

INFORMATION

HANDBOOK

**UNDER
SECTION 4 (b)**

RIGHT TO INFORMATION ACT 2009

ISSUED BY:

**JAMMU & KASHMIR SCHEDULED CASTES, SCHEDULED TRIBES &
BACKWARD CLASSES DEVELOPMENT CORPORATION LIMITED**

(A J&K STATE GOVERNMENT UNDERTAKING)

REGD.& HEAD OFFICE/Div.Jammu : AT 7-EXTN. SHASTRI NAGAR, JAMMU-180004

CAMP OFFICE/Div.Off. Kashmir : EXCHANGE ROAD NEAR RED CROSS OFFICE,
SRINAGAR-190001

DISTRICT OFFICES : AT ALL DISTRICTS LEVEL IN THE STATE

E-mail: contact@jkscstbccorp.in,

Website: www.jkscstbccorp.in

CHAPTER- No. 01

Introduction

1.01- Right to Information Act 2009:

The Jammu & Kashmir Right to Information Act 2009 as passed by the Jammu and Kashmir State Legislature received the assent of His Excellency the Governor of Jammu & Kashmir State on 20th. March, 2009. The Act provides for setting out the regime of right to information for the people of the State to secure access to information under the control of Public Authority, in order to promote transparency and accountability in the working of every public authority, the constitution of a State Information Commission and for matters connected therewith or incidental thereto. Information under the Act means the information as defined in terms of Sec. 2 (d) of the Act.

The complete copy of J&K RTI Act 2009 & J&K RTI Rules are available on the website of J&K Government, General Administration Department (www.jkgad.nic.in)

2.01- Objectives/ purpose of this Hand book:

The objective/ purpose of this information handbook, prepared under the J&K Right to Information Act 2009, is to keep the public informed about the J&K SC, ST & BC Development Corporation Ltd, its functions, duties etc and to facilitate the Public at large and in particular the target group people (viz: Scheduled Castes, Scheduled Tribes, Backward Classes, Notified National Minorities, Safai Karamcharis & Handicapped) regarding the procedure for seeking information pertaining to the J&K SC, ST & BC Development Corporation Ltd ; which is otherwise not available in this hand-book. This handbook can be perused on the official website of the corporation([www. Jkscstbccorp.in](http://www.Jkscstbccorp.in)).

1.3: Who can use this Handbook:

Any person can use this handbook, as the same has been prepared for the information of public at large and the target group in particular under the J&K RTI Act 2009.

1.4: Organization of the information in this hand-book:

Jammu & Kashmir Scheduled Castes, Scheduled Tribes & Backward Classes Development Corporation Limited(A J&K State Government Undertaking).

1.5: Contact person in case some body wants to get more information on topics covered in the Hand-book as well as other information also:

Public Information Officer of J&K SC, ST & BC Development Corporation Ltd; 7-Extn.
Shastri Nagar, Jammu-180004

1.6: Procedure and Fee structure for getting information not available in the Hand-Book.

- a). The procedure and fee structure as prescribed in Section 6 of the RTI Act 2009 and the J&K RTI Rules -2012, shall apply mutatis-mutandis while seeking information from the Public Authority i.e the J&K SC, ST & BC Development Corporation Ltd; A request for obtaining information, under Sub-Section (1) of Section 6 of the RTI-Act 2009, either in writing or through electronic means in English, Urdu or Hindi, as per the prescribed form (Form- A) shall be accompanied by an application fee of Rupees ten (Rs. 10/-) by way of **cash** against proper receipt, **OR** by way of demand draft, **OR** bankers cheque in favour of the Financial Advisor/Chief Accounts Officer, of J&K SC, ST & BC Development Corporation Ltd; payable at Jammu.
(Postal orders are not acceptable in the Corporation as the corporation has no treasury transactions)

- b) At the time of providing information under Sub- Section (1) of Section 7 the fee, shall be charged by way of **cash** against proper receipt, **OR** by way of demand draft, **OR** bankers cheque, in favour of the Financial Advisor/Chief Accounts Officer, of J&K SC, ST & BC Development Corporation Ltd; payable at Jammu. **(Postal orders are not acceptable in the Corporation as the corporation has no treasury transactions)**

- i. Rupees 2/- for each page (A-4 or A-3) size, created or copied.
 - ii. Actual charge or cost price of a copy in large size paper.
 - iii. Actual cost or price for samples or models; and
 - iv. For inspection of records, no fee for the first hour; and a fee of Rs. 5/- for each fifteen minutes (or a fraction thereof) thereafter.
- d). For providing the information under Sub-section (5) of section '7' the fee shall be charged by way of cash against proper receipt, **OR** demand draft, **OR** Bankers cheque, in favour of the Financial Advisor/Chief Accounts Officer, of J&K SC, ST & BC Development Corporation Ltd; payable at Jammu, at the following rates. **(Postal orders are not acceptable in the Corporation as the corporation has no treasury transactions).**
- i. For information provided in diskette or floppy, Rs. 50/- per diskette or floppy; and
 - ii. For information provided in printed form at the price fixed for such publication **OR** Rs. 2/- per page of photocopy for extracts from the publication.

CHAPTER- No. 02

Particulars of Organization, Functions and Duties

2.01: Particulars of Organization

The Scheduled Castes, Scheduled Tribes and Backward Classes, was established on 1ST. April, 1986, a Government of Jammu & Kashmir undertaking, under the Ministry of Social Welfare J&K State, registered under Companies Act, 1956 under section 3(1)(iii). The corporation is managed by the Board of Directors with representations from Central and State Governments , National Level Finance & Development Corporations and non-official members (Public representatives from target group viz; SC, ST, BC, Notified National Minorities, Safai Karamcharis etc.), the Board is constituted by the Jammu & Kashmir Government. The Share Capital of corporation is contributed by the State and Central Governments in the ratio of 51:49. The details of authorized and paid up Share Capital is hosted on the website of the corporation (www.jkscstbccorp.in)

2.02: (i). Vision

***"Poverty to Prosperity"
Endeavour for Social Transformation***

(ii). Mission

To work for the socio-economic and educational upliftment of weaker sections, of the society through self employment avenues enabling them to be economically independent and self reliant members of the society.

2.03: Main Objectives of the Public Authority:

The prime objective of the Corporation is to work for socio-economic and educational upliftment of its target group people viz;

- (i). Scheduled Castes,
- (ii). Scheduled Tribes,
- (iii). Backward Classes,
- (iv). Notified National Minorities (i.e Muslims, Sikhs, Buddhists, Christians, Parsis and Jains) male members,
- (v). Safai Karamcharis/ Scavengers and
- (iv). Handicapped (Persons with Disabilities) male members.

and to provide better self employment avenues, so that they can become economically independent and self reliant members of the society.

2.04: Duties of the Public Authority

The corporation is an enterprise under Social sector. The subject assigned to the corporation is to promote economic and development activities for the socio-economic and educational upliftment of its target groups people in the State of Jammu & Kashmir.

2.05: Main Activities/Functions of the Public Authority

In order to achieve the objective, the corporation is providing the following services to the target group people in the State:-

- a). The corporation identifies the deserving persons of SC ST & BC categories who are living Below the Poverty Line(BPL), sponsor their cases to various banks in accordance with the "SERVICE AREA APPROACH" for financing, enabling them to establish need based income generating units with Bank Assistance costing upto Rs.1.00 Lac. The corporation provides subsidy to such identified beneficiaries upto 50% of the project/unit cost, subject to maximum upto Rs.10000/- to each SC & ST categories beneficiary, out of Special Central Assistance(SCA) to Scheduled Castes Sub-Plan(SCSP) and Special Central Assistance(SCA) to Tribal Sub-Plan(TSP) respectively and 33.33% subject to max.Rs.3000/- to BC category target group beneficiary out of State Plan.
- b). The Corporation undertakes a wide range of activities for socio-economic upliftment of the weaker section of society belonging to scheduled castes, scheduled tribes, Backward classes, Notified National Minorities(male members), Safai Karamcharies/ Scavengers and Handicapped(Persons with Disabilities) male members. The corporation provides loans at concessional rates of interest in collaboration with National level Finance Development corporations of the Govt. of India, to the persons of the target groups, for establishment of income generating units in various trades/sectors, viz Transport, Small Business, Agriculture, Service and Allied Sector / activities, Handloom/Handicraft etc. The category-wise maximum loan is provided at the following pattern:-

(Rs. in Lakhs)

S. No	Apex Corporation	Category	Max. Quantum of loan	Apex Corpn. Share	State Corp. Share	Benef. Contribution
01	National Scheduled castes Finance & Dev. Corpn. (NSFDC) New Delhi	SC's	Rs.30.00	85-90%	5-10%	5%
02	National Scheduled Tribes Finance & Dev. Corpn.(NSTFDC) New Delhi	ST's	Rs.10.00	85-90%	5-10%	5%
03	National Backward Classes Finance & Dev. Corpn. (NBCFDC), New Delhi	BC's	Rs.10.00	85-90%	5-10%	5%
04	National Minorities Dev. & Finance Corpn. (NMDFC), New Delhi (For Male Members)	Notified Minorities	Rs.10.00	85-90%	5-10%	5%
05	National Safai Karamcharis Finance & Dev. Corpn. (NSKFDC), New Delhi	Safai Karam.	Rs.15.00	85-90%	5-10%	5%
06	National Handicapped Finance & Dev. Corpn. (NHFDC), New Delhi	Disabled persons	Rs.25.00	90-95%	5%	5%

→ Rate of interest 4-8%(depending upon quantum of loan/scheme) .

→ Repayment in 36 to 66 monthly installments (depending upon quantum of loan/scheme)

- c). The corporation arranges /provides Educational Loan, at concessional rates of interest, to the students of the target group families for pursuing technical and professional Degree course, in India and abroad. The category-wise maximum loan is provided at the following pattern:-

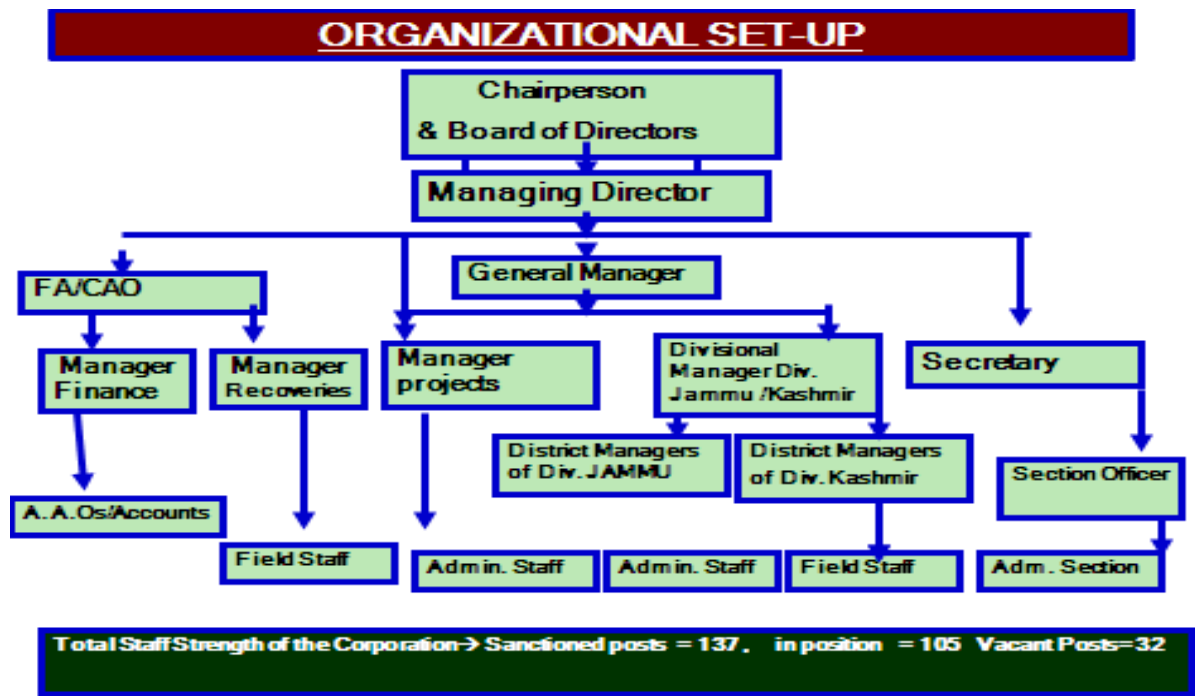
Category	Max. Quantum of Loan for study (Amt.in Lakhs)		Rate of interest from beneficiary	Repayment period
	In India	In Abroad		
SC, BC, Safai Karamchahris and Handicapped	10.00	20.00	4% for male & 3.50 % for female	Five years (repayment shall be commenced after six months of completion of course or getting employment whichever is earlier)
Scheduled Tribes	5.00	N.A.	6% for all	
Notified Minorities National	10.00	20.00	3% for all	

- b). The corporation has been undertaking various types of skill development and vocational Training programmes by imparting training to the target groups persons to develop their skill and knowledge with a view to enhance their competence for wage employment and self employment with the financial support from the National Level Corporations or other sources.

2.06: List of Services being provided by the Public Authority with a brief write-up on them

As per details given above at para 2.05.

2.07: Organization Structure Diagram at various levels namely State, Division and District



With a view to dealing with different issues/duties pertaining to the J&K SC, ST & BC Dev. Corporation, different Sections at Head Office Level, Divisional Office one each at Jammu and Srinagar and District Offices at each District level have been set-up under overall supervision and control of the Managing Director. The brief description is as under:-

- i. **Head Office Level:**
 1. Administrative Section
 2. Accounts Section
 3. Projects Section
 4. Recovery Section
- ii. **Divisional Level Offices**
- iii. **District Level Offices**

Descriptions of Duties/work of each section/office

At Head Office Level

1. Administrative Section:

The work of the section is to look after all administrative affairs of the corporation.

2. Accounts Section:

The Section is headed by one Financial Advisor/Chief Accounts Officer. The work of the section is to deal with all financial matters/ financial management of the organization.

3. Projects Section:

The Section is headed by Manager Projects. The work of the section is to formulation the Annual plan projections, process sanctions of loan, liaison with National Level Corporations of the Govt. of India, monitor to regular utilization of funds received from the National Level Corporations and any other work assigned by the Managing Director from time to time.

4. Recovery Section:

The Section is headed by Manager Recoveries, the work of the section is to look after all recovery affairs of loans advanced by the corporation, amount recovered from the prospective beneficiaries and compilation of District-wise recovery Data, comparison with targets. Monitoring of District-wise recovery of loan and appraisal to the Managing Director etc.

Other Subordinate Offices (Divisional & District Level)

The corporation has two Divisional Level Offices, at Jammu and Srinagar, each Division is headed by Divisional Manager concerned. The Divisional Managers are supported by the Administrative staff. Each Divisional Manager has Administrative, financial supervision/ control upon the subordinate offices at District level regarding implementation the programmes/schemes of the corporation in a time bound manner, regular monitoring the working including disbursement and recovery of loan.

The District Managers of the corporation in each District of the State are supported by Field staff and other Administrative Staff. The District Managers of the corporation are fully responsible for identification of genuine persons of the target group and proper implementation of all the programmes/schemes of the corporation in a time bound manner and create awareness of the programmes/schemes of the corporation at the District Level.

2.08: Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency.

Corporation's expectation from the public is as under:

The corporation is an enterprise under Social sector. The main objective of the corporation is to promote economic and development activities for the benefit of the target groups people. It is expected from the beneficiaries to do their work on full dedication, honesty and upgrade their standard of living in the society and repay the loans timely so that other may also be given the benefit of the schemes by recycling of funds. By this means maximum number of target groups can be covered.

2.09: Redressal of Public Grievances

The Projects Manager, who is also Public Information Officer, is appointed to receive and process the complaints/ grievances of the Public.

2.10: The Public Information Officer(PIO)

Any citizen seeking information pertaining to J&K SC, ST & BC Dev. Corporation Ltd; in terms of the relevant provisions of the J&K Right to Information Act,2009 and Rules notified there under can approach to the designated PIO of the Corporation.

2.11: Office working Hours:

Morning Hours : 10.00 A.M.
Evening Hours : 4.00 P.M.

CHAPTER- No. 03

Powers and Duties of the Officers and Employees

1.03: Powers and Duties of the Officers and Employees of J&K SC, ST & BC Dev. Corporation Ltd;

The Jammu & Kashmir Scheduled Castes, Scheduled Tribes and Backward Classes, Dev. Corporation is a company registered under Companies Act, 1956 and is managed by the Board of Directors. The Board of the corporation is the policy decision making authority for the Corporation.

The mandate given to the corporation is to promote economic and Development activities for the Socio-economic and educational upliftment, of Scheduled Castes, Scheduled Tribes, Backward Classes, Notified National Minorities, Safai Karamcharis and handicapped (Disabled persons) in the State. The corporation arranges the financial assistance (soft loan) at concessional rates of interest from the six National Level Finance and Dev. Corporations of Govt. of India:- viz; 1). National Scheduled Castes Finance and Dev.Corporation(NSFDC),New Delhi, 2). National Scheduled Tribes Finance & Dev. Corporation (NSTFDC), New Delhi, 3). National Backward Classes Finance and Dev. Corporation(NBCFDC), New Delhi, 4). National Minorities Dev & Finance corporation(NMDFC), New Delhi, 5). National Safai Karamcharis Finance & Dev. Corporation(NSKFDC), New Delhi and 6). National Handicapped Finance & Dev. Corporation (NHFDC), New Delhi and also from the Banks in the State for the target group people to establish the income generating units/self employment ventures by them.

The corporation has been undertaking various types skill development and Training programmes by imparting training, to the candidates of the target groups to develop their skill and knowledge with a view to enhance their competence for wage employment or self employment.

The corporation also arranges the financial assistance (soft Loan) from the National Level Finance and Dev. Corporations for the students of target group families to pursue Technical and Professional Degree Courses in India and Abroad.

The corporation is headed by the Managing Director as Chief Executive vested with all powers including Administrative & Financial Powers as delegated by the Board from time to time and has overall superintendence and control of the business to run the corporation successfully.

The Managing Director of the corporation is assisted by a team of officers:- FA/CAO, Manager Projects, Manager Recoveries, Manager Finance and Section Officer at the Head Office Level, two Divisional Managers, at Divisional level (one each at Div. Jammu and Div. Kashmir) and District Managers at each District level.

The J&K SC, ST & BC Dev. Corporation is striving to reach poorest of the poor among the target group, identify them and provide loan assistance at concessional rates of interest for setting-up of income generating units/Self employment venture, to improve their socio-economic standard so that the imbalance/disparity can remove and social order can be established in the society.

Down below there is an established hierarchy of administrative, Accounts and field staff to deliver the services of the corporation to the target group persons in a shortest and easiest way by identifying and selecting of genuine and deserving persons, provide them loan assistance, get their units established, regular monitoring of established units and recovery of loan from the beneficiaries.

(The post-wise details of powers and duties of Officers & Officials of the corporation are hosting on the website of the corporation (www.jkscstbccorp.in))

CHAPTER- No. 04

Rules, Regulations, Instructions and Manual being used by J&K SC, ST & BC Dev. Corporation Ltd' for discharging its functions/ implementing its schemes

1.04: The corporation is a company registered under Companies Act, 1956 and is implementing the welfare/financing schemes for the Socio-economic and educational upliftment of its target group people in collaboration with National Level Finance & Dev. Corporation of the Govt. of India, and these financing schemes are implemented as per Guidelines and Lending Policy of the respective National Level Corporation, of the Govt. of India. The detail of eligibilities criteria, procedure to avail the financing schemes is hosted on the website of the corporation www.jkscstbccorp.in

CHAPTER- No. 05

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: -

- 1.05:** The Scheduled Castes, Scheduled Tribes and Backward Classes, is managed by the Board of Directors with representations from Central and State Governments, National Level Finance & Development Corporations and prominent Public representatives from the target group i.e. SC, ST, BC, Notified National Minorities, Safai Karamcharis and Handicapped. The Board of the corporation is the policy decision making authority for the Corporation and all the Policy decisions for the corporation, in the interest of target group population, are taken by the Board in consultation with the public representatives who are nominated time to time by the State Government as Directors on the Board.

CHAPTER- No. 06

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

1.06: The following record is held by the corporation for discharging its duties/functioning:-

1. "Memorandum" and "Articles of Association" of the corporation.
2. Guidelines / Lending Policies of the respective Apex Level Corporations of the Govt. of India, for implementation of financing schemes.
3. Service rules of the employees of the Corporation.
4. Information Brochure on the schemes being implemented by the corporation.
5. RTI Manual (Information Handbook).
6. Loans disbursement details
7. Citizen Charter

(Hosted on the Website of the corporation www.jkscstbcorp.in)

CHAPTER- No. 07

A Statement of Board, Council, Committee and other bodies constituted as its Part.

There is Board, Council etc. is under this corporation. However, the detail of its Head Office & Subordinate Offices working its control is given as under:-

Name of Office	Office Address	Contact No.
HEAD OFFICE		
Head /Regd. Office	7-Extn. Shastri Nagar, Jammu-180004	0191-2433229 (Fax), 2452009 Website: jkscstbccorp.in ; E-mail: contact@jkscstbccorp.in
Divisional Offices		
Divisional Office, Jammu	7-Extn. Shastri Nagar, Jammu-180004	0191-2439015
Divisional Office Kashmir	Exchange Road, Near Red Cross Office Srinagar-190001	0194- 2481988(Fax)
District Offices of Jammu Division		
District Office Jammu	7-Extn. Shastri Nagar, Jammu-180004	0191-243905
District Office, Samba	D.C. Office Complex, Samba	--
District Office, Kathua	Opp. D.C. Office, Kathua	01922-233334
District Office, Udhampur	Dhar Road, opposite District Hospital Udhampur	01992-27216
District Office, Reasi	D.C. Office Complex, Reasi	--
District Office, Rajouri	W.No. 10, Rajouri	0962-264980
District Office, Poonch	At Head Quarter, Surankote-185121	01965-230239
District Office, Doda	Main Bazar, Near Bus Stand Doda city	
District Office, Ramban	-do-	-
District Office, Kishtwar	D.C. Office Complex, Kishtwar	--
District Offices of Kashmir Division		
District Office, Srinagar	Exchange Road, Near Red Cross Office Srinagar-190001	0194- 2481988(Fax)
District Office, Ganderbal	-do-	-
District Office, Budgam	Wahadatpura, Budgam	-
District Office, Pulwama	Near Saadi Public School, Pulwama	-
District Office, Shopian	- do-	-
District Office, Anantnag	D.C. Office, Complex, Anantnag	01932-214980
District Office, Kulgam	D.C. Office, Complex, Kulgam	
District Office, Baramulla	Sumji Building, Chan khan, Sopore, Baramulla	-
District Office, Bandipora	-do-	
District Office, Kupwara	Reegipora, Kupwara	-
Ladakh Region		
District Office, Leh	Near Taxi Stand Main Bazar, Leh-194101	01982-250053
District Office, Kargil	Near Fire & Emergency Services, Poyen, Kargil	--

CHAPTER- No. 08

The Name, designation and other particulars of the Public Information Officer and Department Appellate Authority

Public Information Officer

Name	Designation	Phone/ Fax No.	Contact No.	E. mail	Address
Mr. M.I.Kataria	Manager Projects	0191- 2433229	94191- 16306	(i). Kataria.igbal@rediffmail.com ; (ii). contact@jksctbccorp.in	7-Extn. Shastri Nagar, Jammu-180004

Department Appellate Authority

Name	Designation	Phone/Fax No.	Contact No.	E. mail	Address
Sh. Y.P.Suman, (KAS)	Managing Director	0191- 2433229	94191- 06911	contact@jksctbccorp.in	7-Extn. Shastri Nagar, Jammu- 180004

CHAPTER- No. 09

Procedure followed in Decision making Process

1.09. As per detail given in Chapter-02' of this Information Handbook, the main Policy decisions making authority for this corporation is the Board of the corporation. The corporation is implementing Socio-economic and Educational upliftment schemes for the SC,ST,BC, Notified National Minorities, Safai Karamcharis /Scavengers and Handicapped categories, in collaboration with National Level Finance and Dev. Corporations (detail mentioned in Chapter -03 of this Information Handbook).All the norms, procedures given in the Lending Policy and Guidelines of the National Corporations and time to time decisions taken by the Board of the corporation are followed by this corporation in implementation of various schemes. Details of the procedure followed by the corporation in implementing of its schemes is hosted on the website of the corporation, i.e. www.jkscstbccorp.in.

CHAPTER- No. 10

Directory of officers/Officials of J&K SC, ST & BC Dev. Corporation

The directory of the officers/officials of J&K SC,ST & BC Dev. Corporation is hosted on website of the Corporation i.e. www.jkscstbccorp.in

CHAPTER- No. 11

The Monthly remuneration received by each officer and employees of J&K SC, ST & BC Dev. Corporation Limited.

S.No.	Particulars of the employee	Designation	Monthly remuneration	
			Pay band	Grade Pay
01	Sh. Y.P.Suman(KAS)	Managing Director	15600-39100	6600
02	Sh.V.K. Tak	FA//CAO	15600-39100	7600
03	Sh. G. Q. Khatana	Divisional Manager	9300-34800	4600
04	Sh. Arshad Majid Bhat.	Divisional Manager	9300-34800	4600
	Managers			
05	Sh. Naveen Kumar Sharma	District Manager	9300-34800	4400
06	Sh. Prem Nath Loni	District Manager	9300-34800	4400
07	Smt. Saira Banoo Sheikh	Manager Recovery	9300-34800	4400
08	Sh. Mohd. Iqbal Kataria	Manager Projects	9300-34800	4400
09	Sh. Shakeel Ahmed	District Manager	9300-34800	4400
10	Sh. Joginder Paul	District Manager	9300-34800	4400
11	Sh. Chuni Lal Verma	District Manager	9300-34800	4400
12	Sh. Noor Ahmed Bhatti	District Manager	9300-34800	4400
13	Sh. Kasturi Lal	District Manager	9300-34800	4400
14	Sh. Kuldeep Kumar Bhagat	District Manager	9300-34800	4400
15	Sh. Arif Haleem Khan	District Manager	9300-34800	4400
16	Sh. Mehmood-ul Haq Gandroo	District Manager	9300-34800	4400
17	Sh. Stanzin Paksang	District Manager	9300-34800	4400
18	Sh. Akbar Ali Aba	District Manager	9300-34800	4400
19	Sh. G. Q. Khan	District Manager	5200-20200	2400 (Pay Grade of Distt. Mgr is not yet released)
20	Sh. Anil Gupta	Manager Finance	9300-34800	4200 (Pay Grade is not yet released)
	Asstt. Manager			
21	Sh. Kuldeep Kumar	Assistant Manager	5200-20200	2400 (Asstt.Mgr's grade is not yet released)
22	Sh. Sat Paul	Assistant Manager	5200-20200	2400 (Asstt.Mgr's grade is not yet released)

23	Sh. Mehmood Ahmed	Assistant Manager	5200-20200	2400 (Asstt.Mgr's grade is not yet released)
	Section Officer			
24	Smt. Anu Gupta.	Section Officer	9300-34800	2800
	Field Supervisors			
25	Sh. Sanjay Abrol.	Field Supervisor	5200-20200	2400
26	Sh. Gull Mohd	Field Supervisor	5200-20200	2400
27	Sh. Ab. Qayoom.	Field Supervisor	5200-20200	2400
28	Miss. Firdousa Hassan.	Field Supervisor	5200-20200	2400
29	Sh. Shabir Ahmed Bhat	Field Supervisor	5200-20200	2400
30	Sh. Zubair Ahmed Andrabi	Field Supervisor	5200-20200	2400
31	Sh. Zulfikar Ali.	Field Supervisor	5200-20200	2400
32	Sh. Gh. Nabi	Field Supervisor	5200-20200	2400
33	Sh. Mohd Ayub Bhat	Field Supervisor	5200-20200	2400
34	Sh. Shabir Ahmed War	Field Supervisor	5200-20200	2400
35	Sh. Mohd Maqbool Ganai	Field Supervisor	5200-20200	2400
36	Sh. Bashir Ahmed Chowdhary	Field Supervisor	5200-20200	2400
37	Sh. Shakeel Ahmed Mirza	Field Supervisor	5200-20200	2400
38	Sh. Nazir Ahmed Rather	Field Supervisor	5200-20200	2400
39	Sh. Manzoor Ahmed	Field Supervisor	5200-20200	2400
40	Sh. Jatinder Singh	Field Supervisor	5200-20200	2400
41	Smt. Rupali Langer	Technical Supervisor	5200-20200	2400
42	Sh. Mehraj-ud-Din	Field Supervisor	5200-20200	2400
	Accountants & Accts. Asstt.			
43	Sh. Sanjeev Dogra	Accountant	9300-34800	2800
44	Sh. Manoj Kumar	Accountant	9300-34800	2800
45	Sh. Babar Bashir	I/C Accts. Assistant	5200-20200	2400
	Statistical. Asstt			
46	Sh. Mohinder Paul	Statistical Assistant	9300-3800	2400
47	Mrs. Surekha Kumari	Statistical Assistant	9300-3800	2400
	Computer Oper.			
48	Ms. Nusrat Bano	Computer Operator	5200-20200	2400
	Sr. Asstt			
49	Sh. Vijay Kumar.	Senior Assistant	5200-20200	2400
50	Smt. Kailash Kumari	Senior Assistant	5200-20200	2400
51	Sh. Prem Nath.	Senior Assistant	5200-20200	2400
	Sr. Recovry Asstt.			
52	Sh. Rashid Hussain	Senior Recy.	5200-20200	1800 (grade yet not)

		Assistant			released)
53	Sh. Gulab Din	Senior Assistant	Recy.	5200-20200	1800 (grade yet not released)
54	Sh. Ab. Gani	Junior Assistant	Recy.	5200-20200	1800 (grade yet not released)
	Drivers				
55	Sh. Mohd Iqbal.	Driver		5200-20200	2400
56	Sh. Krishan Lal	Driver		5200-20200	2400
57	Sh. Nissar Ahmed Khatana	Driver		5200-20200	2400
58	Sh. Mohd Akram	Driver		5200-20200	2400
59	Sh. Nissar Ahmed Mir	Driver		5200-20200	2400
	Jr. Recovery Asstt.				
60	Sh. Nazir Hussain	Junior Assistant	Recy.	5200-20200	1800
61	Mrs. Shaheena Rashid	Junior Assistant	Recy.	5200-20200	1800
62	Sh. Ajay Kumar.	Junior Assistant	Recy.	5200-20200	1800
63	Sh. Zahoor Ahmed.	Junior Assistant	Recy.	5200-20200	1800
64	Sh. Mukhtiyar Ahmed	Junior Assistant	Recy.	5200-20200	1800
65	Sh. Mohd Sharif Gorsl.	Junior Assistant	Recy.	5200-20200	1800
66	Sh. Mohd. Hussain	Junior Assistant	Recy.	5200-20200	1800
67	Sh. Mohinder Kumar	Jr. Assistant	Recovery	5200-20200	1800
68	Sh. Ab. Rehman.	Jr. Assistant	Recovery	5200-20200	1400
	Jr. Asstt.				
69	Sh. Ram Lal	Junior Assistant		5200-20200	1800
70	Sh. Mohd Taj	Junior Assistant		5200-20200	1800
71	Sh. Showkat Ali.	Junior Assistant		5200-20200	1800
72	Smt. Girja Bhat	Junior Assistant		5200-20200	1800
73	Smt. Hamida Khanam	Junior Assistant		5200-20200	1800
74	Mrs. Atiqa Bano	Junior Assistant		5200-20200	1800
75	Mrs. Rifat Ara.	Junior Assistant		5200-20200	1800
76	Sh. Anil Harkar.	Junior Assistant		5200-20200	1800
77	Sh. Mulukh Raj	Junior Assistant		5200-20200	1800
78	Sh. Shabad Sagar.	Junior Assistant		5200-20200	1800

79	Sh. Jowel Teji	Junior Assistant	5200-20200	1800
80	Sh. Bitu Singh	Junior Assistant	5200-20200	1800
81	Sh. Fida Hussain.	Junior Assistant	5200-20200	1800
82	Sh. Raj Kumar	Junior Assistant	5200-20200	1800
83	Sh. Kulbir Singh	Junior Assistant	5200-20200	1800
84	Mrs. Sakina Akhter	Junior Assistant	5200-20200	1800
85	Sh. Jankar Chand	I/C Jr. Assistant	5200-20200	1800
86	Sh. Mukhtyar Ahmed Shah.	Jr.Asstt	5200-20200	1800
87	Sh. Mehraj-u-Din	Jr. Asstt.	5200-20200	1800
	Gestetner Asstt			
88	Sh. Fateh Ali.	Gestetner Assistant	5200-20200	1800
	Orderly			
89	Sh. Afzal Ahmed	Orderly	5200-20200	1800
90	Sh. Rajinder Singh	Orderly	5200-20200	1800
91	Sh. Parmanand	Orderly	5200-20200	1800
92	Sh. Mohd Rashid.	Orderly	5200-20200	1800
93	Sh. Tarseem Lal	Orderly	5200-20200	1400
94	Sh. Mir Baz	Orderly	5200-20200	1300
95	Sh. Mukhtyar Ahmed Bhat	Orderly	5200-20200	1300
96	Sh. Fareed Ahmed Khan.	Orderly	5200-20200	1300
97	Sh. Gh. Qadir	Orderly	5200-20200	1300
98	Sh. Mohd Amin Andrabi	Orderly	5200-20200	1300
99	Sh. Abdul Majid Famida.	Orderly	5200-20200	1300
100	Sh. Nissar Hussain	Orderly	5200-20200	1300
101	Sh. Mohd. Amin Chowhan.	Orderly	5200-20200	1300
102	Sh. Mohd Ishaq.	Night Chowkidar	5200-20200	1300
103	Sh. Riyaz Ahmed	Orderly	5200-20200	1300
104	Sh. Mohd Sultan Lone	Night Chowkidar	5200-20200	1300
105	Sh. Ab. Rashid Khatana	Night Chowkidar	5200-20200	1300
106	Sh. Mohd. Amin Wani	Oderly	5200-20200	1300
107	Sh. Mohd. Sharief Dar	Orderly	5200-20200	1300

CHAPTER- No. 12

The Budget Allocation of J&K SC, ST & BC Dev. Corporation Ltd; for financing programmes in collaboration with National Level Corporations:

The corporation is providing soft loans at concessional rates of interest (i) in collaboration with the following National Level Corporations under Direct Financing and (ii) with Banks Assistance under Bank Tie-up scheme, to its target group people in the J&K state, to establish the income generating units.

- (A)** National Scheduled Castes Finance & Dev. Corporation (NSFDC) New Delhi, **(for Scheduled Castes).**
 - (B)** National Scheduled Tribes Finance & Dev. Corporation (NSTFDC) New Delhi, **(for Scheduled Tribes).**
 - (C)** National Minorities Dev. & Finance Corporation (NMDFC) New Delhi (for National Minorities Male members).
 - (D)** National Backward Classes Finance & Dev. Corporation (NBCFDC) New Delhi, **(for Backward Classes).**
 - (E)** National Safai Karamcharis Finance & Dev. Corporation (NSKFDC) New Delhi, **(for Safai Karamcharis/Scavengers & their Dependants).**
 - (F)** National Handicapped Finance & Dev corporation (NHFDC), New Delhi **(for Handicapped male members).**
- The detail of year-wise funds received from these National Level Corporations under Direct Financing Schemes and subsidy from State Govt. under Bank Tie-up scheme and funds disbursed to the target group beneficiaries and units established by them is hosted on the website of the corporation : www.jkscstbccorp.in

CHAPTER- No. 13

The Manner of Execution of subsidy Programme

1.13: The following subsidy programme is being implemented by J&K SC, ST & BC Dev. Corporation Ltd;

The corporation receives subsidy funds through State Government under Special Central Assistance(SCA) to Scheduled Castes Sub-Plan(SCSP), Special Central Assistance (SCA)to Tribal Sub-Plan (TSP) for SC & ST Categories beneficiaries and out of State Plan for OBC category beneficiaries. The corporation identifies the eligible beneficiaries belonging to Scheduled Castes, Scheduled Tribes and Backward Classes communities who are living below the poverty line sponsors their cases to various banks in accordance with the "SERVICE AREA APPROACH" for financing, enabling them to establish income generating units with Bank Assistance.

The detail of year-wise funds received, funds disbursed and units established is hosted on the website of the corporation; i.e. www.jkscstbccorp.in

CHAPTER- No. 14

Particulars of Recipients of Concessions, Permits or authorization granted by the corporation.

→ Not applicable to this corporation

CHAPTER- No. 15

Norms set by J&K SC, ST & BC Dev. Corporation for the discharge of its functions.

1.15: The details of norms set by the Board of the corporation and the National Level corporations of the Govt. of India for implementation the programmes/schemes of the corporation are hosted on the website of the corporation; i.e.

www.jkscstbccorp.in

CHAPTER- No. 16

Information Available in an electronic form

- 1.16:** The details regarding objective of the J&K SC, ST& BC Dev. Corporation, its composition, organizational Set-up, Composition of the Board of the corporation, target group, addresses and locations of Head Office, Divisional Office and District Offices, their contact numbers, schemes taken in hand by the corporation, procedure and eligibility criteria for availing the schemes by the target group people, detail of target group, year-wise funds received, funds disbursed and units established, sources of funding, directory of officers and officials of the corporation, latest advertisement Notices, Loan Application Forms (under different schemes), format of legal documents are available/hosted on the website of the corporation;i.e. www.jkscstbccorp.in.

CHAPTER- No. 17

Particulars of the facilities available to citizens for obtaining information.

1.17: The J&K SC, ST & BC Dev. Corporation is striving to reach towards poor of the poorest of the targeted group, to provide them benefits of the schemes and information thereof. In this regard corporation provides the following facilities to highlight its programmes/schemes and for obtaining the information by the citizens about the schemes/ programmes of the corporation:-

- 1. Time to time floating the publications on available schemes/ programmes through electronic and print media.**
- 2. Regular touring of the Field staff in each area of the State.**
- 3. Holding of awareness camps at each Tehsil, block level and in the areas having concentrated target group population.**
- 4. Organization of Exhibitions.**
- 5. Printed Information Brochures.**
- 6. Website of the corporation.**
- 7. Regular counseling to target group people in each office of the corporation, at Head Office, Divisional Office and District Office Level.**

The information handbook is prepared on the basis of objective, functioning and service available for the target group people through J&K SC, ST & BC Dev. Corporation and criteria/ procedures for delivering of the service to the people.

**Sd/-
(M.I. KATARIA)
Manager Projects/
Public Information Officer**

Approved & Issued by

**Sd/-
(Y.P. SUMAN),KAS
Managing Director
1st. Appellate Authority**