

List of CPIO / CAPIOs of IFCI Factors Limited under Right to Information Act, 2005

Central Assistant Public Information Officers

S.No.	Name	Contact details
1.	Mumbai Regional Office Mr.Pushpraj Patel, AVP (Marketing)	9th Floor, Earnest House, NCPA Marg, 194, Nariman Point, Mumbai - 400 021 Tel : 91-22-6129 3419 e-mail: pushprajpatel@ifcifactors.com
2.	Chennai Regional Office Mr.Ramesh Babu, VP (Marketing)	Continental Chambers, 2 nd Floor, 142, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034 Tel :91-044-28334111 e-mail:rameshbabu@ifcifactors.com
3.	Kolkata Regional Office Mr.Sutirtha Dey, SAVP (Marketing)	Chaterjee International Centre, 3 rd floor, 33-A, Jawaharlal Nehru Road, Kolkata - 700071 Tel : 91-033-2226 5391 e-mail : sutirthadey@ifcifactors.com
4.	Hyderabad Regional Office Mr.Shiva Neeli, Sr.Manager(Marketing)	Taramandal Complex, 8 th Floor, 5-9-13, Saifabad, Hyderabad -500004 Tel:91-040-66623642 e-mail:shivaneeli@ifcifactors.com
5.	Ahmedabad Regional Office Mr.Anurag Mishra, Manager(Marketing)	501, IFCI Bhawan, Near Laal Bunglow, CG Road, Ellisbridge, Ahmedabad - 380006 Tel:91-079-26405984 e-mail: anuragmishra@ifcifactors.com

Central Public Information Officer

Mr.Lalit Narayan Joshi,
Sr. Manager (Legal & Vigilance)
IFCI Factors Limited
10th Floor, IFCI Tower,
61 Nehru Place, New Delhi-110019
Tel.: + 91-11-41732000
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Appellate Authority & Transparency Officer

Mr.Samir Raheja,
Sr.AVP & Company Secretary
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INFORMATION ON IFCI FACTORS LIMITED PURSUANT TO THE PROVISIONS OF RIGHT TO INFORMATION ACT, 2005

Pursuant to the provisions of the Right to Information Act, 2005 and in compliance with Section 4(1) (b) of Right to information Act, 2005, the following information is published :

Item No.	Provision	Details
4.b.i	The particulars of Organization functions and duties	Please visit www.ifcifactors.com The functions of Department are appended below as Annexure A
4.b.ii	The powers and duties of its officers and employees	All the officers have specific duties and power as required for the day to day functions depending upon their positions/area of work. These powers are reviewed / revised periodically, depending upon the organization's requirement.
4.b.iii	The procedure followed in the decision making process, including channels of supervision and accountability	There is a well defined system regarding decision making process. The Company has formed committees in respect of lending, recovery and other concerned operational matters. There is a defined organizational structure. All credit decisions approved by the sanctioning authority are reported to the next higher authority for control / monitoring purpose. The system of submission of reports is in place and they are being monitored regularly. Administrative decisions are taken at the various level as per the powers delegated by the Board.
4.b.iv	The norms set by Company for the discharge of its functions	The policies and norms are duly approved by the Board of Directors and necessary instructions are issued.
4.b.v	The rules, regulations, instructions, manuals and records, held by Company or under its control or used by its employees for discharging its functions	There are a number of documents like manuals, office orders, circulars, issued for internal use by the employees for discharging various functions.
4.b.vi	A statement of categories of documents that are held by Company or under its control	All documents are classified in terms of confidential (which may not be made available to public) and general. The documents held by the Company are normally meant for reference within the Company by the concerned and responsible officer. The following are general documents which are held by the department for effective & efficient working of

		<p>its operations.</p> <ol style="list-style-type: none"> 1. Memorandum and Article of Association 2. Manuals / Policies developed for conducting business and work. <p>The confidential documents which are exempted from disclosure under Section 8 of the Act, are as follows :</p> <ol style="list-style-type: none"> (i) Minutes of Board Meetings, Committee Meetings and General Meetings, Legal advice, opinions and recommendation for the purpose of deliberative process in the corporation contained in Intradepartmental & Interdepartmental papers. (ii) Confidential Reports relating to the performance appraisal of the employees, Information including commercial confidence, trade secrets or Intellectual Property, the disclosure of which would harm the competitive position of a third party. (iii) Investigatory records compiled for enforcement purpose , but only to the extent that disclosure which would harm any of the following specified interests: <ul style="list-style-type: none"> • Enforcement proceedings. • Fair trial or an impartial adjudication • Personal Privacy. • Confidentiality of investigating sources. • Techniques, procedures and safety of law enforcement personnel. • Information available to a person in his fiduciary position. • Information received in confidence from foreign government. • Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence of law enforcement or security purpose. • Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual.
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		<ul style="list-style-type: none"> Information specifically exempted from disclosure by status. Information, disclosure of which would prejudicially affect the sovereignty & integrity of India, security status, scientific or economic interest, International Relations or leads to incitement of an offence. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court. Information, disclosure of which would cause a breach of privilege of Parliament or the State Legislature. Any other document which the management in its sole discretion decides to keep as confidential.
4.b.vii	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.	IFCI Limited holds 99.89% of the shareholding of the Company. The issues concerning the policies can be raised by the shareholders at the Annual General Meeting. The Company also publishes its half yearly and annual results/reports on its website and in the newspapers.
4.b.viii	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.	<p>The Company is governed by its Board of Directors and its various Committees which are listed below :</p> <ol style="list-style-type: none"> 1. Audit Committee 2. Nomination and Remuneration Committee 3. Recovery Committee 4. Asset Liability Management Committee 5. Investor's Grievance Committee 6. Committee of Directors 7. Risk Management Committee 8. Share Transfer Committee of Executives 9. Corporate Social Responsibility Committee <p>The minutes of Board and Board level Committee meetings are not open for general public as per the provisions of the Companies Act. They are open to the inspection of Directors and statutory / regulatory bodies as per the provisions of the Companies Act.</p>
4.b.ix	A directory of its officers and employees.	The list of officers posted in various branches and Head Office are appended below as Annexure B

4.b.x	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	The Pay Scales are appended below as Annexure C
4.b.xi	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on Disbursements made.	The budget allocated to each of its functional / operational domain, indicating the particulars of all plans, proposed expenditures and reports on disbursements made are matters of commercial confidence.
4.b.xii	The manner of execution of Subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes concession, permits or authorizations granted by it.	NA
4.b.xiii	Particulars of recipients of concession, permits or Authorizations granted by it.	NA
4.b.iv	Details in respect of the information available to or held by it, reduced in an electronic form.	An indicative list of Information available and held by IFCI in electronic form is given below: <ul style="list-style-type: none"> • Annual Reports • Articles of Association • Memorandum of Association • Certificate of Incorporation • Certificate for Commencement of Business • Fresh Certificate of Incorporation after change of name of the Institution • List of Board of Directors • Information on Products & Services • Policies/Manuals • Operational and financial data and records
4.b.v	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if	The public can approach CPIO / CAPIOs of the Company whose addresses are given at Company's website.

	maintained for public use.	
4.b.vi	The names, designations and other particulars of the public Information officers	Incharges of branch offices have been designated as the CAPIOs for their respective areas. The details of CPIO, PIO and Appellate Authority are available at Company's website

Note: While adequate care has been taken to make disclosures under the above Section, there may be some information which may have to be updated or deleted from time to time. The same would be taken care at appropriate time.

Department Functions**Annexure A**

1.	Credit	Business development, credit appraisals, monitoring of standard, cases and restructuring of stressed accounts etc.
2.	Marketing	Business Development, new client sourcing & relationship management
3.	International Factoring	Servicing of export factoring clients, liasing with FCI members and compliances with RBI
4.	Operations	Scrutiny of invoices, disbursement, PDC management, realization and collection, funding etc.
5.	Company Secretary	Compliance under Companies Act, SEBI Listing Regulations, RBI, convening Board & Committee Meetings etc.
6.	Risk Management	Identification, assessment, measurement, monitoring and mitigation of credit risks
7.	NPA Resolution and Litigation	Resolution of NPAs and Stressed Management
8.	Legal & Vigilance	Legal matters–policies and operations, loan documentation, Vigilance matters etc.
9.	Accounts Department	Accounting, Cash & Bank Operations, Compliances under Tax laws, RBI & CAG directives
10.	IT	IT Infrastructure–Hardware & Software, IT Services & IT Support
11.	Human Resources	Employee Benefits, Recruitment, Posting, Transfer, Training, Development, Medical Insurance, Gratuity and PF Management

List of Officers**Annexure B**

NAMES	DESIGNATION
SATBIR SINGH	MD
POONAM VAISH	PS-MD
AMIT KAUL	SR.VP & HEAD-IT, INTRNATIONAL FACTORING & HR
RAVI RANJAN SINGH	VP & HEAD- MARKETING & RECOVERY
SAMIR RAHEJA	SAVP & COMPANY SECRETARY
MANISH JAIN	CFO
S.K. NARANG	AVP (F &A)
PRAFULLA SHARMA	AVP- MARKETING
NAVEEN KUMAR	SR. MANAGER (SYSTEM)
CHANDI C. CHATTERJEE	AVP- OPERATIONS
JASVINDER SINGH	SR. MANAGER (OPERATIONS)
VIKAS VERMA	SR. MANAGER (F&A)
SUBHANKAR MAZUMDAR	MANAGER (SAMG)
ANJU AHUJA	SR. MANAGER CREDIT
MEENAKSHI AGGARWAL	MANAGER (CREDIT)
SHWETA S. THAKUR	SR. MANAGER (LEGAL)
S.P. PANDEY	MANAGER (SYSTEM)
JENIS	MANAGER (HR)
RAMESH BABU	SAVP (MARKETING)- CHENNAI
M. TIROUMARANE	SR. MANAGER (MARKETING) CHENNAI
SUTIRTHA DEY	SAVP (MARKETING)- KOLKATA
UTPAL NAG	AM - KOLKATA
SHIV PRASAD NEELI	MANAGER - HYDERABAD
MAYAK THAREJA	AVP - MARKETING
MRIDANGA AICH SARKAR	MANAGER (MARKETING) - KOLKATA
SONAKSHI KHANNA	MANAGER (OPERATIONS)
PUSHPRAJ PATEL	AVP MARKETING- MUMBAI
RAVI VERMA	MANAGER- MARKETING (MUMBAI)
ANURAG MISHRA	MANAGER- MARKETING (AHMEDABAD)
RAJNEESH SHARMA	MANAGER- LEGAL
DEEPANSHU SONI	MANAGER-MARKETING
VINEET SRIVASTAVA	MANAGER- SANMG
RAJEEV SHANKAR	SR. MANAGER- LEGAL
LALIT NARAYAN JOSHI	SR. MANAGER- LEGAL
ESHA KAPOOR	MANAGER-RISK
GIRJA MAHANKALI	MANAGER- CREDIT (HYDERABAD)
NITYA SINGH	SR. MANAGER (CREDIT)

Pay Scales**Annexure C**

Scales of Pay:

Cadres	Designation	Scale (Rs.)
Officers in Grade 'A(ii)'	Assistant Manager/Legal Officer/ Executive Assistant/ Analyst	7100-1000 (15)-22100 -1100 (1)-23200 (17 years)
Officers in Grade 'A(i)'	Manager	8100-1000 (11)-19100-1000 (4)-23100-1100 (1)-24200 (17 years)
Officers in Grade 'A'	Sr. Manager	17100 – 1000 (11) – 28100 –EB – 1000 (4)-32100 – 1100 (1)-33200 (17 years)
Officers in Grade 'B'	Associate Vice President	21000 – 1000 (9) – 30000- EB- 1000 (2) – 32000 – 1100 (4) – 36400 (16 years)
Officers in Grade 'C(i)'	Sr. Associate Vice President	25350-1000 (5)- 30350 – 1150 (4) – 34950 – EB – 1150 (3) – 38400 (13 years)
Officers in Grade 'C'	Vice President	28350 – 1000 (5) -33350 – 1150 (4) – 37950 – EB - 1150 (3) – 41400 (13 years)
Officers in Grade 'D'	Sr. Vice President/ Deputy General Manager	39850 – 1200 (2) – 42250 – 1300 (3)- 46150 (6 years)
Officers in Grade 'E'	General Manager	42300 – 1300 (3) - 46200 – 1400 (3) – 50400 – 1600 (1) – 52000 (8 years)
Officers in Grade 'F'	Chief General Manager	60600 – 1600 (4) – 67000 (5 years)