

RIGHT INFORMATION ACT – 2005

Ref. b (i)

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED, LUCKNOW.

ORGANISATION:

National Handloom Development Corporation (NHDC) Limited was set up in February, 1983 as a Public Sector Undertaking by the Government of India as an autonomous body under the Companies Act, 1956 in pursuance of the imperative need for a National Level Agency to assist the speedy development of the Handloom Sector by coordinating all action covering the procurement and supply of inputs at reasonable prices augmenting the marketing efforts of State Handloom Agencies and initiating developmental activities for upgrading the technology in the Handloom Sector and improving productivity.

FUNCTIONS:

To serve as a National Level Agency for the Promotion and Development of the Handloom Sector. The Corporation objectives are as below.

1. To facilitate the availability of raw materials like Yarn, Dyes & Chemicals and other inputs to handloom weavers.
2. To contribute to increasing the awareness regarding appropriate technology.
3. To play a proactive role for the benefit of the sector.
4. To act as a channel for routing Central Government funds, loans and grants to Handloom Corporations, Co-operative Societies and other bodies or persons engaged in the production and development of the Handloom Sector.
5. To create marketing opportunities for higher output.

The employees of the corporation are divided in to three main streams i.e. Commercial, Finance and Personnel & Administration. Decisions are made both at Head Office and Regional Offices in accordance to the corporation's policy.

- **Commercial:**
Functional committees are working at Head Office and Regional Offices, which take decision within the financial limit as fixed by the Board. The matters/proposals exceeding to the fixed limit are referred to Managing Director for approval.
- **Finance:**
Activities of all regional offices related to Finance & Accounts are monitored at Head Office and decisions are taken by Finance & Accounts Head on the policy matters with consultation of other HOD and Competent Authority.
- **Personnel & Administration:**
Head of Personnel & Administration takes decisions on policy matters at Head Office. Issues related to promotion, transfer, employee's welfare/ motivation and disciplinary action are dealt at Head office level.

The duties/responsibilities of the employees working under different streams are defined and decision, supervision and are fixed as per the hierarchy as mentioned in the enclosed organizational chart.

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Duties/ responsibilities of the employees are defined for each post. Functions are discharged as per set rules and responsibilities assigned time-to-time based on the need of the corporation.

Corporation was set up by the Government of India in February 1983 and had adopted manual in the year 1984 on issues related to the service conditions and policy for purchases and sale of yarn etc. Present manual covers the rules and regulation on following areas:

- Delegation of powers to Managing Director
- Delegation of powers to officers
- Pay scale
- Industrial Dearness Allowance
- House Rent Allowance
- Policy for purchase & sale of yarn
- City compensatory Allowance
- Leave rules
- Conduct, Discipline and Appeal rules
- General terms & conditions of service
- Medical rules
- Guidelines for follow up of performance of probationers
- Guidelines for Annual performance
- Loan scheme for purchase of conveyance
- TA/DA rules including LTC
- Uniform/Kits scheme
- Incentive scheme for acquiring higher qualification
- Contributory Provident Fund Rules
- Recruitment and Promotion rules
- Rules for reimbursement Conveyance allowance
- Gratuity Scheme

The present manual is under updating process, however some rules have already been modified as per guidelines of Department of Public Enterprises after seeking approval of Board.

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Presently three main departments are functional in the corporation and concerned department is maintaining its records.

Commercial:

Records related to Government policy and procedures/guidelines, correspondence with Government agencies, State Government agencies and administrative ministry.

Finance & Account:

Records related to Finance & Accounts including books of accounts and Balance Sheets etc.

Personnel & Administration:

Personal records of the corporation's employees including Annual Confidential Reports and records related to expenses incurred on general repair/maintenance and housekeeping etc.

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As a Public Sector Undertaking of Government of India, the Corporation is signing MOU with Government of India since 1992-93 as per guideline received through letter No. 3 (4)/2004-DPE(MOU) dated 7th January 2005 of Ministry of Heavy Industries and Public Enterprises, an MOU 2005-06 was signed. A copy of MOU 2005-06 is enclosed.

- a) Board of Directors of the Corporation as on 31/7/2005 consists of following Directors:
1. Shri B K Sinha, DC(H)-Chairman
 2. Smt. Sarita Mittal- Director
 3. Shri V K Goyal-Director
- b) Audit Committee of the Corporation as on 31/7/2005 consists of following Directors:
1. Shri B K Sinha, DC(H)-Chairman
 2. Smt.Sarita Mittal – Member
 3. Shri V K Goyal – Member

The minutes of Board Meeting and Audit Committee Meeting are not open to public. As per Section 193 of Companies Act, 1956 inspection of or obtaining copies of minutes of Board Meeting, even to shareholders is not permissible.

Ref. b – (ix)

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LTD.

LIST OF THE TELEPHONE OF OFFICERS FOR HEAD OFFICE

SL	Name & DESIGNATION	DIRECT OFFICE T.PH NO	RESIDENCE
1	SH. V.K.GOYAL - M.D.	2635297 / 2635277	2375158 / 2325893
2	SH. M.M. KHAN,SR EA to MD	2635277	2282653(P)
3	SH. K.K.PANDEY,SR P.A.	2635297	2446230(P)
4	SH. S.K.SRIVASTAVA.DGM	2635147 / 9415010115	2422112
5	SH. A.J. RIZVI – FA & CAO	2635431	2382579 (P)
6	SH. M.P.KRISHANAKUMAR , SR. P.A.	-	2446409(P)
7	SH. S.K. BANERJEE, S.M.©	2635134	2354927
8	SH. C S CHATURVEDI,CM	2635279	2767614
9	SH.J.G. MAHAJAN, SR MGR.(F&A)	2635152	2447120
10	SH I. S. RAUTELA SM (C)	2635131	2710227(P)/2713367
11	SH. M.M.A. KHAN	2635317	2443121(P)
12	SH SHAD PARVEZ, A.M. (F&A)		2268613 (P)
13	SH. S.S. DHAKARWAL,SR.MGR	2635437	2238403
14	MS. SANTOSH ARORA, SR.P.A.	-	2300418 (P)
15	SH. A.K. SETH, D.M.(P.R.)		2789592 (P)
16	SH. ANIL KR. SINGH A.M.(MAIN./P&A)		2333552 (P)
17	SH. SARBJIT SINGH, D.M.(P&A)		3274098 (P)
18	MS. VANDANA SINGH –HINDI OFF.		2391938 (P)
19	SH.AKHILENDRA SINGH , MGR(F&A)	3097382	2769870 (P)
20	SH PREM KUMAR, A.M.(F&A)		2423006 (P)
21	SH.S. SHEKHAR, MGR(C)	2636509	2461553 (P)
22	SH. RAKESH AGARWAL, MGR(F&A)	2635303	2391791 (P)
23	SH. NRIPENDRA KUMAR, D.M.(F&A)		2472544 (P)
24	SH. V.K. SINGH – A.M.(CO-ORD.)		2738129 (P)
25	E.P.A.B.X.	2635133 / 2635287	
26	FAX	0522 – 2635282	
27	email – honhdc@sancharnet.in		
28	website: www.nhdcltd.com		
29	ISDN -	2200244	

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED

List of Telephones No. of Regional Office (s) as well as Product Division

SL	Regional Office(s) Name & DESIGNATION	DIRECT OFFICE TELEPHONE NO
1	Sh. S.K. Malik - Manager (Comm.) Regional Office (Bhopal)	0755-2766928 FAX 0755- 2767925
2	Sh. N. Jayaraman - Sr. Manager (Comm.) Regional Office (Coimbatore)	0422-2510027 0422-2510228 Fax 0422-2510660
3	Sh. R.K. Punn – Manager (Comm.) Regional Office (Hyderabad)	040-24736845 Fax 040-24730668
4-	Sh. D. Gomes – Manager (Comm.) Regional Office (Kolkata)	033-23565271 033-23565270 Fax 033-23565269
5-	Sh. Deo Lal – Manager (Comm.) R.O. (Panipat)	0180-2652771 Fax 0180-2658445
6-	Sh. S.H. Ansari – Sr. Manager (Comm.) Regional Office (Lucknow)	0522-2309463 Fax No. 0522-2309436
7-	Product Division Sh. Ghanshyam Dueby – Manager (D & C) Dyes & Chemicals Division - Mumbai	022-27570493 Fax 022-27572289
8-	Fabric Division Sh. C.S. Chaturvedi – Sr. Manager (Comm.) Fabric Division – Lucknow.	0522-2635297

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED

List of Telephones No. of Branch Office (s) as well as Yarn Depot.

SL	Branch Office(s) Name & DESIGNATION	DIRECT OFFICE TELEPHONE NO
1	Sh. D.K. Dubey – Asstt.Mgr.(Comm.) B.O. Ahmedabad	079-26302563 (PP)
2	Sh. B.R. Dass - Asstt. Mgr.(Comm.) B.O. Bhubuneshwar	0674-25446128 (PP) Fax 0674-2408629
3	Sh. S. Bhattacharyee - Jr. Asstt.(Comm.) B.O. Agartala	0381-2354107 (PP)
4	Sh. S.N. Hussaini – Asstt. Mgr.(Comm.) B.O. Banglore	080-25593544 Fax 080-25593544
5-	Sh. O. Bhaskaran – Manager (Comm.) B.O. Chennai	044-26411174 Fax 044-26427043
6-	Sh. Mohd. Azam Khan – Supdt.(Comm.) B.O. Ludhiana	0161-2663275
7-	Sh. A.P. Kandaswamy – Asstt.Mgr.(Comm.) B.O. Erode	0424-2267781
8-	Sh. S.K.S. Yamunam – Supdt.(Comm.) B.O. Guwahati	0361-2459256 Fax 0361-2459256
9-	Smt. P.L. Devi – Clerk-cum-Typist B.O. Imphal	0385-222936 Fax 0385-222936
10-	Sh. A. Murugan – Asstt. Mgr.(Comm.) B.O. Kanchipuram	04112-225022
11-	Sh. M.R.S. Raghwan – Dy.Mgr.(Comm.) B.O. Karur	04324-230622 Fax 04324-230622
12-	Sh. G.P. Singh – Clerk-cum-Typist B.O. Patna	0612-2268629 Fax 0612-2268629
13-	Sh. K.S. Sakode – Asstt.Mgr.(Comm.) B.O. Choutupal	086812-24056554 ®
14-	Sh. P. Shanumugam – Dy. Mgr.(Comm.) Sh. B.O. Kannur	0479-2785011 Fax 0479-2270501
15-	Sh. M.S. Ansari – Asstt.Mgr. (Comm.) B.O. Khekhara	0121-2232833
16-	Sh. C.K. Rao – Dy.Mgr. (Comm.) B.O. Vijaiwada	0866-2438153 Fax 0866-2438153
17-	Sh. A.R. Khan – Asstt.Mgr.(Comm.) B.O. Raipur	Fax 0771-5059181(PP)

Statement showing monthly remuneration received by all employees of the Corporation is as under :

Pay Scales of Chief Executive Board Level/Executives below board level & Non-unionized Supervisors/Non Executives:

<u>Sl.</u>	<u>Designation</u>	<u>Scale of Pay</u>	<u>No. of employees</u>
1.	Managing Director	22500-600-27300	01
2.	GM/FA&CAO	18500-450-23900	01
3.	Dy.G M	17500-400-22300	01
4.	Chief Manager	16000-400-20800	-
5.	Sr. Manager	14500-350-18700	06
6.	Manager	13000-350-18250	12
7.	Dy. Manager	10750-300-16750	15
8.	Asstt. Manager	8600-250-14600	40
9.	Superintendent	5600-150-8600	34
10.	Jr. Asstt.	4700-120-5660-140-7340	48
11.	Clerk-cum-typist/Drivers	4150-80-4950-100-6150	31
12.	Peon/Attendants	3950-60-4370-80-4930	38

Besides Basic pay & Industrial Dearness Allowance, following allowances/facilities are being allowed to the employees:

House Rent Allowance :

Class of Cities	Rates
A-1	30% of basic pay
A, B-1 &	25% of basic pay
B-2	15% of basic pay
C & other unclassified cities	10% of basic pay

City Compensatory Allowance :

<u>Basic Pay per month</u>	<u>A-1</u>	<u>A</u>	<u>B-1</u>	<u>B-2</u>
Below 4000	90	65	45	25
Rs. 4000-5250	125	95	65	35
Rs. 5251-6499	200	150	100	65
Rs. 6500 & above	300	240	180	120

Reimbursement of Medical expenses :

- (i) General Treatment Amount equal to one-month basic pay plus DA in a F.Y.subject to maximum of Rs. 20,000/-
- (ii) Hospitalization Actual expenses made during hospitalization.

Reimbursement of Conveyance Expenditure

Motor Car	Rs. 1275/- p.m.
Motor Cycle/Scooter	Rs. 425/- p.m.
Moped	Rs. 215/-p.m.
Cycle	Rs. 60/- p.m.

Children Education Allowance/incentive(maximum for two children)

Tution fee	Rs. 125/- p.m. subject to maximum Rs. 250/- p.m.
Transporation	Rs. 50/-p.m. subject to maximum Rs. 100/- p.m.
Hostel Subsidey	Rs. 250/-p.m. subject to maximum Rs.500/-p.m.
Merit Allowance	Rs. 150/- p.m. subject to maximum Rs. 300/-p.m.

Performance Linked Insurance (PLI)

Employees of the corporation are made payment of PLI subject to achievement of “Very Good” rating of MOU. The amount made under PLI should not exceed 25% net profit before tax.

Leave Travel Concession

Employees and their dependants are entitled for :

Home Town : Twice in a block of four years
All India : Once in a block of four years

Reimbursement of expenses incurred on Newspaper/Magazines:

Employees upto the level of Manager & above are being paid @ Rs. 150/-p.m.

Ref. – b (xi)

Corporation has no agency to which budget is allotted, however based on the yearly target as declared under MOU separate targets are assigned/allotted to the region and employee concerned.

Ref. b- (xii)

Corporation doesn't receive any subsidy however grant in aid is received from Government of India against reimbursement of expenditure incurred under MGPS. The following benefits are extended/ reimbursed to handloom weavers/user agencies:

- Actual transportation charges subject to maximum of 1% of sale value and
- Depot charges @ 1% of sales value

Ref. – b (xiii)

No recipients of concessions, permits or authorization granted by the corporation.

Ref. – b (xiv)

Corporation has its website from where details of activities, business centers and other relevant details may referred. The website is: **www.nhdcltd.com**.

Ref. – b (xv)

There is no library or reading room for general public/citizen in the corporation. Corporation has a toll free number at its regional office, Hyderabad from where information can be gathered. The toll free number is: 1600 345 4019.

Ref. – b (xvi)

The particulars of Public Information officers are as under:

Sh. S.K. Srivastava, Dy. General Manager - Public Information Officer
Sh. S.S. Dhakarwal, Sr. Manager (P&A) - Asstt. Public Information officer