

ANNEXURE-IPUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(B)(i) OF THE RIGHT TO INFORMATION ACT,2005

(The particulars of the organization, function and duties).

Sr. No.	<b>Name of the Organization/ Department/Board /Corporation/Institution</b>	<b>Function and duties (in brief)</b>
1.	Chandigarh Scheduled Castes Backward Classes and Minorities Financial Development Corporation Limited.	The mandate of the Corporation is to provide loan under Scheduled Castes, Backward Classes and Minorities & dependents of Safai Karamcharies besides loan to similar categories. This Corporation is also providing training in various trades to Scheduled Castes, Backward Classes, Minorities & dependents of Safai Karamcharies.

ANNEXURE-II

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(B)(i) OF THE RIGHT TO INFORMATION ACT,2005

(The powers and duties of the officers and employees)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited,Chd.**

<b>Sr.No.</b>	<b>Name of the Post</b>		<b>Powers &amp; duties (in Brief)</b>
1	Managing Director	1	Head of Department
2	Company Secretary	1	They are to assist M.D. in day to day functioning of the Corpn.
3	AC(F&A)	1	-DO-
4	Sr.Asstt	5	Deals with recovery, loan, Establishment & Training and one Sr.Assistant is designated as Law Officer attending all the legal cases of t he Corporation.
5	Jr. Asstt.	3	Attached with recovery, loan and accounts section etc.
6	Clerk	4	-DO-
7	P.A	1	Attached with M.D.
8	Jr.Scale Stenographer	1	She is attached with Company Secretary
9	Peons	5	To deliver dak and to attend officers in the office
10	Chowkidar	5	To provide Chowkidara duty.
11	Driver	2	To drive Govt.Vehicles
12	Instructors	4	To provide training in various trades

ANNEXURE-IIIPUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(The procedure followed in the decision making process, including channels of supervision and accountability)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Limited, Chd.**

Sr. No.	Name/ Type of work	Level at which the case is initiated (Name of the Post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the Post)
1.	Loan & Training	Sr.Asstt.	Chandigarh Scheduled Castes backward Classes and minorities financial and development Corpn.Ltd.	Managing Director/ Chairman & Board of Directors

ANNEXURE-4

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(B)(i) OF THE RIGHT TO INFORMATION ACT, 2005

(The norms set for the discharge of its functions)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

Sr.No.	Item of Work	Norms set by the department (number of days taken for decision making)
<p>-No Norms has been set/approved for the Corporation -</p>		

ANNEXURE-5PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(B)(i) OF THE RIGHT TO INFORMATION ACT, 2005

(The Rules Regulations, Instructions, Manuals and Records held by it or under control or used by employees for discharging functions)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Limited, Chd.**

Sr.No.	Name of the Act	Name of Rules	Name of the Manuals	Instructions (Write circular No./date	Any other Record/ Document
<p>Registered under Companies Act. The corporation is following its own service rules and all other rules, regulations, instruction etc. are being followed on the pattern of Chandigarh Administration , Memorandum &amp; Article of Association of the Company, Loan regulations Instructions of National corporation issued from time to time. Instructions of Government of India for use of grants.</p>					

ANNEXURE-6

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Statement of the categories of documents that are held or under control)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

SR.NO	CATEGORY OF DOCUMENTS
1	Service Book/Personal Files - Estt. Asstt.
2	A.C.R's - Estt.Asstt.
3	Fixed Deposit Receipts - Accountant
4	Legal documents of loan cases- Loan Assistant

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Limited, Chd.**

Sr.No.	Details/Type of arrangements made
1.	There are two non-officials Directors appointed amongst from the public in our Board of Directors.

ANNEXURE-8PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Statement of the Boards, councils, committees and other bodies)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

Sr.No	Name of the Boards(s)	Name of Council(s)	Name of Committee(s)	Name of other Bodies(s) Constituted by the deptt.	Whether meetings of these Bodies are open to the public (Yes/No)	Whether the Minutes of such meetings are accessible for public (Yes/No)
<p>- This Corporation is having Board consisting of Managing Director of the Corporation, CMD of National Corporation, two non-official Directors. The minutes of the Board are only circulated to Board Members.</p>						



ANNEXURE-9PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Directory of the officers and employees)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

Sr.N o.	Name of the Officer/Employee	Designation	Telephone Numbers( O)
1.	Ms Varsha Khangwal,HCS	Managing Director	2700372
2.	Sh. S.C.Jain	Company Secretary	2700609
3.	Sh. Hardeep Singh Rana	AC(F&A)	
4.	Sh.Kehar Singh	Sr.Asstt	2710328
5.	Sh. Kartar Singh	L.O	2700609
6.	Smt. Brij Rani	Sr.Asstt	-do-
7.	Sh.M.L.Singla	Sr. Asstt.	-do-
8.	Sh.Surmukh Singh	Jr.Asstt.	-do-
9.	Sh. Balwinder Kumar	-do-	-do-
10.	Sh.Lila Dhar	-do-	-do-
11.	Sh.Kulbir Kumar	Clerk	-do-
12.	Sh.Balbir Chand	Driver	-do-
13.	Sh. Harish Kumar	Driver	-do-
14.	Ms.Anita Sharma	Jr.Scale Stenogrpaher	-do-
15.	Smt.Anita Rajeev	Clerk	-do-
16.	Smt.Nishi Gupta	Clerk	-do-
17.	Smt.Kusum	Clerk	-do-
18.	Sh. Dev Raj Singh	Peon	-do-
19.	Sh. Amrik Singh	Peon	-do-
20.	Sh.Som Nath	Peon	-do-
21.	Sh.Bal Dass	Peon	-do-
22.	Sh.Bhag Singh	Peon	-do-
23.	Ms.Malkit Kaur	Instructor	-do-
24.	Ms.Asha Kiran	Instructor	-do-
25.	Smt.Swaran Kaur	Instructor	-do-
26.	Smt.Simla	Peon cum Chowkidar	-do-
27.	Sh.Jagdish	Sweeper cum Chowkidar	-do-
28.	Sh.Om Parkash	Sweeper cum Chowkidar	-do-

ANNEXURE-10PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Monthly remuneration received by the officers and employees)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

Sr.No.	Name of the Officer/Employee	Monthly emoluments (Rupees)
1.	Ms Varsha Khangwal,HCS	41979
2.	Sh. S.C.Jain	51094
3.	Sh. Hardeep Singh Rana	
4.	Sh.Kehar Singh	43772
5.	Sh. Kartar Singh	36542
6.	Smt. Brij Rani	38202
7.	Sh.M.L.Singla	32385
8.	Sh.Surmukh Singh	27353
9.	Sh. Balwinder Kumar	25649
10.	Sh.Lila Dhar	20349
11.	Sh.Kulbir Kumar	21915
12.	Sh.Balbir Chand	37166
13.	Sh. Harish Kumar	36689
14.	Ms.Anita Sharma	19168
15.	Smt.Anita Rajeev	12941
16.	Smt.Nishi Gupta	15955
17.	Smt.Kusum	13025
18.	Sh. Dev Raj Singh	13851
19.	Sh. Amrik Singh	16265
20.	Sh.Som Nath	15845
21.	Sh.Bal Dass	15845
22.	Sh.Bhag Singh	15530
23.	Ms.Malkit Kaur	23360
24.	Ms.Asha Kiran	22112
25.	Smt.Swaran Kaur	23761
26.	Smt.Simla	12904
27.	Sh.Jagdish	15558
28.	Sh.Om Parkash	10878

ANNEXURE-11PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Limited, Chd.**

Sr.No.	Head/Item of the budget	Proposed expenditure during the year ( )	Disbursement made ( )
	-No Budget has been prepared by this Corporation being a Corporation so far.	—	—

ANNEXURE-12PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward Classes and Minorities Financial and Development Corporation Limited, Chd.**

Sr.No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
	Subsidy is being paid having income below the Poverty Line	The subsidy amount is being paid to the beneficiaries in the shape of stipend under training programme and amount of subsidy is being paid under loan scheme which is reduced while issuing the repayment schedule.	As per scheme	11 beneficiaries to whom Rs. 65000/- has been release during the current year

ANNEXURE-13

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Particulars of recipients of concessions, permits or authorizations  
granted)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

Sr.No.	Concessions/Permit/ Authorization Grant.	Name of recipient	Address of the recipient
	Not applicable for this Corporation.	—	—

ANNEXURE-14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Details in respect of the information, available, reduced in an electronic form)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

<b>Sr.No.</b>	<b>Type of information</b>
	Not applicable

ANNEXURE-15

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Particulars of facilities available to citizens for obtaining information)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

Sr.No.	Facilities available	Remarks (No. of days in a week/Timings etc.
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The Corporation is arranging awareness camps for the public, distributing of pamphlets, brochures etc., and receptionist is also helping in providing various information for information e.g. public visiting the Corporation.

**ANNEXURE-16****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
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(Name, designations and other particulars of the  
Public Information Officers)

Name of the Corporation:

**Chandigarh Scheduled Castes, Backward  
Classes and Minorities Financial and Development Corporation  
Limited, Chd.**

Sr.No.	Name of the State Publication Information Officer	Designation	Telephone No Office/ Residence	Residential Address	Assistant State Publication Information Officer	Telephone Number Office/ Residence	Residential Address
1.	Sh. S.C.Jain	Company Secretary	Off: 2701449 Res. 2723040	H.No. 900/12-A, Panchkula	Sh. Hardeep Singh Rana	9988090708	# 2113, Sector 27-C, Chandigarh