

## BRIEF DESCRIPTION OF ACTIVITIES

SNO	DIV./DEPTT./SEC.	NAME & DESIG.OF OFFICER HEADING DIV. /DEPTT./SEC.	BRIEF DESCRIPTION OF ACTIVITIES
<b>I</b>	<b><u>DEVELOPMENT BANKING DIVISION (PROJECTS)</u></b>		
	Recovery of dues from assisted units	1.Sri V. K. Seth, DGMF 2.Sri. Rajeev Sonker,DGMT	All recovery related activities, OTS, billing, Sale of Assets, RC, Sec. 29 notices, rehabilitation etc.. District Managers have the responsibility of all activities relating to recovery of dues in cases pertaining to the districts allotted to them.
	Nodal Agency for 100 crore Scheme of GoUP	Sri V. K. Seth, DGMF	Examine eligibility of projects for various subsidies under the scheme and arrange disbursement.
	Nodal Agency for Industrial Investment Promotion Scheme 2003 / 2006	Sri V. K. Seth, DGMF	To provide interest free loan in lieu of Trade Tax for projects over Rs.25 Crores.
	Data Bank	Sri. Dinesh Kumar, DGMF	Databank.
<b>II</b>	<b><u>FINANCE &amp; ACCOUNTS DIVISION</u></b>		
	Billing Cell	Sri V. K. Seth, DGMF	Raising of bills of units, maintenance of all records pertaining to recovery from units.
	Disinvestment Cell, Audit Committee Cell & Treasury Operations	Sri V. K. Seth, DGMF	Actual Disinvestment of equity portfolio of the Corporation., Audit Committee related work and development of liquid funds into Treasury Operations.
	Res. Mobilization & Refinance & Restructuring.	Sri V. K. Seth, DGMF	Resource Mobilization for the Corpn., Refinance assistance from IDBI & SIDBI and interaction with Banks, financial services organization, central financial instruction etc.. Supervision of disinvestments portfolio cell and capital restructuring etc.

	Accounts Deptt.	Sri V. K. Seth, DGMF	Finalization of Accounts & Audit and other accounts related activities, maintenance of computerized accounting system, budget, Income Tax, Salary, payments etc.
	Legal Deptt	Sri S.P.Singh, DLA	The main activities of Legal Deptt. are supervision of all Court Cases, Legal Documentation related to all cases and Sale of Units, provide legal opinion to all the Divn./Deptt./Cell of Corpn.
	BOARD SECTION.	Smt. Deepti Bindal Agarwal, Cons. Company Secretary	All matters relating to Company Law, Board Meeting and General Meetings, Nominee Director Cell etc.
<b>III</b>	<b><u>HRD &amp; ADMINISTRATION DIVISION</u></b>		
	HRD, Personnel & Establishment, Maintenance. Section & Store Section, Media	Smt..Richa Bhargava,SM(HRD);	Recruitments, training, promotions, disciplinary proceedings, enquiries, performance appraisal, ACRs, welfare scheme etc. and media related activities, Estt. Related matters, loans and advances, transfers, facilities, pay fixation, EB, selection grade, explanations, returns to Govt. EOW Enquiries, etc, Civil & Electrical Maintenance of PICUP Bhawan & residential colonies; Stores.
	House Keeping, Estate Sections, Purchase, EPABX	Sri B.S. Nair, M(P/E)	All activities relating to purchases, House Keeping, Security Agencies, EPABX, Protocol activities, vehicles, renting/ leasing of accommodation in PICUP Bhawan, allotment of flats in colonies, lease accommodation to officers etc..

<b>IV</b>	<b><u>INTERNAL AUDIT</u></b>		
	Internal Audit	Sri V. K. Seth, DGMF	Audit & Q.A. Divn. Conducts Internal Audit of various departments of Corpn. Work relating to issuance of No Dues Certificates, CPF Trust, PICUP Gratuity Trust and employees pension scheme.
<b>V</b>	<b><u>INCENTIVE DIVISION</u></b>		
		Sri V. K. Seth, DGMF	PICUP is looking after Sales Tax Loan Scheme now Trade Tax Deferment Scheme of State Govt. as an agent.
<b>VI</b>	<b><u>INFORMATION TECHNOLOGY DIVISION</u></b>		
	Computer	Sri. Rajeev Sonker, DGMT	Computer Deptt. Look after the Computerization activities namely system study, system analysis, system design, internet management, and homepaging, LAN & Integrated S/W Development etc.
	MIS Cell	Sri. Dinesh Kumar, DGMF	MIS Cell looks after the correspondence with Govt. involving replies to Assembly question; AG queries, monthly & quarterly reports of notes on PICUP performance.