

**THE H.P.STATE HANDICRAFTS & HANDLOOM
CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (i)

OF SECTION 4 (1) (b) OF THE RTI ACT, 2005

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES OF THE CORPORATION

(A) Particulars of the organization

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| (a) Name | : The H.P.State Handicrafts & Handloom Corporation Ltd. |
| (b) Address | : Block No.2 SDA Complex, Kasumpti, Shimla-9 |
| (c) Status | : An H.P.State Govt. Undertaking. |
| (e) Telephone No | : 0177-2621557, 0177-2622620, 2626436 |
| | Fax 0177-: 2621557 (Telefax) 0177-2621620 0177-2626436 |
| (d) e-mail address | : hphimcraft@yahoo.co.in |
| (f) Website | : www.himcrafts.com . |

(B) Functions and duties of the Corporation

FUNCTIONS

1. To run production centres, units, agencies etc. in order to organize production of
 - i. Handicrafts and Handloom products on commercial lines in all spheres of economic activities
 - a. To carry on the business of dealers in handicrafts, handloom products, and other products which are manufactured in Himachal Pradesh.
2. To establish, develop, promote execute, operate otherwise carry on projects, scheme business and activities which in the opinion of the Company are likely to facilitate or accelerate the development of Handicrafts and Handloom Industries.
3. To aid, counsel, assist, finance, protect and promote the interests of Handicrafts and Handloom Industries in the State of Himachal Pradesh, whether owned or run by Government, Statutory Body, Company, Firm or Individuals and to provide them with Capital credit, means, resources and technical and managerial assistance for the prosecution of their work and business to enable them to develop and improve their method of manufacture, management and marketing and their technique of production;
4. To revive, restore, preserve, popularize and develop the Handicrafts and Handloom products of Himachal Pradesh and in order to do so to undertake research in designs to render extension services to Handicrafts and Handloom Industries;
5. To organize, production of Handicrafts and Handloom products by under taking such schemes which promote the production of Handicrafts and Handloom products and if necessary, to replace outmoded tools, equipment, plants and machine on subsidized rates and to provide common facilities for the use of such tools, equipment, plants, machines etc. which are not within the reach of Handicrafts and Handloom Industries;

6. To advertise, publicise and to organize exhibitions or participate in exhibition and trade fairs etc. within and outside the country in order to popularize the products of Handloom and Handicrafts Industries and other products which are manufactured in Himachal Pradesh;
7. To undertake market research either independently or in collaboration with connected agencies within and outside the country;
8. To run the centres, units, institutions etc. which are transferred to the Company at its request by the State Government or by any other agencies;
9. To award recognition to Mastercraftsmen, craftsmen, writers, artists etc. who have contributed or contribute individually or jointly to the revival, preservation, restoration, popularization and development of Handicrafts and Handloom Industries.
10. To institute State Award for Mastercraftsmen of Himachal Pradesh in the sphere of Handicrafts & Handloom Industries;
11. To recommend and to sponsor trainees for undergoing training in Handicrafts and Handloom Industries in manufacturing process or otherwise and to meet their expenditure as and when required;
12. To arrange study tours and organize seminars in the sphere of Handloom and Handicrafts Industries at its own expenses;
13. To assist and finance such individuals, cooperatives, companies and others who undertake to acquaint and popularize the Handicrafts and Handloom products of Himachal Pradesh;
14. To undertake directly or in collaboration with specialized domestic or foreign agencies market surveys, to explore possibilities of sales of Himachal Pradesh Handicrafts and Handloom products and other products, which are manufactured in Himachal Pradesh, in foreign markets, to open publicity-cum-information centres, showrooms, (other than Sales Depots or Emporia), at suitable places in India and foreign countries, exchange delegations of foreign buyers and domestic exporters, to participate in foreign fairs and exhibitions and to undertake special promotional measures in countries whose import potential for Himachal Pradesh Handicrafts and Handloom products and other products has not been adequately tapped;
15. To procure and supply raw materials to Handicrafts and Handloom Industries of Himachal Pradesh and to establish a system of inspection and quality control of finished products;
16. To apply for, tender, purchase or otherwise acquire contracts and concessions for, or in relation to the construction, execution, carrying out equipment, improvements,

management, administration or control of works and conveniences and to undertake, execute, carry out dispose off or otherwise turn to account the same'

17. To take suitable steps to encourage the giving of sub-contracts by primary contractors to Handicrafts and Handloom Industrial concerns at prices and on terms and conditions which are fair and equitable;
18. To manufacture, buy, sell, import, export, install, work and generally deal with any plant , machinery, substance, tools, materials, goods or things of any description which in the opinion of the company, may be conveniently carried on in connection with any of its objects;
19. To carry on any other trade or business (whether manufacturing or otherwise) which may seem to the company capable of being conveniently carried on in connection with the above or calculated directly or indirectly to enhance the value of or render profitable any of the Company's property or rights;
20. To establish, maintain, subscribe to or subsidize or become member of training institution research laboratories, research institutions and experimental workshops for scientific and technical research and experiment;
21. To undertake exports of Handicrafts and Handloom products from Himachal Pradesh:
22. To establish trade connections, sales depots, emporia, selling agencies, warehouses, offices for distributing agents etc. within and outside the country for the marketing of handicrafts products, handloom products and other products of Himachal Pradesh;
23. To effect co-ordination between handicrafts, handloom products and other Industries by suitable methods, enabling producers of handicrafts, handloom products to manufacture satisfactorily such parts, accessories, ancillaries and components and other articles as may be required by other industries;
24. To operate schemes for development of Handicrafts and Handloom Industries in the country and for that purpose to prepare and get prepared reports, blue prints, statistics and other information;

THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION
UNDER SUB CLAUSE (ii)
OF SECTION 4 (1) (b) OF THE RTI ACT, 2005
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE CORPORATION.

All the powers are vested in the BOD of the Federation. The BOD has delegated the powers to the Managing Director. The Managing Director has further delegated the powers to other functionaries.

The powers and duties of officers of the Corporation are as under: -

A. POWERS

1.POWERS OF FINANCE MANAGER

Sr. No.	Nature of Powers	Extent of Powers
1.	Purchase/Printing of Stationery items	Rs. 1,500.00 (Rs.One Thousand Five Hundred only) at a time.
2.	Furniture & Fixture	Rs. 2,000.00 (Rupees Two Thousand only) at a time.
3.	Expenditure on entertainment	Rs. 1500.00 (Rupees One Thousand Five Hundred only) per month.
4.	All kinds of leaves of staff members including field staff except Head Quarter Wing Incharges.	Full powers (except extra ordinary leave, leave not due and leave without pay)
5.	Expenditure sanction for purchase of raw-material to field units	Full Powers.
6.	Purchase of tools and equipment's and packing material etc.	Upto Rs. 2,000.00 (Rs.Two Thousand only) at a time.
7.	Passing of tour diaries of all the staff members except Head Quarter Wing Incharges.	Full powers.
8.	Release of funds to the field units for training/production/marketing activities	Full powers
9.	Hot and cold weather charges	Full powers as per Govt. norms
10.	Release of increment of staff (excluding Head Quarter Wing Officers and Field Officers of the level of Managers)	Full powers.
11.	Contingent expenditure	Rs. 10,000.00 (Rupees Ten Thousand only) at a time.
12.	Purchase of goods/finished products from the small scale artisans/weavers of the State/Small Scale Industrial Unit etc. as per approval.	Full powers.
13.	Transfer/exchange of goods etc. including	Full powers.

	barter goods and dealing with other Govt. companies/Agencies within or outside the State of H.P. as per approval.	
14.	Expenditure on sanction for preparation of publication material, banners, hand-bills, etc.	Upto Rs. 3,000.00 (Rupees Three Thousand only)
15.	Transfer of stocks from production Centre to emporium or from one emporium to another	Full powers.
16.	Additional discount on products	20% (Twenty percent) on selling price subject to atleast 10% above the cost price.
17.	Expenditure on clearing of stocks	Full Powers.
18.	Repairs and refurbishment of emporia	Rs. 10,000.00 (Rupees Ten Thousand only)
19.	Expenditure on packing & forwarding (freight & Cooliage) related to marketing, training and production in respect of field offices/units.	Full powers.
20.	Expenditure related to non production/marketing/training/freight & cooliage in Head Office.	Rs.500/- (Rupees Five Hundred only) at a time.
21.	General Powers.	The Finance Manager can exercise the powers of Administrative Officer, Accounts Officer and Company Secretary.
22	Sanction of TA/DA advance	Full powers
23	Passing and payment of salary bills including bonus, medical reimbursement bills.	Full powers.
24	Passing of TA bills of Head Office and retired employees	Full powers.
25	Release of Funds to the field units on the basis of demand received from field units.	Full powers (But the matter must be put up to the General Manager Finally).
26	Livery to Staff	Full powers as per rules.
27	Payment of monthly EPF/FPF contribution of employees/workers.	Full powers.
28	Passing of local conveyance bills of headquarter and field Incharges/Managers	Full powers.

OFFICER HOLDING THE CHARGE OF PRODUCTION & TRAINING AT HEAD QUARTER

1.	Sanction for purchase of raw material for production/training units.	Full powers with the approval of General Manager.
2.	Expenditure on packing & forwarding (freight & Cooliage) related to training and production in respect of field units.	Rs. 2,000/- (Rupees Two Thousand only) at a time subject to Rs. 1,000/- in a month.

3.	Repair of production machines and other production equipment/tools in the field units	Rs. 2, 500/- (Rupees Two Thousand Five Hundred only) at a time.
4.	Sanction for the purchase of tools kits, loom accessories etc. for field units.	Rs.1,500/- (Rupees One Thousand Five Hundred only) at a time.

POWERS OF ADMINISTRATIVE OFFICER

1.	Sanction of expenditure on postage/telegrams.	Full powers.
2.	Sanction of leave for staff excluding Officers	(a) Earned Leave : 15 days at a time. (b) Casual Leave : 03 days at a time (Head Quarter staff)
3.	Purchase of books for library	Rs.1,000.00 (Rupees One Thousand only) at a time.
4.	Verification of Service Books	Full Powers.
5.	Entertainment	Rs.400.00 (Rs.Four Hundred only) per month.
6.	Misc. and Contingent expenditure in respect of head office.	Rs.1,000.00 (Rs.One Thousand only) at a time.
7.	Sanction of advance to Drivers for fuel and passing of allied bills	Full powers.
8.	Repairs of Vehicles	Rs.2,000.00 (Rs.Two Thousand only) at a time.
9.	Sanction of advance for purchase of stores	Rs.2,000.00 (Rs.Two Thousand only) at a time.
10.	Purchase of News Papers and periodicals	Full powers as per approval of M.D.
11	Expenditure related to non production/ marketing/training/freight & cooliage in headquarter.	Rs.200/- (Rupees Two Hundred) at a time.
12.	Purchase of stationery & petty items of headquarter.	Rs.2,500.00 (Rupees Two Thousand Five Hundred only) at a time.

POWERS OF ACCOUNTS OFFICER:

1.	Payment of telephone expenses of office/residences of officers of head quarter.	Full powers.
2.	Payment of rent, rates and taxes of head office including field units & emporia	Full powers.
3.	Payment of electricity & water charges of head office	Full powers.
4.	Passing of local conveyance in Shimla	Full powers.
5.	Recoupment of imprest	Upto Rs. 10,000.00 (Rupees Ten Thousand only) at a time.

6.	Entertainment	Rs. 300.00 (Rupees Three Hundred only) per month.
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Note : Powers of the Finance Manager can be exercised by the Accounts Officer when there is continuous absence of Finance Manager for four days on tour or on leave.

POWERS OF COMPANY SECRETARY

1.	Contingent expenditure in connection only with legal matters	Upto Rs. 500/- (Rupees Five Hundred only) at a time.
2.	To sign legal documents as per approval on file and also in cases where M.D. and G.M are not available for approval.	Full powers.
3.	Expenditure on account of filing of various returns/documents with the Registrar of Companies etc. and misc. expenditure.	Upto Rs.1000/- (Rupees One Thousand only) at a time.
4.	Expenditure in connection with BOD meetings	Rs. 3,000/- (Rupees Three Thousand only) per meeting.
5.	Expenditure on entertainment.	Rs. 300/- (Rupees Three Hundred only) per month.

POWERS OF FIELD OFFICERS/INCHARGES

Sr. No.	Item of expenditure	Managers of Emporia at Delhi, Bombay, Shimla and Bangalore.	Other Managers/Complex Incharges (Under whom Emporia, Production Centres, Complexes, Trainin Centre are functioning)
1.	Sanction and passing of bills of salary and allowances to staff (other than arrears of any kind) (No salary is to be released till the sanction of leave by the competent authority is available on record at the date of payment. Also no salary is to be released to Part-time/Contract/ Daily Paid employees etc. unless sanction of the HQ in writing is available in record at the date of payment).	Full powers	Full powers.
2.	Passing of TA bills of staff excluding local conveyance bills	Full powers	Full powers.
3.	Passing of medical reimbursement bills of staff.	Full powers.	Full powers.
4.	Expenditure on postage and telegrams.	Full powers	Full powers.
5.	Expenditure on electricity and water charges	As per actual subject to not exceeding last year expenditure.	As per actual subject to not exceeding last year expenditure.
6.	Expenditure on packing and forwarding including freight and cooliage received/stocks transferred/purchased (excluding carry bags)	Upto Rs.1,000/- (Rs.One Thousand only) at a time subject to maximum of Rs.2,000/- (Rs.Two thousand only) per month.	Upto Rs.1000/- (Rupees One Thousand only) at a time subject to maximum of Rs. 2,000/- (Rs. Two Thousand only) per month.
7.	Passing of monthly wages of workers. Before passing wages bill, Manager will ensure personally that the wages rates being passed has been duly approved by HQ and approval	Full powers.	Full powers.

	is available on record at the date of payment and TA bills of employees Itour diaries to be approved by the HQ only)		
8.	Passing of monthly wages etc. of staff on daily paid /part time engaged with the prior approval of HQ	Full powers(Subject of condition as laid down at Sr. No.1 above)	Full powers(Subject of condition as laid down at Sr. No.1 above)
9.	Contingent and other exigencies	Rs.1,000/- (Rupees One Thousand only) per month	Rs.500/- (Rs.Five Hundred only) per month.
10.	Expenditure on rent, rates and taxes (in case of buildings/sheds hired with the prior approval of HQ for which rent, rates have been approved by the Head Office) (Before passing rent bill Manager will ensure that HQ sanction for hiring the building and the amount of rent payable is available at the date of payment)	Full powers.	Full powers.
11	Leave (a) Sanction of Casual leave of staff. (b) Sanction of earned leave of staff	Full powers (Not exceeding eight days at a time) Note: Managers/Incharges must keep complete account of casual availed by employees of their units Upto 6 days maximum at a time.	Full powers (Not exceeding eight days at a time) Note: Managers/Incharges must keep complete account of casual availed by employees of their units Upto 6 days maximum at a time.
12.	Expenditure on entertainment	New Delhi Upto Rs. Eight hundred only per month. Bangalore Upto Rs. Three Hundred only per month. Shimla Upto Rs.Eight hundred only per month. Bombay	Rupees Two Hundred Fifty only per month.

		Upto Rs. Three Hundred only per month.	
13.	Expenditure on telephone	<p><u>New Delhi</u> Upto Rs. 7,000/- (Rupees Seven Thousand only) bimonthly including STD calls made on STD computerized including Fax</p> <p><u>Shimla</u> Not exceeding Rs. 4,000/-(Rs.Four Thousand only) bimonthly including STD calls made on STD computerized.</p> <p><u>Bombay</u> Not exceeding Rs. 2,000/- (Rs.Two Thousand only) bimonthly including STD calls made on STD Computerized including Fax.</p> <p><u>Bangalore</u> Not exceeding Rs.2,500/- (Rs.Two Thousand Five Hundred only)bimonthly including STD calls made on STD Computerized including Fax.</p>	Rs.2,000/- (Rupees Two Thousand only) bimonthly including calls made on STD computerized.
14.	Expenditure on local conveyance	<p><u>New Delhi</u> Upto Rs.800/- (Rs.Eight Hundred only) per month. Expenditure incurred on local conveyance by the MM/Staff.</p> <p><u>Bombay &</u></p>	Nil

		<u>Bangalore</u> Upto Rs.300/- (Rupees Three Hundred only) per month. Expenditure incurred on local conveyance by the Manager/Staff per emporium.	
15.	Release of increments to Class-IV employees working under them.	Full powers.	Full powers.
16.	Discount on goods for sales promotion.	Ten percent on selling price subject to the condition that the Corporation must earn 20% on cost price.	Ten percent on selling price subject to the condition that the Corporation must earn 20% on cost price.
17.	Repair & refurbishment.	<u>New Delhi & Shimla</u> Rs.15,000/- (Rs.Fifteen Thousand only) per annum <u>Bombay & Bangalore</u> Rs.6,000/- (Rs.Six Thousand only) per annum per emporium.	Rs.3,000/- (Rs.Three thousand only) per annum.
18.	Purchase of stationery items for Office use (excluding stationery centrally provided by the head quarters).	<u>New Delhi & Shimla</u> Rs.5,000/- (Rs.Five Thousand only) per year. <u>Bombay & Bangalore</u> Rs.3,000/- (Rs.Three Thousand only) per year	Rs.2,000/- (Rs.Two thousand only) per year.
19	Purchase of petty raw materials for production only in emergency	Nil	Upto Rs. 1,000/- (Rs.One Thousand only)per month but approval of HQ must be sought within 10 days.

20	Purchase/repair of tools, equipment etc.	-	Not exceeding Rs. 250.00 (Rupees Two Hundred Fifty only) per month.
21.	Expenditure on carry bags	<u>Delhi & Shimla</u> Rs.1,500/- (Rs.One Thousand Five Hundred only) per month. <u>Bombay & Bangalore</u> Rs.500/- (Rupees Five Hundred only) per month.	Rs.500/-(Rupees Five Hundred only) per month per emporia.

B. Duties:-**Managing Director, HPSHHC: Ltd.:**

Overall Administration, supervision, control and Implementation of activities of the Corporation within and outside the State.

Finacel Manager, HPSHHC: Ltd.

Assisting the Managing Director in Overall Administration, supervision, control and implementation of the activities of the Corporation with in and outside the state.

Assist the Managing Director in implementation of various schemes and programs.

Administrative Officer, HPSHHC: Ltd.

Overall supervision and control in respect of the service matters of the employees of the Corporation and other administrative matters.

Assists the Managing Director and General Manager in Administrative matters.

Marketing Manager, HPSHHC: Ltd.

Overall supervision & control in respect of Marketing/ Sales of products displayed in Emporia at Delhi Bombay, Bangalore and Chandigarh under the guidance of Head Office.

Managers, HPSHHC: Ltd.

Overall supervision and control under the guidance of Head Office in Production, Sales, Training and Procurement of orders in their respective Complexes under the guidance of Head Office.

Accounts Officer

To assist Finance Manager in maintenance of accounts of the Corporation.

Personal Staff:

The general function of personal staff is to assist the Officers in their day to day work and carry out such duties officially assigned by the Officers. They have to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of short hand and type writing to assist the Officers in quick decision making through dictation and typing. Further they

have to perform duties like attendance to telephone, maintenance of engagement dairy, arrangement for tour and also maintenance of records.

Sr.Asstt./Jr. Assistant

The Sr. Assistants/Jr. Assistants deal with receipts and submit to the higher Officers. They are required to compile data, statistics and information and deal matters including court cases/replies of vidhan sabha questions so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at definite decision. They are also required to maintain personal records of the employees.

Technical Assistant

To compile the data of sales, Production & Ttrainings.

Sr.Assistant (Accounts)/Jr.Assistant (Accounts)

Maintenance of Accounts of the Corporation.

Clerks/Accounts Clerks

Assists Sr.Assistant & Sr. Assistant (Accounts) in office work and typing , despatch and diary ,etc.

Assistant Manager

Assist the Managers of the Corporation in conducting sales, marketing etc.

Sales Officer/Assistant Sales Officer/Salesman.

To conduct sales in the emporia of the Corporation.

Product Designer.

To prepare Designs of Shawls, Carpet etc.

Weaving Personnel

Weaving of Shawls, Carpets, Tat Patties, blankets, mufflers Gents Chadders and imparting training in weaving.They are also required to prepare/maintain job registers etc.

Machineman/ Helper (Wood Work)

Manufacture of furniture, toys etc.

Assistant Technician (Leather)

To prepare Shoes and Chamba Chapples etc.

Drivers

Attached to Officers for Driving the Vehicles.

Peons.

Handling files between the Officers and officials. Deliver local official letters to other offices. Perform other duties assigned by the Officer Incharge.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (iii)

OF SECTION 4 (1) (b) OF THE RTI ACT, 2005

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

(A) The BOD of the Corporation is the supreme authority in so far the policy decisions making is concerned. The proposals are mooted by the office on the basis of requirements and placed before the BOD in the form of memorandums. The BOD members discuss the proposals and after considering all pros and cons take decision. The decisions are to be implemented by the Managing Director who is the Chief Executive Officer of the Corporation with the assistance of the subordinate officers and staff. The action taken on the decisions and the out come are reported to the BOD in the subsequent meeting.

The routine decisions are taken by the Managing Director and other functionaries in accordance with the delegation of powers.

The Managing Director and other Officers / field officers are responsible and accountable for the implementation of decisions and proper supervision of the work.

(B) As per Government rules and regulations, guidelines under various projects (if any) and directions / policies approved by the BOD.

(C) The purchase committees are constituted where the procurement is of urgent nature or involves material having fluctuating market. Such committees may be at the headquarters level or field level. These committees visit the market, study the rates viz. -a viz. quality of the item to be procured and places order accordingly. While studying the market the committee also collects the offers in the form of quotations in writing.

Normally if the quality meets the standards, the lowest priced items are purchased.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (iv)

OF SECTION 4 (1) (b) OF THE RTI ACT ,2005

NORMS SET BY THE CORPORATION FOR THE DISCHARGE OF ITS FUNCTIONS

The power delegations are the milestones for the discharge of functions by the Managing Director and the other functionaries of the Corporation

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
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UNDER SUB CLAUSE (v)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY
THE CORPORATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES
FOR DISCHARGING ITS FUNCTIONS.**

The following Rules and Regulations are used by the Corporation employees for discharging their functions: -

1. F.R.S.R.
2. CCS (conduct) Rules.
3. CCS(CCA) Rules.
4. CCA(Leave) Rules.
5. E.P.F.Rules.
6. T.A.Rules.
7. Companies Act.

The books listed above are available in the open market.

Other Rules held by the Corporation:

1. Employees Service Bye Laws.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
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UNDER SUB CLAUSE (vi)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE
CORPORATION OR UNDER ITS CONTROL**

The Statement of various categories of documents applicable in functioning of the Corporation and lying under its control is as follow: -

ACCOUNTS

1. Cash Book.
2. General Ledger.
3. Individual Ledger.
4. Receipt Book.
5. Cheque Book.
6. Pay Bill Register.
7. Store Stock Register,
8. Audit Report.
9. Balance Sheet.

ESTABLISHMENT

1. Diary Dispatch Register.
2. Casual Leave Account Register,
3. Attendance Register,
4. Service Books of staff.

MISCELLANEOUS

1. Files opening Register.
2. Log books of vehicles.
3. Reply to Assembly & Parliamentary question file.

The above documents/manual are readily available with the H.P.State Handicrafts & handloom Corporation.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (vii)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION
WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION
TO THE FORMULATION OF CORPORATION POLICY OR IMPLEMENTATION
THEREOF.**

The BOD of the Corporation has public representatives.

The official website of the Corporation is www.himcrafts.com.

The representations received from the public representatives are also considered in accordance with rules and regulations.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (viii)

OF SECTION 4 (1) (b) OF THE RTI ACT, 2005

STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS A PART OF THE CORPORATION OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

BOARD OF DIRECTORS OF THE CORPORATION

Official Members

1. The Principal Secretary (Industries)to the
Govt. of Himachal Pradesh, Shimla-2
- 2 The Additional Secretary (Finance) to the
Govt. of Himachal Pradesh, Shimla-2.
- 3 The Director of Industries, Himachal Pradesh, Shimla-171001.
4. Managing Director , H.P.State Handicrafts & Handloom
Corporation.

The proceedings of the meeting of the BOD are not open to the public.

THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
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**DIRECTORY OF OFFICERS AND EMPLOYEES OF THE CORPORATION POSTED
IN HEAD OFFICE SHIMLA.**

Sr. No.	Name	Designation	Place of posting
1.	Dr. Lalit Mohan,IFS	Managing Director	HQ Shimla
2.	Sh. V.K.Mehta	Finance Manager	HQ Shimla
3.	Shri T.S.Thakur	Administrative Officer	HQ Shimla
4.	Shri G.R.Rana	Accounts Officer	HQ Shimla
5.	Shri Pirthi Chand	Personal Assistant	HQ Shimla
6.	Shri Mangat Chauhan	Manager (HQ)	HQ Shimla.
7.	Sh. P.S. Chauhan	Sr. Assistant	HQ Shimla
8.	Shri B.D.Verma	Sr. Assistant	HQ Shimla
9.	Shri C.M.Dhani	Sr. Assistant	HQ Shimla
10.	Shri Roshan Lal	Sr. Assistant (Accounts)	HQ Shimla
11.	Smt. Abhilasha	Technical Assistant	HQ Shimla
12.	Miss Samriti	Sr.. Assistant	HQ Shimla
13.	Smt. Meena Devi	Sr. Assistant	HQ Shimla
14.	Smt. Manorma Sharma	Jr. Assistant	HQ Shimla
15.	Shri Jeet Ram Karer	Sr. Stenographer	HQ Shimla.
16.	Shri Rajinder Chauhan	Sr. Assistant (Accounts)	HQ. Shimla
17.	Sh. B.S.Bharti,	Jr. Assistant	HQ Shimla
18.	Shri Hari Krishan Thakur	Sr. Assistant (Accounts)	HQ. Shimla
19.	Shri Bihari Lal	A.S.O.	HQ Shimla
20.	Shri Romel Singh	Accounts Clerk	HQ Shimla
21.	Shri Vinod Kumar	Driver	HQ Shimla
22.	Sh. Sukh Dev	Peon	HQ Shimla
23.	Shri Romesh Kumar	Peon	HQ Shimla
24.	Shri Des Raj	Peon	HQ Shimla
25.	Smt. Chintya Vermaq	Peon	HQ Shimla
26.	Sh. Balak Ram	Peon	HQ Shimla
27.	Shri Om Parkash	Peon	HQ Shimla
28.	Shri Jaswant Singh	Helper (Wood Work)	HQ. Shimla

**DIRECTORY OF OFFICERS AND EMPLOYEES OF THE CORPORATION POSTED
IN FIELD OFFICES OF THE CORPORATION.
SHIMLA COMPLEX.**

Sr. No.	Name	Designation	Place of posting
1.	Shri Ravinder Sood	Manager	H.E.Shimla
2.	Shri Mohinder Kumar	Sr. Assistant (Accounts)	H.E.Shimla
3	Shri Jamna Dass	Clerk	H.E.Shimla
4.	Shri Sita Ram	Sales Officer	H.E.Shimla
5.	Shri Yog Raj Sharma	Sales Officer	H.E.Shimla
6.	Shri Bhim Sain	Sales Officer	H.E.Shimla
7.	Shri Chint Ram	Chowkidar	H.E.Shimla
8	Smt. Sunita Verma	Peon	Doll Centre Shimla
9	Smt. Bimla Sangroli	Designer	Handknitting Training Centre Shimla.
10.	Shri Babu Ram Thakur	Sales Officer	H.E.Solan
11.	Shri Sagar Chand	Weaving Master	H.E.Solan
12.	Shri Uma Shankar	Weaving Master	C.T.C.Salogara.
13.	Shri I.D.Sharma	Sales Officer	H.E.Reckong-Peo
14.	Smt.Krishna Negi	Asstt. Handicrafts Organizer	Kalpa Textile Kalpa
15.	Smt. Ring Zing Dolma	Mastercraftsmen	W.T.C.Reckong-Peo
16.	Smt. Mangla Devi	Peon	H.E.Reckong-Peo
17.	Shri Mohan Singh	Peon	Kinner Textile Nihar.

SIRMOUR COMPLEX

1.	Shri Rakesh Sharma	Sr. Assistant(Accounts)	Complex Office Sirmour
2	Shri Harbans Lal	Helper (Wood Work)	I.E.C.(Wood Work) Paonta.
3.	Sh. Roop Chand	Helper (Wood Work)	I.E.C.(Wood Work) Paonta.
4.	Shri Hans Raj,	Helper (Wood work)	H.E.Nahan
5.	Shri Krishan Chand	Handicrafts Organizor	I.E.C.(Wood Work) Paonta.
6	Shri Hans Raj,	MCM(Wood)	Paonta

BILASPUR COMPLEX

1.	Shri Dharam Pal Sharma	Manager	Complex Bilaspur	Office
2.	Smt. Parwati Devi	Peon	Complex Bilaspur.	Office
3.	Shri Asha Ram	Handicrafts Organizer	Bilaspur Bilaspur	Textile
4.	Smt. Himachali Sharma	Assistant Techn.	Complex Bilaspur.	Office
6.	Smt. Karmi Devi	Peon	H.E.Hamirpur	

KANGRA COMPLEX

1.	Shri Chander Pal Sharma	Manager	Complex Palampur.	Office
2.	Shri Mast Ram Chaudhary	Sr. Assistant (Accounts)	Complex Palampur	Office
3.	Shri Milap Chand	Peon	Complex Palampur.	Office
4.	Shri Kashmiri Lal	Peon	I.E.C.(Toys) Palampur.	
5.	Shri Onkar Singh	Salesman	H.E.Dharamsala	
6.	Smt. Kamlesh Kumari	Salesgirl	H.E.Dharamsala	
7.	Shri Tej Lal	Accounts Clerk	H.E.Kangra	
8.	Smt. Ishro Devi,	Peon	I.E.C.(Toys) Palampur	
9	Smt. Meena Bura	Assistant Technician	Jawali Jawali	Textile
10.	Shri Rattan Lal	Mastercraftsmen	C.P.C.Jawali	

CHAMBA COMPLEX

1.	Shri G.K.Sharma	Manager	Complex Chamba	Office
2.	Shri Ranjeet Kumar	Sr.Assistant (Accounts)	Complex Chamba	Office
3.	Shri Dev Brat	Sr.Assistant (Accounts)	Complex Chamba	Office
4.	Shri Prithi Singh	Asstt.Handicrafts Organizer	H.E.Chamba	
5.	Shri Madan Lal	Weaving Master	Tissa Textile Its	
6.	Shri Balbir Singh	Peon	H.E.Chamba	
7.	Smt. Artho Devi	Peon	Complex Chamba.	Office
8.	Shri Jaram Singh	Peon		

KULLU COMPLEX

1.	Shri Sher Singh Bhardwaj	Manager	Complex Kullu	Office
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2.	Shri Anil Vaidya	Sr. Assistant (Accounts)	Complex Office Kullu
3.	Shri Om Parkash	Salesman	H.E.Manali
4	Shri Sher Singh	Asstt. Sales Officer	H.E.Kullu
5.	Shri Lal Chand	Peon	Complex Office Kullu.
6.	Smt. Parwati Devi.	Assistant Technician	H.E.Keylong

MANDI COMPLEX

1.	Shri Chander Pal Sharma	Manager	Complex Office Mandi.
2.	Sh. Laxmi Nand	Sales Officer	H.E. Mandi
3.	Miss Radha Devi	Assistant Technician	Mandi Textile Mandi
4.	Smt. Kanta Devi	Peon	Complex Office Mandi
5.	Smt. Roopa Devi	Peon	H.E.Mandi.

DELHI COMPLEX

1.	Sh. D.D.Sharma	Marketing Manager	H.E.New Delhi
2.	Shri R.N.Mehrotra	Sr. Assistant (Accounts)	H.E.New Delhi
3.	Smt. Rita Narula	Assistant Manager	H.E.New Delhi
4.	Shri Ranjeet Kumar	Weaving Master	H.E.New Delhi
5.	Smt. Urimla Devi	Salesgirl	H.E.New Delhi
6.	Shri Ravi Kant	Peon	H.E.New Delhi
7.	Shri Susheel Kumar	Sr. Assistant (Accounts)	H.E.Bangalore
8.	Shri B.S. Jayant	A.S.O.	H.E.Bangalore

STAFF ADJUSTED ON SECONDMENT BASIS IN VARIOUS DEPARTMENT

Sr. No.	Name and Designation	Name of Department where adjusted.
1.	Shri Ramesh Chand Jr. Assistant	Welfare Department
2.	Shri Babu Lal, clerk	-do-
3.	Shri Garib Dass, Jr. Assistant(Accounts)	-do-
4.	Shri Dhani Ram, Jr. Assistant(Accounts)	-do-
5.	Shri Suresh Kumar, Jr. Assistant(Acctts)	-do-
6.	Shri Gopal Abrol, Jr. Assistant (Acctts)	-do-
7.	Shri Parneet Kumar Jr. Asstt.(Accounts)	-do-
8.	Shri Rattan Lal, Sr. Clerk	-do-
9.	Smt. Renu Pathania, Jr. Assistant	-do-
10.	Smt. Suto Devi, Clerk	-do-
11.	Smt. Shanti Devi, Clerk	-do-
12.	Smt. Ram Payari, Clerk	-do-
13.	Shri P.K.Bansal, Sr. Assistant (Acctts)	Wool Fedration
14.	Smt. Mamta Bhardwaj, Sr. Asstt.(Acctts)	DRDA
15.	Smt. Kamla Kapoor, Sr. Asstt.(Acctts)	Tribal Development
16.	Shri Amar Singh, Peon	Town & Country Planning
17.	Shri Nagar Mal, Clerk	DRDA Dharamsala.
18.	Shri Dila Ram, Salesman	Reg. Transport Office, Nahan
19.	Shri C.M.Guleria, Sr.Asstt. (Acctts)	Reg. Transport Office, Kullu
20.	Shri D.R.Verma, Jr. Asstt.	Reg. Transport Office, Chamba
21.	Shri Kavinder Kumar, Asstt.Techn.	-do-
22.	Shri Sesh Ram, Salesman	Reg. Transport Office, Una.
23.	Shri Rajinder Parsad, Weaving Master	Reg. Transport Office, Tunuhatti
24.	Smt. Durga Devi, Peon	Deptt. Of Rural Development
25.	Smt. Satya Devi, Peon	Industries Department
26.	Shri Ram Nath, Peon	Industries Department
27.	Shri Rattan Chand, Chowkidar,	Reg. Transport Office, Shimla
28.	Shri Payar Singh Driver,	Rural Development Department

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (x)

OF SECTION 4 (1) (b) OF THE RTI ACT, 2005

**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND
EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN
ITS REGULATIONS**

The Corporation is following Government Rules for pay and allowances to its employees. The details are hereunder: -

<u>Sr.No.</u>	<u>Name of the Post</u>	<u>Pay Scale</u>
1.	Managing Director	21900/-(Basic Pay)
2.	Company Secretary	7880-11660
3.	Finance Manager.	10025-15100
4.	Administrative Officer	7880-11660
5.	Marketing Manager	10025-15100
6	Accounts Officer	7220-11660
7	Managers	7220-11660
8	Product Designer	7220-11660
9	Assistant Manager	5480-8925
10	Personal Assistants	6400-10640
11	Senior Assistants	5800-9200
12	Sr. Assistant (Accounts)	5800-9200
13	Technical Assistant Jr.	5800-9200
14	Assistant (Accounts) Junior	4400-7000
15	Assistants Accounts	4400-7000
16	Clerks	3120-5160
17	Clerks	3120-5160
18	Sales Officers	5000-8100
19	Assistant Sales Officers	4400-7000
20	Salesman Salesgirls	3120-5160
21	Handicrafts Organizer	5000-8100
22	Mastercraftsmen (Technician)	5000-8100
23	Assistant Technician (Leather) Craftsmen	4020-6200
24	(Asstt. Technician) Assistant Handicrafts	4020-6200
25.	Organizer. Assistant Technician	4020-6200
26.	(Weaving) Weaving Master.	4020-6200
27.	Mastercraftsmen (Weaving/CarpetMaster)	
28	Mastercraftsmen (Wood)	3120-5160
29	Designer. Driver	3330-6200
30	Peons	2520-4140
31	Helper (Wood Work)	2520-4140

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (xi)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

**BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE
PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON
DISBURSEMENTS.**

No such procedure exists in the Corporation.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (xii)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

MANNERS OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

The Corporation has no scheme for the disbursement of subsidy.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (xiii)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY THE CORPORATION.**

NIL

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (xiv)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT,
REDUCED IN AN ELECTRONIC FORM**

There is information available or held by the Corporation in an Electronic form except in its website. The address of the wevsite is: -

www.himcrafts.com

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (xv)

OF SECTION 4 (1) (b) OF THE RTI ACT, 2005

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR
READING ROOM, IF MAINTAINED FOR PUBLIC**

The provision / facility of library or reading room for obtaining information for the public is not available in the Corporation.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE(XVI)

OF SECTION 4 (1)(b)OF THE RTI ACT, 2005

**THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC
INFORMATION OFFICE**

RIGHT TO INFORMATION ACT-2005

NOTIFICATION.

Details of Proposed PIO, APIOs and Appellate Authority:

STATE LEVEL FUNCTIONARIES

Designation	Complete office Address	Office Tel. No.	Jurisdiction/Unit under his control for which he will render Information to applicants.
<u>Public Information Officer</u> Finance Manager	H.P.State Handicrafts & Handloom Corporation Ltd. S.D.A.Commercial Complex, Kasumpti, Shimla-171009.	2621620	Entire Corporation.
<u>Assistant Public Information Officer</u> Administrative Officer	H.P.State Handicrafts & Handloom Corporation Ltd. S.D.A.Commercial Complex, Kasumpti, Shimla-171009.	2626436	Entire Corporation
<u>Appellate Authority</u> Managing Director	H.P.State Handicrafts & Handloom Corporation Ltd. S.D.A.Commercial Complex, Kasumpti, Shimla-171009.	2621275	Entire Corporation

DISTRICT LEVEL FUNCTIONARIES**KINNAUR**

Designation	Complete office address	Office Tel.No.	Jurisdiction/Unit under his control for which he will render Information to applicants.
<u>Public Information Officer</u> Sales Officer	H.P.State Handicrafts & Handloom Corporation Branch Office, Shopping Complex, Reckong-Peo District Kinnaur, H.P.	222283	Units located in District Kinnaur(HP)
<u>Asstt. Public Information Officer</u> Asstt.Handicrafts Organizer	H.P.State Handicrafts & Handloom Corporation Branch Office, Shopping Complex, Reckong-Peo District Kinnaur, H.P.	222283	Units located in District Kinnaur(HP)

SHIMLA

<u>Public Information Officer</u> Manager	Himachal Emporium, 3, The Mall, Shimla.	2801234	Himachal Emporium, Shimla & Solan.
<u>Assistant Public Information Officer</u> Sr. Assistant (Accts)	Himachal Emporium, 3, The Mall, Shimla.	2801234	Himachal Emporium, Shimla & Solan.

BILASPUR

<u>Public Information Officer</u> Incharge	Industrial Extension Centre (Textile) Bilaspur	222352	Units located in Bilaspur/Hamirpur & Una District.
<u>Assistant Public Information Officer</u> Assistant Technician (Weaving)	Industrial Extension Centre (Textile) Bilaspur	222352	Units located in Bilaspur/Hamirpur & Una District.

MANDI

<u>Public Information Officer</u> Incharge	H.P.State Handicrafts & handloom Corporation, Branch Office, Near Treasury Office, Mandi.	222102	Units located in Mandi District.
<u>Assistant Public Information Officer</u> Assistant Technician (Weaving)	H.P.State Handicrafts & Handloom Corporation, Branch Office, Near Treasury Office, Mandi.	222102	Units located in Mandi District.

KULLU

<u>Public Information Officer</u> Manager	H.P.State Handicrafts & handloom Corporation, Branch Office, D.I.C.Complex, Dhalpur, The Mall, Kullu	222576	Units located in Kullu & Lahaul Spitti District.
<u>Assistant Public Information Officer</u> Sr.Assistant (Accounts)	H.P.State Handicrafts & Handloom Corporation, Branch Office, D.I.C.Complex, Dhalpur The Mall, Kullu	222576	Units located in Kullu and Lahaul Spitti District.

KANGRA

<u>Public Information Officer</u> Manager	Industrial Extension Centre (Toys) Palampur	231210	Units located in Kangra District.
<u>Assistant Public Information Officer</u> Sr.Assistant (Accounts)	Industrial Extension Centre (Toys) Palampur	231210	Units located in Kangra District.

CHAMBA

<u>Public Information Officer</u> Manager	Chamba Textile Chamba, Rang Mehal Building, Chamba	222333	Units located in Chamba District.
<u>Assistant Public Information Officer</u> Sr.Assistant (Accounts)	Chamba Textile Chamba, Rang Mehal Building, Chamba	222333	Units located in Chamba District.

SIRMOUR

<u>Public Information Officer</u> Manager	Industrial Extension Centre (Wood Work) Paonta	222176	Units located in Sirmour District.
<u>Assistant Public Information Officer</u> Sr.Assistant (Accounts)	Industrial Extension Centre (Wood Work) Paonta Sahib.	222176	Units located in Sirmour District.

Himachal Emporium, New Delhi

<u>Public Information Officer</u> Marketing Manager	Himachal Emporium, C-3, Baba Kharak Singh Marg, New Delhi.	23748028	Himachal Emporium, New Delhi & Bombay.
<u>Assistant Public Information Officer</u> Sr.Assistant (Accounts)	Himachal Emporium, Baba Kharak Singh, Marg, New Delhi.	23748028	Himachal Emporium, New Delhi & Bombay.

Himachal Emporium, Bangalore

<u>Public Information Officer</u> Incharge	Himachal Emporium, 13-SC Road, Ganesh Complex, Bangalore.	22876591	Himachal Emporium, Bangalore.
<u>Assistant Public Information Officer</u> Sales Officer	Himachal Emporium, 13-SC Road, Ganesh Complex, Bangalore.	22876591	Himachal Emporium, Bangalore.

**THE H.P.STATE HANDICRAFTS & HANDLOOM CORPORATION LIMITED
INFORMATION**

UNDER SUB CLAUSE (xvii)

OF SECTION 4 (1) (b) OF THE RTI ACT,2005

GENERAL INFORMATION OF THE CORPORATION

Available on website www.himcrafts.com.