RTI applications.</p> <p>The Department of Personnel and Training (DoPT) directed all the PAs, vide its order dated April 15, 2013, to ensure regular audit of mandatory disclosures by a third party. Each ministry/public authority should have its proactive disclosure package audited by a third-party every year.</p> <p>The audit, done by National Productivity Council (NPC) (under DPIIT, Ministry of Commerce &amp; Industry, GoI.) covers compliance with the proactive disclosure guidelines as well as adequacy of the items included in the same. The audit has also examined whether there are any other types of information which could be proactively disclosed.</p> <p>We appreciate the sincere efforts of Footwear Design and Development Institute – FDDI as Public Authority for sharing the required information on website to maintain the transparency. It has been observed during the Audit that the information relates to few areas has to be shared on website with more clarity like: -</p> <ol style="list-style-type: none"> <li>1. FDDI should have a valid STQC certificate for its website and same should be uploaded on the website.</li> <li>2. FDDI's Website should also be in Hindi/Vernacular Language</li> </ol> <p style="text-align: right;">National Productivity Council</p>	<p style="text-align: right;">Transparency Audit Report <b>2</b></p> <p>NPC would like to share positive feedback so that in future all the required information/urls/links may be posted on website to meet the Transparency Audit Metrix.</p> <p style="text-align: right;">   <b>Amitava Ray, CPJO</b>  <b>National Productivity Council,</b>  <b>New Delhi-11000</b> </p> <p>Date: 16<sup>th</sup> July 2024</p> <p style="text-align: right;">National Productivity Council</p>
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## TRAINING OF CPIO/APIO

### Online training session on RTI Act, 2005 held at FDDI

An online training session on the various aspects of the RTI Act, 2005, was conducted on 24<sup>th</sup> January 2024 which was attended by approximately 40 employees across FDDI campuses, including CPIOs, Heads of School, Heads of Department, and other key personnel working across different functional of management including administration, purchase, placements, finance, IT etc.

The three-hour session, led by Mr. Jitender Bhatti, a former faculty member of ISTM, was extremely informative and comprehensive.

Mr. Bhatti meticulously covered all 31 sections of the RTI Act, elucidating the roles and responsibilities of CPIOs/APIOs, discussing exemptions granted under the RTI Act, and emphasizing the significance of suo-moto disclosure under Section 04.



Participants at FDDI, Noida campus



Other campus attending the online training session

He also explained on the RTI-MIS, which is instrumental in the effective implementation and monitoring of the RTI Act and plays a crucial role in ensuring compliance and transparency in the processes.

Mr. Bhatti's explained about the procedures and actions to be taken on appeal, along with the crucial role of the First Appellate Authority, besides providing valuable insights into navigating the appeal process effectively.

The training was invaluable in enhancing the understanding of the intricate aspects of the RTI Act and to promote transparency and accountability in the working.

## 18. ANNUAL REPORT

The Annual Report of FDDI being published every year in English & Hindi, is available at <https://www.fddiindia.com/annual-reports.php>

**Separate Audit Report of the Comptroller and Auditor General of India on the Accounts of Footwear Design & Development Institute for the year ended 31 March 2024**

We have audited the attached Balance sheet of Footwear Design & Development Institute (FDDI) as on 31 March 2024 and the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date under Section 19(2) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 read with Section 23(2) of the Footwear Design & Development Institute Act, 2017. There are a total of 12 Campuses of FDDI all over India. All 12 campuses (Patna, Kolkata, Jodhpur, Ankaleshwar, Guna, Chhindwara, Noida, Fursatganj, Rohtak, Chandigarh, Hyderabad and Chennai) prepare their own standalone financial statements which are consolidated by FDDI, Noida. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller and Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms etc. Audit observations on financial transactions with regard to compliance with the Law, Rules and Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Reports/CAG's Audit reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

(i) We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit;

(ii) The Balance Sheet and Income and Expenditure Account/ Receipts and Payments Account dealt with by this report have been drawn up in the format prescribed by the Ministry of Finance.

(iii) In our opinion, proper books of accounts and other relevant records have been maintained by FDDI, Noida in so far as it appears from our examination of such books.

(iv) We further report that:

**A. Balance Sheet**

**A.1 Current liabilities and Provisions (Schedule-7): ₹58.48 crore**  
**Other Administrative Expenses (Schedule-21): ₹32.54 crore**

The above amount does not include outstanding demand of Noida Authority amounting to ₹12.45 crore towards lease rent for the allotted land along with interest as on 31 March 2024.

FDDI received (January 2024) a demand notice of ₹12.45 crore towards lease rent/interest for the period up to 31 December 2023. Similar notices were received by FDDI in previous years also. FDDI requested (February 2021, February 2022 and May 2024) Noida Authority to waive off the interest amount on the plea that it did not have surplus fund to pay the outstanding amount. However, the Authority rejected (March 2022 and July 2022) the request of FDDI stating that the lease rent and interest was payable by FDDI as per the terms and conditions of the lease agreement and there was no provision for waiver. Despite this, the outstanding demand was not provided for in the books of accounts as on 31 March 2024 and it was disclosed only as a contingent liability.

Non-provisioning of the outstanding demand of Noida Authority resulted in understatement of Current Liabilities and Provisions, understatement of Other Administrative Expenses and consequent understatement of Deficit by ₹12.45 crore.

This issue was also raised in the Separate Audit Report on the Accounts for the year 2022-23. However, no corrective action has been taken by the Management.

**A.2 Current Assets, Loans, Advances, etc. (Schedule-11): ₹49.58 crore**  
**Other Assets: Student Fee Receivables: ₹8.38 crore**

The above includes fee amounting to ₹86.34 lakh pending for recovery for more than three years from students who had already left FDDI. As the receivable amount has been outstanding for more than three years and possibility of recovery of the fees receivable was remote, necessary provision should have been made. FDDI has also not disclosed any accounting policy regarding provision for doubtful recovery.

This resulted in overstatement of Current Assets and understatement of Provisions as well as understatement of Deficit by ₹86.34 lakh.

**A.3 Current liabilities and Provisions (Schedule-7): ₹58.48 crore**

(a) The above does not include ₹50.22 lakh being the amount payable for the services utilized and expenses incurred by FDDI, Hyderabad campus during 2023-24. No provision for outstanding liability of ₹50.22 lakh has been created in its books of accounts.

This has resulted in understatement of Current Liabilities, understatement of Expenses with consequential understatement of Deficit by ₹50.22 lakh.

(b) The above includes Student Development Fee of ₹3.92 crore which is shown under the head 'Funds for Students'. As per the provisions of Finance and Accounts Manual of FDDI, Student Development Fee is a part of the Direct Income. Therefore, amount received on

account of Student Development Fee should have been accounted for as Income instead of showing it under Current Liabilities.

This has resulted in understatement of Fees/Subscriptions, overstatement of Current Liabilities and overstatement of Deficit for the year 2023-24 by ₹3.92 crore.

(c) The above includes ₹15.00 lakh received by FDDI, Kolkata Campus from West Bengal SC/ST Development Finance Corporation Limited in the year 2017-18 for SC/ST students. Since the amount had been duly spent, the same should have been adjusted in Income and Expenditure Account instead of showing under Current Liabilities. This has resulted in overstatement of Current Liabilities and understatement of Income to the same extent. Consequently, Deficit is also overstated by the same amount.

#### **B. Contingent Liabilities (Schedule-25)**

The above schedule does not include the litigation cases related to Head office-Noida and other branches/campuses of FDDI, which were pending with different Courts.

Audit observed that a total 15 court cases (Noida-5, Fursatganj-3, Rohtak-1, Banur-2, Jodhpur-4) were pending. FDDI should have disclosed all the legal cases under Contingent Liabilities as per the Uniform Format of Accounts. Further, in one of the cases, a recovery suit had been filed against FDDI for ₹2,13,683 along with pendente lite and future interest at the rate of 18 percent per annum from the date of filing the suit till its realization. This was also not disclosed in the accounts.

#### **C. General**

In para 5(b) of Schedule-24, it was disclosed that lands of 7 branches (Chennai, Kolkata, Rohtak, Jodhpur, Hyderabad, Patna and Banur) had been allotted free of cost by the respective State Governments and the same had been shown in the books of accounts at nominal values of ₹1/- each. However, land details of other 5 branches were not disclosed in books of accounts. Further, in Schedule 8 (8A and 8B) related to Fixed Assets, all buildings were shown on freehold land which is incorrect as the lands of 8 campuses are leasehold. The disclosure in Schedule 8 is deficient to that extent.

In respect of Rohtak campus, Haryana State Industrial Development Corporation Ltd allotted (April 2009) 15 acres of land on leasehold basis for an initial period of five years (effective from 19 January 2009). Upon expiry of the initial period of five years, the lease was renewable for a further period of 25 years if FDDI fully established the Footwear Design and Development Institute on the said land within the initial five year period. Annual lease rent for the land was ₹100 per year per acre. The initial five-year period had expired in the year 2014. However, the renewal of the lease deed for further 25 years had not been completed so far. Therefore, provision for lease rent of ₹15,000 (15 acres \*100\*10 years) should be booked by the Rohtak Campus.

#### **D. Grant-in-Aid**

FDDI had an opening balance of Grant amounting to ₹4.73 crore as on 1 April 2023 and it received grant of ₹31.12 crore under different heads (Non-leather project: ₹18.10 crore,



Noida lab building: ₹8.27 crore and Bannur Girls Hostel: ₹4.75 crore) from the Government of India during the year 2023-24. Out of the total grant, FDDI utilised an amount of ₹21.74 crore. Closing balance of Grant as on 31 March 2024 was ₹14.11 crore.

Besides, FDDI earned interest of ₹0.058 crore on the grants and refunded interest of ₹0.145 crore during the year.

**E. Management Letter**

Deficiencies which have not been included in this Separate Audit Report have been brought to the notice of the Management of the Institute through a Management Letter issued separately for remedial/corrective action.

(v) Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income and Expenditure Account/Receipts and Payments Account dealt with by this report are in agreement with the books of accounts.


(vi) In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in **Annexure** to this Separate Audit Report, **give a true and fair view** in conformity with accounting principles generally accepted in India:

- (a) In so far as it relates to the Balance Sheet, of the state of affairs of FDDI as at 31 March 2024; and
- (b) In so far as it relates Income and Expenditure Account, of the *deficit* for the year ended on that date.

**For and on behalf of the  
Comptroller and Auditor General of India**

Place: New Delhi

Dated: 19 DEC 2024

  
(S. Ahladini Panda)  
Director General of Audit  
Industry & Corporate Affairs

### Annexure to Separate Audit Report

#### 1. Adequacy of Internal Audit System

Internal Audit was being done by hired Chartered Accountants' firm namely RSM & Associates and the same had been completed up to the financial year 2023-24 for all the campuses.

#### 2. Adequacy of Internal Control System

The internal control system was inadequate and not commensurate with the size and nature of the activities of FDDI in so far as financial matters are concerned, due to the reasons mentioned below:

- (a) Sundry creditors include balance of ₹1,176.22 lakh, out of which ₹35.73 lakh pertain to sundry creditors outstanding for more than three years and amount of ₹11.99 lakh pertains to sundry creditors outstanding for one to three years. The total of campus-wise creditors of ₹1,176.22 lakh as provided by Management (age-wise creditors in MS-Excel) was also not matching with the amount shown in annual accounts i.e. ₹1,177.68 lakh (As per Schedule-7).

Further, balance confirmation of Sundry Debtors of ₹152.51 lakh which were pending for more than three years was not found on record.

- (b) There was no uniformity in maintaining expenditure control register, separate ledger for hostel fee, advance register, TA and LTC bill register, medical claim expenditure register, Investment register and register of contracts.

- (c) Amounts of ₹30,000 and ₹4,000 shown under staff imprest have not been recovered from two former employees since 2015 and 2011 respectively.

- (d) FDDI, Noida Campus incurred an expenditure of ₹27.42 lakh towards Legal & Professional Charges during the year 2023-24. However, the empanelment letters of the legal consultants for the period from 1 April 2023 to 29 February 2024 were not available on records.

#### 3. System of Physical Verification of Fixed Assets

Physical verification of fixed assets was completed for all campuses except Chennai campus. In the Assets Registers, value of each asset (working and non-working assets) were not disclosed.

#### 4. System of Physical Verification of Inventory

Physical verification of the inventory had been completed by the Management for all campuses except Chennai campus.

#### 5. Regularity in Payment of Statutory Dues

The Institute was regular in payment of statutory dues during the year 2023-24.

  
19/12/24  
Director (AMG-III)

## FINANCIAL REPORT

### FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE CONSOLIDATED BALANCE SHEET AS AT 31ST MARCH, 2024

(Amount In Rs.)

Particular	Schedule	As at 31.03.2024	As at 31.03.2023
<b>CORPUS/ CAPITAL FUND AND LIABILITIES</b>			
Corpus/ Capital Fund	1	35,67,49,982	39,94,58,099
Reserves And Surplus	2	-	-
Earmarked/ Endowment Funds	3	5,23,41,11,855	5,59,44,86,512
Secured Loans And Borrowings	4	-	-
Unsecured Loans And Borrowings	5	-	-
Deferred Credit Liabilities	6	-	-
Current Liabilities And Provisions	7	58,48,08,924	51,73,60,694
<b>TOTAL</b>		<b>6,17,56,70,762</b>	<b>6,51,13,05,305</b>
<b>ASSETS</b>			
Fixed Assets	8	5,33,80,48,540	5,68,02,41,295
Investments - From Earmarked/Endowment Funds	9	-	-
Investments - Others	10	34,17,83,780	36,55,77,006
Current Assets, Loans, Advances Etc.	11	49,58,38,442	46,54,87,003
Miscellaneous Expenditure (to the extent not written off or adjusted)			
<b>TOTAL</b>		<b>6,17,56,70,762</b>	<b>6,51,13,05,305</b>

SIGNIFICANT ACCOUNTING POLICIES 24

CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS 25

For Footwear Design & Development Institute

  
Dr. Sumit Kumar Jarangal, IAS  
Managing Director

  
Col. Pankaj Kumar Sinha  
Secretary

  
Sunil Bisht  
Manager (A&F)

Place: Noida  
Dated: 16.08.2024



**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE**  
**CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED ON 31ST MARCH, 2024**

(Amount In Rs.)

Particular	Schedule	31.03.2024	31.03.2023
<b>INCOME</b>			
Income from Sales/Services	12	9,29,66,613	5,50,80,910
Grants/Subsidies	13	65,85,98,074	69,46,32,363
Fees/Subscriptions	14	46,91,54,026	49,17,03,003
Income from Investments (Income on Invest, from earmarked/endow. Funds transferred to Funds)	15	93,00,890	65,38,028
Income from Royalty, Publication etc.	16	-	-
Interest Earned	17	2,75,19,005	3,34,91,544
Other Income	18	2,56,16,259	2,30,70,887
Increase/(decrease) in stock	19	-9,19,125	-14,81,335
<b>TOTAL (A)</b>		<b>1,28,22,35,742</b>	<b>1,30,30,35,400</b>
<b>EXPENDITURE</b>			
Establishment Expenses	20	31,06,60,379	26,86,55,843
Other Administrative Expenses etc.	21	32,54,24,729	45,19,90,347
Expenditure on Grants, Subsidies etc.	22	65,85,98,074	69,36,29,120
Interest	23	-	-
Depreciation	8A	3,02,73,836	2,24,41,903
<b>TOTAL (B)</b>		<b>1,32,49,57,018</b>	<b>1,43,67,17,214</b>
Prior Period Expenses		-	-
Balance being excess of Income over Expenditure (A-B)		(4,27,21,276)	(13,36,81,814)
Transfer to Special Reserve (Specify each)		-	-
Transfer to / from General Reserve		-	-
Balance Being Surplus/(Deficit) Carried To Corpus/ Capital Fund		(4,27,21,276)	(13,36,81,814)

Significant Accounting Policies


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Contingent Liabilities And Notes On Accounts

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For Footwear Design & Development Institute

  
**Dr. Sunmeet Kumar Jarangal, IAS**  
**Managing Director**

  
**Col. Pankaj Kumar Sinha**  
**Secretary**

  
**Sunil Bisht**  
**Manager (A&F)**

Place: Noida  
Dated: 16-08-2024

**Footwear Design and Development Institute**  
**Consolidated statement of Receipts and Payments**  
**For the year ended on 31st March, 2024**

		(Amount in Rs.)	
		As at 31.03.2024	As at 31.03.2023
<b>RECEIPTS</b>	<b>PAYMENTS</b>		
I) Opening Balances	I) Expenses		
a) Cash in hand	a) Establishment Expenses (corresponding	1,50,231	93,527
b) Bank Balances	b) Administrative Expenses (corresponding	2,21,59,179	1,51,93,409
i) In current accounts	II) Payments made against funds for various projects	19,55,60,388	1,04,95,64,070
ii) In Deposit/Saving accounts	a) PLSDP	4,00,00,000	-
iii) Fixed deposit value Excluded from Bank balance	b) IDLS	-	-
II) Grants / Funds Received	c) Others (Payment to party from Govt	-	18,11,11,167
a) From Government of India	III) Investments and deposits made	-	-
b) Capital expenditure	a) Out of Earmarked/Endowment funds	-	-
c) PLSDP	b) Out of Own Funds (Investments-Others)	-	25,000
d) Others -Grant	c) Investment in Gratuity Fund	-	33,64,240
b) From State Government	IV) Expenditure on Fixed Assets & Capital Work-in-	31,12,25,660	-
c) From other sources (details) (Grants for capital &	a) Purchase of Fixed Assets	-	33,99,820
III) Income on Investments from	b) Expenditure on Capital Work-in-progress	-	-
a) Earmarked/Endow. Funds	V) Refund of surplus money/loans	-	-
b) Own Funds (Oth. Investment)	a) To the Government of India . *	1,49,21,487	1,07,16,216
IV) Interest Received	b) To the State Government	-	-
a) Interest on Govt Grant	c) To other providers (Interest Refund to	5,86,546	14,49,439
b) On Bank deposits	Government)	1,03,96,460	9,541
c) Loans, Advances etc.	VII) Finance Charges (Interest)	43,87,227	21,024
V) Other Income (Specify)	a) Transactions with branches	-	26,85,46,281
a) Student fees	b) Other Payments	43,82,74,044	40,02,60,340
b) Lab Testing Fee	c) Advance to employee	9,46,29,837	2,29,89,755
c) Other Income	d) Refund of student fee	78,72,118	1,96,26,240
VI) Amount Borrowed	VIII) Closing Balances	-	50,43,895
VIII) Any other receipts (give details)	a) Cash in hand	-	1,50,231
a) Investment Matured During the year	b) Bank Balances	37,21,58,180	-
b) Other Receipts	i) In current accounts	8,18,33,768	1,82,83,071
c) Transaction with branch	ii) In deposit/saving	27,32,53,391	26,71,20,807
d) Student Security		16,07,124	-
<b>TOTAL</b>	<b>TOTAL</b>	<b>1,86,90,15,739</b>	<b>2,12,61,44,247</b>

For Footwear Design &amp; Development Institute

Dr. Sumit Kumar Jangra, IAS  
Managing Director

Place: Noida  
Date: 16-08-2024

Col. Parul Kumar Sinha  
Secretary

Sunil Bisht  
Manager (A&F)

**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE**  
**SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31ST MARCH, 2024**

(Amount in Rs)

<b>SCHEDULE 1 - CORPUS/CAPITAL FUND :</b>	<b>As at 31.03.2024</b>		<b>As at 31.03.2023</b>	
Balance as at the beginning of the year	399,458,099		533,139,912	
Add : Contributions towards Corpus/ Capital Fund adj.				
Add: Capiat Adjustment	13,159			
Add : Transfer From General Reserve				
Add/ (Deduct) : Balance of net income/(expenditiire) transferred from the Income and Expenditure Account	-42,716,276	356,754,982	-133,681,813	399,458,099
<b>Balance As At The Year - End</b>		<b>356,754,982</b>		<b>399,458,099</b>

<b>SCHEDULE 2 - RESERVES AND SURPLUS :</b>	<b>As at 31.03.2024</b>		<b>As at 31.03.2023</b>	
<b>1. Capital Reserve :</b>				
As per last Account				
Addition during the year				
Less : Deductions during the year				
<b>2. Revaluation Reserve:</b>				
As per last Account				
Addition during the year				
Less : Deductions during the year				
<b>3. Special Reserves :</b>				
As per last Account				
Addition during the year				
Less : Deductions during the year				
<b>4. General Reserve :</b>				
As per last Account				
Addition during the year				
Add : Transfer to General Reserve				
Less : Transfer to Corpus/ Capital Fund				
Less : Deductions during the year	-			
<b>TOTAL</b>				

SCHEDULE 3 - EARMARKED/ENDOWMENT FUNDS	FUND-WISE BREAK UP			FUND-WISE BREAK UP	
	Capital Grant	PLSDP	IDLs	31.03.2024	31.03.2023
a) Opening balance of the funds	5,34,35,73,247	24,99,82,736	157	5,59,35,56,140	6,30,79,58,456
Add: Book adjustments (As per books of Account)				9,30,372	9,30,372
b) Additions to the Funds:				5,59,44,86,512	6,30,88,88,828
i) Donations/ grants	31,12,25,660			31,12,25,660	
ii) Income from Investments made on account of funds					
iii) Other additions (Written Back of Excess Written off in Previous Year)	5,86,646			5,86,646	1,15,79,009
<b>TOTAL (a+b)</b>	<b>5,65,53,85,553</b>	<b>24,99,82,736</b>	<b>157</b>	<b>5,90,62,98,818</b>	<b>6,32,04,67,837</b>
c) Utilisation/ Expenditure towards objectives of funds					
i) Capital Expenditure Fixed Assets					
- Fixed Assets & Depreciation	63,78,20,037	2,07,78,037	-	65,85,98,074	72,59,81,325
- Others					
ii) Revenue Expenditure					
- Salaries, Wages and allowances etc. and other non capital exps					
- Rent	1,21,39,450	-	-	1,21,39,450	-
- Other Administrative expenses	-	-	-		
- Refund of Interest on grants	14,49,439	-	-	14,49,439	
<b>TOTAL (c)</b>	<b>65,14,08,926</b>	<b>2,07,78,037</b>	<b>-</b>	<b>67,21,86,963</b>	<b>72,59,81,325</b>
<b>NET BALANCE AS AT THE YEAR-END (a + b - c)</b>	<b>5,00,39,76,627</b>	<b>22,92,04,699</b>	<b>157</b>	<b>5,23,41,11,855</b>	<b>5,59,44,86,512</b>

<b>SCHEDULE 4 - SECURED LOANS AND BORROWINGS:</b>	<b>As at 31.03.2024</b>		<b>As at 31.03.2023</b>	
1. Central Government				
2. State Government (Specify)				
3. Financial Institutions				
a) Term Loans				
b) Interest accrued and due				
4. Banks:				
a) Term Loans				
- Interest accrued and due				
b) Other Loans (specify)				
- Interest accrued and due				
5. Other Institutions and Agencies				
6. Debentures and Bonds				
7. Others (Specify)				
<b>TOTAL</b>				

<b>SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS</b>	<b>As at 31.03.2024</b>	<b>As at 31.03.2023</b>
1. Central Government		
2. State Government (Specify)		
3. Financial Institutions		
4. Banks:		
a) Term Loans		
b) Other Loans (specify)		
5. Other Institutions and Agencies		
6. Debentures and Bonds		
7. Fixed Deposits		
8. Others (Specify)		
<b>TOTAL</b>		

<b>SCHEDULE 6 - DEFERRED CREDIT LIABILITIES:</b>	<b>As at 31.03.2024</b>	<b>As at 31.03.2023</b>
a) Acceptances secured by hypothecation of capital equipment and other assets		
b) Others		
<b>TOTAL</b>		

SCHEDULE 7 - CURRENT LIABILITIES AND PROVISIONS A. CURRENT LIABILITIES		As at 31.03.2024		As at 31.03.2023	
1. Acceptances					
2. Sundry Creditors:					
a) For Goods	4,127,285		87,979		
b) Others	113,641,495	117,768,780	70,689,014	70,776,993	
c) Staff			55,536		
c) Branch				55,536	
3. Advances Received					
a) Training Fee Advance	68,732,798		70,295,909		
b) Advance from Debtors	4,614,312	73,347,110	3,693,873	73,989,782	
4. Interest accrued but not due on:					
a) Secured Loans / borrowings					
b) Unsecured Loans/borrowings					
5. Statutory Liabilities:					
a) Overdue					
b) Others	8,883,762	8,883,762	5,167,758	5,167,758	
6. Other current Liabilities					
a) Security Deposits (Student)	44,193,134		51,654,218		
b) Security Deposits (EMD)	35,329,934		30,786,026		
c) HRD Mission stipend					
c) Insurnace Claim/ Students Stipend	549,401		549,401		
d) Funds for Students	39,250,406		35,469,334		
e) Int. Institute Of Sadlery Tech & Export Mgmt.	5,489,242		5,489,242		
f)Death Relief Fund	613,000		314,000		
h)Student fee Receivable	6,264,880		3,639,039		
i) Hostel & Mess Securities			634,600		
j)Exess fee refundable			700,997		
f) Others	72,431,872	204,121,869	75,431,719	204,668,575	
<b>TOTAL (A)</b>		<b>404,121,521</b>		<b>354,658,644</b>	
B. PROVISIONS					
1. For Taxation		-25		68,587	
2. Gratuity		80,568,694		76,905,502	
3. Superannuation/Pension					
4. Accumulated Leave Encashment		67,142,179		58,143,082	
5. Damage and Interest charge on late payment of EPFO		14,300,000		14,300,000	
6. Others - Provision for expenses		18,671,556		13,284,878	
<b>TOTAL (B)</b>		<b>180,682,404</b>		<b>162,702,049</b>	
<b>TOTAL (A+B)</b>		<b>584,803,924</b>		<b>517,360,693</b>	



(Amount in Rs)

SCHEDULE 8A - FIXED ASSETS (FROM OWN FUNDS)									
DESCRIPTION	Depreciation Rate	GROSS BLOCK			DEPRECIATION			NET BLOCK	
		Car/Valuation on 01.04.2023	Additions during the year more than 180 days	Addition during the year less than 180days	Deductions during the year	Car/Valuation on 31.03.2024	On Addition/ During The year	On Deductions during the year	WDV at 31.03.2024
<b>A- FIXED ASSETS:</b>									WDV at 31.03.2023
1. Land:									
a) Freehold (Govt. Grant)									
b) Leasehold									
2 Buildings:									
a) On Freehold Land									
b) On Leasehold Land	10%	15,21,67,648				15,21,67,648	8,50,29,253		6,70,78,395
c) Ownership Flats/ Premises									
d) Superstructures on Land not belonging to the entity				77,891		77,891	3,895		73,996
e) Building Noida	10%	1,15,85,187				1,15,85,187	11,00,993		1,04,84,194
f) Gate no.1 security	10%	6,61,667				6,61,667	62,858		6,28,809
g) Sports complex Noida	10%	64,44,604				64,44,604	3,22,230		61,22,374
h) Boundary wall Noida	10%	1,01,09,650				1,01,09,650	5,05,482		96,04,168
i) Under Ground Tank Noida	10%	16,11,534				16,11,534	80,578		15,30,956
3. Plant Machinery & Equipment	15%	15,80,29,283	41,54,326	38,43,142	99,608	16,59,57,123	12,86,12,918		3,73,44,205
4. Vehicles		2,53,712				2,53,712	1,77,087		76,625
5. Furniture, Fixtures.	10%	3,44,26,999	7,21,661	3,29,774		3,54,78,434	2,21,006		1,33,77,428
6. Office Equipment		7,93,433				7,93,433	4,33,199		3,60,234
7. Computer/ Peripherals	40%	1,20,94,383	2,74,814	1,83,508		1,25,52,705	93,49,595		19,03,110
8. Electric Installations	15%	8,62,71,768	49,480	2,02,546		8,85,23,714	63,67,642		6,91,56,072
9. Library Books		21,45,780		56,364		22,02,144	15,69,342		5,76,138
10. Tube-wells & W. Supply		4,65,718				4,65,718	21,567		3,44,151
11 Other Fixed Assets		78,000		5,782		83,782	21,645		62,137
Intangible Assets									
Software		11,00,540				11,00,540	1,09,037		9,91,503
<b>Total 2023-24</b>		48,02,09,896	51,40,201	47,22,007	99,608	49,00,12,466	25,62,31,169		20,34,49,434
<b>Total 2022-23</b>		34,59,63,209				29,00,44,130	19,96,53,099		3,98,13,131



**SCHEDULE 15-A3**  
**FDDI-AT Cost Project Asset**

		Gross Block			DEPRECIATION			Net Block				
S. No.	Fixed Assets	Rate	Additions during the years		Cost/Valuation As at beginning of the year	Deletion during the year	Cost/Valuation at the end of the year	On Addition/during the year	On deduction in during the year	Total upto the year End	As at the current year End	As at the previous year End
			Less than 180 days	More than 180 days								
TANGIBLE ASSETS												
1	Land			-	4,77,47,271	-	4,77,47,271	-	-	-	4,77,47,271	4,77,47,271
2	Building			-								
	a) Freehold											
	b) On Freehold land	10	8,79,88,28,907	-	98,49,606	-	8,79,86,78,513	36,33,42,316	-	5,52,85,97,668	3,27,00,80,844	3,52,35,73,555
	c) Wells and Tubewells	10	3,23,44,961	-	-	-	3,23,44,961	11,07,454	-	2,23,77,873	99,67,088	1,10,74,542
3	Furniture & Fitting											
	a) Furniture & Fittings	10	54,32,49,389	-	37,57,098	-	54,70,06,487	2,34,02,304	-	33,63,88,026	21,06,18,461	23,02,64,124
	b) Electric Fittings	10	49,39,34,730	-	-	-	49,39,34,730	2,06,14,306	-	30,84,05,972	18,55,28,758	20,61,43,064
4	Machinery & Plant											
	a) Plant and Machinery	15	3,56,38,49,087	6,54,98,465	12,26,40,774	-	3,75,19,88,326	2,36,97,65,169	20,24,20,899	2,57,21,86,068	1,17,98,02,527	1,19,40,83,318
	b) Plant and Machinery	40	63,30,63,694	-	46,33,032	-	63,76,96,726	55,87,09,824	3,15,94,761	59,03,04,585	4,73,92,142	7,43,53,871
	c) Computer	40	10,41,00,212	1,81,54,318	1,28,00,958	-	13,50,55,488	10,29,45,176	92,13,267	11,21,58,443	2,28,96,749	11,55,037
	d) Vehicle	15	3,48,01,975	-	-	-	3,48,01,975	2,72,62,553	11,30,913	2,83,93,466	64,08,509	75,39,423
	e) Books	40	8,27,99,254	-	-	-	8,27,99,254	8,27,05,381	37,613	8,27,42,994	56,260	93,873
5	Intangible Asset											
	a) Software	25	54,11,869	2,36,82,600	59,14,089	-	3,50,08,558	6,76,484	56,22,694	62,99,178	2,87,09,381	47,35,385
Total			14,33,97,28,643.97			-	14,60,66,59,583.97	65,85,98,073.56	-	9,59,69,51,196.61	5,00,97,08,359.78	5,40,13,75,293.13
A. Capital Work in Progress			5,49,07,261			1,29,58,99,554	12,48,50,756				5,49,07,261	
Total											5,13,45,59,116.01	5,45,62,82,553.13

SCHEDULE 9 - INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS	As at 31.03.2024	As at 31.03.2023
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (to be specified)		
<b>TOTAL</b>	-	-

SCHEDULE 10 - INVESTMENTS - OTHERS	As at 31.03.2024	As at 31.03.2023
1. In Government Securities		
2. Other approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (gratuity)		
1) Gratuity Fund	7,48,33,754	7,44,84,555
2) Other Corpus Investment	26,69,50,026	29,10,92,451
<b>TOTAL</b>	<b>34,17,83,780</b>	<b>36,55,77,006</b>

SCHEDULE 11 - CURRENT ASSETS, LOANS AND ADVANCES	As at 31.03.2024	As at 31.03.2023
<b>A. CURRENT ASSETS:</b>		
1. Inventories:		
a) Stores and Spares	73,13,538	82,19,505
b) Loose Tools		-
c) Stock-in-trade		-
Finished Goods Work-in-progress Raw Materials		-
2. Sundry Debtors:		
a) Debts Outstanding for a period exceeding six months	3,16,35,022	1,77,23,920
b) Debtor outstanding for a period less the six month	1,40,65,873	36,74,749
c) Others		1,51,10,472
d) Branch		-
3. Cash balances in hand (including cheques/ drafts and imprest)	1,25,820	1,50,231
4. Bank Balances:		
a) With Scheduled Banks:		
-On Current Accounts	1,82,83,071	2,21,59,179
-On Deposit Accounts(includes margin money) -On Savings Accounts	26,36,69,441	22,73,30,815
b) With non-Scheduled Banks: -On Current Accounts -On Deposit Accounts -On Savings Accounts	34,51,367	82,29,574
5. Post Office-Savings Accounts	-	-
<b>TOTAL (A)</b>	<b>33,85,44,132</b>	<b>30,25,98,444</b>
1. Loans		
a) Staff	8,38,098	7,49,577
b) Other Entities engaged in activities/objectives similar to that of the Entity		-
c) Other(specify)		-
2. Advances and other amounts recoverable in cash or in kind or for value to be received:		
a) On Capital Account		-
b) Prepayments	54,69,962	64,14,240
c) Others(TDS Receivables)	2,37,45,904	2,21,91,966
d) Other receivable	4,31,832	54,17,039
3. Income Accrued:		
a) On Investments from Earmarked/Endowment Funds	-	-
b) On Investments - Others	1,00,00,000	12,21,810
c) On Loans and Advances		-
d) Others (includes income due unrealised-Rs	1,21,52,305	3,05,91,039
4. Claims Receivable		-
5. Other Assets		
a) Advance to Creditors	82,93,405	81,91,417
b) Security Deposits	1,19,80,899	3,21,30,971
c) Mob. Advance		-
d) Input Taxes	1,41,624	29,557
e) Staff Imprest	3,40,618	1,83,691
f) Other Receivable	99,979	-
g) Student Fee Receivables	8,37,99,684	5,57,67,251
h) Receivable from PF		-
i) Advance to Govt. Authority		-
<b>TOTAL (B)</b>	<b>15,72,94,310</b>	<b>16,28,88,559</b>
<b>TOTAL (A + B)</b>	<b>49,58,38,442</b>	<b>46,54,87,003</b>

**FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE**  
**SCHEDULES FORMING PART OF INCOME & EXPENDITURE FOR THE YEAR ENDED ON**  
**31ST MARCH, 2024**

(Amount in Rs.)		
SCHEDULE 12 - INCOME FROM SALES/SERVICES	31.03.2024	31.03.2023
1) Income from Sales		
a) Sale of Finished Goods	1,394	4,862
b) Sale of Raw Material	-	-
c) Sale of Scraps	9,91,706	35,60,700
2) Income from Services	-	-
a) Labour and Processing Charges	-	-
b) Professional/Consultancy Services	4,00,908	4,55,907
c) Agency Commission and Brokerage	53,34,359	50,23,890
d) Maintenance Sendees (Equipment/Property)	-	-
e) Others ( Lab Services)	8,62,38,246	4,60,35,551
<b>TOTAL</b>	<b>9,29,66,613</b>	<b>5,50,80,910</b>

(Amount in Rs.)		
SCHEDULE 13 - GRANTS/ SUBSIDIES	31.03.2024	31.03.2023
(Irrevocable Grants & Subsidies Received)		
1) Central Government	65,85,98,074	69,32,36,207
2) State Government(s)	-	-
3) Government Agencies	-	13,96,156
4) Institutions/ Welfare Bodies	-	-
5) International Organisations	-	-
6) Others (Specify)	-	-
<b>TOTAL</b>	<b>65,85,98,074</b>	<b>69,46,32,363</b>

(Amount in Rs.)		
SCHEDULE 14 - FEES/SUBSCRIPTIONS	31.03.2024	31.03.2023
1) Entrance Fees	-	-
2) Annual Fees/ Subscriptions	70,000	61,080
3) Seminar/ Program Fees	1,38,00,576	48,80,000
4) Consultancy Fees	-	-
5) Students Fee	45,52,83,450	48,67,61,923
<b>TOTAL</b>	<b>46,91,54,026</b>	<b>49,17,03,003</b>

SCHEDULE 15 - INCOME FROM INVESTMENTS (Income on Invest, from Earmarked/ Endowment Funds transferred to Funds)		Investment from Earmarked Fund		Investment - Others		Total	(Amount in Rs.)
		31.03.2024	31.03.2023	31.03.2024	31.03.2023	31.03.2024	31.03.2023
1) Interest		-	-	-	-	-	-
a) On Govt. Securities		-	-	-	-	-	-
b) Other Bonds/ Debentures		-	-	-	-	-	-
2) Dividends:		-	-	-	-	-	-
a) On Shares		-	-	-	-	-	-
b) On Mutual Fund Securities		-	-	-	-	-	-
3) Rents		13,22,524	12,69,600	-	-	39,87,044	13,72,665
4) Others (Investment in Gratuity Funds)		53,13,846	51,65,363	26,64,520	1,03,065	53,13,846	51,65,363
<b>TOTAL</b>		<b>66,36,370</b>	<b>64,34,963</b>	<b>26,64,520</b>	<b>1,03,065</b>	<b>93,00,890</b>	<b>65,38,028</b>
TRANSFERRED TO EARMARKED/ ENDOWMENT FUNDS							

(Amount in Rs.)

SCHEDULE 16 - INCOME FROM ROYALTY, PUBLICATION FIC		31.03.2024	31.03.2023
1) Income from Royalty		-	-
2) Income from Publications		-	-
3) Others (specify)		-	-
<b>TOTAL</b>		<b>-</b>	<b>-</b>

(Amount in Rs.)

SCHEDULE 17 - INTEREST EARNED		31.03.2024	31.03.2023
1) On Term Deposits:			
a) With Scheduled Banks		2,12,80,189	2,56,45,368
b) With Non-Scheduled Banks		-	-
c) With Institutions		3,24,069	6,83,802
d) Others		-	-
2) On Savings Accounts:			
a) With Scheduled Banks		58,12,503	70,98,107
b) With Non-Scheduled Banks		-	-
c) Post Office Savings Accounts		-	-
d) Others		-	-
3) On Loans:			
a) Employees/Staff		-	-
b) Others		22,156	13,279
4) Interest on Debtors and Other Receivables		80,089	50,988
<b>TOTAL</b>		<b>2,75,19,005</b>	<b>3,34,91,544</b>

(Amount In Rs.)		
SCHEDULE 18 - OTHER INCOME	31.03.2024	31.03.2023
1) Profit on Sale/ disposal of Assets:		
a) Owned assets	-	-
b) Assets acquired out of grants, or received free of cost	-	-
2) Export Incentives realized	-	-
3) Fees for Miscellaneous Services (CAD)	-	80,87,991
4) Miscellaneous Income	2,56,16,259	1,49,82,896
<b>TOTAL</b>	<b>2,56,16,259</b>	<b>2,30,70,887</b>

(Amount In Rs.)		
SCHEDULE 19 - INCREASE/ (DECREASE) IN STOCK OF FINISHED GOODS & WORK IN PROGRESS	31.03.2024	31.03.2023
Closing stock		
- Finished Goods	-	-
- Work-in-progress	-	-
- Consumables	73,13,538	82,32,664
Less: Opening Stock		
- Finished Goods	-	-
- Work-in-progress	-	-
- Consumables	82,32,664	97,13,999
<b>NET INCREASE/ DECREASE) fa b]</b>	<b>-9,19,125</b>	<b>-14,81,335</b>

(Amount In Rs.)		
SCHEDULE 20 - ESTABLISHMENT EXPENSES	31.03.2024	31.03.2023
a) Salaries and Wages	24,50,96,233	22,00,07,738
b) Allowances and Bonus	37,65,955	82,71,177
c) Contribution to Provident Fund	2,14,90,753	1,77,57,507
d) Contribution to Other Fund (ESI)	1,14,672	1,94,929
e) Staff Welfare Expenses	70,12,551	1,66,53,418
f) Expenses on Employees' Retirement and Terminal Benefits	1,20,30,557	10,99,605
g) Others (specify)	10,42,105	10,31,881
1) Staff Insurance	32,59,115	32,03,003
2) Earned Leave	1,68,48,438	4,36,585
<b>TOTAL</b>	<b>31,06,60,379</b>	<b>26,86,55,843</b>

SCHEDULE 21 - OTHER ADMINISTRATIVE EXPENSES ETC	31.03.2024	31.03.2023
a) Purchases	-	-
b) Labour and processing expenses	37,04,824	55,32,041
c) Cartage and Carriage Inwards	2,80,352	1,55,957
d) Electricity and power	5,32,31,260	5,08,19,218
e) Water charges	16,61,066	24,58,378
f) Insurance	8,90,379	10,46,725
g) Repairs and maintenance	4,54,46,011	16,35,23,947
h) Excise Duty	-	-
i) Rent, Rates and Taxes	37,14,284	19,26,621
j) Vehicles Running and Maintenance	35,54,421	46,65,398
k) Postage, Telephone and Communication Charges	49,98,099	52,49,043
l) Printing and Stationary	53,91,866	44,92,034
m) Travelling and Conveyance Expenses	1,42,48,178	1,11,16,089
n) Expenses on Seminar/ Workshops	21,73,847	11,04,149
o) Subscription Expenses	32,91,031	15,19,234
p) Expenses on Fees	23,52,763	67,05,434
q) Auditors Remuneration	51,30,654	22,65,163
r) Hospitality Expenses	4,30,513	8,82,304
s) Professional Charges	65,33,409	79,04,425
t) Provision for Bad and Doubtful Debts/ Advances	42,50,800	-
u) Irrecoverable Balances Written-off	-	1,05,64,264
v) Packing Charges	-	-
w) Freight and Forwarding Expenses	-	46,642
x) Distribution Expenses (Ethiopia Project Expsn)	-	7,11,028
y) Advertisement and Publicity	1,59,98,057	1,31,32,239
z) Others	-	-
1) Housekeeping Expense	4,03,92,042	3,37,52,525
2) Security Expense	4,63,42,294	3,87,41,784
3) Books & Periodicals	1,53,613	1,38,294
4) Office Expense	1,00,09,897	1,03,88,522
5) Consumables	23,53,545	29,12,904
6) Training expenses	1,33,05,290	2,45,90,022
7) Mess Expenses	2,29,85,191	2,49,87,009
8) Recruitment Expenses	2,58,000	-
9) Student welfare expense	-	1,42,338
10) Software expense	-	59,993
11) Calibration Expenses(INI & Founder day)	26,18,680	-
12) Fixed Assets Written off	-	-
13) Bank charges	-	49,665
14) Interest on TDS & GST	-	-
15) Fire Safety NOC Charges	-	1,50,336
16) Household Shifting Expenses	-	-
17) Interlab Testing Charges	19,65,828	14,01,787
18) Promotional Activities expenses	98,420	-
19) Foreign Exchange loss	-	28,891
20) Medicine Expenses	-	1,98,121
21) Lease Rental Annual	6,32,819	6,32,819
22) Damage and Interest charge on late payment of EPFO	-	1,43,00,000
23) Other Expenses (Miscellaneous)	16,73,417	-
24) Operator Training Program (OTC)	53,53,880	36,95,004
<b>TOTAL</b>	<b>32,54,24,729</b>	<b>45,19,90,347</b>

SCHEDULE 22 - EXPENDITURE ON GRANTS, SUBSIDIES ETC	31.03.2024	31.03.2023
a) Grants given to Institutions/ Organisations	-	-
b) Grants utilized(Incl. Fixed Assets Written off against grants ) during the year	65,85,98,074	69,36,29,120
c) Subsidies given to Institutions/ Organisations	-	-
<b>TOTAL</b>	<b>65,85,98,074</b>	<b>69,36,29,120</b>

Note - Name of the Entities, their Activities along with the amount of Grants/Subsidies are to be disclosed.

SCHEDULE 23 - INTEREST	31.03.2022	31.03.2021
a) On Fixed Loans	-	-
b) On Other Loans (including Bank Charges)	-	-
c) Others (specify)	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>



**Footwear Design & Development Institute**

**Schedule-24: Significant Accounting Policies**

**1. ACCOUNTING CONVENTION**

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

**2. Valuation of Inventories**

Store, spare & consumable (including machinery spares) and stationery items are valued at cost.

**3. Revenue Recognition**

All the Income are accounted for on accrual basis except Grant/Subsidy, which was shown as part of Income to the extent of depreciation charged to the Asset purchased out of the Govt Grant.

**4. Investment**

Both long term and Short term investments are valued at cost as on the date of Balance sheet 31<sup>st</sup>-March-2024

**5. Fixed Asset**

- a) The Fixed Assets are stated at cost of acquisition inclusive of Inward freight, duties and taxes and incidental and direct expenses related to acquisition. Fixed assets purchased /created at cost of acquisition less accumulated depreciation.
- b) The following lands have been allotted free of cost by the respective state governments and the same have been shown in the books of accounts at a nominal values of Rs.1/- each.
  - Land of FDDI branch at Chennai, Tamilnadu.
  - Land of FDDI branch at Kolkata, West Bengal.
  - Land of FDDI branch at Rohtak, Haryana
  - Land of FDDI branch at Jodhpur, Rajasthan
  - Land of FDDI branch at Hyderabad
  - Land of FDDI branch at Patna, Bihar
  - Land of FDDI branch at Bannur, Punjab.



#### **6. Expenditure**

All the expenditure was booked on accrual basis, During the year 2023-24, the expenditure books on account of provision for Leave encashment of Rs.1,68,48,438/- & Provision for Gratuity Rs1,20,30,557/-. The total provision for Leave Encashment is Rs.6,71,42,179/- and provision for Gratuity is Rs.8,05,68,694/- as on 31.03.2024, out of which sum of Rs.7,48,33,754/- is invested in the LIC Group Gratuity Scheme.

#### **7. Capitalization of work In Progress**

During the year Rs.12,48,50,757/- (Rs.1,15,43,837/-, Rs.1,58,18,214/- & Rs.12,91,25,134/- of CNC, COE & Non leather respectively) was shown as Capital Work in Progress towards the expenditure incurred for setting up Center of Excellence (COEs) in FDDI's Branches at Patna, Jodhpur, Kolkata, Rohtak, Chennai & Hyderabad and CNC & IDLS-Noida

#### **8. Excess/Shortfall of Income over Expenditure**

As an Organization's policy, the Excess of Expenditure over Income of Rs.4,27,21,276/- has been transferred to Capital/Corpus Fund.

#### **9. Grant In Aid**

During the current year FDDI received Grant to the tune of Rs.31,12,25,660/- (Non leather Rs.18,10,45,815/-, New Lab building Rs.8,26,72,780/- & Bannur Girls hostel Rs.4,75,07,065/-). and earned Interest Income on the grant Rs.5,86,646/- The grant utilized/adjusted against depreciation on Asset purchased out of the Grant Rs.65,85,98,074/- and other recurring administrative expenditure on Rs.1,21,39,450/

10. The Depreciation has been charged during the current financial year 2023-24 on all the Asset purchased and created out of the Government Grant. The total depreciation charged during the current year on the assets was **Rs.65,85,98,074/-** and the grant was adjusted against the same value. Further the depreciation charged on Asset purchased out of the own fund amounting to **Rs.3,02,73,836/-** shown in the Income & Expenditure Account. As per the policy, no depreciation has been provided on the capital expenditure incurred during the year 2023-24 relating to the capital work in progress since they were not capitalized till the date of Balance sheet.

11. Student's fees receivable of Chhindawara Campus Rs.42.50 Lakh was pending to receive from more than 3 year & the chance of recovery was remote hence, with approval of Governing council, it has been written off in the books of account during the financial year 2023-24.

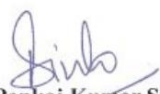
**12. Other**

- i. Balance of stock & cash balance has been taken as certified by HODs & Physical verified by them on 31.03.2024.
- ii. The balance of sundry debtors, creditors, receivable, loans & advances & other liabilities whether in debit or in credit are subject to confirmation and reconciliation.
- iii. The Institute has appointed the firm of Chartered Accountants to conduct their internal audit regularly for all the branches and HO. We have made the books of accounts of all the branches as audited by the Internal Auditor.
- iv. All the financial figures have been rounded off to the nearest rupees while completing the financial statements.
- v. Previous year figures have been re-grouped and rearranged whenever it was necessary.
- vi. Fixed Assets related to project of all branches are maintained at head office.

**Schedule: 25 Contingent Liabilities**

- i. The Noida Authority has issued a letter dated 24.01.2024 demanding Rs 12.45(approx.) Crore as Lease Rent of Land & Interest thereon for Noida Campus. In this regard it is submitted that the Lease Rent has been paid up to the date but Interest is due on delay payment of Lease rent. The matter is being taken up with the Noida Authority for waiving of Interest. However authorities has mutually agreed to waive off penalty and agreed to charge saving interest rate Instead of 17% and letter of confirmation yet to be received from authority.

  
**Dr. Sumet Kumar Jarangal, IAS**  
**Managing Director**

  
**Col. Pankaj Kumar Sinha**  
**Secretary**

  
**Sunil Bisht**  
**Manager (A&F)**

**Place: Noida**

**Dated: 16.08.2024**