

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. | Name of the Organization/ Department/Board /Corporation/Institution | Function and duties (in brief) |
|------------|--|--|
| 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.**

| Sr.No. | Name of the Post | | Powers & duties (in Brief) |
|---------------|--------------------------|---|--|
| 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) |
|---|--------------|--|
| -No Norms has been set/approved for the Corporation - | | |

ANNEXURE-5PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
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(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 & 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-6PUBLICATION 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-8

PUBLICATION 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(5) | 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.

| Sr.No. | Type of information |
|---------------|----------------------------|
| | 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. |
|--------|----------------------|---|
|--------|----------------------|---|

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 |