

COMPLIANCE UNDER SECTION 4(1)(B) OF RTI ACT, 2005

Point No. 1	Particulars of the Organization, functions and duties:
	<p><u>Organization:</u> Rajasthan Financial Corporation (RFC) was constituted vide notification dated 7th January, 1955 of the State Government under the SFCs Act, 1951 having its Head office at Udyog Bhawan, C-Scheme, Tilak Marg, Jaipur(Rajasthan)-302017. It has 14 branches and one facility center in all over Rajasthan.</p> <p><u>Functions:</u> The Corporation is continuing to work as a catalyst of development for translating into practice the Industrial Policies and priorities of the Central and the State Government as also for providing and improving upon immediate assistance in the planned and balanced development of the Industries in the State, particularly in the small, large and medium scale projects.</p> <p><u>Duties:</u> Providing financial assistances to the Industrialist for fulfilling their requirements on the easy and liberal terms & conditions in comparison to other financial institutions to implements/develop their industries/ projects.</p>
Point No. 2	Powers and duties of its officers and employees : Details as annexed "A"
Point No. 3	<p>The procedure followed in the decision making process, including channels of supervision and accountability: Any issues requiring decision is initially processed and examined in detailed by the concern section in light of rules, regulations and guidelines issued and then put before the competent authority for decision and approval.</p>
Point No. 4	<p>The Norms set by it for the discharge of its functions: The Corporation functions as per SFCs Act, 1951 and PG of the Corporation.</p>
Point No. 5	<p>The rules, regulations, instructions, manuals and records, held by it or under its control of used by its employees for discharging its functions:</p> <ol style="list-style-type: none"> 1. SFCs, 1951 and PG of the Corporation. 2. Service rules (RFC "Staff" Regulations, 1958) 3. Hand book on disciplinary proceedings 4. Important Circulars(CAS, Law & RTI, F&A, GAD, P&A, A&I, Tech. Vigilance etc.). Details available on the RFC portal.
Point No. 6	<p>Statement of the categories of documents that are held by it or under its control:</p> <ol style="list-style-type: none"> 1. Loan documents and title documents. 2. Mortgage deeds and personal guarantees etc.

<p>Point No. 7</p>	<p>The particulars of any arrangement that exists for consultation with, or representation by the Member of the public in relation to the formulation of its policy or implementation thereof:</p> <ol style="list-style-type: none"> 1. Board of Directors Committee. 2. Executive Committee of Board(upto 2,000.00 Lakhs including joint finance cases) 3. PC&CC (HO Level loan Cases above 200.00 lakhs & upto 1,000.00 lakhs) 4. DLAC(BO level loan cases upto 200.00 lakhs) 5. Empowered Settlement committee (SLC, Sale cum negotiation committee)
<p>Point No. 8</p>	<p>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of 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:</p> <ol style="list-style-type: none"> 1. Board of Directors Committee (Details available on the RFC portal) 2. Executive Committee (EC) (Details available on the RFC portal) 3. Project Clearance & Consultative committee (PC&CC): (Details available at RFC portal) 4. District Level Loan Advisory Committee (DLAC) : (Details available at RFC portal) 5. Empowered Settlement committee (SLC, Sale cum negotiation committee) (Details available at RFC portal)
<p>Point No. 9</p>	<p>A directory of its officers and employees : Available on the RFC portal</p>
<p>Point No.10</p>	<p>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: Available on the RFC portal</p>
<p>Point No.11</p>	<p>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: Not related to RFC</p>
<p>Point No.12</p>	<p>The manner of execution of subsidy programmes, permits or authorizations granted by it: Financial Assistance provided to the eligible loanees under YUPY scheme of the Corporation on which interest subvention @ 6.00% is provided by the State Govt.. (Details of scheme is available on the portal/RFC website)</p>

Point No.13	Particulars of recipients of concessions, permits or authorizations granted by it: Not applicable.
Point No.14	Details in respect of the information, available to or held by it, reduced in an electronic form. Information on the following points related to RFC is available at RFC portal: a. <u>About us :</u> About the Corporation Financial Assistance Term Loan assistance Organizational Chart Board of Directors b. <u>Employees Corner:</u> Seniority List Transfer & Posting orders Promotion orders Mail c. <u>Documents:</u> Acts & Rules Service Rules Policies & Guidelines Orders, Circulars & Notifications Budget announcements Annual Progress reports Miscellaneous d. <u>Media Zone</u> Photo Gallery Press News & Publications Latest News e. <u>E-auctions/tenders</u> Unit available for sale News inviting Tenders f. <u>Enquiry</u> g. <u>Borrower's Corner</u> Online accounts New Interest rate structure Steps to avail the loan FAQs Terms & Conditions Required documents Forms Important Information Major Loan Schemes h. RTI i. <u>Directory</u> HO BO j. <u>RGHS</u>

Point No.15	<p>The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use:</p> <p>Facilities to get information under RTI Act, 05(9.30 AM to 6.00PM):</p> <p>a. Application fee u/s 6(1) of RTI Act, 2005 : Rs 10.00/-</p> <p>b. Photo copy charges for A-3 & A-4 size paper : Rs. 2/- per page</p> <p>c. Photo copy charges for bigger size paper: Actual expenses or cost</p> <p>d. Inspection of Record : No charges for initial one hour and <u>Rs. 5</u> for further each 15 minutes.</p> <p>e. For Sample model : Actual Cost</p> <p>f. Information in Disc or floppy : Rs. 50.00 per Disc or floppy.</p> <p>g. Fee/charges can be deposited in DD/IPO/cash</p> <p><u>RFC Library/ reading room</u></p> <p><u>Waiting Room available for MD/ED</u></p>												
Point No.16	<p>The names, designations and other particulars of the Public Information Officers:</p> <p>Public Information officer at RFC, HO:</p> <table border="1" data-bbox="392 972 1386 1128"> <thead> <tr> <th data-bbox="392 972 719 1010">Name</th> <th data-bbox="719 972 895 1010">Post</th> <th colspan="2" data-bbox="895 972 1386 1010">Telephone/Mobile No.</th> </tr> <tr> <td colspan="2"></td> <th data-bbox="895 1010 1158 1048">Office</th> <th data-bbox="1158 1010 1386 1048">Mobile No.</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 1048 719 1128">Dr. Sh. K .K. Gupta,</td> <td data-bbox="719 1048 895 1128">GM(Ops.)</td> <td data-bbox="895 1048 1158 1128">0141-2385522</td> <td data-bbox="1158 1048 1386 1128">9414097515</td> </tr> </tbody> </table>	Name	Post	Telephone/Mobile No.				Office	Mobile No.	Dr. Sh. K .K. Gupta,	GM(Ops.)	0141-2385522	9414097515
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Point No.17	<p>Such other information as may be prescribed:</p> <p>Ist appellate authority:</p> <table border="1" data-bbox="392 1205 1386 1355"> <thead> <tr> <th data-bbox="392 1205 719 1243">Name</th> <th data-bbox="719 1205 895 1243">Post</th> <th colspan="2" data-bbox="895 1205 1386 1243">Telephone/Mobile No.</th> </tr> <tr> <td colspan="2"></td> <th data-bbox="895 1243 1158 1281">Office</th> <th data-bbox="1158 1243 1386 1281">Mobile No.</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 1281 719 1355">Sh. Rajendra Prasad Sharma</td> <td data-bbox="719 1281 895 1355">ED</td> <td data-bbox="895 1281 1158 1355">0141-2385505</td> <td data-bbox="1158 1281 1386 1355">7340067834</td> </tr> </tbody> </table>	Name	Post	Telephone/Mobile No.				Office	Mobile No.	Sh. Rajendra Prasad Sharma	ED	0141-2385505	7340067834
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(Annexure "A")

Point No. 2 : Powers and duties of its officers and employees :

Sl. No.	Name of officer with Designation	Section/Work
01.	Sh. Shakti Singh Rathore, IAS, MD	<ul style="list-style-type: none">• Overall supervision, direction & Control
02.	Sh. Rajendra Prasad Sharma, RAS, ED	<ul style="list-style-type: none">• Overall Administration• First Appellate Authority under RTI Act, 2005
03.	Ms. Nidhi Agrawal, RACs, GM(F)	<ul style="list-style-type: none">• All Finance & Accounts matters, Expenditure, Budget, Audit & Control, Assembly matters etc..
04.	Sh. K. K. Gupta, GM	<ul style="list-style-type: none">• Head of Operations(FR)• F&A• Secy. to Board• Public Information Officer under RTI, 2005
	Sh. Nand Lal Meena, DGM(FR)	<ul style="list-style-type: none">• Follow up & Recovery• Reschedulement of loan• Recovery action U/s. 29 of SFC's Act• Change in constitution• Settlement of loan(SLC)• Preparation of NITs• Receipts of tenders• Approval of sale of possession units
	Sh. Gulshan Dutt, DGM	<u>Finance & Accounts:</u> <ul style="list-style-type: none">• Maintenance of books of accounts/ Bank accounts• Arrangement of funds• Lodging claim of 6% of interest subvention with Govt. under YUPY loan scheme• Reimbursement of TA, Medical, Journey, entertainment expenses etc.
	Smt. Neelam Malhotra	<u>SB/ACR :</u> <ul style="list-style-type: none">• Conducting Meetings of the Board, Executive Committee, Annual General Meeting and Special General Meetings of the Shareholders.• Matters relating to issuance and transfer of shares.• Maintenance of APARs of the employees of the Corporation.• Maintenance of Property details of the officials.
05.	Sh. Pankaj Purohit, GM	Head of P&A, Vigilance, CAS, GAD, Law, PB/PR, P&C & RTI:
	Sh. Gulshan Dutt, DGM	<u>P&A:</u> <ul style="list-style-type: none">• Sanction of AGIs & ACPs• Conducting DPCs• Granting permission for further study• Forwarding of application for employment in other organizations• Salary to Staff• Calculation of retirement amounts• Maintenance of service book

		<u>Vigilance</u> <ul style="list-style-type: none"> • Processing of complaints received • Correspondence with ACB in ACB cases • Maintenance of MIS (penalties, ACB trap cases, suspension, dismissal etc.)
	Smt. Shashi Bala Vijay, DGM	<u>CAS</u> <ul style="list-style-type: none"> • Receipts of loan application and registration • Processing of loan applications received from BOs • Examination of loan applications & appraisals • Loan sanction • Loan cancellation/rejection • Revalidation of sanctions
	Sh. S. K. Gupta, DGM	<u>GAD :</u> <ul style="list-style-type: none"> • Supervision & execution of work related to GAD section <u>A&I:</u> <ul style="list-style-type: none"> • Supervision & execution of work related to A&I section
	Smt. Indira Maheshwari, Dy. Manager(Law)	<u>Law:</u> <ul style="list-style-type: none"> • Execution of documents • Examination of title documents • Litigation matters • Legal opinions • Approval of draft of agreements
	Sh. K.C.Bunkar, DGM	<u>Business Promotion & Public Relation</u> <ul style="list-style-type: none"> • Publishing of NITs, • Organization of BP campaign • Publishing of news items.
	Sh. Rajeev Ajmera, DGM	<u>Planning and Co-ordination</u> <ul style="list-style-type: none"> • Monitoring of References received from State Govt. • All matters relating to meeting of PC&CC • Organizing Branch Managers Conference for review of field offices. • Compilation and Printing of Annual Report, Chairman Speech and Operational Statistics. • Compilation of Information as per Calendar of Review Prescribed by SIDBI • Co-ordination with other sections at HO for providing desired data/information to State Govt.
	Sh. Shankar Lal Sharma, Asstt. Manager	<u>RTI:</u> <ul style="list-style-type: none"> • Processing of RTI application/appeals under RTI Act • Compliance of I & IInd appeals
6.	Sh. Rajeev Ajmera, DGM	<u>Portal Nodal officer</u> <ul style="list-style-type: none"> • Online information of Chief Minister Information System(CMIS)

		<ul style="list-style-type: none">• Supervision of Rajasthan Sampark Portal at the level of MD(level-3).• <u>Jan Kalyan Portal</u>
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