



**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.20.00 crores. The paid up capital from the participating States and other share holders are as under :

- **Govt. of Assam** 69.82%
- **Govt. of Tripura** 3.29%
- **Govt. of Manipur** 1.37%
- **SIDBI** 24.14%
- **LICI** 0.52%
- **Scheduled Banks** 0.71%
- **Others** 0.14%

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.

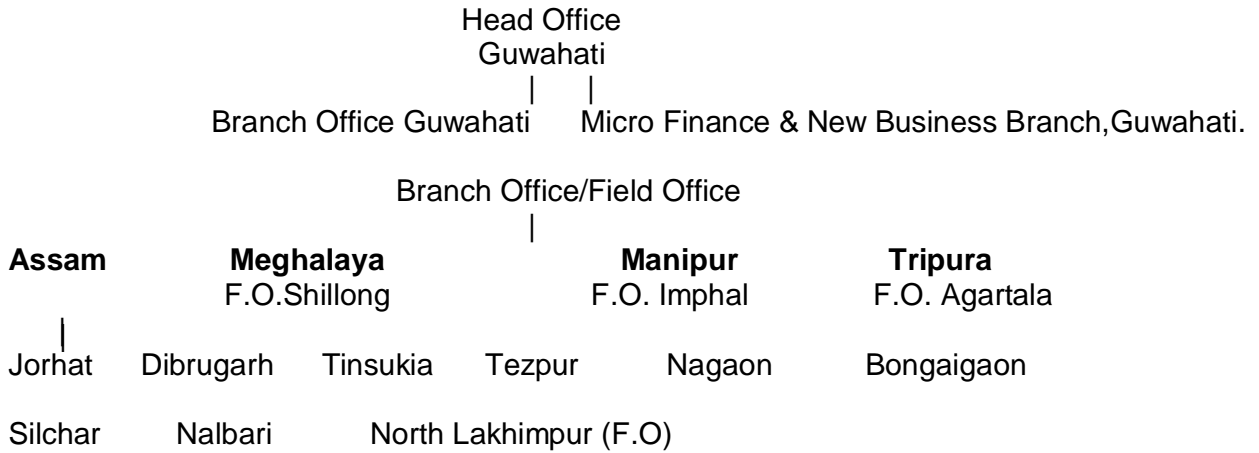
2.5. Main activities/functions of the public authority:

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.

Arrangements and methods made for seeking public participation/contribution:

2.9. 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>S.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 the 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 share holders 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 Superintendence, 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	:	Chairman
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
I.O. (Tech.)	:	Member Convenor
All Processing Officers	:	Special Invitee.

Jorhat Zonal Credit Committee :

Branch Manager, Jorhat	:	Chairman
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 : Chairman
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

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
Assam Financial Corporation
Upper Lachaumiere
Shillong, Meghalaya
Pin-793001.

: 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
Information 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. 2513448/2633658
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	03664	230478
05	Sri D.J. Das	Manager	0361	2739839/2633658
06	Sri G.P. Gupta	Manager	0361	2739839/2633658
07	Smti K. Saikia Dass	Manager	0361	2739839/2633658
08	Sri A. Bhattacharjee	Manager	0361	2739839/2633658
09	Sri F. Azad	Manager	0361	2739839/2633658
10	Sri J. Dhadumiya	Manager	0376	22320462
11	Sri K.K. Mazumdar	Manager	03712	220761
12	Sri K. Goswami	Manager	0361	2739839/2633658
13	Sri P.K. Bordoloi	Asstt. Manager	03712	220761
14	Sri Dilip Goswami	Asstt. Manager	0361	2739839/2633658
15	Sri B.K. Baruah	Asstt. Manager	0361	2739839/2633658
16	Sri H.P. Bora	Asstt. Manager I/C	NIL	NIL
17	Sri K. Zaman	Asstt. Manager I/C	03624	220593
18	Sri A.K. Talukdar	Asstt. Manager	0361	2739839/2633658
19	Sri L.K. Gogoi	Asstt. Manager	0361	2739839/2633658
20	Sri Raktim Sarma	Asstt. Manager I/C	0381	2324662
21	Sri Rajib Baruah	Asstt. Manager I/C	0364	2223343
22	Sri H. Saikia	Asstt. Manager	03672	233830
23	Sri R.K. Das	Asstt. Manager	0376	2320462
24	Sri T.C. Saharia	Asstt. Manager	0361	2739839/2633658
25	Sri K.M. Saikia	Asstt. Manager	03842	266914
26	Sri K.N. Bora	Asstt. Manager	0361	2739839/2633658
27	Sri H. Sarmah	Asstt. Manager	03752	222564
28	Sri H.K. Das	Asstt. Manager	0373	2313601
29	Sri U. Barpatragohain	Asstt. Manager	0374	2339857
30	Sri K.K. Choudhury	Asstt. Manager	03664	230478
31	Sri Satyen Sarmah	Asstt. Manager	0361	2739839/2633658
32	Sri A.N. Singh	Inspecting Officer	NIL	NIL
33	Sri S.K. Sinha	Inspecting Officer	0361	2739839/2633658
34	Sri R.C. Hazarika	Inspecting Officer	0361	2739839/2633658
35	Sri S.C. Bordoloi	Inspecting Officer	0361	2739839/2633658
36	Sri T.C. Goswami	Inspecting Officer	03664	230478
37	Sri M.N. Khound	Inspecting Officer	03712	220761
38	Sri P. Ahmed	Inspecting Officer	03624	220593
39	Sri K. Saikia	Inspecting Officer	03712	220761
40	Sri H.K. Lahkar	Inspecting Officer	0361	2739839/2633658
41	Sri Subhas Sarmah	Inspecting Officer	03624	220593
42	Sri B. Chowdhury	Inspecting Officer	0361	2739839/2633658
43	Sri A.R. Paul	Inspecting Officer	03842	266914
44	Smti B.P. Saikia	Inspecting Officer	03672	233830
45	Sri S.C. Bora	Inspecting Officer	0373	2313601
46	Sri T. Banik	Inspecting Officer	0361	2739839/2633658
47	Sri Bikram Saikia	Inspecting Officer	0374	2339857
48	Sri B.N. Mahanta	Staff Officer	0361	2739839/2633658
49	Sri D.K. Das	Staff Officer	0373	2313601
50	Sri J.K. Deka	Staff Officer	03664	230478
51	Sri Gagan Ch. Kalita	Staff Officer	03624	220593
52	Sri P. Kuri	Staff Officer	03664	230478
53	Sri M.R. Barbhuyan	Staff Officer	0381	2324662
54	Smti Rajashree Hazarika	Staff Officer	0361	2739839/2633658
55	Sri R. Neog	Staff Officer	0376	2320462
56	Sri S. Hussain	Staff Officer	0376	2320462
57	Sri H. Baishya	Staff Officer	0361	2739839/2633658
58	Sri M.B. Choudhury	Staff Officer	0361	2739839/2633658
59	Sri N. Konwar	Staff Officer	03712	220761
60	Sri P. Sarmah	Staff Officer	0361	2739839/2633658
61	Sri C.F. Nongreng	Staff Officer	0364	2223343
62	Sri B.N. Sarmah	Staff Officer	0361	2739839/2633658
63	Sri A. Bhattacharjee	Staff Officer	03842	266914
64	Sri A. Hussain	Staff Officer	03712	220761

65	Smti Nili Baruah	Staff Officer	0361	2739839/2633658
66	Smti S. Kalita	Staff Officer	03672	233830
67	Sri L.K. Dutta	Staff Officer	03752	222564
68	Sri N.N. Barman	Staff Officer	0361	2739839/2633658
69	Sri G. Basumatary	Staff Officer	0374	2339857
70	Sri M. Ali	Staff Officer	0361	2739839/2633658
71	Sri B.K. Chatarjee	Senior Assistant	0361	2739839/2633658
72	Smti K. Bose	Senior Assistant	0361	2739839/2633658
73	Sri K. Bora	Senior Assistant	03752	22564
74	Sri P.C. Das	Senior Assistant	0361	2739839/2633658
75	Sri P. Kakoti	Senior Assistant	03672	233830
76	Sri P.Choudhury	Senior Assistant	0361	2739839/2633658
77	Sri D. Sarmah	Senior Assistant	0361	2739839/2633658
78	Smti. N.P. Gogoi	Senior Assistant	0361	2739839/2633658
79	Sri J. Borgohain	Senior Assistant	0373	2313601
80	Sri K.K. Das	Senior Assistant	0361	2739839/2633658
81	Sri T.K. Deb Nath	Senior Assistant	0361	2739839/2633658
82	Sri M.C. Das	Senior Assistant	0361	2739839/2633658
83	Sri Ranjib Dutta	Senior Assistant	0374	2339857
84	Smti. N.N. Khan	Senior Assistant	0361	2739839/2633658
85	Sri B.N. Roy	Senior Assistant	03664	230478
86	Sri B. Hazarika	Senior Assistant	0361	2739839/2633658
87	Sri D.N. Barman	Senior Assistant	03624	220593
88	Sri S. Nath	Senior Assistant	03712	220761
89	Sri C.D. Nath	Senior Assistant	0361	2739839/2633658
90	Sri Ambika Kalita	Senior Assistant	0361	2739839/2633658
91	Sri B.K. Mazumdar	Senior Assistant	0381	2324662
92	Sri B.Z. Laskar	Senior Assistant	03842	266914
93	Smti. E. Syemlish	Senior Assistant	0364	2223343
94	Sri Siva Deka	Senior Assistant	03624	220593
95	Sri S.Sarmah	Senior Assistant	0361	2739839/2633658
96	Sri Probin Gogoi	Senior Assistant	0376	2320462
97	Sri Ch. S. Singh	Junior Assistant	NIL	NIL
98	Sri Mazid Ahmed	Junior Assistant	03664	230478
99	Sri Deben Nath	Junior Assistant	03712	220761
100	Sri D.K. Bora	Junior Assistant	0374	2339857
101	Smti. S. Chowdhury	Junior Assistant	03842	266914
102	Sri D. Bhattacharjee	Junior Assistant	0361	2739839/2633658
103	Smt. R. Devi	Junior Assistant	0361	2739839/2633658
104	Sri P.C. Dutta	Junior Assistant	0361	2739839/2633658
105	Sri J.K. Deka	Junior Assistant	0361	2739839/2633658
106	Sri Sanjib Sarma	Junior Assistant	0361	2739839/2633658
107	Sri D.K. Gogoi	Junior Assistant	0376	2320462
108	Sri D.J. Lahan	Junior Assistant	0361	2739839/2633658
109	Sri A. Choudhury	Junior Assistant	03664	230478
110	Sri T. Thakuria	Junior Assistant	03672	233830
111	Sri D. Baruah	Junior Assistant	0361	2739839/2633658
112	Sri Dhan Thakuria	Junior Assistant	0361	2739839/2633658
113	Sri Didul Das	Junior Assistant	03842	266914
114	Sri R. Ahmed	Junior Assistant	0361	2739839/2633658
115	Sri Purna Bora	Junior Assistant	03752	222564
116	Sri Ranjit Barman	Driver	0361	2739839/2633658
117	Sri Tanu Patar	Driver	0361	2739839/2633658
118	Sri Satish Barman	Driver	0361	2739839/2633658
119	Sri Mahendra Kalita	Messenger	03624	220593
120	Sri Ajit Kakoti	Messenger	0361	2739839/2633658
121	Sri R. Basumatary	Messenger	03712	220761
122	Sri P. Hazarika	Messenger	0376	2320462
123	Sri Atul Kalita	Messenger	0361	2739839/2633658
124	Sri Chakradhar Das	Messenger	0361	2739839/2633658
125	Sri S.C. Bordoloi	Messenger	0361	2739839/2633658
126	Sri H.R. Boro	Messenger	03712	220761
127	Sri Jiban Ch. Saikia	Messenger	0374	2339857
128	Sri Nipen Bora	Messenger	03752	222564
129	Sri P. Gayari	Messenger	03664	230478
130	Smt. Asha Devi	Messenger	0374	2339857
131	Sri Bipin Kalita	Messenger	0361	2739839/2633658
132	Sri Biren Choudhury	Messenger	0361	2739839/2633658
133	Sri Chabin Saud	Messenger	0361	2739839/2633658
134	Sri Gajen Deka	Messenger	0361	2739839/2633658
135	Sri Jogeswar Saikia	Messenger	03752	222564
136	Sri Pitambar Baruah	Messenger	0361	2739839/2633658
137	Sri Dipen Neog	Messenger	0373	2313601
138	Sri Jadav Ch. Baishya	Messenger	03624	220593
139	Sri Tilok Ch. Hazarika	Messenger	03672	233830

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

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 R.S.Prasad ,IAS Managing Director	Appellate Authority	0361	2739839 2633658	
	Public Information Officer : Shri G.P.Gupta Manager(Admn)	Public Information Officer (PIO)	0361	2739839 2633658	9435731683
	Shri A.K.Talukdar ASstt. Manager(Admn)	Asstt. Information Officer (APIO)	0361	2739839 2633658	9864336217
	BRANCH OFFICE GUWAHATI Shri R.S.Prasad,IAS, Managing Director Shri R.Phukan, Dy. Gen.Manager i/c AFC,GBO,Guwahati. Shri K.S.Dass, Manager(Legal) AFC, GBO,Guwahati	Appellate Authority Public Information Officer (PIO) Asstt. Information Officer (APIO)	0361 0361 0361	2739839 2633658 2739839 2633658 2739839 2633658	 9435112545 9864031803
	BRANCH OFFICE JORHAT Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati Shri J.Dhadumia Branch Manager Shri S. Hussain Staff Officer (Gen)	Appellate Authority Public Information Officer (PIO) Asstt. Information Officer (APIO)	0361 0367 0367	2739839 2633658 2320462 2320462	9435112545 9435754434
	BRANCH OFFICE DIBRUGARH Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati Shri H.Das, Asstt.Manager-in- Charge Shri S.C.Bora I.O.(Fin)	Appellate Authority Public Information Officer (PIO) Asstt. Information Officer (APIO)	0361 0373 0373	2739839 2633658 2313601 2313601	9435112545

	<p>BRANCH OFFICE NAGAON</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri H.Saikia Asstt. Manager-in- Charge</p> <p>Shri H. Saikia Inspecting Officer</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>9435112545</p> <p>9435317491</p>
	<p>BRANCH OFFICE NALBARI</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri K.Zaman Asstt.Manager-in- Charge</p> <p>Shri P. Ahmed 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>9435112545</p> <p>9864016497</p>
	<p>BRANCH OFFICE BONGAIGAON</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri R.C. Dutta Branch Manager</p> <p>Shri K.Choudhury Asstt. Manager(Tech)</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>9435112545</p> <p>9864095891</p>
	<p>BRANCH OFFICE SILCHAR</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri K.Saikia Officer-in-charge</p> <p>Sri A.R.Pal I.O.(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>9435112545</p>

	<p>BRANCH OFFICE TINSUKIA</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri U. Barpatragohain Asstt. Manager i/c</p> <p>Shri B. Saikia Staff Officer (Gen)</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>9435112545</p> <p>9435035904</p>
	<p>BRANCH OFFICE TEZPUR</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri K.K.Majumdar 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>9435112545</p> <p>9435103576</p> <p>9864509010</p>
	<p>FIELD OFFICE SHILLONG</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri Rajib Baruah Asstt. Manager-in- Charge</p> <p>Shri C.F.Nongrang Staff Officer(G)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>0364</p>	<p>2739839 2633658</p> <p>2223343</p>	<p>9435112545</p> <p>9435144597</p>
	<p>FIELD OFFICE AGARTALA</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri R. Sarmah Appellate Asstt. Manager-in- Charge</p> <p>Shri M.R.Biorbhuiya Staff Officer(Gen)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p> <p>0381</p>	<p>2739839 2633658</p> <p>2324662</p>	<p>9435112545</p> <p>9864324616</p>

	<p>FIELD OFFICER IMPHAL</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri H.P. Bora Asstt.Manager-in- Charge</p> <p>Shri A.N. Singh Inspecting Officer(Fin)</p>	<p>Appellate Authority</p> <p>Public Information Officer (PIO)</p> <p>Asstt. Information Officer (APIO)</p>	<p>0361</p>	<p>2739839 2633658</p>	<p>9435112545</p> <p>9864091823 9856252530</p>
	<p>FIELD OFFICE NORTH LAKHIMPUR</p> <p>Shri R.Phukan Dy.Gen.Manager i/c AFC, GBO, Guwahati</p> <p>Shri H.Sarmah Asstt.Manager-in- Charge</p> <p>Shri L.K. Dutta Staff Officer(Gen)</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>9435112545</p>