

**Markfed**

**Information Handbook**

**under**

**The Right to Information**

**Act 2005**

## **Chapter1**

### **Introduction**

- 1.1. This hand book has been prepared in compliance to the enactment of the Right to Information Act – 2005, for the citizens to secure access to Information under the control of the Punjab State Cooperative Supply and Marketing Federation Limited herein after called Markfed, to promote transparency and accountability in its working.
- 1.2. This hand-book has been prepared to facilitate the citizens to have an insight about the working of Markfed.
- 1.3. This hand-book is intended to be used by all citizens of India who are interested in any information notified below with respect to performance of Markfed.
- 1.4. The information in this hand-book has been organised in 18 (Eighteen) chapters.
- 1.5. Any citizen who wants to get more information on topics covered in the hand-book as well as other information also may contact the concerned district office/ Head Office Asstt. Public Information Officer (APIO) and the Public Information Officer (PIO) as mentioned in this hand book.
- 1.6. Any citizen may request the APIO concerned for getting information not available in the hand-book in writing along with requisite fee mentioned in the relevant chapter. However in case the citizen seeking information can not write himself he may request the APIO for necessary assistance.

**The Punjab State Cooperative Supply and Marketing Supply Ltd, Chandigarh**  
**(Markfed)**

HO Markfed House Plot No 4 Sector 35 B Chandigarh

**Manual-1**

**Particulars of Organization, Functions and Duties**

- 2.1. The Punjab State Cooperative Supply and Marketing Federation Limited herein after called Markfed, is working with the objective to serve the farmers of the Punjab State and promoting Cooperative movement as per its bye-laws as approved and registered under the Punjab Cooperative Societies Act 1961.
- 2.2. Markfed being a State Apex Cooperative Society is striving to strengthen the Cooperative network and the farming community of the State of Punjab.
- 2.3. Markfed an Apex level Cooperative Society was registered with a view to arrange timely & economical inputs to the Farming community and to help them in Marketing of their produce; in September 1954 within 13 members, a share Capital of Rs.54,000/-, 3 three employees and one bicycle. Today, Markfed is Asia's Largest Cooperative with more than 3000 Cooperative Societies as its members and about 2800 employees with an annual turnover of more than Rs.12000 crores. Markfed today has a network of Manufacturing Units, Services Centres and offices spread throughout the State.
- 2.4. To arrange timely & economical inputs to the Farming community through Cooperative and to help them in Marketing of their produce.
- 2.5. To arrange timely & economical inputs like Fertilizers, Agro Chemicals, cattle feed etc.

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To assist the State Govt. in its endeavour to help the farming community in marketing of their produce including Wheat, Paddy, Cotton, Oilseeds, Sugarcane etc. through the Minimum Support Price (MSP)

Markfed has various Agro processing units/plants in the State of Punjab for products like edible oils, Basmati & non-basmati rice, Sugar, Canned products & processed foods and Agro Chemicals.

2.6. Markfed has nine Soil and water testing Laboratories for helping the farmer make economical use of Fertilizer and choose proper crop cycle.

Markfed has 17 Agro Service Centres for direct interface with the farmers in respect to the produce of Markfed units and for guidance with regard to Markfed activities.

2.7. Markfed carries out its activities through:

- i. Head Office at Chandigarh.
  - a. Board of Directors, Markfed
  - b. Managing Director
  - c. Additional Managing Directors (Two).
  - d. Chief Managers/Functional Managers.
- ii. District Offices in each District of Punjab State
  - a. District Manager.
  - b. Technical Officer
  - c. Senior Accounts Officer.
- iii. 110 branch offices in the State
  - a. Sr. Branch Officer/Branch Officer
- iv. 20 Plants/ Manufacturing Units in the State
  - a. General Managers/ Managers
  - b. Deputy Chief Accounts Officer/Sr. Accounts Officer

2.8 Markfed Head Office and District Offices are open 5 days a week i.e. Monday to Friday

Morning hours of the office: 09:00

Closing hours of the office : 17:00.