

**BRIEF DESCRIPTION OF ACTIVITIES**

SNo	Div./DEPTT	HOD	BRIEF DESCRIPTION OF ACTIVITIES
1	DEVELOPMENT BANKING DIVISION(PROJECTS)		
	Recovery of dues from assisted units	Sri D.S.Arora, M(T) Sri N.K.Singh, M(T)	All recovery related activities, OTS, billing, Sale of Assets, RC, Sec. 29 notices, rehabilitation etc. District Mangers have the responsibility of all activities relating to recovery of dues in cases pertaining to the districts allotted to them.
	Disinvestment Cell, Joint Sector & Equity	Sri D.K.Sharma, SM(F)	Disinvestment of PICUP's investment in joint sector assisted units and equity of companies.
	Sale of Assets Cell	Sri D.K.Sharma, SM(F)	Coordination of all activities related to sale of PICUP assisted attached units.
	Data Bank	Sri Rajeev Sonker, M(T)	Databank,
II	FINANCE & ACCOUNTS DIVISION		
	Recovery Billing Cell	Sri N.K.Singh, M(T)	Raising of bills of units, maintenance of all records pertaining to recovery from units.
	Res.Mobilization & Refinance & Restructuring.	Sri D.K.Sharma,SM(F)	Resource Mobilization for the Corporation Refinance assistance from IDBI & SIDBI and interaction with Banks, financial instruction etc.
	Accounts Deptt.	Sri D.K.Sharma,SM(F)	Finalization of Accounts & Audit and other accounts related activities, Audit Committee related work, maintenance of computerized accounting system, budget, Income

			Tax, Salary, payments etc.
	CPF & Gratuity Trust	Sri D.K.Sharma,SM(F)	All activities of CPF & Gratuity Trust
	Legal Deptt.	Smt. Richa Bhargava, Sr.Manager(Law)	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 Corporation.
III	BOARD SECTION	Sri Rajeev Sonker, M(T)	All matters relating to Company Law, Board Meeting and General Meetings, Nominee Director Cell etc.
IV	INCENTIVE DIVISION	Sri N.K.Singh, M(T)	Trade Tax deferment Scheme of State Govt. & Nodal Agency for Industrial Investment promotion Scheme 2003 to provide interest free loan in lieu of Trade Tax for projects over Rs. 25 Crores.
V	HRD & ADMINISTRATION DIVISION.		
	HRD, Personnel & Establishment, Maintenance, Section & Store Section, Media, House Keeping, EPABX	Smt. Richa Bhargava, SM(HRD)	Recruitments, training, promotions, disciplinary proceedings, enquiries, performance appraisal, ACRs, welfare Scheme etc, and media related activities, Estt. Related matters, EOW Enquiries, etc, Civil & Electrical Maintenance of PICUP Bhawan & residential colonies; Stores, House Keeping, Security Agencies, EPABX, Protocol activities vehicles etc.
	Estate Sections, Purchase, Receipt	Smt. Richa Bhargava,	All activities relating to purchases, renting/

	& Dispatch	SM(HRD)	leasing of accommodation in PICUP Bhawan, allotment of flats in Colonies, lease accommodation to officers etc.
VI	AUDIT DIVISION		
	Internal Audit	Sri Rajeev Sonker, M(T)	Conducts Internal Audit, Issuance of No Dues Certificates, coordination of AG Audit work of PICUP.
VII	INFORMATION TECHNOLOGY DIVISION		
	Computer	Sri Rajeev Sonker, M(T)	Computer Deptt. Look after the Computerization activities namely system study, system analysis, system design, internet management, and home paging, LAN & Integrated S/W Development etc.
	MIS Cell		MIS Cell looks after the correspondence with Govt. Involving replies to Assembly question; monthly & quarterly reports of notes on PICUP performance.
VIII	OTHER ASSIGNMENTS OF GoUP/NEW ACTIVITIES		
	Nodal Agency for Mega Projects	Sri D.K.Sharma, SM(F)	All activities relating to PICUP as a Nodal Agency for Mega Project Scheme.
	Consultancy	Sri Rajeev Sonker, M(T)	To undertake consultancy assignments for various Govt. Departments for selection of consultants.
	Nodal Agency for PPP Projects	Smt. Richa Bhargava, SM(HRD)	To assist Infrastructure & Industrial Development Department, GoUP for

			development of PPP projects.
	Nodal Agency for SEZ Projects	Sri D.K.Sharm, SM(F)	To examine and evaluate the SEZ projects for their eligibility.
	Nodal Agency for 100 Crore	Sri D.S.Arora, M(T)	All activities relating to PICUP as a nodal agency for capital, infrastructure and transport subsidy for projects above Rs. 100 crores
	IDF		Coordination work relating to IDF
	Construction of official complex in vacant space in PICUP premises	Sri N.K.Singh, M(T)	
	BIFR matters of GoUP	Sri D.K.Sharma, SM(F)	To coordinate & follow-up the BIFR matters of GoUP under supervision of industrial Development Department.
IX	PIO, PICUP	Sri Rajendra Sonker, DM(F)	Officers under RTI Act, 2005
X	Appellate Authority	Sri N.K.Singh, M(T)	