

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
(A Government of Rajasthan Undertaking)

Udyog Bhawan, Tilak Marg, C-Scheme,
Jaipur-302005
Phone: 0141-2227079 Fax: 0141-2227257
E-mail:-rajsico@rajasthan.gov.in
Website:- industries.rajasthan.gov.in/rajsico

Right
to
Information Act, 2005

Manual

Section [4(1)b]



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1. INTRODUCTION:

In exercise of the power conferred by section 27 of Right to Information Act, 2005 (Central Act No. 22 of 2005) the State government made the rules.

The objective of making this handbook is to provide the information about this organization to the public / other concern.

The intended user of this handbook may be all such persons desiring information from the organization.

The contents of the handbook has been given in the first page of the book.

Every detail has been well defined in the handbook.

The contact person in case of somebody wants to get more information on topics shall be as mentioned below:-

1.	P.K.Jain Company Secretary	:	Public Information Officer
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Procedure & Fee Structure for getting information:

3. Application Fee: A request for obtaining information shall be accompanied by an application fee of Rs 10/- by way of cash against proper receipt or by Postal Order or banker's cheque payable to the public authority.

4. Fee for providing information:

- (1) For providing information under sub-section (1) of section 7 the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to the public authority at the following rates:-
 - (a) Rupees two for each page (in A-4 or A-3 paper) created or copied;
 - (b) Actual charge or cost price of a copy in large size paper;
 - (c) Actual cost price for samples or models; and
 - (d) For inspection of records, no fee for the first hour; and a fee of rupee five for each fifteen minutes or fraction thereof thereafter.
- (2) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the public authority at the following rates:-



- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
5. Contents of appeal:- An appeal to the Commission shall contain the following, namely:
- (i) name and address of the appellant;
 - (ii) name and address of the State Public Information Officer.
 - (iii) particulars of the order against which the appeal is made including number and date.
 - (iv) brief facts leading to the appeal;
 - (v) grounds for the prayer or relief;
 - (vi) Provisions of the Act or the rules;
 - (vii) Prayer or relief sought;
 - (viii) verification by the applicant; and
 - (ix) any other information, which the Commission may deem necessary for deciding the appeal.
6. Documents to accompany appeal: Every appeal made to the Commission shall be accompanied by the following documents, namely:
- (i) attested true copy of the order against which the appeal is being preferred;
 - (ii) Copies of documents relief upon by the appellant and referred to in the appeal; and
 - (iii) an index of the documents referred to in the appeal.
7. Procedure in deciding appeal: In deciding the appeal the Commission shall-
- (i) consider oral and written evidence on oath or on affidavit from concerned or interested person;
 - (ii) peruse or inspect documents, public record or copies thereof;
 - (iii) inquire through authorized officer further details or fact;
 - (iv) hear State Public Information Officer. Assistant State Public Information Officer or such Senior Officer, who decided the first appeal, as the case may be;
 - (v) hear third party; and



- (vi) receive evidence on affidavit from State Public Information Officer, Assistant State Public Information Officer, such Senior officer, who decided the first appeal or third party.
- 8. Service of notice by Commission: Notice to be issued by the Commission may be served in any of the following modes, namely:
 - (i) service by the party itself;
 - (ii) by hand delivery (dasti) through process server;
 - (iii) by registered post with acknowledgement due.
- 9. Signing of order: Order of the Commission pronounced in open proceedings shall be in writing and authenticated by the Registrar or any other officer authorized by the Commission for the purpose.



2. The particulars of its organization, function and duties:

- ❖ The Rajasthan Small Industries Corporation Limited was incorporated on 3rd June 1961, under Companies Act.
- ❖ But the company's name scarcely reveals the highly diversified activities of RSIC are:
 - ☞ To market handicrafts of Rajasthan through a chain of retail outlet, exhibitions /fairs.
 - ☞ To develop markets for & facilities marketing of Handicrafts of Rajasthan.
 - ☞ To facilitate exports from Rajasthan by providing infrastructure and logistics support establishing & operating Inland Container Depots (ICDs), Air Cargo Complex (ACC) & other affiliated services.
 - ☞ To provide industrial raw material to SSI sector.
 - ☞ The business activities of RSIC are grouped in four strategic business units (SBUs).
 - ☞ SBU (Distribution) provides assistance in industrial raw material and marketing of goods produced by SSI sector to Government departments.
 - ☞ SBU (Handicrafts) deals in purchase and sale of Handicrafts
 - ☞ SBU (EIS) provides logistics support to Exporters and Importers through two Inland Container Depot Jaipur. Jodhpur and an Air Cargo Complex.
 - ☞ SBU (Promotional & Development) Performs promotional activities designed to benefit handicrafts sector.

SBU – Distribution

- 1- Raw Materials The distribution cell of the Corporation is providing steel items to SSI units.



SBU - EIS

- ❑ Air Cargo Complex at Jaipur Airport (1979), Inland Container Depots at Jaipur (1989), Jodhpur (1995) bring Customs Services to the doorsteps of exporters and importers of this landlocked state. ICD Bhilwara will be restarted shortly.
- ❑ The Air Cargo Complex and ICDs together handle export-import trade of Rajasthan.
- ❑ Airborne Cargo passes through ACC and Sea-borne Cargo is sent to gateway ports in ISO containers for dispatch to overseas destinations.

SBU – Handicrafts

- ❑ The Rajasthan Small Industries Corporation Limited is a nodal agency for promotion and development of crafts and craftspersons of the State of Rajasthan.
- ❑ The RSIC through its various schemes is providing Marketing Assistance to the craftsperson and running schemes for the welfare of the craftspersons.
- ❑ For marketing assistance, the RSIC is undertaking activities like purchasing goods from the craftspersons and selling through Rajasthali, providing space to the craftspersons in the Rajasthali for selling their products, organizing exhibitions in which craftspersons are allowed to sale their products, sales and exposure of craftsperson's products in the event like India International Trade Fair and exhibitions abroad.
- ❑ For promotion of craftsperson, RSIC is giving awards to the craftspersons at the District level and the State level.



- ❑ Apart from the above efforts the RSIC undertakes activities like design development of the products which not only adds to the value of the products but also increase quantum sale of the products.
- ❑ Therefore the RSIC is putting all efforts for promoting and developing the crafts and the crafts person of the State.
- ❑ There are 4 emporia, Jaipur, New Delhi, Udaipur, Kolkata
- ❑ A new Handicraft cum Tourism Complex, RAJASTHALI Handicraft Mall is operationalised at M.I.Road, Ajmeri Gate, Jaipur.

SBU - Promotion and development

- Rajasthan Hastshilpi avam Dastkar Kalyan Kosh Yojna
Modified scheme is under Preparation.
- District & State Level Craft Awards.

❖ Public Grievance Resolution

The grievances are settled by the SBU head (Strategic Business Unit Head) at the level of Head Office and by the unit officer at the level of units. Matters requiring decision by the CMD are referred to him for settlement of the matter.

❖ Address

The Head office is located at the Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur.

❖ Head Office Opening & Closing Hours:

9:30 AM to 6:00 PM

❖ The addresses of the working units are as given below:-

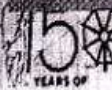
1.	Rajasthali, M. I. Road, Ajmeri gate, Jaipur
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2.	Rajasthali, Baba Kharak Singh Marg, Connaught Place, New Delhi
3.	Rajasthali, Gariahat, Kolkata
4.	Rajasthali, Jagdish Chowk, Udaipur
5.	Inland Container Depot, Sector No.5, Ajad Market, Bhilwara.
6.	Inland Container Depot, Sector No. 9, New Scheme, Bhiwadi.
7.	Inland Container Depot, Marudhar Industrial Area, Basani Phase-II, Jodhpur.
8.	Inland Container Depot, RIICO Industrial Area, Sanganer (Jaipur)
9.	Air Cargo Complex, Jaipur Airport, Sanganer (Jaipur)
10.	Raw Material Depot, 22-Godam, I. A., Jaipur
11.	Sub Raw Material Depot, B-10, Industrial Estate, Jodhpur.



3. The powers and duties of its officers and employees:

	THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD. (A Government of Rajasthan Undertaking) UdyogBhawan, Tikka Marg, C-Scheme, Jaipur-302 005 Phone: 0141-2227079 Fax: 0141-2227287 Website: http://industries.rajasthan.gov.in/rsic E-mail: rsic@rajasthan.gov.in CIN: U91110RJ1961SGC001118	
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Order

The Undersigned is presently posted as Divisional Commissioner Jodhpur and has to remain at Jodhpur for most of the time. The undersigned has also been assigned additional work of Managing Director, The Rajasthan Small Industries Corporation (RSIC), Jaipur.

For smooth functioning of RSIC, the following administrative and financial powers are hereby sub delegated to the officers of RSIC till further orders:-

S. No.	Sub-delegated Power	Delegatee Officer	Delegation Level	Reference
1	Sanction of all kinds of leave to staff (except officers)	OSD	Full Powers	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
2	To incur expenditure on repair/maintenance of furniture, office equipment, computer, peripherals	OSD	Upto Rs. 25,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
		Manager (GAC)	Upto Rs. 15,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17
3	To incur expenditure on payment of licence fees and taxes	CAO/OSD/Manager (GAC)	Full powers subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
4	To incur expenditure payment of electricity, water and telephone bills	CAO/OSD/Manager (GAC)	Full powers subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
5	To incur expenditure on repair/maintenance of vehicle/corporation buildings/plants	OSD	Upto Rs.30,000/- at a time subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
		Manager (GAC)	Upto Rs. 15,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17

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	To incur expenditure on books, periodicals and news papers	OSD	Upto Rs. 1,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
		Manager (GAC)	Upto Rs. 500/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17
7	To incur expenditure on gifts items	OSD	Upto Rs. 5,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
8	Payment of fine etc. after recording proper justification	CAO/OSD	Upto Rs. 2,000/- at a time.	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018
9	To incur expenditure on misc. items / contingent items not covered by any of the above	CAO/OSD	Upto Rs. 10,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018
		Manager (GAC)	Upto Rs. 5,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17
10	Sanctioned of permanent imprest	CAO/OSD	Upto Rs. 20,000/- at a time	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
		Manager (GAC)	Upto Rs. 15,000/- at a time	Board decision no. 344 (12) dated 19.6.17
11	Sanctioned of advance for contingent / office expenses / TA	CAO/OSD	Upto Rs. 15,000/- at a time.	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
		Manager (GAC)	Upto Rs. 10,000/- at a time	Board decision no. 344 (12) dated 19.6.17
12	Purchase of stores / tools / stationery items / consumables / computer stationery / cartridges	CAO/OSD	Upto Rs. 30,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17 and office order no. RSIC/P&A/2018-19/2487-491 dated 21.06.18
		Manager (GAC)	Upto Rs. 15,000/- at a time, subject to budget provision	Board decision no. 344 (12) dated 19.6.17
13	Purchase of SSI products from empanelled firms as per rates approved by Industries department	Manager (Mktg) with approval of OSD	Full Powers	Board decision no. 344 (12) dated 19.6.17
14	Sale of SSI products to government departments as per RSIC business practice	Manager (Mktg) with approval of OSD	Full Powers	Board decision no. 344 (12) dated 19.6.17
15	Sanction of Annual Grade Increment, ACP and leave encashment to staff (except officers)	OSD	Full Powers	Board decision no 350(10) dated 27.08.18 & Office order no. RSIC/Karmik/2018-19/3670-92 dated 25.07.18

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	Approval of Tender document, evaluation of technical bids & financial bids, negotiations, approval of agreement/MOU to be executed with the parties	Procurement Committee with final one time approval of MD.	Full Powers	New Item
17	Payment of customs cost recovery & other mandatory /statutory payments to Govt. departments	CAO	Full Powers	New Item
18	Refund of security deposits	CAO	Full Powers	New Item
19	Empanelment of Artisans under GOA scheme	OSD	Full Powers	New Item
20	Payment of accumulated PL (up to 300 PL) to retired staff	OSD	Full Powers	New Item
21	Payment of Gratuity to retired staff.	CAO	Full Powers	New Item

Note:

1. All the aforesaid delegation of powers is subject to RTTP Act. and Rules etc.
2. All kinds of leave, AGI, ACP & leave encashment to officers will be approved by MD
3. Any other delegation of powers made before to SBU Heads / Activity Heads / Unit in-charge will remain effective as before.
4. For System Cell / Company Secretary Cell, the financial powers will be exercised by Manager (GAC)/ OSD.
5. The files relating to policy matters and important matters may be submitted to undersigned. The routine matters will be disposed off at the level of the concerned officers

(Dr. Samit Sharma, IAS)
Managing Director

No/RSIC/Persl./20-21/ 2977-82

Dated 30.8.20

Copy for information and necessary action to:

1. Chief Accounts Officer (CAO), RSIC, Jaipur.
2. Officer on Special Duty (OSD), RSIC, Jaipur.
3. Manager (GAC/Mktg), RSIC, Jaipur.
4. Company Secretary, RSIC, Jaipur.
5. All other officers/sections.
6. PA to MD

Managing Director

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4. The procedure followed in the decision making process, including channels of supervision and accountability:

The matter is submitted by the supporting staff to the unit head and decision is taken at the level of MD. In some cases the matter is put up to the MD by the unit head also. The RSIC Service Rules, Government Finance Rules are followed while taking decisions.

The decision process moves from support staff level to the level of MD except where powers are vested with the officer above the support staff.

The matter requiring information to the public are published in the newspaper.

The various level officers are MD, GM, DGM, CAO, AGM, Manager, Asstt. Manager, Jr. Manager, Dy. Jr. Manager, support staff

The Chairman and Managing Director is the final authority.



5. The norms set by it for the discharge of its functions:

STATEMENT SHOWING THE PERFORMANCE AGAINST FINANCIAL TARGETS UPTO
THE MONTH JULY 2022

(Figures in Rs. lacs)

S. No.	Key Result Area	Budget Targets	Achievement	
			Current Year upto the Month July, 2022	Previous year Upto month July ,2021
1.	Handicrafts Division			
	Sales of Handicrafts items through RHEs "Rajasthalis" Corporation, GOA,. and QST Consignment Sales	390.00	189.00	62.51
2.	DISTRIBUTION DIVISION			
	Marketing (Sales of SSI Products to Govt. Departments)	930.00	174.11	242.09
3.	Export Infrastructure services			
	(a) Export/Import in ICD, Jaipur	491.70	320.42	33.44
	(b) Export/Import in ICD, Jodhpur	2643.50	871.73	756.70
	(c) Export/Import in ICD, Bhilwara	527.50	-	-
	(d) Export /Import in ACC, Jaipur	896.40	370.78	242.53
	TOTAL	5879.10	1926.04	1337.27

- Note: ICD Bhiwlara in non-operational and will be started shortly.



**STATEMENT SHOWING THE PERFORMANCE AGAINST PHYSICAL TARGETS UPTO
THE MONTH JULY 2022**

S. No.	Key Result Area	Unit	Budget Targets	Achievement	
				Current Year upto the Month July, 2022	Previous year Upto month July ,2021
	EXPORT INFRASTRUCTURE SERVICES		Annual Targets for the year 2022-23		
	(a) Export/Import in ICD, Jaipur Exim TEU	TEUs	2000	1532	187
	(b) Export/Import in ICD, Jodhpur Exim TEU	TEUs	12000	3938	3563
	(c) Export/Import In ICD,Bhilwara Exim TEU	TEUs	2000	-	-

6. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

- ❖ The details of the powers delegated to the MD and the officers of the RSIC Ltd..
- ❖ The RSIC Ltd. is having its service rules, discipline & appeal rules, service recruitment and selection rules etc. The print of these rules are available in the Personnel Section of the RSIC.
- ❖ The activity of finance and accounts section is mainly governed by the GFR. The copy of which can be taken from the office.
- ❖ The RSIC Ltd. is registered under Companies Act 1956 and therefore the company having its memorandum and articles of association. The printed booklet of this can be obtained from this office.

7. A statement of the categories of documents that are held by it or under its control:



S. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	SBU Head (Handicrafts)	Documents related to Handicrafts	The application along with required fee to be submitted to the Company Secretary who is the Public Information Officer	Support staff of the concerned section
2.	SBU Head (EIS)	Documents related to ICDs & Air Cargo		
3.	SBU Head (Distribution)	Documents related to Marketing & Iron & Steel		
4.	SBU Head (Plan & PD)	Documents related to Planning & Development		
5.	Chief Accounts officer	Documents related to Finance & Accounts		
7.	Secretary (Company Affairs ,RTI,Vidhansabha)	Documents related to Co.Affairs, Sys,RTI,Vidhansabha.		



8. The 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

The RSIC is governed under Companies Act 1956. There is no member of the public in the Board of Directors at present for formulation of policy.

9. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

BOARD OF DIRECTORS

S.No.	Director Name
1.	Shri Rajiv Arora, Chairman, RSIC
2.	Dr.Manisha Arora, IAS, Managing Director
3.	Shri Shakti Singh Rathore IAS,Director
4.	Shir Mahendra Kumar Parakh,. Director
5	Shri Shivprasad Nakate, Additional Director
6.	Shri Arun Kumar Hasija, Joint Secretary(Finance),Director

:

10. A directory of its officers and employees:

Telephone List

S.No.	Name of Officers / Ministers	Designation	Mobile No.	STD Code	Office	Fax No.
1	Shri Rajiv Arora	Chairman		0141	2227267	
2	Dr.Manisha Arora	Managing Director		0141	2227079	
3	Shri P.K.Jain	Company Secretary		0141	2227218	



4	Shri Akash Alha	CAO				2227257
5.	Sh Arvind Sharma	Manager RM/Legal	9414229079	0141	2227079	2227257
6.	Sh.Dinesh Sethi	OSD(HC)/PR Secretary (P&A)/ Sys.Mktg./Plan IITF/ /Co.aff/GAC	9414097541	0141	2227824	2227257
7.	Sh. P.C.Sain	Incharge Rajasthali Jaipur	9414338343	0141	5103329	2227257
8.	Mrs Suman	Jr.Manager(Acctt.)		0141	2227267 Ext.208	2227257
9.	Sh. Naval Sharma	Incharge Rajasthali New Delhi		011	23343140 23364762	23343140
10	Sh.Zakir	Incharge Rajasthali Udaipur		0294	2429068 (ChetakCircle) 2415346(Jagdish chowk)	
11.	Sh. Prakash Sharma	Incharge Rajasthali Gariahat Kolkatta		033	24237085	
12.	Sh. Mahesh Saini	Incharge. ICD Jaipur		0141	2398328	2398328
13.	Sh. Ratan Lal Sharma	Incharge ICD Jodhpur		0291	2748115	2741769
14.	Shri Harish Sharma	Incharge ICD Bhiwadi		01493	222916 222917	511289
15.	Shri Naresh Parihar	Incharge, ICD Bhilwara		01482	241930	241930
16.	Incharge RMD Jodhpur	Incharge		0291	2431535	2227257



STATEMENT SHOWING CADREWISE STRENGTH

S. No.	Category	Total Sanctioned Posts	Regular	Retired Employees (on Contract)	Total Working	Vacant Posts
1.	Officers	21	7 (on deputation)	1	8	13
2.	Jr. Management	53	12 (1 on deputation)	-	12	41
3.	Ministerial Staff	145	7	7	14	131
4.	IV Class	79	15*	6	21	58
	Total	298	41	14	55	243

* 8 Class IV Employees on reverse deputation to Cooperative Department



11. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

(Regular Employees)

S.No	Name of the Employee	Unit Name	PAN NO.	Designation	Basic Pay*	remarks
1.	Shri Rajiv Arora	HO	AAYPA5720B	Chairman	62000	All other allowance such as DA,HRA,CCA are being paid as per the State Govt. Rules
2	Shri Dinesh Sethi	HO	ABIPS1392L	OSD	128000	
3	Shri Ramkishan Raigar	HO	ABKPR6570M	AO	84900	
4	Shri Arvind Sharma	HO	AFEPS4482H	Manager	97300	
5	Shri Ravi Shankar Dubey	HO	ABXPD5238R	Deputy Manager	82400	
6	Smt. Suman Jat	HO	BULPJ1575R	Jr.Acctt.	35800	



S.No	Name of the Employee	Unit Name	PAN NO	Designation	Basic pay	Remarks
7	Sh. Jai Kumar	HO	AJRPK0552F	Dy.Jr.Manager	48100	remarks All other allowance such as DA,HRA,CCA are being paid as per the State Govt. Rules
8	Sh. Jagdish Kumar Sharma	HO	ATXPS5790F	Dy.Jr.Manager	42700	
9	Sh. Kulbhushan Navariya	HO	AFLPN1931P	Dy.Jr.Manager	36400	
10	Sh. Vikas Nahar	HO	AFSPN5806Q	Sr. Asstt.	36400	
11	Sh. Harish Sharma	HO	ANZPH6966L	Sr. Asstt.	36400	
12	Sh. Nanu Ram Saini	HO	BQOPS4409N	Class IV	36800	
13	Sh. Jabber Singh	HO	ANQPR6467F	Class IV	36800	
14	Sh. Faili Ram	HO	AEQPF6689E	Class IV	36800	
15	Sh. Bharat Lal Meena	HO	FQSPM9229L	Jr.Asstt	20800	
16	Sh. Ravi Kumar	HO	JTDPK5792Q	Class IV	6670	



S.No	Name of the Employee	Designation	PAN NO	Basic Pay	Remarks
	Rajasthali New delhi				
17	Nawal Kishor Sharma	Sr SA	ADUPS4806K	58900	remarks All other allowance such as DA,HRA,CCA are being paid as per the State Govt. Rules
				58900	
	Rajasthali Kalkata				
18	Prakash Chand Sharma	Dy.Jr.API	AMHPS1278B	58900	
19	Prasant Kumar Mandal	Peon	AIXPM7788A	33000	
				91900	
	Central store				
20	Manohar Saini	Jr. Asstt.	CCUPS5329G	22400	
21	Ratna Meena	Peon	CEEPM9213D	36800	
				59200	
	Rajasthali Jaipur				
22	P C Sain	Dy.Jr.API	ADUPS4798L	58900	
23	Vishnu Saini	Jr. Asstt.	LEAPS8122L	20800	
24	Lalita Vyas	Jr. Asstt.	BQXPV1210M	14600	
				94300	



S.No	Name of the Employee	Designation	PAN NO	Basic Pay	Remarks	
Air cargo Complex						
25	Punit Kumar Saini	Dy.Jr.Manager	ATYPS6576J	42700	remarks All other allowance such as DA,HRA,CCA are being paid as per the State Govt. Rules	
26	Suresh Kumar	Peon	KEEPPK0944D	36800		
27	Satya Narain Singh	US Worker	CIAPS1373N	37900		
				117400		
ICD Jaipur						
28	Mahesh Kumar	Jr. Asstt.	IDDPK0370R	14600		
				14600		
ICD Jodhpur						
29	Ratan Lal Sharma	Dy.Jr.API	ALQPS6949H	58900		
30	Manak Chand Vyas	Peon	AHHPV5817C	34000		
				92900		
ICD Bhilwara						
31	Naresh Parihar	Dy.Jr.Manager	CHIPP1062N	36400		
				36400		
Marketing cell						
32	Vinay Sharma	Dy.Jr.Manager	ATYPS6578G	42700		
33	Smt. Shakun	Dy.Jr.Manager	AWCPS8784M	45300		



Contractual Employees

S.No	Name of the Employee	Grade pay	Fix remuneration amt	Period	Unit Name	Order no	NO Of Day	DOE	Designation	Pay office order no 7641-78 Date 17-11-2017
HEAD OFFICE										
1	Pradeep Kumar Jain Company Secretary	8700	40100	Three Month	HO	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	40100
2	Om Prakash Gupta	4200	13400	Three Month	HO	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	13400
3	Yograj Sharma	2000	7400	Three Month	HO	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	7400
4	Sita Ram Mehta	2000	7400	Three Month	HO	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	7400
5	Shanker Lal I	2000	7400	Three Month	HO	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	7400
6	Sharwan Lal	2000	7400	Three Month	HO	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	7400
7	Banwari Lal Sharma	2000	7400	Three Month	HO	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	7400
										90500
RAJASTHALI JAIPUR										
8	Rakesh Kumar Yadav	3600	12000	Three Month	RHE Jpr	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	12000
										12000
AIR CARGO COMPLEX										
9	Ram phool bairwa	4200	13400	Three Month	ACC	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	13400
										13400
ICD JAIPUR										
10	Ashok Kumar Bohra	4200	13400	Three Month	ICD Jaipur	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	13400
										13400
RHE New Delhi										
11	R. G Ghai	5400	19500	Two Month	RHE Delhi	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	31.08.2022	Contract Emp	19500
12	Satish Chandra	4200	13400	Three Month	RHE Delhi	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	13400
										32900
ICD Jodhpur										
13	Amar Singh Dahiya	4200	13400	Three Month	ICD Jodh	Rajsico/Karmik/2022-23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	13400



14	Mahesh Pal Singh Jhala	4200	13400	Three Month	ICD Jodh	Rajsico/Karmik/2022- 23/ 2209-35 dt. 30.06.22	31	30.09.2022	Contract Emp	13400
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12. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

S. NO	Expenditure Head	Empo ria	H.O.	R.M.	Mark- eting	ACC	ICD Jaipu r	ICD Jodhp ur	ICD Bhiw adi	ICD Bhilw ara	Total
1	2	3	4	5	6	7	8	9	10	11	12
A.	Cost of Goods Sold Corporation Sales	5.25			900.00						905.25
B.	Cost of Goods Sold Goods on Approvals	62.40									62.40
C	ICD Operational Exp.										-
	(i) ICD/ACC Operational Exp.					500.00	418.60	2,424.80		353.40	3,696.80
	(ii) Custom officer/staff Salary							111.00		120.00	231.00
	Total:-	-	-	-	-	500.00	418.60	2,535.80	-	473.40	3,927.80
D	Employee Remun. Etc.		-								-
1	M.D.'s Salary		25.00								25.00
2	Chairman's Salary										-
3	Salary & Allowance to staff	65.25	170.60		17.50	25.00	6.30	17.00		15.00	316.65
4	Chairman's Medical Exp.										-
5	M.D.'s Medical Exp.										-
6	Staff Medical Exp.	0.40	2.00		0.50	0.50		0.20		0.35	3.95
7	Chairman Staff Salary										-
8	Incentive to staff/Hard Duty										-
9	M.O.T charges										-
10	New Pension		1.20								1.20
11	Professional Tax										-
12	Contribution towards P.F.	5.3	12.50		2.10	3.00	0.25	1.05		1.00	25.20
13	Deposit Linked Insurance scheme		6.00								6.00
14	Contribution to Gratuity fund		20.00								20.00
15	Pension Contribution		1.00								1.00
16	Welfare Exp.										-
17	Staff tea/Meeting Exp.	0.1	0.15		0.02	0.05	0.05			0.05	0.42
18	Staff liveries Exp.										-



	Total:-	71.05	238.45	-	20.12	28.55	6.60	18.25	-	16.40	399.42
E	Repair & Maintenance		-								-
1	Repair /Maintenance of Building	0.7	5.00			1.00	1.00	1.00		3.00	11.70
2	Repair & Renewals	3.7	5.00			8.00	0.30	0.20		0.20	17.40
3	Contribution to UBCF/CIT		10.00							3.20	13.20
	Total:-	4.40	20.00	-	-	9.00	1.30	1.20	-	6.40	42.30
F	SELLING& Other Exp.		-								-
1	Advertisements & Publicity	4.57	0.30		0.50	2.00				0.50	7.87
2	Packing & Forwarding	1.88									1.88
3	Commission/Rebate /Trade discount										-
4	Incentive to CHA's										-
5	Other selling Exp.	0.02									0.02
	Total:-	6.47	0.30	-	0.50	2.00	-	-	-	0.50	9.77
G	ESTABLISHMENT & OTHER EXP.		-								-
1	Rates & Taxes	3.20	13.00			2.00	0.50			1.25	19.95
2	Rent/License fee	1.65				24.00					25.65
3	Director's Fee & Exp.										-
4	Payment to Auditors		0.75								0.75
5	Audit fee	0.10									0.10
6	Tax audit fee/		0.40								0.40
7	Reimbursement of Exp										-
8	FBT Tax/Service Tax IPCL										-
9	Chairman Telephone Expense										-
10	Telephone/Taxes/Fax exp	0.75	0.32			0.80	1.00	2.10		1.00	5.97
11	Chairman's TA										-
12	M.D.'s T.A. Exp.										-
13	Chairman Staff TA Expenses										-
14	Staff T.A. Exp.	0.60	0.50		1.00	0.15		0.25		0.40	2.90
15	Bank Commission	1.00	0.10		0.02	0.05					1.17
16	Light & water charges	19.85	8.75			15.00	5.00	4.10		4.00	56.70



17	Maintenance of Vehicle		9.00			4.00	3.50	3.30		3.00	22.80
18	Chairman's Vehicle Exp.										-
19	Insurance charges	0.36	0.15			3.50	0.15	0.25		0.50	4.91
20	Exhibition Exp.										-
21	Adm. Charges on P.F.		1.60								1.60
22	Books & Periodicals	0.02	0.10								0.12
23	Local Conveyance Exp.	0.41	0.10		0.05	0.15	0.30	0.05		0.15	1.21
24	Filing Fees		0.15								0.15
25	Legal Exp./Consultancy charges/	0.45	7.30			0.10					7.85
26	Membership Fee										-
27	Chairman Office Expenses										-
28	Office/General Exp.	10.30	9.00		0.01	3.50	1.50	1.10		1.50	26.91
29	Postage & stamps	0.08	0.10			0.10		0.05			0.33
30	Printing & Stationary	0.75	2.50		0.01	0.15	0.05	0.15		0.50	4.11
31	Chairman Public Relation Expenses										-
32	Public Relation Exp.	0.31	0.60			0.10	0.05	0.05		0.10	1.21
33	Computer/weightment/x-ray charges										-
34	Chowkidari charges	11.50	4.00			4.00	4.00	10.10		5.00	38.60
35	Economic Rent & Service charges						3.15	3.75			6.90
	Total	51.33	58.42	-	1.09	57.60	19.20	25.25	-	17.40	230.29
			-								-
H	Financial charges		-								-
1	On long term loans		22.70								22.70
2	On Bank Borrowings										-
	Total	-	22.70	-	-	-	-	-	-	-	22.70
I	Other Exp.		-								-
1	Bad Debts & petty balance W/o										-
2	Exp. W/o										-
3	Deferred Tax Assets W/b										-
4	Interest(On lease Rent of ICD Bhiwadi)		10.00								10.00
5	Depreciation W/o	10.00	20.75			12.00	2.10	1.50		3.00	49.35



6	Exp. Pertaining to previous year	0.15	5.00								5.15
7	Contribution to state Renewal fund										-
8	UD Tax ICD Bhiwadi		4.05								4.05
	Total:-	10.15	39.80	-	-	12.00	2.10	1.50	-	3.00	68.55
J	Promotional Activity Expenses		-								-
	Total	-	-	-	-	-	-	-	-	-	-
			-								-
	Grand Total of Expenditure		-								-
(b)	Cost of goods sold Corporation Sales	5.25	-	-	900.00	-	-	-	-	-	905.25
(c)	Cost of goods sold Goods on Approval	62.40	-	-	-	-	-	-	-	-	62.40
(c)	ICD/ACC Operation Exp.	-	-	-	-	500.00	418.60	2,535.80	-	473.40	3,927.80
(d)	Employees Remuneration	71.05	238.45	-	20.12	28.55	6.60	18.25	-	16.40	399.42
(e)	Repair & Maintenance	4.40	20.00	-	-	9.00	1.30	1.20	-	6.40	42.30
(f)	Selling & other Exp.	6.47	0.30	-	0.50	2.00	-	-	-	0.50	9.77
(g)	Establishment & other Exp	51.33	58.42	-	1.09	57.60	19.20	25.25	-	17.40	230.29
(h)	Financial charges(Interest)	-	22.70	-	-	-	-	-	-	-	22.70
(i)	Other Exp/	10.15	39.80	-	-	12.00	2.10	1.50	-	3.00	68.55
(j)	Promotional Publicity	-	-	-	-	-	-	-	-	-	-
	Total:-	211.05	379.67	-	921.71	609.15	447.80	2,582.00	-	517.10	5,668.48
	Less:Exp Met out	14.95									14.95
	Net expenses	196.10	379.67	-	921.71	609.15	447.80	2,582.00	-	517.10	5,653.53
K	Gross Sales		-								-
1	Corporation Sales	8.00			930.00						938.00
2	Goods on Approval Sales	95.00									95.00
	Less:Discount Allowed	0.85									0.85
	Net Sales	102.15	-	-	930.00	-	-	-	-	-	1,032.15
3	Sales & Transfer	0.50	-								0.50
L	OTHER INCOME										-



1	Profit on Sales of fixed assets/Auction Income										-
2	Commission on Cons. Sales	98.65									98.65
3	Other commission/ Handling Charges	9.00			1						10.00
4	Recoveries / Penalty Charges				5.00						5.00
5	Interest Received	0.55	70.00								70.55
6	Rent/License Fee Received	33.23	310.00			1.40					344.63
7	Misc Income	0.76	0.02		4.01	16.00					20.79
8	<u>Revenue of ACC/ICD Service</u>										-
	Terminal, handling and transportation					855.00	455.00	2,630.00		384.00	4,324.00
	Weighment/X-ray Charges					2.00	0.50	6.50			9.00
	Warehousing charges					18.00	0.60	1.50		0.10	20.20
	Ground Rent/Fregiht Charges							1.00		0.10	1.10
	Recovery of Customs									120.00	120.00
	Container General operation charges						1.00	4.50			5.50
	Income from Shortfall MGT						34.60			23.30	57.90
	MOT Received										-
9	Dividend Received		0.10								0.10
10	Income Pertaining to earlier year		0.20								0.20
11	Sundry/Petty Cr.Balance W/b										-
12	Unspent provision W/b										-
	Total:-	142.19	380.32	-	10.01	892.40	491.70	2,643.50	-	527.50	5,087.62
	GRAND TOTAL										-
	Total Income	244.84	380.32	-	940.01	892.40	491.70	2,643.50	-	527.50	6,120.27
	Total Expenditure	196.10	379.67	-	921.71	609.15	447.80	2,582.00	-	517.10	5,653.53

13. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

NOT APPLICABLE



14. Particulars of recipients of concessions, permits or authorization granted by it:

NOT APPLICABLE

15. Details in respect of the information, available to or held by it, reduced in an electronic form:

The RSIC Ltd. is maintaining its website in the name of industries.rajasthan.gov.in/rajsico and some of the details about the organization are available on this website.

16. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Every citizen can get the information from the concerned section. However the RSIC Ltd. is not maintaining library for Public use.

17. The names, designations and other particulars of the Public Information Officers:

Name, designation and other particulars of Public Information Officer:-

S. No	Name of Public Information Officer	Designation	Telephone No.	
			Office	Residence
1.	Shri P.K.Jain	Company Secretary	2227079	963635546



18. Such other information as may be prescribed; and thereafter update these publications every year:

Export infrastructure Services:

The RSIC is providing export infrastructure services to the exporters through its Inland Container Depot at Jaipur, Jodhpur, Air Cargo Complex at Airport Jaipur. ICD Bhilwara will be started shortly.

The RSIC is managing Air Cargo and ICD as per the printed booklet of the working manual. The printed booklet is available with the CAO , Unit which can be seen by the public.

Raw Material:

The Corporation is appointed Nodal Agency for distribution of Iron & Steel raw material to the SSI units of the State of Rajasthan allocated by the Ministry of Steel, New Delhi. The brief position of marketing of raw material is as under:-

Every year the allocation of Iron & Steel items is made by Ministry of Steel, New Delhi, on the basis of demand submitted by RSIC to the Ministry. The Government of India passes a rebate per MT to the Corporation towards handling and administrative expenses, on the raw material items procured by RSIC from SAIL & RINL.

The Corporation enters in MoU / agreement with SAIL and with SSI units in some of the items and not in all items. The allocated items are sold to the SSI units through MoU units and non-MoU units.

After getting offer from the main producers, allotment is made to the units. On the basis of the allotment made to the SSI unit, the amount is deposited by the unit in Corporation's account and material is delivered to the party.

The Corporation is also appointed nodal agency for distribution of Coal.



(vi) **Marketing of SSI's Products**

The Rajasthan Small Industries Corporation Ltd. assists small-scale industries for the marketing of the following products:-

1. Barbed Wire
2. Steel Furniture
3. Polythene Bags & sheets
4. Tents & Tarpaulins
5. Angle Iron

The industries manufacturing above products and registered with the Industries Department are listed on contract basis with the RSIC Ltd. through publicity in newspaper. The supplies are made against the demand of the Government departments.

The price of the products is fixed by a Price Fixation Level Committee. The contract is made with the supplier for one year on the basis of the rates fixed by the rate fixation committee. The supplies are effected after adding 3% mark-up by the RSIC Ltd. on the items listed above at serial No. 1 to 6 and in the case of item at serial No.7 the mark-up of 10%.

The Performa invoice is given to the buyer against the demand and order to the supplying industry is placed after receipt of 100% payment from the buying government department. On receipt of intimation from the supplying industry that the goods are ready, the buying Government department is intimated to take delivery. On receipt of the confirmation that the supply has been executed the payment to the supplying industry is made.



The Rajasthan Small Industries Corporation Ltd., Udyog Bhawan Tilak Marg, Jaipur.

Voluntary Disclosures of Information U/s-4

Policies

Name of Policy	Objectives	Who is eligible to apply for benefits	Eligibility conditions	Any timeframe prescribed for processing of applications.	With whom to apply.	Sanctioning authority.
Purchase of Handicrafts and Textile items	- Providing marketing support to craftsperson - To help artisans to earn their livelihood by purchasing quality goods from them.	Artisans and manufacturers as per definition given here under ***	Artisans or manufacturers of the State of Rajasthan only.	After receiving application the constituted committee meets at regular intervals to take decision on the application received.	General Manager / OSD/AGM Central Stores	C M D / GM

Important benefits that will flow to applicant.	Duration for which policy will remain in force.	Order/ Notification No & date of issue.	Whether any rules / guide lines issued or yet to be issued.	Previous policies on the same subject.
-Timely payments -Direct & easy approach to market	It will remain in force till need for reviewing the same is felt by CMD.	RSIC/ HC/ 18261-65 dated 03.02.2006 and RSIC/HC/ 21934-38 dated 29.03.2006.	-Payment within three days after supply of the goods for direct purchase.	-
			-Payment in the following month for Goods on Approval system after submission of bill by the supplier	



Note *** Definition:

1. Artisan: means a person who is skilled practitioner craft of Rajasthan having acquired knowledge and skill from family tradition, under any training scheme of government / institute or working with any renowned craftsperson. For commercial purpose he / she may operate through a business Organisation in collaboration with family members or other craftsperson.
2. Manufacturer: means a person / firm who organizes production of a traditional craft of Rajasthan by engaging craftsperson / artisans and provides them raw material, design, production facility etc.



The Rajasthan Small Industries Corporation Ltd., Udyog Bhawan Tilak Marg, Jaipur.
Voluntary Disclosures of Information U/s-4
Policies

1. Minimum Sale Guarantee Policy of Handicrafts Counters
2. Coal Distribution Policy to SSI Units
3. Marketing Distribution Policy to SSI Units
4. Iron & Steel Distribution Policy to SSI Units

The Rajasthan Small Industries Corporation Ltd., Udyog Bhawan Tilak Marg, Jaipur.
Voluntary Disclosures of Information U/s-4
COMMITTEES

SBU :Handicrafts

Name of Committee	Subject matter	Composition, Chairperson, Members (designation or name)	Minutes of the last three meetings
A) Meeting of State Level Committees for selection of craftpersons for State Award	State Award	1. Secretary (Small Industries & Khadi) Government of Rajasthan, Jaipur. 2. Secretary, Department of Art & Culture, Government of Rajasthan Jaipur. 3. Commissioner, Industries Industries Department, Government Of Rajasthan, Jaipur.	Can be seen in the office of G.M. by interested person on request.



		Director, Institute of Craft & Design Jaipur. Director General Jawaharkala Kendra, Jaipur Dy. Secretary, Finance (Exp. II) Government of Rajasthan, Jaipur Representative, Office of the Development Commissioner (HC) Assistant Director (H) Office of the Development Commissioner(HC) Marketing & Service Extension Center, Ministry of Textile, Government of India, Tonk Road, Over to Tonk Pulia, Near Petrol Pump, Jaipur Director, City Palace Museum, Jaipur Principal, School of Arts, Jaipur Dy. Secretary Industries (Gr.2) Department, Government of Rajasthan, Jaipur	
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B) Rajasthan Hastshilpi Avam Dastkar Kalyan Kosh Yojna	Rajasthan Hastshilpi Avam Dastkar Kalyan Kosh Yojna	1. MD, RSIC Ltd 2. Commissioner, Industries, GOR 3. Executive Director , RFC 4. Executive Director, RIICO 5. Dy. Secretary Industries, GOR 6. OSD (HC), RSIC	Can be seen in the office of G.M. by interested person on request..
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C)Price Fixation Committee for Handicrafts items	This committee fixes purchase price for handicraft items purchased for sales through Rajasthali showrooms.	1. OSD 2. CAO 3. Consultant	As and when required	As and when required	Can be seen in the office of OSD by interested person on request.
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SBU:-Export Infrastructure Services

Name of Committee	Subject matter	Composition, Chairperson, Members (designation or name)	Prescribed Frequencies of meetings		Minutes of the last three meetings
(i) Opening of tender documents for technical Bid (ii) Opening of Financial Bid	For Appointment of H&T contractor for ICD Jaipur	OSD CAO(EIS) Manager Consultant Asstt. Manager EIS	Constituted committees negotiated the matter with the parties and after negotiation committee decided to whom appointed as H&T Contractor for ICD' s after approval of MD		M/s Adani Logisitcs for Transportaon and M/s Ekta Enterprises



SBU:- Marketing

Name of Committee	Subject matter	Composition, Chairperson, Members (designation or name)	Prescribed Frequencies of meetings	Minutes of the last three meetings
Price Fixation Committee	Price Fixation of Various SSI Products	(A) 1.Managing Director, RSIC 2.Dy.Secretary Industries(Gr.2) (B) 1. CAO,RSIC 2. OSD(Mktg.) 3. Manager,	As and when required	Minutes can be seen on website under Marketing Link