Sr.	Inbox	
1	The Particulars of the Organization, Functions and Duties	Objective/purposeofthepublicauthority.To promote economic and developmental activities for the benefit ofthe backward sections amongst the Minorities, preference being givento the occupational groups and women:Mission/VisionStatementofthepublicauthority.Upliftment of targeted minorities.Brief history of the public authority and context of its formation.RAJASTHANMINORITIESFINANCE& DEVELOPMENTCOOPERATIVECORPORATION (RMFDCC) was promoted as aGovernmentCooperativeSociety and incorporated then underMinistry of Social Justice& Empowerment as a Cooperative SocietyDutiesofthepublicutios:Apart from this, in the functioning of the Corporation, it is alsothe duty of the Society to adhere to regulations contained in Bye-Laws, and various norms, policies, guidelines issued by variousStatutory Authorities, Department of Public Enterprises, Ministry ofMinority Affairs , (Government of India) , Government of Rajasthan.RMFDCC work with District Minority Welfare Officers in the district.The DMWO work as Branch manager & Program Officer as Dy.Branch Manager of RMFDCC in their respective district.Main activities/functions of the public authority.List of services being provided by the public authority.List of services being provided by the public authority with a briefwrite-upon
		 (i) To assist, subject to such income and/or economic criteria as may be prescribed by the Government from time to time, the Minorities individuals or groups of Minorities individuals by way of loans and advances for economically and financially viable schemes and projects; under micro financing scheme, group of individuals belonging to the minorities will include such groups in which predominantly (75% and above) members belongs to minority community. In very exceptional cases this may include those group also where upto 60% members belong to minority community provided other members belong to Weaker sections including Scheduled castes/scheduled tribes, other backward classes and disabled. (as per the EGM of NMDFC held on 1.11.1999 and CG approval vide letter 3/17/T-1/2000/D/8278 dated 9.2.2000). (ii) To grant loans and advances at such rates of interest as may be determined from time to time in accordance with the guidelines or schemes prescribed by the Central Government or by the Reserve Bank of India; (iv)To extend loans and advances to the eligible members belonging
		 (iv) To exterior locaris and davances to the engine members belonging to the minorities for pursuing general/professional/technical education or training at graduate and higher level. (v) To assist in the upgradation of technical and entrepreneurial skills of minorities for proper and efficient management of production units. (vi) To assist the district level organisations dealing with the development of the minorities by way of providing financial assistance or equity contribution and in obtaining commercial funding or by way of refinancing. (vi) To work as an apex institution for coordinating and monitoring the

		 work of all corporations/boards/other bodies set up by the state government for, or given the responsibility of assisting the minorities for their economic development; and (viii)To help in furthering the Government policies and programmes for the development of minorities. Organizational Structure Diagram at various levels namely State, 					
		Directorate, Region, District, Block etc. (whichever is applicableExpectation of the public authority from the public for enhanciitseffectivenessUnder the various Schemes of lending / promotional schemes , tpublic namely the beneficiaries should follow all the proceduresavailing the sameArrangements and methods made for seeking pubparticipation/contribution.Exhibitions and Fairs, Conferences, Seminars and Workshops beiheld at various places at India.Mechanism available for monitoring the services delivery apublicgrievance					
		utilization	of District Offices - periodic verification of certificates, progress reports received, detailed eficiaries received.				
		 (ii) Monitoring of NGOs, pre and post sanction study phy officers & monitors appointed for this purpose. Addresses of the main office and other offices at differe (Please categories the addresses district wise for facility understanding by the A.Particulars of Registered Address of Registered office : 					
		Basement of Minority Hostel, Shipra Path, Mansarovar, Jaipur Morning hours of the office : Closing hours of the office : (Monday to Friday)					
2.	The Power and Duties of its Officers and	Please provide de of	tails of the powers & duties of officers & employees the organisation.				
	Employees Inbox	A	lrs. Sreya Guha, dministrator				
		F	dministrative inancial thers				
			eing Chief Executive Officer of the Corporation, all inctions and activities are under his control.				
		Designation	Mrs. Pratibha Pareek Managing Director				
		Powers	Administrative Financial				
		Duties	Others Overall in-charge of Department				
		Designation Sh. Banwari Lal Gupta , Manager					
		Powers	He will work as head of Financial wing				
		Duties	1. Processing payment files.				

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		2. Finalisation of accounts.
		3.Co-ordinating audit. Assisting during Statutory/
		Accounts audit.
		4. Salary preparation and disbursement. Arrears
		of salary calculation.
		5.Income tax calculation of all employees on the
		basis of their projected income and estimated
		savings. Regular revision as per the changes in
		the income and savings.
		6.TDS matters - Salary, Contractors,
		Professional & others. TDS Challan, filing of
		returns. etc.
		7.PF matters - Deduction of PF, Deposit of
		deducted PF, Record maintenance, Filing of
		return, PF inspection, & assessment.
		8. Processing TA/DA claims of the Employees,
		Directors, Monitors, etc.
		9.Maintaining recovery status
		10.Keeping record of all credit
		11.Pursuing actions against the defaulting
		persons
		12.Preparation of Budget
		13.Necessary reconciliation of accounts.
		14.Conducting tours to DMWO offices for
		monitoring and inspection of beneficiaries,
		impact of NMDFC scheme in States
		15.Gratuity and leave Encashment
		16.Preparing Financial Statements along with
		schedules to accounts and note on accounts for
		initiating Statutory Audit process.
		17.Maintaining computerized Fixed Assets
		Register, calculation of item-wise depreciation.
		18. Disbursement of loans
		19.Calculation of dues, Quarterly Demand
		notices, detail recovery position and its analysis.
		20Calculation of Penal Interest and Liquidated
		Damage Charges on delayed utilization of funds
		and delay in repayment of dues respectively. File
		processed for waiver of penal interest.
		21Investment of Surplus Funds and maintenance
		of related records.
		22Drafting MOU and co-ordinating negotiation
		meetings ,finalisation & execution.
		23Monitoring of MOU 24Preparing and issuing of share certificates to
		24Preparing and issuing of share certificates to allottees of shares by affixing common seal and
		duly signed by two directors.
		Work relating to all type of audit particularly
		internal audit and its follow up. 1. Appointment of Internal Auditor.
		2. Coordination for conducting the audit and
		follow up of the reports.
		3. Detailed information as and when required by
		auditors.
		4. Maintenance of register of Directors and
		Shareholders.
		Member of Investment Committee on surplus
		funds.
	Designation	Mr. Rajesh Mathur
	Designation	Assistant Manager Cooperative
1 1 1		

4 Rules, Regulations, Instructions, Manuals Name Attle of the document Financial Others 4 Rules, Regulations, Instructions, Manuals Name Attle of the document Name Attle of the document 4 Rules, Regulations, Instructions, Manuals Name Attle of the document Name Attle of the document 5 Financial Schemes Type of the document :- Others 6 Monitoring of Loan disbursement & Recoveries Admitenance of Accounts Officer in all assigned work including 1 Admitenance of Accounts Officer in all assigned work including Name Attle of the document 7 Rules, Regulations, Instructions, Manuals Name Attle of the document Type of the document :- Others 6 Monitoring of Loan disbursement & Recoveries Type of the document :- Others 7 Type of the document :- Others Type of the document :- Others 6 Monitoring Steme, Mahila Samridhi Yojana and Promotional Loan Scheme, Such as vocational Loan Scheme, Micro- Financing Scheme, Mahila Samridhi Yojana and Promotional schemes such as sestance for design development/Skill up-gradation, The pamphlets also gives the address of the respective DMWO office from where loan can be availed by the beneficiaries. 7 Type asthan Minority Finance & Development Co- operative Corporation, Basement of Minority Finance & Development Co- operative Corporation, Basement of Minority Hostel, Shipra			Powers	Administrative	
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	Information Officer of RMDFC
(c) Folders of list of beneficiaries	
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