

Pursuant to Section 4 (1) (b) of the Right to Information Act , 2005

Index of Particular

1. Particulars of organisation, functions and duties
2. Powers & duties of officers and employees
3. Procedures followed in the decision-making process, including channels of supervision and accountability
4. The norms set by the company for discharge of functions
5. The rules, regulations , instruction , manuals and records , held by the company or under its control or used by its employees for discharge its functions
6. A statement of the categories of documents that are held by the company or under its control
7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof
8. A statement on 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 open to the public, or the minutes of such meetings are accessible to the public
9. A directory of officers and employees
10. Statement on monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations
11. Budget allocated to each of company's agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13. Particulars of recipients of concessions, permits or authorisations granted by the company
14. Details in respect of the information available or held by the company, reduced in an electronic form

15. 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
16. The names, designation and other particulars of public information officers

Information about West Bengal Infrastructure Development Finance Corporation Ltd. (WBIDFC)

i) The particulars of its organization, function and duties

West Bengal Infrastructure Development Finance Corporation Ltd., a Wholly-owned Government Company under the administrative control of Ministry of Finance, Government of West Bengal, was promoted by the State Government and came into existence in the year 1997 to cater to the growing need of infrastructure facilities of the State. It is a Non-banking Financial Company (NBFC-D-SI) registered with the Reserve Bank of India in the category of loan company (LC).

Organization:

The Company is run by the Board of Directors which is the decision-making body. It works through a hierarchy of whole time executives and employees. The number of employees currently employed in managerial capacity excluding the Chairman and Managing Director stands at 10 (ten).

The organization chart is available in Annexure –A (Web path: www.wbidfc.co.in>about us >Governance> Management Team).

Objects and Functions:

The objects and functions of the Company in relation its customer and clients include providing a range of services and products in the area of:-

- a) Lending: WBIDFC is active in lending to infrastructure and related sectors such as power, steel, industrial park, hospital, educational institutes, hotels etc. in public, private or joint sector apart from lending to the State Government.
- b) Housing Project: WBIDFC ventured into a housing project named 'Sankalpa' at Newtown, Kolkata.
- c) Raising resources by issue of Bonds: WBIDFC issued bonds guaranteed by the State Government in the market for lending to the State Government to finance a part of its Annual Plan on infrastructure development of the State.

The details of these are available in Annexure –B.

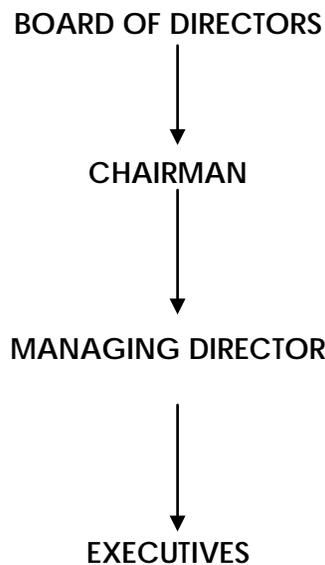
ii) The powers and duties of its officers and employees

Adequate institutional arrangements exist to enable the officers and employees of the Company to discharge their duties satisfactorily vis-à-vis various clients, customers and business associates. The scheme of empowerment through the instrument of delegation of power ensures that various issues related to disposal of business and serving clients and customers are addressed with adequate speed thereby ensuring quality services. Instrument of delegation of power broadly flows from top-downwards with Board of Directors in its capacity of being the highest decision making body having powers to dispose off business decision and with the same having been delegated to Chairman, Managing Directors and there below for adequate and speedy decision making.

The powers and duties of its officers and employees are part of the citizen's charter and are enclosed as Annexure -C.

iii) Procedure followed in the decision making process , including channels of supervision and accountability

The decision making process in the Company involves the following Channel:



Overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company.

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. WBIDFC is a State Government Company, therefore the Board of Directors of the Company is also accountable to Government of West Bengal.

As per the provisions of the Companies Act, 1956 and /or Articles of Association of the Company certain matters require the approval of the shareholders of the Company in general meeting.

The primary role of the Board is that of trusteeship to protect and optimize shareholder's value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes and monitors strategic decision, ensures regulatory compliances and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfils stakeholders' aspirations and societal expectations.

The day-to-day management of the Company is entrusted the Managing Director who is supported by Executives and other staffs of the Company. The Chairman is having the general responsibility for the financial and executive administration of the Company.

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

The functions of the Company are sought to be discharged in an efficient and effective manner through a variety of norms such as -

- Integrity and fairness in all matters
- Strict Adherence to Commitments
- Ensure Speed of response

These norms in general, underscore the necessity of discharging of business and responsibility in an efficient and speedy manner with due adherence to the canons of financial propriety, economy, austerity, fair play, transparency, natural justice etc. in various affairs of the Company.

v) The rules, regulations, instruction, manuals and records , held by it or under its control or used by its employees for discharging its functions

Broadly the following policy manuals, rules and regulations, instructions, records etc. are held by the Company and complied with by employees in the course of discharging various functions and responsibilities

1. Memorandum of Association and Articles of Association of the Company.
2. Manuals developed for conducting of business and work:
 - (i) Employees Service Rules and Welfare Rules
 - (ii) Investment Policy
 - (iii) Credit Policy
 - (iv) Purchase Policy
 - (v) ISMS Policy
3. Necessary provisions of laws applicable such as Companies Act 1956, Income Tax Act 1961, RBI Act, 1934, RBI Guidelines, SEBI Guidelines, Listing

Agreement with Stock Exchange & other applicable Acts, Rules, Regulations, Notifications, Circulars etc.

4. Various guidelines issued by Govt. of West Bengal, in the matter of service condition, benefits etc available to various sections of employees.
5. Instruction, guidelines, circulars issued by tax enforcement authority such as Central Board of Direct Taxes , Comptroller and Auditor General Accounts , Ministry of Finance etc.
6. Scheme of delegation of financial power as evolved and approved by Board of Directors.
7. Various office orders, circulars, instructions issued by the Company in the matter of disposal of business etc.

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

The documents can also be classified in terms of Confidential (which may not be made available to public) and General (or public). For internal purposes, the confidential documents can be further categorized as restricted and internal depending upon the use of the documents. The documents held by the Company are normally meant for reference within the Company by the concerned and responsible officers and employees.

The confidential documents, which are exempted from disclosure under section 8 of the Act, are as follows:

1. Minutes and agenda of Board Meetings, Committee Meetings and General Meetings.
2. Legal, Taxation, HR or other business advice, opinions, and recommendations for the purpose of deliberative processes in the Company contained in Intra-departmental & Inter-departmental papers.
3. Confidential Reports relating to performance appraisal, disciplinary matters etc. of employees.
4. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party.
5. Investigatory records compiled for enforcement purposes, but only to the extent that disclosure which would harm any of the following specified interests:
 - a) enforcement proceedings
 - b) fair trial or an impartial adjudication

- c) personal privacy
 - d) confidentiality of investigative sources
 - e) Techniques, procedures, and safety of law enforcement personnel.
6. Information available to a person in his fiduciary position.
 7. Information received in confidence from foreign Government.
 8. Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes.
 9. Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual.
 10. Information specifically exempted from disclosure by statute.
 11. Information, disclosure of which would prejudicially affect the sovereignty & integrity of India, Security of the State, Scientific or economic Interest, International Relations or leads to incitement of an offence.
 12. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court.
 13. Information, disclosure of which would cause a breach of privilege of Parliament or the State Legislature.
 14. Any other document which the management in its sole discretion decides to keep as confidential.

WBIDFC is a State Government organization and policies formulated by it relate to its internal management. Hence, there is no requirement for consultation with the members of the public prior to formulation of its internal policies. All its policies are formulated in compliance with the provisions of all applicable statutes, rules and regulations etc. and its business requirements.

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

WBIDFC is a state government organization and policies formulated by it relate to its internal management. Hence, there is no requirement for consultation with the members of the public prior to formulation of its internal policies. All its policies and formulated in compliances with provisions of all applicable statutes, rules and regulations etc.

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 open to the public, or the minutes of such meetings are accessible for public;

Details of various boards, councils, committees and other bodies consisting of two or more persons constituted or for various purposes are mentioned in Annexure-D (Web path: www.wbidfc.co.in>about us >Governance >Board of Directors/Committees).

It is confirmed that meetings of the Board or Committees are meant for internal decision making and are generally not open to public and the minutes of the meetings are not accessible for public.

In addition to Board and various Standing Committees referred above, certain Committees are constituted for a specific purpose and recommendations and cease to exist thereafter. For instance, committees constituted for recommending selection of employees for appointment, Committee to give specific advice in the context of a business issue, etc.

ix) Directory of its officers and employees

Directory of officers and employees along with their names and designation is mentioned in Annexure -E (Web path: www.wbidfc.co.in>about us >people).

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

The Officers and Employees appointed by the Company on its payroll receive remuneration on a monthly basis. There are certain category of remuneration, however, which are expressed and settled on day-to-day basis especially for casual employees. While the monthly remuneration received by regular employees and officers includes elements such as Basic Pay, Dearness Allowance, the remuneration expressed and paid to contractual employees are on consolidated basis.

The details furnished therein may vary depending on nature and frequency of changes /amendments in rules governing them.

xi) The Budget allocated to each of the agency, indicating the particulars of all plans , proposed expenditures and reports on disbursements made

WBIDFC prepares capital budget every year for its business schemes. WBIDFC also prepares revenue budget every year .Expenditure incurred by WBIDFC is governed by these budgets. The budget for financial year 2013-14 will be prepared shortly.

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

No such subsidy programme is in operation.

xiii) Particulars of recipients of concessions, permits or authorizations granted by it, recipient of the above subsidy (concession) include central/ state power sector utilities who are eligible for the purpose

No such subsidy programme is in operation.

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

The following informations relating to Company are held in electronic form and are available on the website of the company at: www.wbidfc.co.in

1. Organization related information
2. List of Directors
3. List of services offered by the Company
4. List & addresses of its offices
5. Organogram.
6. Annual Reports
7. Directory of Employees
8. Roles & responsibilities of different Officers and employees of the organization
9. List of borrowers to whom financial assistance has been extended (To be prepared and placed in website).
10. Borrowings made by the company and their details (To be prepared and placed in website).
11. Tender notices & tender documents.

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;

The citizens may obtain information about the organization and its various services through:

- Company's website at www.wbidfc.co.in
- By accessing the reception counter at the administrative office of the Company at Kolkata.
- The Corporation's performance is published in the Annual Report which is placed in the website of the Company for public access.
- The Citizen's Charter published by the Company also furnishes list of contact persons with contact details for public interface in respect of various functions of the Company.

- Library and information Centre as maintained by the Company is generally available to its employees and not maintained for public use.

xvi) The name , designation and other particulars of the Public Information Officer,

Details are mentioned in Annexure-F (Web path: www.wbidfc.co.in >RTI Act >Public Information Officer).

The responsibility of PIO is to provide information to the persons requesting for the information under Right to Information Act 2005. Appellate Authority is constituted to admit appeals against Public Information Officers, details of whom are also mentioned in Annexure -G (Web path: www.wbidfc.co.in> RTI Act > Appellate Authority).

Note: In the event of any change in organization structure or in functioning necessitated due to change in circumstances, the above information is liable to be changed / modified.

= End of document =

Particulars of the organization, functions and duties:

Name of the organization:

West Bengal Infrastructure Development Finance Corporation Limited.

Address of the organization :

Registered Office: 36A, Hemanta Basu Sarani, Kolkata-700001

Administrative Office: Mangalam Building, Block –A, 1st Floor, 24, Hemanta Basu Sarani, Kolkata – 700001

Telephone no. 033-22105436

Fax no. 033-22105437

E-mail: wbidfc@wbidfc.co.in

Website: www.wbidfc.co.in

Corporate Identification Number (CIN):

U74140WB1997SGC084422

Type:

The Company is wholly-owned by the Government of West Bengal under the administrative control of the Finance Department, West Bengal.

Brief introduction:

West Bengal Infrastructure Development Finance Corporation Limited (WBIDFC) was promoted by the Government of West Bengal to cater to the growing needs of the infrastructure facilities in the State. The Corporation is wholly-owned by the Government of West Bengal under the administrative control of the Finance Department and the entire paid-up share capital of Rs. 165.30 crore has been contributed by the State Government. It is also registered as a deposit taking NBFC with Reserve Bank of India and categorized as Loan Company (LC). The Company is incorporated under the Companies Act, 1956 (CIN: U74140WB1997SGC084422).

Year of Establishment:

West Bengal Infrastructure Development Finance Corporation Ltd. (WBIDFC) was incorporated on 23rd May 1997.

Objectives as per the Memorandum of Association of the Company:

Main objects:

1)To create all types of infrastructural facilities required for agricultural or industrial growth in west Bengal such as roads, bridges, irrigation , water supply, sanitation, township development including housing accommodation power facilities including supply of non- conventional energy and installation of electrical lines and provide equipment for the purpose , transport, communications etc.

2)To provide credit facilities for financing projects to create and improve infrastructure in West Bengal as also for commissioning of industries in core and other sectors such as coal, steel , cement ,fuel, and manufacturing and any other sector including information technology, electronics etc that will directly or ultimately augment the agricultural and industrial infrastructure of the state .Credit facilities may also be provided to develop social and tourism infrastructure of the state such as education, sports, healthcare, hotels etc. The credit facilities are to be extended through departments of the state government, state government companies/corporations, departmental agencies , local bodies, corporates in public private and joint sector including PPPs, co-operatives, firm ,associations, of individuals trusts, societies etc.

3)To provide also credit facilities under build-own-transfer (BOT) scheme through private, state government a semi-government agencies, cooperatives including engineering and labour cooperatives, person or persons of associations , firms, corporate bodies etc.

4)To borrow and raise money with or without security or to receive money from Indian/foreign sources and deposit at interest or otherwise in such manner as the corporation may think fit and in particular by the issue of bonds or sale of bonds, and also by the issue of debenture or debenture stock(perpetual or otherwise)including debentures or debenture stocks convertible into shares of the corporation and in security of any such money so borrowed raised or received , the mortgage, Pledge or change the whole or any part of the property, assets or revenue of the corporation present or future, including its uncalled capital and to purchase, redeem or pay off any such securities.

5) To undertake the business of insurance as corporate agent for a life insurer and a general insurer.

=====

West Bengal Infrastructure Development Finance Corporation Limited

(A Govt. of West Bengal Enterprise)

Regd. Office:- 36A, Hemanta Basu Sarani, Kolkata-700001

Tele: +913322105436; Fax: +9122105437

E-mail: wbidfc@wbidfc.co.in

Web Site : : www.wbidfc.co.in

CITIZEN'S CHARTER

CORPORATE MISSION

To excel as a pivotal Financial Institution in the infrastructure development and allied sectors by channeling the resources to cater to the growing needs of the infrastructure facilities in the State of West Bengal.

SERVICES OFFERED BY THE CORPORATION

Lending:

Company is active in lending to infrastructure and related sector such as telecommunication, power, construction of airport, sea port, industrial park, hospitals etc.

Procedure for availing the above services-

A Loan Application Format has been devised which will contain the basic information for the Loan Proposal such as promoters, project to be financed , cost of the project , funding sources and brief economics of the project with demands in scenario etc. Ordinarily, submission of the Application will be preceded by a round or two of discussion with the promoters or their mandated agents, merchant bankers etc. On examination of the application and a prima-facie compliance with the loan policy, the Detailed Project Report (DPR) will be called for if not already received with the Application. At this stage, the application will be placed to the Credit Committee of the Company for taking a preliminary view whether the proposal will be carried forward. At this stage, apart from compliance with the loan policy, the considerations will be fund position, budget, state of affairs in the particular segment of industry, economic cycle, demand supply scenario, market reports about the promoters etc. Once the preliminary clearance is accorded by the Credit Committee, credit reports will be called for from appropriate quarters and actual appraisal will be taken up. Also, scrutiny of past financials, verification of projected data, credit rating etc will be carried out as far as possible with reference to information available in public domain and also with specialized agencies like CMIE.

Housing Project:

WBIDFC ventured into a housing project named 'Sankalpa' at Newtown, Kolkata, which is completed and handed over to the buyers. A portion of the apartments/project is yet to be completed/launched for sale.

Procedure for availing the above services-

Launching for sale of unsold portion of the apartments/project shall be announced in the newspaper and /or in the website of the Company.

Other activities:

- Raising resources from the market.
- Servicing the Bondholders and protecting their interest by appointment of trustees.
- Disbursement of loan to the qualifying borrowers after sanction.
- Dealing with Banks and Financial Institutions.
- Settling claims of third parties/ other service providers.

OBLIGATION OF BORROWERS

Pre-sanction stage: To supply complete & correct data/information required for taking decision by the Corporation.

Post sanction stage: The borrower should comply with condition specified in the letter of sanction.

ACCESS TO INFORMATION

Further details and information on the activities of the corporation as well as services offered is available in the site www.wbidfc.co.in

GRIEVANCE REDRESSAL

Citizens/Consumers have a right to approach concerned persons of various as appearing in the list of officers and employees on the website of the Company to redress grievances, if any.

[List of officers and employees](#)

Name	Designation	Responsibilities	Contact No.	E-mail
Shri Asok Kumar Das	Managing Director	Overall Management	033-22105436	md@wbidfc.co.in
Shri Biswajit Maity	Chief Financial Officer	Finance & Accounts, Audit, Taxation, Operations etc.	033-22105436	cfo@wbidfc.co.in
Shri Ananya Kumar Kali	Company Secretary	Compliance, Bonds, CSR, Commercial Project etc.	-do-	cs@wbidfc.co.in
Smt. Anuradha Gupta	Head- Credit & Investment	Credit & Investment	-do-	credit@wbidfc.co.in
Shri Chitta Ranjan Goswami	Chief Consultant Engineer (Civil)	Housing Project (Sankalpa)	033-23346069/ 23598944	projects@wbidfc.co.in
Shri Jyotirmoy Banerjee	Head- HRD & Personnel and P.S. to the Chairman	HR and Chairman's Secretariat	033-22105436	hr@wbidfc.co.in
Shri Gopal Banerjee	Chief Technology Officer	System Administration	033-22105436	cto@wbidfc.co.in
Shri Tapas Bandyopadhyay	Estate Manager	Estate, Purchase & Security	033-22624150	wbidfc@wbidfc.co.in
Shri Sobhan Poddar	Accounts Officer	Accounts, Taxation & Bonds	-do-	bonds@wbidfc.co.in
Shri Samiran Mukherjee	Credit & Marketing Officer	Credit	-do-	loan@wbidfc.co.in

REVIEW OF THE CHARTER & PERFORMANCE AUDIT

The performance of the charter shall be reviewed once in a year based on the experience gained in the previous year.

NODAL OFFICER (PIO) FOR PRO-ACTIVE ACTION REGARDING CITIZEN'S CHARTER

Shri Biswajit Maity,
CFO, WBIDFC Ltd.
[Public Information Officer under the RTI Act, 2005]
24, Hemanta Basu Sarani,
Kolkata- 700001
Ph- 033-22105436
Fax- 033-22105437
E-mail: cfo@wbidfc.co.in