

**Manual VII : The Particulars of any arrangement that exists for consultation with,  
or representation by the members of the public in relation to the formulation of  
its policy or implementation thereof**

1. This will cover general/specific enquiries from public related to production, imports exports, stocks, availability, apparent consumption, open market prices and landed cost.
2. Queries are normally addressed to Chairman/Executive Secretary/PIO.
3. The requests can specify the objective or purpose of the user.
4. On receipt of the enquiry, the objective or purpose is assessed and the relevant requirement of the information its terms of its time, period of data & contents are determined.
5. While reviewing, certain commercial information items like producer wise production and customer-wise imports & exports are denied.
6. Depending on the objective, request can be made to other available sources like producers, associations etc in case of non-availability of the information with JPC.
7. Investment Related Queries – Investments in JPC are made only with the Nationalised Banks. The sealed envelopes containing the tender bids are opened in presence of the Bankers. In case of any query from any agency, an Internal Screening Committee observes the same and the reply is forwarded to the agency concerned within 48 hours.
8. Outside Payment Related Queries – All queries are responded to within 48 hours from the receipt of the same.