



**ASSAM FINANCIAL CORPORATION
MD. SHAH ROAD, PALTANBAZAR
GUWAHATI- 781 008**

**Information Handbook under
Right to Information Act.**

Chapter -1

Introduction

1.1. Background of this handbook:

This handbook will provide information about the objectives functions and activities of the Corporation.

1.2. Objective/purpose of this hand book:

It will provide information about the functioning of this Corporation, area of operation, operational jurisdiction etc.

1.3. Who are the intended users of this hand-book:

Any person/institution interested to know about the Corporation and its activities.

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

This handbook contains information regarding the Corporation.

1.5. Definitions:

AFC means Assam Financial Corporation a joint financial Corporation constituted under S.3A of SFC Act, 1951 with its operational jurisdiction in the States of Assam, Meghalaya, Manipur and Tripura.

1.6. 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 : Manager (Admn.)
Asstt. Public information Officer : Asstt. Manager (Admn.)

1.7. Procedure and Fee Structure for getting information not available in the hand-book:

Any person may collect information from the Corporation free of cost.

Chapter-2 (Manual-1)

Particulars of Organization, Functions and Duties

2.1. Objective/purpose of the public authority:

To provide financial assistance to Small Scale and Medium Scale industries within its jurisdiction covering North Eastern States of Assam, Meghalaya, Manipur and Tripura.

2.2. Mission/vision Statement of the public authority:

To play the role of a facilitator for Industrial Development in the N.E. States of Assam, Meghalaya, Manipur and Tripura.

2.3. Brief history of the public authority and context of its formation :

AFC was established in the year 1954 as a Joint Financial Corporation under Section-3A of the State Financial Corporations Act, 1951 with an authorized capital of Rs.150.00 crores. The paid up capital from the participating States and other share holders are as under :

- **Govt. of Assam** 75.21%
- **Govt. of Tripura** 2.70%
- **Govt. of Manipur** 1.13%
- **SIDBI** 19.83%
- **LICI** 0.43%
- **Scheduled Banks** 0.59%
- **Others** 0.11%

2.4. Duties of the public authority :

The Corporation provides financial assistance to the entrepreneurs for setting up Small and Medium Scale industries in the States of Assam, Meghalaya, Manipur and Tripura for accelerating industrial growth within its operational jurisdiction.

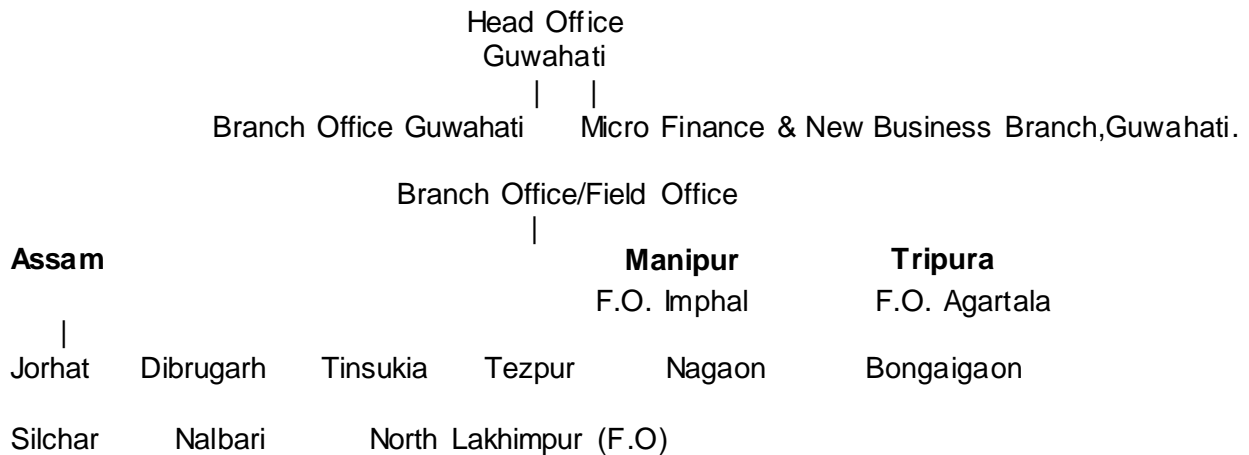
2.5. Main activities/functions of the public authority:

To promote industrial growth within its operational jurisdiction and there by create opportunities for self-employment and generation of additional employment.

2.6. List of services being provided by the public authority with a brief write-up on them :

- i) Guaranteeing loans raised by industrial concerns.
- ii) Undertaking of the issue of stock
- iii) Acting as agent of the Central Govt. or the State Govt. or Development Bank in respect of grant of loans or advances to an industrial concern.
- iv) Subscribing to or purchasing of stock, shares, bonds or debentures of an industrial concern.

- 2.7. Organizational structure Diagram at various levels namely State, directorate, region district, block etc :



- 2.8. Expectation of public authority from the public for enhancing its effectiveness and efficiency:

It is expected that all the individual borrowers availing financial assistance from the Corporation make timely repayment of their dues so as to enable the Corporation to reinvest the fund by way of granting financial assistance to other needy entrepreneurs.

- 2.9. Arrangements and methods made for seeking public participation/contribution:

The Corporation creates awareness amongst the public by way of advertisement, participation in Seminars and EDP programmes conducted by both Govt. and other institution.

- 2.10. Mechanism available for monitoring the service delivery and public grievance resolution:

The Corporation through its network of branches monitors the service delivery and any public grievance resolution.

- 2.11. Address of the main office and other offices:

Head Office : As detailed in Chapter- 7 (Manual – 6) of this
 Branch Office : handbook.
 Field Offices

- 2.12. Morning hours of the office : 10-00 A.M.
 Closing hours of the:office : 5-00 P.M.

Chapter-3 (Manual-2)

Powers and duties of officers and employees of the
organization

3.1 Please provide details of the powers and duties of Officers and employees of the organization:

<u>Sl.N.</u>	<u>Designation</u>	<u>Powers/Duties</u>
1.	Managing Director	The Managing Director is the administrative head of the Corporation. He is the Chief Executive officer of the Corporation and executes all financial and administrative powers as delegated by the Board from time to time, organizes and supervises the office, maintains discipline and exercises such powers as may be given by the Board. The Managing Director sanctions and disburses loans under his sanctioning limit as well disburses loans sanctioned by BOD.
2.	General Manager	The General Manager supervises over all functioning of the Corporation, co-ordinates different activities and formulates & executes the policy matters as may be delegated by he Board or the Managing Director. Incurs expenses as may be necessary for the day-to-day administration of the office of the Corporation within limits prescribed by the Board. All matters are routes through the General Manager with his recommendation to the Managing Director for decision.
3.	Dy. General Manager	The Dy. General Manager supervises and executes works as may be decided by the Managing Director. He also supervise and co-ordinate activities of the departments under him and places the matters to General Manager and Managing Director for decision.
4.	Manager	A Manager is the overall in charge of a department. He looks after the day-to-day works of the department and allots duties to the subordinate officers. Once a file is put up to him he forwards the same to the Dy. General manager in charge of his department with his recommendation.
5.	Asst.Manager/ Inspecting Officer/ Staff Officer	These officers attend to the duties as allotted by their Manager. A particular matter/proposal is initiated by them who are required to examine the proposal in detail with facts and figures and to put up the

file to their respective Managers with their views for taking a decision on the matter.

6. Senior Asstt./
Junior Asstt. Assists in the clerical works
7. Driver Drives the official vehicles
8. Messenger Performs the duties of subordinate staff.

Chapter-4 (Manual-3)

Rules, Regulations, Instructions, Manual
and Records for Discharging Functions

- 4.1. Please provide lists of Rules, Regulations, Instructions, Manuals and records held by the public authority under its control or used by its employees for discharging functions:

The Corporation discharges its function as per the regulations governed by the AFC General Regulations, 1955 (Amended Proposed) on the functioning of the Corporation and the Staff matters are governed by the regulations as per the AFCSR 1957 as amended. These regulations are not made available to public. In annuals of respective department, which are ready, are yet to get the approval of the Board of Directors.

Chapter-5 (Manual-4)

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:

- 5.1. Whether there is any provision to serve consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy.

No members of public in general can represent in the formulation of the Corporation's policy. Policies are framed by the Board of the Corporation and as per the requirement of the SFC's Act, 1951 as amended. The Board is represented by the members nominated as per SFC's Act.

Chapter-6 (Manual-5)

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

Documents like respective loan files, loan ledger, loan documents, security documents, proceedings of Board meetings etc. are held by the Corporation under its control as:

Sr. No.	Category Of the document	Name of the Document And its Introduction in one line	Procedure To obtain The document	Held by/ Under Control of
01	Loan File	Contains all correspondences and Other related documents	Only the borrower can obtain copies	Manager (Recovery)
02	Loan Ledger	Contains details of individual loan account positions	- do -	Manager Accts.(Loans & Advances)
03	Loan Documents	Loan agreements and other related documents executed by the borrower while availing loan	- do -	Manager (Legal)
04	Security Documents	Original title papers of land liquid security like FDR etc.	Only after liquidation of loans the borrower can get back the same	Manager (Legal)
05	Proceedings of Board meeting		Only the decisions are intimated to the concerned borrowers in case of sanction/settlement	Manager (Admn)

Chapter-7 (Manual-6)

A statement of boards, council, committees and other bodies constituted as its part

7.1. Name and address of affiliated Body : Board of Directors
Assam Financial Corporation
Md. Shah Road, Paltanbazar,
Guwahati-8.

Type of affiliated Body : Executive

Brief introduction of affiliated body : The Board of Directors constituted as per the SFCs Act, 1951 in the year 1954. The main activities of the Board of Directors is to take policy decisions in the matter of business of the Corporation and other administrative matters.

Role of affiliated body : The General Superintendance, direction and management of affairs and business of the Corporation is vested in the Board of directors which exercises all powers. The Board shall constitute an Executive Committee consisting of the Chairman and Managing Director, the whole time Directors and other Directors as it may deem fit.

Structure and Member Composition:

The Board of Directors as per the SFC's Act consist of the following :

- i) Chairman
- ii) Two directors nominated by Govt. of Assam.
- iii) Two directors from participating states.
- iv) Two directors nominated by the SIDBI.
- v) Two directors nominated by Public Sector Bank the LIC and other institutions owned or control by the Central Government or State Govt.
- vi) 2/3 directors elected by Share holders.
- vii) Managing Director.
Head of the Body : Chairman

TENDER COMMITTEE :

Managing Director	:	Chair man
General Manager	:	Member
Dy. Gen. Manager(Reco & Legal)	:	Member
Dy. Gen. Manager (Legal)	:	Member
Manager (Recovery)	:	Member
Manager (Legal)	:	Member Convenor

HEAD OFFICE LEVEL CREDIT COMMITTEE

Managing Director	:	Chairman
Dy. Gen. Manager (Reco.)	:	Member
Dy. Gen. Manager (Appl.)	:	Member
Manager ((Recovery)	:	Member
Manager (Tech.)	:	Member Convenor
Manager (Fin)	:	Member Convenor
Manager (Legal)	:	Member
Inspecting Officer(T)	}	Special Invitee
PRO	}	:

BRANCH LEVEL CREDIT COMMITTEE

Guwahati B.O. Credit Committee :

Dy. Gen. Manager-in-Charge GBO Ghy.	:	Chairman
Manager(Appl.) HO	:	Member
Manager(Legal),HO	:	Member
A.M(Fin),GBO	:	Member
I.O. (Fin), GBO	:	Member Convenor
I.O. (Tech.)	:	Special Invitee.
All Processing Officers	:	

Jorhat Zonal Credit Committee :

Branch Manager, Jorhat	:	Chair man
Asstt. Manager-in-Charge, Dibrugarh	:	Member Convenor
Asstt. Manager-in-Charge, Tinsukia	:	Member
A.M.(Tech)/AM(Fin),	:	Member

Tezpur Zonal Credit Committee:

Branch Manager, Tezpur : Chair man
Asstt.Manager-in-Charge, Nagaon : Member
Asstt.Manager-in-Charge, N.Lakhimpur : Member
IO(T)/IO(F), Tezput : MemberConvenor

Bongaigaon Zonal Crdit Committee :

Branch Manager, Bongaigaon : Chairman
Asstt.Manager-in-Charge, Nalbari : Member
IO(T)/SO(G) Bongaigaon : Member Convenor

Address of Main Office and its BranchOffices :

Head Office : Assam Financial Corporation
Md. Shah Road, Paltanbazar,
Guwahati-781008.

Branch Office Guwahati :The Deputy GeneralManager- in-Charge
Assam Financial Corporation
Branch Office , **Guwahati,**
Md. Shah Road, Paltan Bazar
Guwahati 781 008

The Deputy GeneralManager- in-Charge
Assam Financial Corporation
MF & NB Branch Office ,
Guwahati,
Md. Shah Road, Paltan Bazar
Guwahati 781 008

Branch Offices : The Branch Manager,
Assam Financial Corporation
Jorhat Branch,
Mallow Ali (Near Telephone Exchange)
Jorhat, Assam
PIN – 785001

: The Branch Manager
Assam Financial Corporation
South Hazarapar
Near Agriculture Colony
Tezpur, Assam
Pin-784001.

: The Branch Manager
Assam Financial Corporation
Main Road, Barpara,
Bongaigaon, Assam
Pin-783380

- : The Branch Manager
Assam Financial Corporation
Ashram Road,
P.O.-Vivekananda Road,
Silchar, Assam, Pin-788007.
- : The Branch Manager
Assam Financial Corporation
Namghar Road, Bordoloi Nagar,
Tinsukia, Assam
Pin-786125.
- : The Asstt. Manager-in-Charge
Branch Office Dibrugarh, Assam
Financial Corporation Jiban Phukan
Nagar, Chowkidingee
Dibrugarh, Assam
Pin-785001.
- : The Asstt. Manager-in-Charge
Assam Financial Corporation
R.K.B.Road, Christian Patty,
Nagaon, Assam
Pin-782001.
- : The Asstt. Manager-in-Charge
Assam Financial Corporation Hajo
Road,
Nalbari, Assam
Pin-781335.
- The Asstt. Manager-in-Charge
Field Office
Assam Financial Corporation
A.B.Road, Ward No-12
North Lakhimpur, Assam, Pin-
787001.
- : The Asstt. Manager-in-Charge
Field Office, Imphal,
Assam Financial Corporation
Hotel Excellency Premises
Sega Road (Airport Road)
Imphal, Manipur,
Pin-795001.
- : The Asstt. Manager-In-Charge
Field Office, Agartala,
Assam Financial Corporation
Colonel (West) Chowmohani
Agartala, Tripura,
Pin-799001.

Frequency of Meetings : At least once during each quarter.

Can public participate in the meeting : Can not be participated by general public

Are minutes of the meetings prepared : Yes.

Executive Meeting :

Executive Committee of AFC constituted by Board meets to transact business as may be prescribed or as may be delegated to it by the Board. The proceedings of the meetings shall be laid before the Board at its next meeting of the Board.

Chapter-8 (Manual-7)

**The names, designations and other
particulars of the Public Inform
ation Officers**

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

Procedure followed in decision making process

9.1. What is the procedure followed to take a decision for various matters?(A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made)

9.2. Decisions are taken at the Board’s level and by he Managing Director as authorized by the Act and by the Board.

What are the documented procedures/laid down procedures/ Defined Criteria/ Rules to arrive a particular decision for important matters? What are different levels through which a decision process moves?

- 01. State Financial Corporations Act, 1951
- 02. Assam Financial Corporation Staff Regulations,1957
- 03. AFC,General Regulations

9.3.What are the arrangements to communicate the decision to the public?

Decisions are communicated by issuing letters to the concerned party.

9.4. Who are the officers at various levels whose opinions are sought for the process of decision-making?

Manager
Dy. General Manager

9.5.Who is the final authority that wets the decision?

The Managing Director.

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Subject on which the decision is to be Taken	Sanction , Disbursement, Recovery, Legal and all administrative matters
Guidelines/Directions, if any	SFCs Act 9151. AFC Staff Regulation 1957,AFC General Regulations directives from Govt. Assam and SIDBI
Process of Execution	
Designation of the officers involved in decision making	Managing Director, Dy. General Manager
Contact information of above mentioned Officers	Ph. No. 2739839/2633658
If not satisfied by the decision, where and how to appeal.	To the Managing Director To the Board of Directors

Chapter – 10 (Manual – 9)

Directory of Officers and Employees

DIRECTORY OF OFFICERS AND EMPLOYEES

Sl.No	Name of the Employee/Officer	Designation	STD Code	Phone No. Office
01	Sri D. K. Bora	Dy. Gen. Manager	0361	2739839/2633658
02	Sri Mrigen Sarmah	Dy. Gen. Manager	0361	2739839/2633658
03	Sri R. Phukan	Dy. Gen. Manager	0361	2739839/2633658
04	Sri R.C. Dutta	Manager	0361	2739839/2633658
05	Sri D.J. Das	Manager	0361	2739839/2633658
06	Sri G.P. Gupta	Manager	0361	2739839/2633658
07	Smti K. Saikia Dass	Manager	03664	230478
08	Sri A. Bhattacharjee	Manager	0361	2739839/2633658
09	Sri F. Aza d	Manager	0361	2739839/2633658
10	Sri K. K. Mazumdar	Manager	03712	220761
11	Sri K. Goswami Sri	Manager	0361	2739839/2633658
12	P.K. Bordoloi Sri	Asst t. Manager	03712	220761
13	Dilip Goswami Sri	Asst t. Manager	0361	2739839/2633658
14	B.K. Baruah	Asstt. Manager	03842	266914
15	Sri H.P. Bora	Asst t. Manager I/C	0376	2320462
16	Sri K. Zaman	Asst t. Manager I/C	03624	220593
17	Sri A. K. Talukdar	Asstt. Manager	0361	2739839/2633658
18	Sri L.K. Go goi	Asstt. Manager	0361	2739839/2633658
19	Sri Raktim Sarma	Asst t. Manager I/C	0361	2739839/2633658
20	Sri Rajib Bar uah	Asst t. Manager I/C	0361	2739839/2633658
21	Sri H. Saikia	Asstt. Manager	03672	233830
22	Sri R.K. Das	Asstt. Manager	0376	2320462
23	Sri K.M. Saikia	Asstt. Manager	0361	2739839/2633658
24	Sri K.N. Bora	Asstt. Manager	0361	2739839/2633658
25	Sri H. Sarmah	Asstt. Manager	03752	222564
26	Sri H. K. Das	Asstt. Manager	0373	2313601
27	Sri U. Barpatragohain	Asstt. Manager	0374	2339857
28	Sri K. K. Choudhury	Asstt. Manager	03664	230478
29	Sri Satyen Sarmah	Asstt. Manager	0361	2739839/2633658
30	Sri A.N. Singh	Inspecting Officer	NIL	NIL
31	Sri S.K. Sinha	Inspecting Officer	0361	2739839/2633658
32	Sri R.C. Hazarika	Inspecting Officer	0361	2739839/2633658
33	Sri S.C. Bordoloi	Inspecting Officer	0361	2739839/2633658
34	Sri T.C. Goswami	Inspecting Officer	03664	230478
35	Sri M.N. Khound	Inspecting Officer	03712	220761
36	Sri P. Ahmed	Inspecting Officer	03664	230478
37	Sri K. Saikia	Inspecting Officer	03712	220761
38	Sri H. K. Lahkar	Inspecting Officer	0361	2739839/2633658
39	Sri Subha s Sarmah	Inspecting Officer	03624	220593
40	Sri B. Chowdhury	Inspecting Officer	0361	2739839/2633658
41	Sri A.R. Paul	Inspecting Officer	0381	2324662
42	Sri S.C. Bora	Inspecting Officer	0373	2313601
43	Sri T. Banik	Inspecting Officer	0361	2739839/2633658
44	Sri Bikram Saikia	Inspecting Officer	0374	2339857
45	Sri B.N. Mahant a	Staff Officer	0361	2739839/2633658
46	Sri D. K. Das	St aff Officer	03624	220593
47	Sri J.K. Deka	St aff Officer	0361	2739839/2633658
48	Sri Gagan Ch. Kalita	St aff Officer	03624	220593
49	Sri P. Kuri	St aff Officer	03664	230478
50	Sri M.R. Barbh uyan	St aff Officer	03842	266914
51	Smti Rajashree Hazarika	St aff Officer	0361	2739839/2633658
52	Sri R. Neog	St aff Officer	0376	2320462
53	Sri S. Hussain	St aff Officer	0376	2320462
54	Sri H. Baishya	St aff Officer	0361	2739839/2633658
55	Sri M.B. Choudh ury	St aff Officer	0361	2739839/2633658
56	Sri N. Konwar	St aff Officer	03712	220761
57	Sri P. Sarmah	St aff Officer	0361	2739839/2633658
58	Sri C.F. Nongre ng	St aff Officer	0364	2223343
59	Sri B.N. Sarmah	St aff Officer	0361	2739839/2633658
60	Sri A. Bhattacharjee	St aff Officer	03842	266914
61	Sri A. Hussain	Staff Officer	03712	220761

62	Smti Nili Baruah	St aff Officer	0361	2739839/2633658
63	Smti S. Kalita	St aff Officer	03672	233830
64	Sri L.K. Dutta	St aff Officer	03752	222564
65	Sri N.N. Barman	St aff Officer	0361	2739839/2633658
66	Sri G. Basumat ary	St aff Officer	0374	2339857
67	Sri M. Ali	Staff Officer	0361	2739839/2633658
68	Sri B.K. Chatarjee	Senior Assist ant	0361	2739839/2633658
69	Smti K. Bose	Senior Assist ant	0361	2739839/2633658
70	Sri K. Bora	Senior Assist ant	0361	2739839/2633658
71	Sri P.C. Das	Senior Assist ant	0361	2739839/2633658
72	Sri P. Kakoti	Senior Assist ant	03672	233830
73	Sri P.Choudh ury	Senior Assist ant	0361	2739839/2633658
74	Sri D. Sarmah	Senior Assist ant	0361	2739839/2633658
75	Smti. N.P. Gogoi	Senior Assist ant	0361	2739839/2633658
76	Sri J. Borgohain	Senior A ssist ant	0373	2313601
77	Sri K.K. Das	Senior Assist ant	0361	2739839/2633658
78	Sri T.K. Deb Nath	Senior Assist ant	0361	2739839/2633658
79	Sri M.C. Das	Senior Assist ant	0361	2739839/2633658
80	Sri Ranjib Dutta	Senior Assist ant	0374	2339857
81	Smti. N.N. Khan	Senior Assist ant	0361	2739839/2633658
82	Sri B.N. Roy	Senior Assist ant	03664	230478
83	Sri B. Hazarika	Senior Assist ant	0361	2739839/2633658
84	Sri D.N. Barman	Senior Assist ant	03624	220593
85	Sri S. Nath	Senior Assist ant	03712	220761
86	Sri C.D. Nath	Senior Assist ant	0361	2739839/2633658
87	Sri Ambika Kalita	Senior Assist ant	0361	2739839/2633658
88	Sri B.K. Mazum dar	Senior Assist ant	0381	2324662
89	Sri B.Z. Laskar	Senior Assist ant	03842	266914
90	Smti. E. Syemlich	Senior Assist ant	0364	2223343
91	Sri Siva Deka	Senior Assist ant	03624	220593
92	Sri S. Sarmah	Senior Assist ant	0361	2739839/2633658
93	Sri Probin Gogoi	Senior Assist ant	0376	2320462
94	Sri Ch. S. Singh	Junior Assist ant	NIL	NIL
95	Sri Mazid Ahme d	Junior Assist ant	03664	230478
96	Sri Deben Nath	Junior Assist ant	03712	220761
97	Sri D. K. Bora	Junior Assist ant	0374	2339857
98	Smti. S. Cho wdhury	Junior Assist ant	0361	2739839/2633658
99	Sri D. Bhat tacharjee	Junior Assist ant	0361	2739839/2633658
100	Smt. R. Devi	Junior Assist ant	0361	2739839/2633658
101	Sri P.C. Dutta	Junior Assist ant	0361	2739839/2633658
102	Sri J.K. Deka	Junior Assist ant	0361	2739839/2633658
103	Sri Sanjib Sarma	Junior Assist ant	0361	2739839/2633658
104	Sri D.K. Gogoi	Junior Assist ant	0376	2320462
105	Sri D.J. Lahan	Junior Assist ant	0361	2739839/2633658
106	Sri A. Choudh ury	Junior Assist ant	03664	230478
107	Sri T. Thakuria	Junior Assist ant	03672	233830
108	Sri D. Baruah	Junior Assist ant	0361	2739839/2633658
109	Sri Dhan Thakuria	Junior Assist ant	0361	2739839/2633658
110	Sri Di dul Das	Junior Assist ant	0361	2739839/2633658
111	Sri R. Ahmed	Junior Assist ant	0361	2739839/2633658
112	Sri Purna Bora	Junior Assist ant	03752	222564
113	Sri Ranjit Barman	Driver	0361	2739839/2633658
114	Sri Tanu Patar	Driver	0361	2739839/2633658
115	Sri Satish Barman	Driver	0361	2739839/2633658
116	Sri Mahendra Kalita	Messe nger	0361	2739839/2633658
117	Sri Ajit Kakoti	Messe nger	0361	2739839/2633658
118	Sri R. Basumatary	Messe nger	03712	220761
119	Sri P. Hazarika	Messe nger	0376	2320462
120	Sri Atul Kalita	Messe nger	0361	2739839/2633658
121	Sri Chakradhar Das	Messe nger	0361	2739839/2633658
122	Sri S.C. Bordoloi	Messe nger	0361	2739839/2633658
123	Sri H.R. Boro	Messe nger	03712	220761
124	Sri Jiban Ch. Saikia	Messe nger	0374	2339857
125	Sri Nipen Bora	Messe nger	03752	222564
126	Sri P. Gayari	Messe nger	03664	230478
127	Smt. Asha Devi	Messe nger	0374	2339857
128	Sri Bipin Kalita	Messe nger	0361	2739839/2633658
129	Sri Biren Choudh ury	Messe nger	0361	2739839/2633658
130	Sri Chabin Saud	Messe nger	0361	2739839/2633658
131	Sri Gajen Deka	Messe nger	0361	2739839/2633658
132	Sri Joges war Saikia	Messe nger	03752	222564
133	Sri Pitambar Baruah	Messe nger	0361	2739839/2633658
134	Sri Dipen Neog	Messe nger	0373	2313601
135	Sri Jadav Ch. Baishya	Messe nger	03624	220593
136	Sri Tilok Ch. Hazarika	Messe nger	03672	233830

137	Sri Abdul Jalil	Messe nger	03624	220593
138	Sri Lakhiraj Sinha	Messe nger	03842	266914
139	Sri Harmohan Kalita	Messe nger	0364	2223343
140	Sri Dulal Pal	Messe nger	0381	2324662
141	Sri Bipul Bora	Messe nger	0373	2313601
142	Sri Jagadish Nath	Messe nger	03664	230478
143	Sri Monoranjan Das	Messe nger	03842	26691
144	Sri Ripun Hazarika	Messe nger	0376	2320462
145	Sri K. Imbacha Singh	Messe nger	NIL	NIL
146	Sri Ananda Ch. Nath	Messe nger	03664	230478
147	Sri Bhaben Nath	Messe nger	03672	233830
148	Sri Hira Mali	Messe nger	0361	2739839/2633658
149	Sri N.N. Sarma	Messe nger	0361	2739839/2633658
150	Sri Apol Saika	Messe nger	0373	2313601
151	Sri Subh Ch. Jha	Messe nger	0361	2739839/2633658
152	Sri Hem Ch. Kalita	Messe nger	0361	2739839/2633658
153	Sri D. Pathak	Messe nger	0361	2739839/2633658
154	Sri Khitish Kalita	Messe nger	0361	2739839/2633658
155	Sri K.C. Neog	Messe nger	0373	2313601
	Sri Kanu Ch. Dey	Messe nger	0361	2739839/2633658
156	Sri T. Ahmed	Messe nger	0361	2739839/2633658
157	Amt. Anima Basumatary	Messe nger	0361	2739839/2633658
158	Sri Lohit Barman	Messe nger	0361	2739839/2633658
159	Sri Guna Kt. Deka	Messe nger	03752	222564
160	Sri Basanta Baishya	Messe nger	0361	2739839/2633658

Chapter – 11 (Manual – 10)

The Monthly Remuneration Received By Each of its
Officers and Employees, Including the System of
Compensation as Provided in Regulations.

Furnished at Annexure - I

Chapter – 12 (Manual – 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

Not related to this Corporation

Chapter – 13

The Manner of Execution of Subsidy Programmes

Not related to this Corporation

Chapter 14 (Manual – 13)

Particulars of Recipients of Concessions, permits or authorization granted by it

Not applicable to this Corporation

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.

The main activity of the Corporation is to provide financial assistance to the entrepreneurs for setting up of industries in the states of Assam, Meghalaya, Tripura and Manipur.

Projects are implemented as per the schedule fixed at the time of sanction of loan and disbursements made basing on the progress of implementation.

Repayment schedules are fixed during sanction.

Norms of Recovery :

- 1 Normal recovery/by persuasions/contact
2. Through Legal recourse.

Chapter – 16 (Manual – 15)
Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

No electronic format is introduced so far.

Chapter – 17 (Manual – 16)
Particulars of the facilities available to citizens for
obtaining information

17.1 Means, method or facilitation available to the public, which is adopted by the department for dissemination of information.

The information can be had from :

1. Printed Manual (proposed)
2. Website
3. Office Notice Board.
4. Directly from the Officers of the Corporation.

Chapter – 18 (Manual –17)
Other Useful Information

18.1 to 8.7 Not related to this Corporation.

18.8 As detailed in the previous Chapters.

SL No	Name	Designation	STD CODE	Phone No Office	Home
	Department Appellate Authority : Shri Imdadul Haque, IAS Managing Director	Appellate Authority	0361	2739839 2633658	9859916501
	Public Information Officer : Shri K.Zaman Manager(Admn)	Public Information Officer (PIO)	0361	2739839 2633658	9859916515
	Shri R.C.Hazarika Inspecting Officer (Fin) Admn,AFC,Guwahati.	Asstt. Information Officer (APIO)	0361	2739839 2633658	9435306909
	BRANCH OFFICE GUWAHATI Shri Imdadul Haque, IAS, Managing Director Shri M.Sharma, Dy. Gen.Manager i/c AFC,Guwahati Br.,Guwahati. Shri F.Azad Manager AFC, Guwahati Br,Guwahati	Appellate Authority Public Information Officer (PIO) Asstt. Information Officer (APIO)	0361 0361 0361	2739839 2633658 2739839 2633658 2739839 2633658	9859916501 9859916503 9859916509
	BRANCH OFFICE MF & NB Br. Shri Imdadul Haque, IAS, Managing Director Shri R.Phukan, Dy. Gen.Manager i/c AFC,MF & NB Br.,Guwahati. Shri D.J.Das Manager AFC, MF & NB Br,Guwahati	Appellate Authority Public Information Officer (PIO) Asstt. Information Officer (APIO)	0361 0361 0361	2739839 2633658 2739839 2633658 2739839 2633658	9859916501 9859916504 9859916506

	<p>BRANCH OFFICE JORHAT</p> <p>Shri Imdadul Haque, IAS Managing Director AFC, Guwahati</p> <p>A. Bhattacharyya Manager-in-Charge</p> <p>Shri P. Kuri Inspecting Officer (Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>0367</p> <p>0367</p>	<p>2739839 2633658</p> <p>2320462</p> <p>2320462</p>	<p>9859916501</p> <p>9859916508</p> <p>9864553735</p>
	<p>BRANCH OFFICE DIBRUGARH</p> <p>Shri Imdadul Haque, IAS Managing Director AFC, Guwahati.</p> <p>Shri K. Bora, Asstt. Manager-in-Charge</p> <p>Shri S. C. Bora I.O. (Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>0373</p> <p>0373</p>	<p>2739839 2633658</p> <p>2313601</p> <p>2313601</p>	<p>9859916501</p> <p>9859916507</p>
	<p>BRANCH OFFICE NAGAON</p> <p>Shri Imdadul Haque, IAS Managing Director, AFC, Guwahati</p> <p>Shri Satyen Sarma Asstt. Manager-in-Charge</p> <p>Smti R. Hazarika Inspecting Officer (Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>03672</p> <p>03672</p>	<p>2739839 2633658</p> <p>233830</p> <p>233830</p>	<p>9859916501</p> <p>9859916512</p> <p>9706989409</p>
	<p>BRANCH OFFICE NALBARI</p> <p>Shri Imdadul Haque, IAS Managing Director AFC, Guwahati.</p> <p>Shri Ranjit Das Asstt. Manager-in-Charge</p> <p>Shri Subash Sarma Inspecting Officer (Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>03664</p>	<p>2739839 2633658</p> <p>220593</p>	<p>9859916501</p> <p>9854028762</p> <p>9859829335</p>

	<p>BRANCH OFFICE BONGAIGAON</p> <p>Shri Imdadul Haque,IAS Managing Director AFC, Guwahati</p> <p>Smti A.K.Talukdar Manager i/c.</p> <p>Shri P.Ahmed Asstt. Manager(Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>03664</p>	<p>2739839 2633658</p> <p>230478</p>	<p>9859916501</p> <p>9854028761</p> <p>9435129213</p>
	<p>BRANCH OFFICE SILCHAR</p> <p>Shri Imdadul Haque,IAS Managing Director AFC, Guwahati</p> <p>Shri B.K. Baruah Officer-in-charge</p> <p>Sri M.R. Barbhuiya Inspecting Officer(Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>03842</p>	<p>2739839 2633658</p> <p>266914</p>	<p>9859916501</p> <p>9859916514</p> <p>8876622637</p>
	<p>BRANCH OFFICE TINSUKIA</p> <p>Shri Imdadul Haque,IAS Managing Director AFC, Guwahati</p> <p>Shri U. Barpatragohain Asstt. Manager i/c</p> <p>Shri B. Saikia Inspecting Officer (Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>0374</p>	<p>2739839 2633658</p> <p>2339857</p>	<p>9859916501</p> <p>9859916518</p> <p>9706873365</p>
	<p>BRANCH OFFICE TEZPUR</p> <p>Shri Imdadul Haque,IAS Managing Director AFC, Guwahati</p> <p>Shri H.Saikia Branch Manager</p> <p>Shri P.K.Bordoloi Asstt. Manager(Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>03712</p> <p>03712</p>	<p>2739839 2633658</p> <p>220761</p> <p>220761</p>	<p>9859916501</p> <p>9859916516</p> <p>9954657164</p>

	<p>FIELD OFFICE AGARTALA</p> <p>Shri Imdadul Haque,IAS Managing Director AFC, Guwahati</p> <p>Shri A.R. Pal Officer-in-Charge</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p>	<p>0361</p> <p>0381</p>	<p>2739839 2633658</p> <p>2324662</p>	<p>9859916501</p> <p>9774087760</p>
	<p>FIELD OFFICE NORTH LAKHIMPUR</p> <p>Shri Imdadul Haque,IAS Managing Director AFC, Guwahati</p> <p>Shri H.Sarmah Asstt.Manager-in- Charge</p> <p>Shri L.K. Dutta Inspecting Officer (Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>03752</p> <p>03752</p>	<p>2739839 2633658</p> <p>222564</p> <p>222564</p>	<p>9859916501</p> <p>9859916519</p> <p>9954405036</p>

