

**MANDATORY DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(B) OF THE
RIGHT TO INFORMATION ACT, 2005**

Section (4)(1)(b)	Provisions	Disclosures
i	The particulars of organization functions and duties	<p>Incorporated in 1977, North Eastern Handicrafts and Handloom Development Corporation (NEHHDC), as the name suggests is an organisation that attempts to develop and promote the indigenous crafts of the region by connecting craftsmen to prospective markets and consumers and generating economic, cultural and social opportunities for creators while adding cultural value for consumers. The corporation is under the administrative control of the Ministry of Development of North Eastern Region (DoNER), Government of India. It offers a range of products from all the eight North Eastern states namely Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. The Corporation is managed by the Board of Directors comprising of the Government Nominees, Non-Official Directors and one Functional Director.</p> <p>NEHHDC provides platforms for showcasing and marketing of handicrafts and handlooms products from artisans and weavers across the region and retails the same through its chain of "Purbashree" Emporia located at Guwahati, Kolkata, New Delhi and Kevadiya,(Gujarat) Moreover it promotes the products at various national and international markets through exhibitions and trade fairs. The Corporation also displays and sells The Corporation also conducts training programmes and seminars for skill and knowledge upgradation of the artisans and weavers.</p>
ii	The powers and duties of its officers and employees	<p>The Board of Directors vested the powers through Delegation of Powers to the Functional Director i.e. the Managing Director who is responsible for all duties as prescribed for the MD under applicable Acts/Rules and Guidelines of the Govt. of India and all such duties entrusted by the Administrative Ministry and the Board of Directors. All other officers and employees of the Corporation have certain specified duties required for the day to day functions depending upon their positions/area of work and vested with such powers at the discretion of the Managing Director time to time for execution of the entrusted duties.</p>

<p>iii</p>	<p>The procedure followed in the decision making process, including channels of supervision and accountability.</p>	<p>The Corporation has well defined structure for decision making. All major business decisions are taken through Committee based approach. All the policies matters and matter involving financial implication above the specified limits are decided in the Board of Directors Meetings.</p> <p>There is defined organizational structure and clear system of accountability based on the DPE/CVC Guidelines. All transactions approved by the competent Authority are reported to the next higher authority for monitoring and control.</p>
<p>iv</p>	<p>The norms set by the Corporation for the discharge of its functions</p>	<p>The policies and norms are duly approved by the Board of Directors of the Corporation and necessary instructions are issued by the Corporation based on duly approved policies.</p>
<p>v</p>	<p>The rules, regulations, instructions, manuals and records, held by the Corporation or under its control or used by its employees for discharging its functions.</p>	<p>Following are the general and indicative list of such rules, regulations or instruction manuals:</p> <ul style="list-style-type: none"> i. Memorandum & Articles of Association; ii. Decisions of the Board of Directors and the Shareholders; iii. Annual Reports; iv. Code of Conduct of the Board and Senior Management; v. Delegation of Powers; vi. Conduct, Discipline and Appeals Rules, 1981; vii. Whistle Blower Policy; <p>Various other policies approved by the Board of Directors time to time.</p>
<p>vi</p>	<p>A statement of the categories of documents that are held by the Corporation or under its control.</p>	<p>All documents relating to the</p> <p>COMPANY AFFAIRS viz Memorandum & Articles, Agenda Papers, Minutes, Statutory Registers etc,</p> <p>FINANCIAL AFFAIRS: Books of Accounts, Bills and vouchers, records of statutory and C&AG audit papers, statutory payments, Financial Statements etc.</p> <p>ADMINISTRATIVE AFFAIRS: orders, circulars, recruitments rules, selection and appointment documents, Manpower details etc.</p> <p>BUSINESS ACTIVITIES: contracts, works, sales, procurements and inventory etc.</p>

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 its policy or implementation thereof	The Corporation is 100% Govt. of India owned entity, the Board of Directors of the Corporation consists of the Government Nominee, Non-Official and Functional Director. The issues concerning the policies can be raised by the shareholders in the Annual General Meetings and by the Board Members in the Board Meetings.
viii	A statement of the boards, committees 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, committees and are open to the public, or the minutes of such meetings are accessible for public.	The meetings of the Board of Directors and its Committee are not open to Public.
ix	A directory of its officers and employees.	The list of important offices and employees is available at the Corporation's website.
x	The monthly remuneration received by each of its officers and employees, including the system of compensation provided in its regulations	For Regular Employees: Scales of Pay of IDA 1997 of Department of Public Enterprises, Ministry of Finance. For Contractual and Contingency Employees: Consolidated pay based on nature of duties.
xi	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	There is no specified budget allocated.
xii	The manner of execution of subsidy	The Corporation does not have its own subsidy programmes plans for lending activities.
xiii	Particulars of recipients of concessions, permits or authorizations granted by it;	No such concessions, permits or authorizations granted by the Corporation.
xiv	Details in respect of the information, available to or held by it, reduced in an electronic form;	No such information held in electronic records.

<p>xv</p>	<p>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;</p>	<p>The documents of the Company which are accessible as per the provisions of the RTI Act, 2005 and open for inspection as per the provisions of the Companies Act, 2013 and other relevant Acts applicable to the Corporation are open for the Citizens and can be inspected at the Corporate Office of the Corporation situated at Garchuk, Guwahati-781035 during the working hours from 9:30 a.m. to 5:30 p.m. from Monday to Friday excluding the gazette and national holidays.</p>
<p>xvi</p>	<p>The names, designations and other particulars of the Public Information Officers;</p>	<p><u>Public Information Officer:</u></p> <p>Mr. Rituparna Kalita Company Secretary, NEHHDC Ltd Craft Promotion and Experience Centre, Garchuk, Pamohi Road Guwahati-781035, Assam. Phone No: 0361- 2910002 Email: cs.nehhdcl@yahoo.com</p> <p><u>Appellate Authority:</u></p> <p>Brig Rajiv Kumar Singh (Retd.) Managing Director, NEHHDC Ltd Craft Promotion and Experience Centre, Garchuk, Pamohi Road Guwahati-781035, Assam Email: md.nehhdcl@gmail.com</p>