

RTI

Sr.	Inbox	
1	The Particulars of the Organization, Functions and Duties	<p>Objective/purpose of the public authority. To promote economic and developmental activities for the benefit of the backward sections amongst the Minorities, preference being given to the occupational groups and women:</p> <p>Mission/Vision Statement of the public authority. Upliftment of targeted minorities.</p> <p>Brief history of the public authority and context of its formation. RAJASTHAN MINORITIES FINANCE & DEVELOPMENT COOPERATIVE CORPORATION (RMFDCC) was promoted as a Government Cooperative Society and incorporated then under Ministry of Social Justice & Empowerment as a Cooperative Society</p> <p>Duties of the public authority. It is the duty of RMFDCC to carry out the objectives mentioned in bye laws. Apart from this, in the functioning of the Corporation, it is also the duty of the Society to adhere to regulations contained in Bye-Laws, and various norms, policies, guidelines issued by various Statutory Authorities, Department of Public Enterprises, Ministry of Minority 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.</p> <p>Main activities/functions of the public authority. List of services being provided by the public authority with a brief write-up on them.</p>
		<p>(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).</p> <p>(ii) To promote self-employment and other ventures for the benefit of minorities.</p> <p>(iii) 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;</p> <p>(iv) To extend loans and advances to the eligible members belonging to the minorities for pursuing general/professional/technical education or training at graduate and higher level.</p> <p>(v) To assist in the upgradation of technical and entrepreneurial skills of minorities for proper and efficient management of production units.</p> <p>(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.</p> <p>(vii) To work as an apex institution for coordinating and monitoring the</p>

		<p>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</p> <p>(viii) To help in furthering the Government policies and programmes for the development of minorities.</p>												
		<p>Organizational Structure Diagram at various levels namely State, Directorate, Region, District, Block etc. (whichever is applicable). Not Applicable</p> <p>Expectation of the public authority from the public for enhancing its effectiveness and efficiency. Under the various Schemes of lending / promotional schemes , the public namely the beneficiaries should follow all the procedures for availing the same</p> <p>Arrangements and methods made for seeking public participation/contribution. Exhibitions and Fairs, Conferences, Seminars and Workshops being held at various places at India.</p> <p>Mechanism available for monitoring the services delivery and public grievance resolution.</p> <hr/> <p>(i) Monitoring of District Offices - periodic verification of utilization certificates, progress reports received, detailed list of beneficiaries received.</p> <hr/> <p>(ii) Monitoring of NGOs, pre and post sanction study physically by officers & monitors appointed for this purpose.</p> <p>Addresses of the main office and other offices at different levels. (Please categorise the addresses district wise for facilitating the understanding by the user). A. Particulars of Registered Office: Address of Registered office : Basement of Minority Hostel, Shipra Path, Mansarovar, Jaipur Morning hours of the office : 9.30 am Closing hours of the office : 6.00 pm (Monday to Friday)</p>												
2.	The Power and Duties of its Officers and Employees Inbox	<p>Please provide details of the powers & duties of officers & employees of the organisation.</p> <hr/> <p>Designation Mrs. Sreya Guha, Administrator</p> <hr/> <p>Powers Administrative Financial Others</p> <hr/> <p>Duties Being Chief Executive Officer of the Corporation, all functions and activities are under his control.</p> <hr/> <table border="1"> <tr> <td>Designation</td> <td>Mrs. Pratibha Pareek Managing Director</td> </tr> <tr> <td>Powers</td> <td>Administrative Financial Others</td> </tr> <tr> <td>Duties</td> <td>Overall in-charge of Department</td> </tr> </table> <hr/> <table border="1"> <tr> <td>Designation</td> <td>Sh. Banwari Lal Gupta , Manager</td> </tr> <tr> <td>Powers</td> <td>He will work as head of Financial wing</td> </tr> <tr> <td>Duties</td> <td>1. Processing payment files.</td> </tr> </table>	Designation	Mrs. Pratibha Pareek Managing Director	Powers	Administrative Financial Others	Duties	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.
Designation	Mrs. Pratibha Pareek Managing Director													
Powers	Administrative Financial Others													
Duties	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.													

			<p>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 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.</p>
		Designation	Mr. Rajesh Mathur Assistant Manager Cooperative

		Powers	Administrative
			Financial
			Others
		Duties	1. Convening and holding all meetings including Board meeting. Recording the minutes in loose leaf Minutes book 2.Co-ordinating Strategic Planning for RMFDCC. 3. He will be Member secretary of State Level Screening Committee. 4. Convener of Recovery cell 5. Implementation of Non financial schemes
			6.Monitoring of various schemes
		Designation	Mr. G.D. Sharma Assistant Manager Finance
		Powers	Administrative
			Financial
			Others
		Duties	He will assist Accounts Officer in all assigned work including 1. Allotment of Targets to districts 2. Loan Disbursement 3. Monitoring of Loan disbursement & Recoveries 4. Maintenance of Accounts Record etc. 5. He will be the in-charge of stores.
4	Rules, Regulations, Instructions, Manuals Records Discharging Functions & for	Name /title of the document	Type of the document :- Others Choose one of the types given below:- (Rules, Regulation, Instructions, Manual, Records, Others
		Brief write-up on the Document	Briefly describes the aims & objectives of RMFDCC, target groups, channels to reach the target group viz., District Minority Welfare Officer's Offices & NGOs, Lending schemes such as Term Loan, Educational Loan Scheme, Micro-Financing Scheme, Mahila Samridhi Yojana and Promotional schemes such as vocational training scheme, marketing assistance to craft clusters, assistance 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
		From where one can get a copy of rules, Regulation, instructions, manuals & records.	Rajasthan Minority Finance & Development Co-operative Corporation, Basement of Minority Hostel, Shipra Path, Mansarovar, Jaipur At District Level: Office of the DMWO
		Fee charged by	It is a publicity material and is distributed free of

		<p>the department for a copy of rules,</p> <p>Regulations, instructions, manual & records (if any).</p>	cost		
5	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	Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in the following format	Yes, A provision of Board of Directors is also mentioned in the bye laws, which include public persons.		
		Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format	Yes, A provision of Board of Directors is also mentioned in the bye laws, which include public persons		
6	A statement of the categories of documents that are held by it or under its control	Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. secretarial section, directorate level, others. (Please mention the level in place of writing 'Others')			
		Sr. No.	Category of the Doc-ument	Name of the Document & its introduction in one line	Procedure to obtain the document
		1	Official Documents	(a) Correspondence files	Photocopies of particular reference or references can be made available on the advice of Public
				(b) The General Loan Agreement & the State Government Guarantee Deeds	

			Information Officer of RMDFC
		(c) Folders of list of beneficiaries	
		(d) The proposal files pertaining to the Vocational Training Scheme, Mahila Samridhi Yojana, Marketing Assistance Scheme	
		(e) Annual Action Plan files	
		(f) Scheme proposal files.	
		(g) Respective files of the NGO proposals.	
		(h) The proposal files pertaining to the Mahila Samridhi Yojana, Marketing Assistance Scheme in respect of the NGOs.	
		(i) Monthly Progress Report file.	
		(j) Parliament & Assembly Question File.	
		(k) Correspondence file	
		with the Ministries.	
		(l) Files of special projects undertaken by RMDCC.	
		(m) Tour report files of respective officers.	
		(n) Policy file under the Educational Loan scheme	
		(o) Complaint file,	

		(p) Court cases file.	
		(q) Minority Concentration Districts Files.	
		(r) Board Agendas	
		(s) Board Minutes File.	
	Official Documents	SCHEME OF EDP GRANT-IN-AID ASSISTANCE	Photocopies of particular reference or references can be made available on the advice of Public Information Officer of RMDFC
		EDP GRANT-IN-AID ASSISTANCE FILE	
		STOCK REGISTER	
		COMPUTER PURCHASE FILE	
		COMPUTER MAINTENANCE FILE	
		COMPUTER CONSUMABLES PURCHASE FILE	
		WEBSITE FILE	
	FINANCE & ACCOUNTS DEPARTMENT	Cash Vouchers/Cash Book	
		Bank Vouchers/Bank Book	
		Journal Vouchers/Journal Register	
		General Ledger	
		Fixed Asset Register	
		Festival/General Advance Register	
		TDS/PF Challan Registers	
		TA/DA Rules	
		Investment Files	
		Salary files	
		Salary Register	
		Bank Reconciliation Register	
		Employees TA/DA files	
		Dis honour of cheque file	
		Capital/Revenue Budget	
		Final Accounts/Balance Sheet files	
		Final Accounts/Balance Sheet files	
		Accounts Audit	
		Recovery Statement	
		Income tax return file	

	Files / records relating to advances, service matters, procurement and administrative matters	Personnel Files of Employees	Photocopies of particular reference or references can be made available on the advice of Public Information Officer of RMDFC
		Declaration of Dependents	
		Documents relating to Appointments etc.	

Norms set by it for the discharge of its functions.

15.1. Please provide the details of the Norms/Standards set by the department for execution of various activities/ programs.

A. PROJECTS DEPARTMENT

- (a). Allocation of funds under the Term Loan Scheme & Micro-Finance Program.
 - (b). Disbursement of funds.
 - (c). Sanction & Disbursement of funds under the Micro-Finance program
 - (d). Sanction & Disbursement of funds for conducting Vocational Training program, Exhibitions & Mahila Samridhi Yojana.
 - (e). Sanction & Disbursement of funds to the NGOs for organising Exhibitions & Mahila Samridhi Yojana.
- The above activities are performed as per the norms/standards laid down in the Reference Manual prepared by the Projects wing.

B. FINANCE DEPARTMENT

15.1 Project lending/loan accounting as per the reference manual of RMDCC programmes maintained by Project wing.

Administrative/establishment matters as per approved rules/guidelines maintained by P&A wing.

C. PERSONNEL & ADMINISTRATION DEPARTMENT

15.1 Norms and standards are already defined in the various rules applicable in the corporation. For execution of various activities / programmes.

D. CORPORATE SECRETARIAT

15.1 Norms set up as per Memorandum and Articles of Association of Public authority and concerned provisions of Companies Act