



[Home \(Default.aspx\)](#) »Right to Information Act

Right to Information Act

S.NO.	Index
4b (i)	Particulars of organization - function and duties
4b (ii)	Duties/responsibilities of the officers and employees
4b (iii)	The procedure followed in the decisions making process including channels of supervision and accountability
4b (iv)	The norms set by it for the discharge of its function
4b (v)	The rules, regulations instructions, manuals and records held by it or under its control or used by its employees for discharging its function
4b (vi)	A statement of the categories of documents that are held by it or under its control
4b (vii)	The particulars of any arrangement that exists with or without representation by the members of the public in relation to the formulation of its policy or implementation thereof,
4b (viii)	A statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are to be open to public, or the minutes of such meetings are accessible for public,
4b (ix)	A directory of its officers and employees (contactus.aspx)
4b (x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation
4b (xi)	The manner of execution of subsidy, programmes including the amounts allocated and details of beneficiaries of such programmes.
4b (xii)	The budget allocated to each of its agency indicating the particulars of all plans proposed expenditure and reports on disbursement made (engg1.pdf)
4b (xiii)	Particulars of recipients of concessions permits of authorizations granted by it
4b (xiv)	Details in respect of the information available to or held by it reduced in an electronic form
4b (xv)	The Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use.
4b (xvi)	The name designations and other particulars of the public information officers.

4b(i) Particulars of organization - function and duties:

Organization :

National Handloom Development Corporation (NHDC) Limited was set up in February 1983 as a Public Sector Undertaking by the Government of India as a autonomous body under the Companies Act, 1956 in Pursuance of the imperative need for a National Level Agency to assist the speedy development of the procurement and supply of inputs at reasonable prices augmenting the marketing efforts of State Handloom Agencies and initiating developmental activities for upgrading the technology in the Handloom Sector and improving productivity.

Function:

To serve as a National Level Agency for the Promotion and Development of the Handloom Sector. The Corporate Objectives are as below.

- To facilitate the availability of raw materials like yarn, Dyes & Chemicals and other inputs to handloom weavers.
- To contribute to increasing the awareness regarding appropriate technology.
- To play a proactive role for the benefit to the sector.
- To act as a channel for routing Central Government funds, loans and grants to Handloom Corporations, Co-operative Societies and other bodies or persons engaged in the production and development of the Handloom Sector.
- To create marketing opportunities for higher output.

4b(ii) Duties/responsibilities of the officers and employees - Job Responsibilities relating to yarn Department staff :

S.NO.	Post	Responsibilities
01	General Manager/ Dy. Gen. Mgr.	Work as head of Commercial department and main responsibilities will involve - Review of Purchase & Sale Policy of Yarn, Dyes & Chemicals, Finalization of various schemes and policies for the benefit of Handloom Sector in the Country, Monitoring of Implementation of various Government Scheme by Regional / Branch Offices, Arrange market Survey to identify the Handloom clusters where NHDC presence is necessary to cater their production input requirement, Survey and identify the clusters where technical support to weavers is required and finalization of proposals to be submitted to the Government of India in this regard, Periodical review of the business performance of all Regional /Branch Offices to ensure their commercial viability and take timely remedial measures, Finalization of action plan for maintaining growth rate of activities on year to year basis, Monitoring of various activities and performance of Regional/Branch Offices. Participation in various meetings/seminars for the improvement in handloom sector, Initiate new proposals for improvement of various activities of the Corporation, Continuous efforts for encouraging economy in expenditure and cost reduction & interface with DCH office on scheme feedback/design etc.
02	Chief Mgr./ Sr. Manager / Manager (Yarn)	Marketing, sales and purchase of yarn, advance planning for procurement and sales of yarn, responsible for proper working of regional office including business and administration, achievement of target, interface with other ROS/State agencies/HO, relation building with vendors/large customers, identification of infrastructure/staff requirement, to apprise regional office staff with latest changes in industry/environment, standard product information, to monitor business performance of Branch Office/s, Assist General Manager/ Deputy General Manager in reviewing the business performance of the Regional/Branch Office/s to ensure their commercial viability and take timely remedial measures to avoid any sickness in future.
03	Dy. Manager (Yarn)	Achieve targets, ensure availability of material as per demand, assist Ch./Sr. Manager with reference to activities relating to regional office, relation building with vendors/large customers, inter face with State agencies, primary handloom societies and Branch offices, activities relating to Branch office/s and task as assigned by superiors.
04	Assistant Manager (Yarn)	Achieve targets, ensure availability of material as per demand, assist Sr./Mgr. Manager with reference to activities relating to sale and purchases of yarn, liaisoning with manufacturers and producer agencies/societies, preparation of proposals and task as assigned by superiors.
05	Sr.Officer (Yarn)	Achieve target, assist superiors in ensuring availability of materials as per demand, preparation of proposals, correspondence, billing, preparation of the statement with regard to procure order/supply of yarn and task as assigned by superiors.
06	Officer (Yarn)	Preparation of proposals, correspondence, billing, preparation of the statement with regard to procure order/supply of yarn and task as assigned by superiors.

Job Responsibilities relating to D&C Department staff

S.NO.	Post	Responsibilities
01	Chief Mgr./ Sr. Manager / Manager (D&C)	Marketing, sales and purchase of Dyes & Chemicals, advance planning for procurement and sales of D&C, relation building with vendors/large customers, achievement of target, inter face with other ROS/State agencies/HO/Multinational agencies, annual planning and budgeting, monitor debtors & creditor position, standard product information and task as assigned by superiors.
02	Dy. Manager (D&C)	Achieve targets, ensure availability of material as per demand, assist Ch./Sr. Manager with reference to activities relating to regional office, relation building with vendors/large customers, inter face with State agencies, primary handloom societies and Branch offices, activities relating to Branch office/s and task as assigned by superiors.
03	Assistant Manager (D&C)	Achieve targets, ensure availability of material as per demand, assist Sr./Mgr. Manager with reference to activities relating to sale and purchases of D&C, liaisoning with manufacturers and producer agencies, preparation of proposals and task as assigned by superiors.
04	Sr. Officer (D&C)	Achieve target, assist superiors in ensuring availability of materials as per demand, preparation of proposals, correspondence, billing, preparation of the statement with regard to procure order/supply of D&C and task as assigned by superiors.
05	Officer (D&C)	Preparation of proposals, correspondence, billing, preparation of the statement with regard to procure order/supply of D&C and task as assigned by superiors.

Job Responsibilities relating to Development Department staff

S.NO.	Post	Responsibilities
01	Chief Mgr./ Sr. Manager/ Manager (Comm.)	Identifying development activities, able to supervise team of employees (internal /external), prioritizing activities alliance with technical development bodies (NIFT, WSCS, IJIRA), achieve target, imparting training directly through department in conjunction with professional institute, execution of DCH office schemes, dissemination of technical information, annual planning& budgeting, monitoring of developmental activities and task as assigned by superiors.
02	Dy. Manager (Comm.)	Arrange to organize training programs, collect information on development need, status of state agencies/number of societies assist Ch./Sr. Manager with reference to activities relating to development, planning and monitoring, and task as assigned by superiors.
03	Assistant Manager (Comm.)	Arrange to organize training programs, collect information on development need, status of state agencies/number of societies, and assist Sr. Manager/Manager in developmental activities and task as assigned by superiors.
04	Sr. Officer (Comm.)	Supervise developmental training programs, liaisoning with WSCS, directorate of handlooms/ state agencies, and compilation of information about state agencies / societies and task as assigned by superiors.
05	Officer (Comm.)	Liaisoning with WSCS, directorate of handlooms/state agencies, and compilation of information about state agencies / societies and task as assigned by superiors.

Job Responsibilities relating to Human Resource Management Department

S.NO.	Post	Responsibilities
01	Dy. General Manager(HR)/ Chief Mgr (HR)	Work as departmental head of HR Department and shall be responsible for departmental activities. Main responsibilities shall include monitoring of general administration, redressal of employee grievances, monitoring relating to settlement of employees claims, review matter relating to pay fixation / increments, monitor Appraisal Co-ordination and its records, deal with IR matters and court cases, liaison with Regional & Branch heads, monitor of pending court cases relating to commercial transactions & service matter and provide necessary feedback to MD/Board, incorporate / explore staff welfare schemes, conduct training programs as per MOU and recommendation of concerned departmental head, manpower planning, promotion & recruitment, monitor timely payment of all statutory dues to Govt. departments, compliance of statutory reports to Government, disposal of compliance under RTI, ensure harmonious atmosphere in the premises and monitor general administration. He will also be responsible for all other activities assigned to him by Managing Director. In addition, he will discharge the responsibility as Secretary NHDC EPF trust and Secretary Rajbhasa.
02	Manager / Dy. Manager (Human Resource) (HR)	Responsible for matter relating to Human Resource department including disposal of employees claims, maintenance of leave records, disposal of matters relating to Regional & Branch offices, maintain records of lease agreements of office premises, update details relating to pending court cases relating to commercial transactions, ensure distribution of uniform to class 4th employees, arrangement for stay and transport of corporation guests, ensure timely payment of telephones/ Electricity/ water and municipality taxes, SC/ST/OBC rosters, ensure general housekeeping in office premises, ensure sales and purchases of stationary and other office utensils/accessories, accountable for providing basic amenities to all employees. He will also be responsible for all other activities assigned to him by DGM (HR)
03	Assistant Manager / Sr.Officer (HR)	Maintain up to date records/files of the task assigned to him. Ensure prompt disposal of papers marked to him. Prepare reports etc. and send in time to respective department. Identify his priorities and key performance areas in consultation of his superiors and assist to his superiors as and when required for the additional tasks. Make effort to minimize wastage and miscellaneous expenses. Will also be responsible for all other activities assigned to him by his superiors.
04	JR.Officer (HR)/ Officer (HR)	Maintain records relating to job assigned to him. Discharge his task neatly, promptly and without making wastage of paper and other tools given/allotted to him. Will also be responsible for all other activities assigned to him by his higher-ups.

Job Responsibilities relating to Finance & Accounts department

S.NO.	Post	Responsibilities
01	FA&CAO / DGM(F&A) Accounts Head / Sr. Manager (F&A)	Overall responsibility of Financial and accounting matters of the corporation. This inter alias will include coordination of accounts finalization periodically, financial concurrence, insurance, taxation matters, coordinating statutory and C&AG audit, coordinating submission of subsidy claims to the government, dealing with banks, direct and overall supervision of finances and accounts activities at HO and Regional / Branch offices, coordinate with other departments where inter departmental information is required by MD/ competent authority, interact with DCH in matters relating F&A, discharge other activities as assigned to him by competent authority.
02	Manager / (Finance & Accounts) Dy. Manager / Asstt. Mgr. (F&A)	<p>At HO level- Supervision of finance and accounting matters at operational level, supervise the workforce reporting to him, organizing finalization of accounts periodically, insurance and taxation matters, ensure timely audit i.e. statutory and C&AG, ensure timely submission of claims to the government, carry out work as assigned and to the satisfaction of FA&CAO, accounting records updated and periodical scrutiny thereof, supervise personal claims and other payments, responsible for all other activities assigned to him by FA & CAO/ Head of Accounts Department, provide necessary support to staff working under him.</p> <p>At RO level- Responsible for supervision of Financial and accounting matters of the office where he is posted, supervise the work force reporting to him, ensure finalization of RO accounts periodically, financial concurrence, insurance, taxation matters, ensure timely audits i.e. statutory and C&AG, ensure timely submission of subsidy claims to HO, coordinate with head office and timely submission of information's, bank reconciliation, process personal claims and other payments, responsible for all other activities assigned to him by FA & CAO/ Head of Accounts department, provide all necessary support to staff working under him.</p>
03	Dy. Manager / Asstt. Mgr. (F&A) / Sr.Officer(F&A) (HO & RO)	All activities related with F&A (salary administration), income tax of employees, preparation of balance sheet, employees provident fund, cash distribution, maintenance of account book on computer, voucher feeding, computation of the income tax returns of the employees, audits of the regional office, tasks related to bank (payment information regarding cheques, bills DDS) and responsible for all other activities assigned to him by his superiors.
04	Jr. Officer. (F&A)	Passing of bills, voucher and book maintenance, data feeding in computer, disbursement of cash and responsible for all other activities assigned to him by his superiors.

4b (III) The procedure followed in the decisions making process including channels of supervision and accountability

The employees of the corporation are divided into three main streams i.e. Commercial, Finance and Human Resource Department. Decisions are made both at Head Office and Regional Offices in accordance to the corporation's policy.

- **Commercial :**

Functional committees are working at Head Office and Regional Officers. Which take decision within the financial limit as fixed by the Board. The matters/ proposals exceeding to the fixed limit are referred to Managing Director for approval.

- **Finance:**

Activities of all regional offices related to finance & Accounts are monitored at Head Office and decisions are taken by Finance & Accounts Head on the policy matters with consultation of other HOD and competent Authority.

- **Human Resource Management:**

Head of Human Resource Management takes decisions on policy matters at head Office. Issues related to promotion, transfer of employee's welfare/ motivation and disciplinary action are dealt at Head office level. The duties/ responsibilities of the employees working under different streams are defined.

4b (iv) The norms set by it for the discharge of its function

Duties/responsibilities of the employees are defined for each post. Functions are discharged as per set rules and responsibilities assigned time- to time based on the need of the corporation.

4b(v) The rules, regulations instructions, manuals and records held by it or under its control or used by its employees for discharging its function.

Corporation was set up by the Government of India in February 1983 and had adopted manual in the year 1984 on issues related to the service conditions and policy for purchases and sale of yarn etc. Present manual covers the rules and regulation on following areas:

- Delegation of powers to Managing Director
- Delegation of powers to officers
- Pay scale
- Industrial Dearness Allowance
- House Rent Allowance
- Policy for purchase & sale of yarn
- City compensatory Allowance
- Leave rules
- Conduct, Discipline and Appeal rules
- General terms & conditions of service
- Medical rules
- Guidelines for follow up of performance of probationers
- Guidelines for Annual performance
- Loan scheme for purchase of conveyance
- TA/DA rules.
- Incentive scheme for acquiring higher qualification
- Contributory Provident fund Rules
- Recruitment and Promotion rules
- Gratuity Scheme

The present manual is under updating process. However some rules have already been modified as per guidelines of Department of public Enterprises after seeking approval of Board.

4b (vi) A statement of the categories of documents that are held by it or under its control.

Presently three main departments are functional in the corporation and concerned department is maintaining its records.

Commercial

Records related to Government policy and procedures/ guidelines, correspondence with Government agencies. State Government agencies and administrative ministry.

Finance and Account

Records related to Finance and Accounts including books of accounts and Balance sheets etc.

Human Resource Management

Personal records of the corporations employees including Annual Performance Appraisal Report (APAR) related to expenses incurred on general repair/ maintenance and housekeeping etc.

4b(vii) The particulars of any arrangement that exists with or representation by the members of the public in relation to the formulation of its policy or implementation thereof,

As a public sector undertaking of Govt. of India, the Corporation is signing MOU with Govt of India Since 1992-93 as per guidelines received through letter N. 3(4 /2004-DPE(MOU) dated 7th January 2005 of Ministry of Heavy Industries and Public Enterprises.

4b(viii) A statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are to open to public, or the minutes of such meetings are accessible for public,

a) Board of Directors of the Corporation consists of following Directors.

01	Dr. Beena Mahadevan	IAS
02	Commodore Rajiv Ashok (Retd.)	Managing Director
03	Sh. Kamal Kant	Director (IFW) – Ministry of Textiles

b) Audit Committee of the Corporation consists of following Directors :

01	Sh. Kamal Kant	Chairman
02	Commodore Rajiv Ashok (Retd.)	Member

Unless the articles provide otherwise, inspection of obtaining copies of minutes of Board meetings by a shareholder is not permissible [Letter No. 8/15(169)/63-PR, dated 11th Feb., 1963].

Further, the Articles of Association of the corporation do not have any provision for such inspection. Since, the minutes of the Board Meeting are not open even to share holders as above, accordingly, the same including committee minute scan cannot be made available to general public.

4b(IX) A Directory of its officers and employees

(A) HEAD OFFICE

Name & Designation	Office Tel. No.
Commodore Rajiv Ashok (Retd.), Managing Director	0120-2329601
Shri Dhirender Prakash, Executive Director (Finance)	0120-2329605
Reception No.	9667763358

(B) Regional & Branch Office

4b(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.

Statement showing monthly remuneration received by all employees of the Corporation is as under:

Pay Scales of Chief Executive Board Level/Executives below board level & Non- unionized supervisors/ Non Executives:

No of 100 (as on 1st July 2026.)

Sl. No.	Designation	Scale of pay	No. of Employees
1.	Managing Director	180000-320000	01
2.	Executive Directors	120000-280000	01
3.	GM / FA & CAO	100000-260000	01
4.	Dy.General Manager	90000-240000	02
5.	Chief Manager	80000-220000	02
6.	Sr.Manager	70000-200000	08
7.	Manager	60000-180000	09
8.	Dy. Manager/ OSD	50000-160000	14
9.	Asstt. Manager / Sr. EA	40000-140000	17
10.	Officer/ Asstt Grade 1	22500-80000	02
11.	Jr. Officer / Driver	20000-70000	14
12.	Office Attendant	19000-66000	03
13.	Sr. Officer	27000-95000	18
14.	Sr. Assistant	27000-95000	02
15.	Executive	Stipend	06
Total			100

Besides basic pay & Industrial Dearness Allowance. Following allowances/facilities are being allowed to the employees :

House Rent Allowance:

Class of Cities Rates

Classified as X cities - 30% of basic pay

Classified as Y cities - 20% of basic pay

Classified as Z and all - 10% of basic pay

Reimbursement of Medical expenses:

-
- (i) Reimbursement of Outpatient Department (OPD) is Rs.40000/- Per Annum.
 - (ii) Hospitalization: Actual expenses made during Hospitalization.

4b(xi) The budget allocated to each of its agency indicating the particulars of all plans proposed expenditure and reports on disbursement made.

Corporation has no agency to which budget is allotted however based on the yearly targets as declared under MOU separate targets are assigned / allotted to the region and employees concerned.

4b(xii) The manner of execution of subsidy, programmes including the amounts allocated and details of beneficiaries of such programmes.

Corporation doesn't receive any subsidy however grant in aid is received from government of India against reimbursement of expenditure incurred under MGPS. The following benefits are extended/ reimbursed to handloom weavers/ user agencies.

- Transportation charges and Depot Charges 15% on natural Fiber yarn
» Click here to view detail (RTIDetails.aspx)

(xiii) Particulars of recipients of concessions permits of authorizations granted by it

No recipients of concessions, or authorization granted by the corporation.

(xiv) Details in respect of the information available to or held by it reduced in an electronic form.

Corporation has its website from where details of activities business centers and other relevant details may referred. The website is nhdc.org.in

(xv) The Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use.

There is no library or reading room for general public / citizen in the corporation. However citizen can get information relating to corporation's activities from our website: nhdc.org.in

xvi) The name designations and other particulars of the public information officers.

The particulars of public Information officers are as under

Sh. Jitendra Tolambiya, Manager	Public Information Officer.
Sh. Ashok Kumar, Sr. Manager	Transparency Officer

Registered Office

National Handloom Development Corporation
Ltd. (A Govt. of India Undertaking, Ministry of
Textiles) Noida Complex, A-2,3,4 & 5
Sector-2, Udyog Marg, Noida-201301
Gautam Budha Nagar, Uttar Pradesh,
India Tel. 9667763358

E-Mail: conhdc@nhdc.org.in (mailto:conhdc@nhdc.org.in)

Important Links

👉 Ministry of Textiles

(<http://texmin.nic.in/>)

👉 Indian Handlooms Brand

(<https://www.indiahandloombrand.gov.in/>)

👉 Development Commissioner for Handlooms

(<http://handlooms.nic.in/>)

CIN: U17299UP1983G01005974

Visitor No. **528663**

Connect with NHDC

Handloom Helpline No.

1800 208 9988



([NHDC Textiles \(@NHDC_Textiles\) / X](#))



(<https://www.facebook.com/NHDCTextiles/>)



https://www.instagram.com/nhdc_textiles/

About Us ([Aboutus.aspx](#)) | Corporate Plan ([CorporatePlan-2017-18-202122.pdf](#)) | MOU ([mou.aspx](#)) | Feedback ([../Feedback.aspx](#)) |
FAQ ([../Faq.aspx](#)) | Related Links ([../RelatedLinks.aspx](#)) | CSR Policy ([CSRPolicy.aspx](#)) | Whistle Blower Policy ([WhistleBlowerPolicy.aspx](#))
| Code of Conduct ([NHDC-CodeOfConduct.pdf](#)) | GST ([GST Registration.pdf](#)) | ERP Login (<https://erp.nhdc.org.in/myportal/control/main>) |
E-Office Login (<https://eoffice.nhdc.org.in/>) | Email Login (<https://mail.nhdc.org.in/>) | Empanelment ([../Empanelment.aspx](#)) |
Contact us ([Contactus.aspx](#)) | Disclaimer ([Disclaimer.aspx](#)) | Terms & Conditions ([TermsConditions.aspx](#)) | Archive
([Archive.aspx](#)) | Cluster List-1137 ([Upload/Cluster_List_1137_30032016.xlsx](#)) | MSME ([MSME.aspx](#)) | Citizen Charter
([CitizenCharter.aspx](#)) | Sitemap ([../SiteMap.aspx](#))

© 2024 NHDC All Rights
Reserved