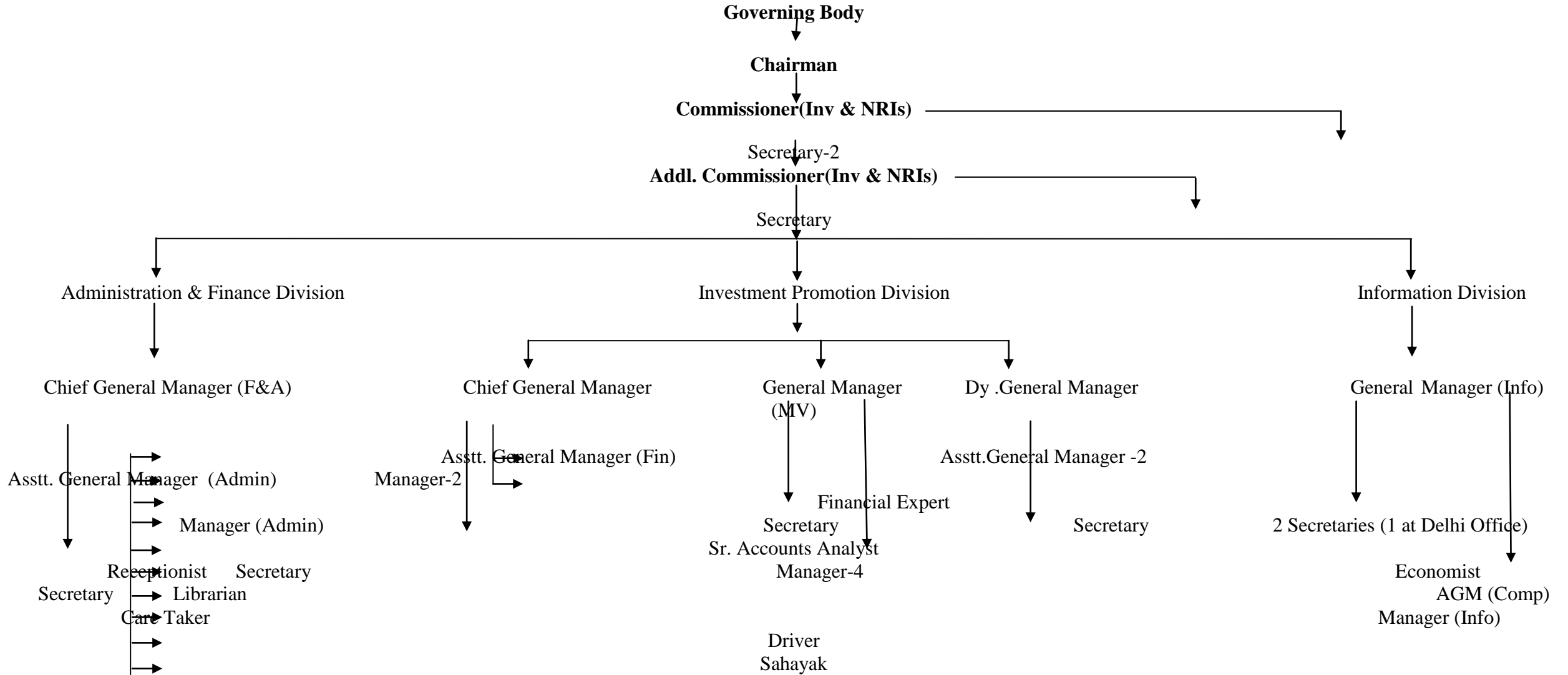


BUREAU OF INVESTMENT PROMOTION, RAJASTHAN
 Udyog Bhawan, Tilak Marg, Jaipur-05
ORGANIZATIONAL STRUCTURE



Hindi Pool - Mrs Padma Devi, Secy does all Hindi typing work of BIP

- Note:
- The above officers are assisted by 8 Secretaries, Receptionist, Care Taker and Librarian
 - Sanction of Medical Leave of Mrs.Sadhna Sood, Secy is under consideration
 - In addition to above, Mr.Vinay Kr. Pandey, Manager is looking after CM Gifts assisted by D.E.O. , RTI appeals and legal matters
 - Ms Kavita Rajora and Mr.Amit Bora are reporting to DGM(MV) for Single Window

**BUREAU OF INVESTMENT PROMOTION,
UDYOG BHAVAN, TILAK MARG, JAIPUR – 302005
PHONE – 2227537/2227812/2227713 FAX : 2227506**

POWERS & DUTIES OF OFFICERS AND EMPLOYEES

S. No	Name of Officer	Sector/Work
1	Dr. Tina Kumar Commissioner (Inv& NRIs)	<ul style="list-style-type: none"> • Overall supervision, direction and control
2	Mrs. Ritu Gupta, R.A/cS., Head of Finance & Accounts Chief General Manager (F&A)	<ul style="list-style-type: none"> • Establishment, Stores, Maintenance, Car Pool, Security, Library etc. • Govt. matters – co-ordination & communication, replies, reports, compliances etc. • Matters relating to Cabinet meetings, Empowered Committee & Governing Body <ul style="list-style-type: none"> • Board Meetings of RIICO, RAJSICO & PDCOR • Vidhan Sabha , RTI Matters, Legal Matters • All Finance & Accounts matters – Budget, Expenditure, Audit, Control etc.
3	Mrs. Ritu Lohiya, Investment Promotion Division Chief General Manager(IP)	<ul style="list-style-type: none"> • Investment Promotion Policy Advocacy • International Trade Policy and Promotion. • New Business Development – supervision and co-ordination. • Infrastructure sectors e.g., Roads, Water, etc - supervision and co-ordination. <ul style="list-style-type: none"> • PPP projects - supervision and co-ordination
4	Mrs. Nidhi A. Sen, General Manager, Information Division, (posted at Delhi office)	<ul style="list-style-type: none"> • Promotional activities & materials, Website, News Letters & publications <ul style="list-style-type: none"> • Events & Exhibitions • Speeches & Notes
5	Mr. Nagesh C. Sharma, General Manager Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : <ul style="list-style-type: none"> • Mines & Minerals • Iron & Steel Sector • Solar manufacturing • Sectors not allotted to anybody • Incentive Schemes (RIPS 2003, 2010, 2014 etc.), customized packages and matters related thereto <ul style="list-style-type: none"> • Matters related to Rajasthan Investment Promotion Policy <ul style="list-style-type: none"> • Single Window Act – Policy Issues

S. No	Name of Officer	Sector/Work
		<ul style="list-style-type: none"> • Policy Advocacy •
6	Mrs.R.Malarvizhi, Dy. General Manager Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : <ul style="list-style-type: none"> • Cement Sector • Housing & Real Estate • Gems & Jewellery • MSME issues • Electronic Single Point Clearance System – monitoring, supervision and co-ordination.
7	Mr.C.M.Pandey, Asstt. General Manager (Computer)	<ul style="list-style-type: none"> • Computer Networking & Systems Management, MIS • IT support to Electronic Single Window Clearance System including data maintenance and MIS. • Management, development, acquisition and operation of Software and Hardware <ul style="list-style-type: none"> • Computer Training <ul style="list-style-type: none"> • Computer related support service for all officers • Updatons in CMIS, Rajasthan Sampark & Sugam Samadhan Portal
8	Mrs.Vandana Varma Asstt.General Mananger	<ul style="list-style-type: none"> • Monthly & Quarterly Reports to Departments like Law, Industries, Statistics, Plan, CMO, etc. <ul style="list-style-type: none"> • Annual Progress Report • Recruitment & Selection, Personnel & Administration Matters • Vidhan Sabha Matters & Rajasthan Sampark portal issues <ul style="list-style-type: none"> • Government Correspondence on various matters <ul style="list-style-type: none"> • Assist CGM (F&A) in various matters • Progress in implementation of Governor's speech, Budget Announcements, Policy Documents, Timelines etc. <ul style="list-style-type: none"> • Monitoring of CM References and CM Directions
9	Mrs Vibha Sharma, Economist	<ul style="list-style-type: none"> • Data Compilation & Analysis – all sources • Study & Analysis of Economic Performance, Investment Trends & Indicators <ul style="list-style-type: none"> • Inputs for Presentations, Policies & Acts <ul style="list-style-type: none"> • Concept Notes • ITS Data Management, IP case Report Generation • Provide necessary inputs to the Planning Department for the release of Economic Review of Rajasthan 2015-16 • Co-ordination with departments for Progress of RR-2015 MoUs, co-

S. No	Name of Officer	Sector/Work
		ordination of various meetings related to MoUs.
1	Mr.Reno Raj. Asstt. General Manager Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : <ul style="list-style-type: none"> ○ Textile ○ Power Loom and Apparels • International Trade Policy and issues • Co-ordination with departments for Progress of RR-2015 MoUs, co-ordination of various meetings related to MoUs in association with Economist
1	Ms Sonia Shangari, Asstt. General Manager Investment Promotion Division	<ul style="list-style-type: none"> • Education-Medical, Wellness and Healthcare Sector <ul style="list-style-type: none"> • Water sector projects • Gas and Gas Grid development • Matters related to Environment & Pollution Control, Thermal, clearance from Central Ground Water Authority, MOEF, Waste Treatment etc. <ul style="list-style-type: none"> • Chemical & Pharmaceuticals
1	Ms Divya K Nair, Manager-I Info Division	<ul style="list-style-type: none"> • PR/Promotional activities & materials, Website, News Letters & Publications, Films • Events, Exhibitions, Conferences, Seminars, Workshops and Summits etc. <ul style="list-style-type: none"> • State Presentations for various events • Investment Promotion Sector : <ul style="list-style-type: none"> • Civil Aviation
1	Mrs.Mahima Pareek, Manager-II F&A Division	<ul style="list-style-type: none"> • State Empowered Committee, CS & Cabinet meetings and follow-up, GOI related matters • Data Maintenance & Monitoring of SEC & Cabinet cases, Other Cases as required • Assist CGM(F&A) in various matters like -RTI, Establishment & Personnel Matters, Recruitment & Selection <ul style="list-style-type: none"> • Assist GM – NS in Policy Advocacy
1	Ms Neha Goswami, Manager-IV Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : • Education - School, Higher, Technical and Centre for Excellence <ul style="list-style-type: none"> • Skill Development

S. No	Name of Officer	Sector/Work
1	Mr Amit Bora, Manager-V Investment Promotion Division	<ul style="list-style-type: none"> • Vocational Education • Investment Promotion Sectors : <ul style="list-style-type: none"> • Leather & Leather products, • Plastics & Plastic products • Petroleum & Natural Gas <ul style="list-style-type: none"> • Defence • Smart Cities Sector and Environment/Pollution related matters. <ul style="list-style-type: none"> • Transportation like Roads, Rails, etc. <ul style="list-style-type: none"> • WTO related issues • Agriculture, Warehousing & Agriculture Marketing <ul style="list-style-type: none"> • Agro-Processing & Breweries • Animal Husbandry, Dairy & Forestry <ul style="list-style-type: none"> • Bio-Technology • Integrated Food Park • Assist DGM (MV) in Electronic Single Point Clearance System
1	Mr.Umesh Kr.Sharma, Manager-VI Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : <ul style="list-style-type: none"> • Tourism • Retail • PPP projects, Infrastructure Development including Urban Infrastructure <ul style="list-style-type: none"> • Project Monitoring Group (PMG)
1	Ms Monica Choudhary, Manager-VII Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : <ul style="list-style-type: none"> • Industrial Parks/Estates, Textiles Parks etc <ul style="list-style-type: none"> • SEZs • Logistic Parks • Auto & Auto components • Ceramics & Glass
1	Mrs.Kavita Rajora, Manager-VIII Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : <ul style="list-style-type: none"> • Information Technology & ITES, including Skill Manpower Development in these sectors <ul style="list-style-type: none"> • Electronics and Communication, ESDM <ul style="list-style-type: none"> • STPI • Electronic Single Window System – Operation, Processing. Monitoring, co-ordination etc. • Co-ordination with concerned Departments on Electronic Single

S. No	Name of Officer	Sector/Work
		Window System
1	Mr.Madan Yadav, Manager-IX Investment Promotion Division	<ul style="list-style-type: none"> • Investment Promotion Sectors : • Energy Sector – Non-renewable (Thermal Power, Gas based Power) & Renewable (Bio-mass, Hydro, Wind & Solar) <ul style="list-style-type: none"> • Events – Logistics & Protocol • Export infrastructure & ICDs, etc.
2	Mr.Vinay Kumar Pandey Manager	<ul style="list-style-type: none"> • CM Gift related work and other work as assigned by IC/AC from time to time. • Legal matters including RTI & Court Cases, Other legal matters like Lokayukta etc.
2	Mr.Amit Kr.Singhal, Manager	<p>On deputation to Rajasthan Foundation</p> <ul style="list-style-type: none"> • Assisting Mr. Vinay Pandey in CM Gifts work. <p>RF Work:</p> <ul style="list-style-type: none"> • Work related to All Chapters & Chapter Conference <ul style="list-style-type: none"> • Events- Pravasi Bharatiya Divas • Webportal / IT related matters • Sugam Portal/ Rajasthan Sampark • Correspondence related MEA/IDF-OI • Store purchase including repairs and maintenance of building & equipment • Correspondence with NRRs and CMO & Administrative Dept. <ul style="list-style-type: none"> • Tendering (Computer Purchase & AMC)
2	Mr.Sandeep Saini, Manager	<p>On deputation to Rajasthan Foundation</p> <ul style="list-style-type: none"> • Assist GM (Info) in the work assigned by her. <p>RF Work:</p> <ul style="list-style-type: none"> • Media & Publicity <ul style="list-style-type: none"> • All work related with the GB & EC Meetings • Designing & Printing of Publications, Literature / Newsletter; Newsletter email; coordinating despatch of Newsletter <ul style="list-style-type: none"> • Social Schemes/ MJSA • RF Database (Updation & maintenance) • Procurement related to Designing & Printing <ul style="list-style-type: none"> • IP/ Jaane Apna Rajasthan • Preparing news in English & Hindi
2	Asstt. General Manager (Finance)	Smooth discharge of following activities:

S. No	Name of Officer	Sector/Work
		<ul style="list-style-type: none"> • Payments/bills of Resurgent Rajasthan Partnership Summit • Monitoring of Internal, Statutory and A.G.Audit, timely implementation of the corrective action on audit observations and objections. • Monitor timely preparation and submission of final accounts/annual accounts, Financial Reporting (both external and internal) for the successful implementation of MIS • Budget: Budget formulation and control including its linkage with action plan, periodic review of expenditure and timely re-appropriation. • Meetings, Correspondence & Reports to Government relating to Plan funds, Budget and other financial matters • Setting up of Financial and Accounting systems in BIP's satellite offices <ul style="list-style-type: none"> • Treasury Functions of the organization • All matters relating to payments including payments including T.A. and Medical Bills • Compliance of matters relating to Income Tax, Corporate Laws & other tax related matters • Examination and payment of T.A. and Medical Claims, including proper recording thereof. • Control of salary related matters, including contract fee to the contract employees, deductions and deposition of challans, etc. <ul style="list-style-type: none"> • Control of matters related to Provident Fund accounting • Operation of Bank Accounts, P.D. Account and its timely re-conciliation <ul style="list-style-type: none"> • Monitoring and timely settlement of Advances • Any other work, in addition to above, as instructed by the IC, AC & CGM(F&A) from time to time
2	Mr.P.C.Verma Sr.Accounts Analyst	<ul style="list-style-type: none"> • Preparation of vouchers <ul style="list-style-type: none"> • Posting and entries in Cash Book, Journal and Ledger • Examination and payment of T.A. and Medical Claims, including proper recording thereof. • Control of salary related matters, including contract fee to the contract

S. No	Name of Officer	Sector/Work
		<p>employees, deductions and deposition of challans, etc.</p> <ul style="list-style-type: none"> • Control of matters related to Provident Fund accounting • Operation of Bank Accounts, P.D. Account and its timely re-conciliation <ul style="list-style-type: none"> • Monitoring and timely settlement of Advances • Any other work, in addition to above, as instructed by the CGM (F&A) from time to time.
2	Financial Expert	<ul style="list-style-type: none"> • Monitoring of Internal, Statutory and A.G.Audit, timely implementation of the corrective action on audit observations and objections. • Monitor timely preparation and submission of final accounts/annual accounts, Financial Reporting (both external and internal) for the successful implementation of MIS • Budget: Budget formulation and control including its linkage with action plan, periodic review of expenditure and timely re-appropriation. • Meetings, Correspondence & Reports to Government relating to Plan funds, Budget and other financial matters • Setting up of Financial and Accounting systems in BIP's satellite offices <ul style="list-style-type: none"> • Treasury Functions of the organization • All matters relating to payments including payments including T.A. and Medical Bills • Compliance of matters relating to Income Tax, Corporate Laws & other tax related matters • Any other work, in addition to above, as instructed by the CGM(F&A) from time to time

**BUREAU OF INVESTMENT PROMOTION, RAJASTHAN
UDYOG BHAWAN, TILAK MARG, JAIPUR**

(2015-2016)

Sl.No	Name	Designation	Pay Band	Grade Pay
<i>1</i>		<i>2</i>	<i>3</i>	<i>4</i>
1.	Dr. Tina Kumar	Commissioner(Inv & NRIs)	15600-39100	7600
2.	Mrs. Ritu Gupta, R.Ac.S.	Chief General Manager (F&A)	37400-67000	8700
3.	Mrs. Ritu Lohiya	Chief General Manager (IP)	37400-67000	8900
4.	Mrs. Nidhi A. Sen	General Manager	37400-67000	8700
5.	Mr. Nagesh C. Sharma	General Manager	37400-67000	8700
6.	Mrs R. Malarvizhi	Dy. General Manager	15600-39100	7600
7.	Mr. M.S. Rankawat	Dy. General Manager	15600-39100	6800
8.	Mr. Reno Raj	Asstt. General Manager	15600-39100	6600
9.	Ms. Sonia Shangari	Asstt. General Manager	15600-39100	6600
10.	Mr.B.L.Sharma	Asstt.General Manager(Fin)	15600-39100	6000
11.	Mr. C.M. Pandey	Asstt. General Manager (Comp.)	9300-34800	4800
12.	Dr.Vibha Sharma	Economist	15600-39100	5400
13.	Mrs. Divya K Nair	Manager	15600-39100	5400
14.	Mrs. Mahima Pareek	Manager	15600-39100	5400
15.	Ms Neha Goswami	Manager	15600-39100	5400
16.	Mr. Amit Bora	Manager	15600-39100	5400
17.	Mr. Umesh Kumar Sharma	Manager	15600-39100	5400
18.	Mr. Monica Chowdhary	Manager	15600-39100	5400
19.	Mrs. Kavita Rajora	Manager	15600-39100	5400
20.	Mr. Madan Yadav	Manager	15600-39100	5400
21.	Mr.Amit Kumar Singhal	Manager	15600-39100	5400
22.	Mr.Sandeep Saini	Manager	15600-39100	5400
23.	Mr.Vinay Kumar Pandey	Manager	9300-34800	4800
24.	Mrs. Susamma Madhu	Secretary Gr-I	9300-34800	5400
25.	Mr. P.C.Verma	Sr. Account Analyst	9300-34800	5400
26.	Mrs Padma Devi	Secretary Gr-II	9300-34800	5400
27.	Mr. Thomas V.A	Secretary Gr-II	9300-34800	5400
28.	Mr. Rajeev Saxena	Secretary Gr-II	9300-34800	5400

29.	Mr. R.B.Sharma	Secretary Gr-III	9300-34800	5400
30.	Mrs. Sadhna Sood	Secretary Gr-III	9300-34800	5400
31.	Ms. Nazish	Receptionist	5200-20200	2800
32.	Mr. Dayal Singh	Driver	5200-20200	3600
33.	Mr. Mohan Lal Rana	Driver	9300-34800	3600
34.	Mr. Kajor Mal Raigar	Sahayak	5200-20200	1900
35.	Mr. Ramesh Singh Meena	Sahayak	5200-20200	1750

**BUREAU OF INVESTMENT PROMOTION, RAJASTHAN
UDYOG BHAWAN, TILAK MARG,
JAIPUR**

FINANCIAL YEAR :

Income utilized during the year 4,59,87,378.17
2012-13 STATUS : REGISTERED TRUST
ASSESSMENT YEAR : 2013-14 PAN NO. : AAAJB0038P

Calculation of Income utilized during the year:

(In Rs.)

For establishment activities	:	2,84,83,348.17
For Promotional activities	:	<u>1,72,67,550.00</u>
		4,57,50,898.17
Less Depreciation		<u>4,64,153.00</u>
		4,52,86,745.17
Add: Expenditure incurred on capital items		<u>7,00,633.00</u>

I. ROLES AND FUNCTIONS OF BUREAU OF INVESTMENT PROMOTION

1. (a) The Bureau of Investment Promotion is a registered society having its Registered Office at Udyog Bhawan, Jaipur and its jurisdiction is extended to the whole of Rajasthan.
- (b) The Bureau is established to carry out the following objects:
 - i) To provide information to the public in general and entrepreneurs in particular regarding the opportunities available in the State of Rajasthan for industry, commerce, service sector, trade, business openings and participation therein.
 - ii) To disseminate the information through mass media and to create and accelerate industrial tempo regarding the growth of the investment promotion and industrial development with the help of facilities and incentives available to the entrepreneurs and the future prospect of setting up new industrial units in the State of Rajasthan.
 - iii) To search, encourage and identify the prospective entrepreneurs, technicians, artisans and investors and to motivate them in establishing industrial unit in the State of Rajasthan.
 - iv) To locate and contact prospective entrepreneurs residing in or outside Rajasthan as well as those living abroad and to organise special campaigns to motivate them to set up industrial units or participate in any industry in Rajasthan.
 - v) To take special steps to organise young qualified persons interested in industrial activities and development and to take all educative and propagative steps to accelerate investment promotion and industrial development in Rajasthan.
 - vi) To organize, sponsor, associate or participate in any fair, exhibition, celebration or campaign aimed at investment promotion and (of) industrial development.
 - vii) To organise training, guidance or information camps and courses for the benefit of the entrepreneurs.
 - viii) To organise libraries, reference and information systems, tool rooms, demonstrations and common service centres relevant to attain the objectives of the Bureau.
 - ix) To publish literature in the form of papers, case studies, reports, brochures, pamphlets, periodicals, digests, journals, project profiles or magazines and distribute these to the users, prospective entrepreneurs, artisans, other institutions and to assist other institutions engaged in such activities.
 - x) To establish, develop and support centres for documentation, maintenance and supply of data, projects and information which may be useful to industries, government, entrepreneurs, or artisans.
 - xi) To assist and help the entrepreneurs and investors in setting up industries, providing necessary information and knowledge regarding form of organization, obtaining letter of intent, preparation of project report, loan application to the financial institutions, technical know-how, procurement of land, indigenous and imported plants and machineries and raw materials, market survey, publicity, management services and other allied services.

- xii) To co-ordinate the development and extension and promotional activities of all institutions engaged in economic upliftment and investment promotion and industrial development in the State of Rajasthan.
- xiii) To establish, maintain or manage officers, bureau, counters, rest houses, conference hall wherever required to further the cause of investment promotion and industrial development of Rajasthan.
- xiv) To review and appraise the schemes and general atmosphere prevailing particularly in Rajasthan and generally in India for investment promotion and industrial development.
- xv) To assess the progress in industries with reference to number of units, persons employed, amount of investment and value of production.
- xvi) To raise or borrow money from time to time for any objects of the Bureau with or without giving any security, goods or articles or by mortgaging or pledging, charging, hypothecating or selling or receiving on the sale of any land, building, machinery, goods, assets or revenue of the bureau present or future as the governing body may in its absolute discretion deem expedient.
- xvii) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Bureau.
- xviii) There is no profit motto involved in attainment of the above objectives.

1. GOVERNING BODY

Governing Body is composed of the following members:

- | | | | |
|-----|--|---|------------------|
| 1. | Principal Secretary, Industries Department | - | Chairperson |
| 2. | Principal Secretary Mines & Petroleum | - | Member |
| 3. | Principal Secretary Finance | - | Member |
| 4. | MD, RIICO | - | Member |
| 5. | Principal Secretary Energy | - | Member |
| 6. | Commissioner Industries | - | Member |
| 7. | Commissioner, Commercial Taxes Deptt. | - | Member |
| 8. | Secretary to the Govt., Dept. of Planning | - | Member |
| 9. | Chairperson, Rajasthan Pollution Control Board | - | Member |
| 10. | MD, Rajasthan Small Industries Corpn. | - | Member |
| 11. | MD, Rajasthan Financial Corporation | - | Member |
| 12. | MD, Jaipur Vidyut Vitran Nigam Ltd. | - | Member |
| 13. | Commissioner (Inv & NRIs), BIP | - | Member Secretary |

The above members of the Governing Body shall be the permanent members by virtue of their posts. The Head of the Department of the Government of Rajasthan as mentioned above, whether Principal Secretary or Secretary, shall be the members. The Governing Body is also empowered to nominate four members on the Governing Body for a period of three years.

The said members shall be taken up from the following groups of people:

- Prominent educationists

Prominent

III. PROCEDURES FOLLOWED IN DECISION MAKING PROCESS

1. The Bureau may alter or extend the objects, for which it is established, in the following ways:
 - a) The Governing Body shall submit the proposition for such alteration for extension as aforesaid to the members of the bureau in a written or printed report.
 - b) The Governing Body shall convene a Special General Meeting according to the rules for consideration of the said proposition.
 - c) Such report shall be delivered or sent by post/courier to every member of the Bureau with a clear notice of fifteen days about the Special General Meeting as aforesaid.
 - d) Such proposition is confirmed by a resolution passed by three fifth of the members present and voting at the Special General Meeting so convened.

The Rules of the Bureau may be altered at any time by a Resolution passed by a majority of the members of the Bureau present and voting in any General Meeting of the Bureau which shall have been duly convened for the purpose.

The Rules framed by the Governing Body are executed by the Commissioner with the assistance of its employees in the manner as decided by him.

IV. NORMS FOR DISCHARGE OF THE FUNCTIONS

The duties and work allocation are decided by the Commissioner (Inv & NRIs) for meeting out its objectives as decided by the Governing Body from time to time.

V. RULES, REGULATIONS, INSTRUCTIONS ETC. FOR DISCHARGING FUNCTIONS

The employees of the Bureau are governed by the rules framed by the Governing Body and currently Rules contained in Memorandum of Association and BIP Service Rules are in force. For financial matters, Bureau has evolved its own rules on the basis of GF&AR. For purchases in BIP, BIP has made its own rules 'Guidelines for Purchase and Procurement', based on GF& AR. Where there are no rules for a particular instance, existing State Government rules are followed. Rajasthan Transparency in Public Procurement Act, 2012 is also applicable to BIP as laid down in Section 3 of the Act.

VI. STATEMENT OF THE CATEGORIES OF DOCUMENT HELD BY DEPTT OR ITS UNDER CONTROL

BIP Service Rules, General Guidelines for Purchases/Procurement, Personal files and records of all the employees, the files relating to different objectives and duties discharged by its employees as directed by Governing Body and files relating to Investment cases.

VII. PARTICULARS OF ARRANGEMENTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN FORMULATION IN POLICY, ETC.

The Bureau of Investment Promotion is the nodal agency for promoting investment in the State of Rajasthan.

- Rajasthan Single Window Clearance System is a single point contact to reduce the time and efforts involved in various clearances and approvals of layouts/applications for the proposed investment, submitted by investors. This online application shall render transparency to the system thereby facilitating investors with expeditious and time-bound clearances and approvals.

Rajasthan Single Window Clearance Mechanism will also serve as a single point interface between investors and various government departments. For facilitating the same, the State Government has promulgated Rajasthan Enterprises Single Window Enabling and Clearance Act, 2011. To view details visit www.indusries.rajasthan.gov.in

- The benchmark set under the Rajasthan Enterprises Single Window Enabling and Clearance Act, 2011 may be viewed at www.indusries.rajasthan.gov.in

Any representation/suggestions may be mailed to the organization on bip.raj@nic.in.

VIII. STATEMENT OF BOARDS, COUNCILS, COMMITTEE & OTHER BODIES

A State Empowered Committee has been constituted under the Rajasthan Enterprises Single Window Enabling and Clearance Act, 2011 in which investors are invited and heard. Currently, the State Empowered Committee is constituted as under:

1) Chief Secretary	-	Chairman
2) Addl. Chief Secretary (Finance) or an officer nominated by him, not below the rank of Secretary	-	Member
3) Principal Secretary, Environment &- Forest Department	-	Member
4) Principal Secretary, Urban Development & Housing Department	-	Member
5) Principal Secretary, Industries Dept-	-	Member
6) Commissioner Industries	-	Member
7) Principal Secretary, Labour & Employment Department	-	Member
8) Principal Secretary, Mines & Petroleum Department	-	Member
9) Principal Secretary to Chief Minister	-	Member
10) Principal Secretary, Revenue Department	-	Member
11) Managing Director, RIICO	-	Member
12) Secretary, Energy Department	-	Member
13) Commissioner (Inv & NRIs), BIP	-	Member Secretary

**IX. NAME AND ADDRESS OF THE OFFICERS & STAFF OF BUREAU OF
INVESTMENT PROMOTION**

PBX 2227713, 5198300, 2227537: Fax 2227506

S.No.	Name of Officer/staff	Residential address	Telephone (Res) / Mobile
1.	Dr. Tina Kumar ,IAS Commissioner (Inv. & NRIs)	C-628, Behind Youth Congress Office, Sawai Jaisingh Highway, Bani Park, Jaipur	9414029966 2201866 (R)
2.	Mrs. Ritu Gupta, R.Ac.S. CGM(F&A)	4/89, Vidhyadhar Nagar, Jaipur	9413335763
3.	Mrs.Ritu Lohiya, CGM	D-5, Malviya Marg, C-Scheme, Jaipur.	9829488788 Res: 2360701
4.	Mrs. Nidhi A. Sen, GM	S-22, Ground Floor, Greater Kailash, Part-I, New Delhi-110048	09810833900, 011-23389110 (posted at Delhi)
5.	Mr. Nagesh C. Sharma, GM	Chandrakala, Behind Water Tank, Durgapura, Jaipur	9829055087 Res. 2550876
6.	Mrs. R. Malarvizhi, DGM	l/43, Gandhi Nagar, Jaipur	9828010241 Res.2700989
7.	Mr. Babu Lal Sharma, AGM(Finance)	91/84, Patel Marg, Mansarovar	9414794516
8.	Mr.C.M.Pandey,AGM (Comp)	102, Suraj Nagar East, Civil Lines, Jaipur	9460243630
9.	Mr. Reno Raj, AGM	18, Sita Ram Colony, Ram Nagar, Sodala, Jaipur-302019	9829281388
10.	Mrs. Sonia Shangari, AGM	P-35, Krishna Nagar, Lalkothi, Jaipur	9001092429
11.	M Mrs. Vandana Varma,AGM	C-28, Piyush Path, Bapu Nagar, Jaipur	9829964628 Res. 2700421
12.	Mrs. Vibha Sharma, Economist	D-Block, Old MREC Campus, Gandhi Nagar, Jaipur	9414593888
13.	Mrs. Divya K Nair, Manager	D-443, Jagadamba Nagar, Heerapura, Jaipur	9829446460
14.	Mrs. Mahima Pareek, Manager	71/362, Pratap Nagar, Housing Board, Sanaganer	9829221073 2791073
15.	Mrs. Neha Goswami, Manager	66-67, Shivanandpuri, Mahapura, Ajmer Road, Jaipur	9829432020
16.	Mr. Amit Bora, Manager	Flat No.101, B-30, Jyoti Marg, Bapu Nagar, Jaipur	9414066729
17.	Mr. Umesh Kumar Sharma Manager	E-18, Raj Bhawan Staff Qtrs., Civil Lines, Jaipur	9351969634
18.	Mrs. Monika Chowdhary, Manager	D-9/60, Chitrakoot Scheme, Ajmer Road, Jaipur	9828379639
19.	Mr. Madan Yadav, Manager	73, Narayan Sagar Extn., Narayan Vihar, Ajmer Road, Jaipur	9829005549
20.	Ms Kavita Rajora, Manager	34/517, Pratap Nagar, Sanganer, Jaipur	9829056303
21.	Mr. Vinay Pandey, Manager(CM Gift)	C-2, Dev Nagar, Tonk Road, Jaipur	9414014874
22.	Mrs.Susamma Madhu, Secy Gr-I	13/64, Chetna Path, Mansarovar, Jaipur	9829015873
23.	Mrs. Padma Devi, Secy Gr-II	1/758, Malviya Nagar Housing Board, Jaipur	9460709501
24.	Mr.Punam Chand Verma, Accounts Analyst	214, Rameshwardham, Murlipura, Jaipur	9460145656
25.	Mr.Thomas V.A., Secy Gr-II	48, Janakpuri-II, Imli Phatak, Jaipur	9887603055
26.	Mr. Rajeev Saxena, Secy Gr-II	B-18, Saraswati Nagar, Jaipur	9352322843 (on deputation to DMIC)
27.	Mr.R.B.Sharma, Secy Gr-III	6/217, Chitrakut Scheme, Jaipur	Res.2440477
28.	Mrs. Sadhna Sood, Secy Gr-III	236, Bannu Enclave, Parwana Road, Pitampura, New Delhi- 1100034	09968213104 011-23389110 (posted at Delhi)
29.	Mr.Lalit Agnani, Secy Gr-III	38/210, Kiran Path, Mansarovar,	9314538800

S.No.	Name of Officer/staff	Residential address	Telephone (Res) / Mobile
		Jaipur	
30.	Mr. Lokesh Ujjain, Secretary	46, Bhagwati Nagar-II, Kartarpura, Jaipur-06	9314323435
31.	Mrs. Nazish, Receptionist	H-409, Ramesh Marg, C-Scheme, Jaipur	9950557748
32.	Mr. Dayal Singh, Driver	28, Yamuna Marg, Kumawat Bari, Khatipura, Jaipur	9828059868
33.	Mr. Mohan Lal, Driver	176, JDA Colony (Talai), Bhankrota, Jaipur.	7891987167
34.	Mr. Kajor Mal, Sahayak	Plot No.10, Girdhar Vihar, Ajmer Road, Surana Farm	8440096717
35.	Mr. Ramesh Singh Meena, Sahayak	B-54, Devi Path, Taksaya Road, Moti Dungri, Jaipur	9413489370
36.	Mr. Vijay Kumar Jonwal, Care Taker	B-7, Vijay Nagar-II, Kartarpura, Jaipur	9950776010

XI. BUDGET ALLOCATION (PARTICULARS OF ALL PLANS, ETC)

In Plan Ceiling, budget provision of Rs.1198.00.00 lacs has been sanctioned by Finance Department for the financial year 2015-16 for day to day operation and functioning of BIP.

XII. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND OTHER DETAILS OF BENEFICIARIES

The Bureau of Investment Promotion facilitates the investors in seeking approvals for various incentives under different schemes and customize packages from the Government. BIP acts as a Secretariat for State Empowered Committee.

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORITY GRANTED

- All the concessions and facilities have been granted by the Government through the Empowered Committees under different schemes which are available at www.indusries.rajasthan.gov.in & investrajasthan.com.

XIV. INFORMATION AVAILABLE IN ELECTRONIC FORM

Information on the following points relating to BIP is available at:

- www.investrajasthan.com

About BIP
Why Rajasthan
Know Rajasthan
Sectors
Doing Business
Success Stories
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Enquiry
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News
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Feedback
RTI
Tenders
Immovable Property Details

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Government Orders & Circulars
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Sitemaps
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XV & XVI. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER:

Facilities to get information under RTI Act are as follows:

1. Name of Public Information Authority: Bureau of Investment Promotion, Rajasthan
Designation of Head of Deptt. : Commissioner (Inv & NRIs)
Address : Udyog Bhawan, Tilak Marg, Jaipur-302 005
Telephone : 2227274
2. Name of Public Information Officer: Smt.Ritu Gupta,
Designation : Chief General Manager(F&A)
Address : Udyog Bhawan, Tilak Marg, Jaipur-302 005
Telephone : 2227721
3. Appellate Authority : Commissioner (Inv & NRIs)
4. Application money to be deposited with : Rs.10/-
application
5. For Inspection of records : No charges for initial one hour and Rs.5/- each 15 minutes
6. Photocopy (in A3 & A4size paper) : Rs.2/- per page
7. Photocopy (for bigger size paper) : Actual expenses/cost
8. For sample or model : Actual cost
9. In Disk or Floppy : Rs.50/- per floppy/disk
10. For certified copies : Due cost or Rs.2/- per page for photocopy of pages/editions of publication
11. Fee/charges may be deposited in DD/Bank Cheque/IPO
12. Working hours : 9:30 AM to 6:00 PM on all working days