

DELHI KHADI & VILLAGE INDUSTRIES BOARD
GOVT. OF NCT OF DELHI
5TH FLOOR, NIGAM BHAWAN, KASHMERE GATE, DELHI-06

F.No.F.3 (12)DKVIB/Admn./11-12/ 38

Dated 11/4/14

ORDER

The work for data entry under Rajiv Gandhi Swalamban Rojgar Yogna is in progress. In order to complete, the work in a time-bound manner a special drive has to be carried out in this regard. It was decided in a meeting chaired by the Managing Director that the following team will prepare the data in the forms attached with this order in r/o at least 05 new files per day. The complete data will be given to another team for making necessary entry in the computer. The team for preparing data is as under:

1. Sh. Pardeep Singh, ADO
2. Sh. Sunil Kumar Premi, Sup.
3. Sh. Mahesh Kumar, Sup.
4. Sh. Madan Lal, Sup.

The team for making entries in the computer is as under:

1. Smt. Janak Kumari, UDC
2. Smt. Sunita, LDC
3. Sh. Tarun Bakshi, LDC
4. Sh. Dev Raj Singh, LDC

The data entry team members will enter at last 05 files per day and give its printed copy to the concerned field staff for their checking and on the next day, they will make the corrections in these 05 file in addition to the 05 new files to be entered.

D.O. (R) will ensure the smooth flow of files to the team preparing data and ensure that there should not be any misplace of file etc.

Smt. Kanchan Bhatt, ACP is responsible for data entry and to provide all type of technical support to the staff deputed for the duty of Data Entry.

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Asstt. Director will ensure to provide necessary computers for data entry to the team members.

D.O. (R) and D.O (RGSRY) will ensure the final correctness of data fed in the computer

All the team members mentioned above will not perform any other duty without the order of the undersigned till the said work is completed.

Non-compliance of the order will be viewed seriously.

This issues with the approval of M.D.

Encl: Form.



(R.K.GUPTA)
DEPUTY DIRECTOR (A)

Copy to:

1. P.A. to M.D., for kind information of M.D.
2. D.D (Prog.)/AD/AAO/All DO's.
3. ACP, with the direction to upload this order on the website of the Board.
4. All concerned staff and Personal files.
5. Guard file.

MODIFIED RGSRY PERFORMA

(Note: Pls. provide dates in format DD-MMM-YY)

1. Application No. :
2. Diary No. :
3. Application Dt. :
4. Industry :
5. Category :
- 6.

Owner's Contribution :

Grant :

C.E. :

W.C. :

Term Loan :

Total :

7. Sanctioned Loan:
8. Loan Application Submitted Earlier (Y/N):
9. Loanee Name/ Borrower's Name:
10. Father's Name:
11. Husband Name:
12. Res. Address.:
13. Ph. No. : Mobile No.:
14. Worksite Address:
15. Worksite Ph.: Mobile No.:
16. Check List of Documents for Loan Case:
 - WORK SITE PROOF: - OWN/IN BLOOD RELATION /RENT.
24. Inspector Name & Designation:
25. Inspector Inspection Dt.:
26. Recommended For Lsc :Yes

FILE MOVEMENT FOR LSC APPROVAL

FORWARDED TO:
APPROVED FOR LSC :YES
LSC APPROVAL DATE:

FORWARDED ON :

27. LSC Agenda Dt. :

28. LSC Minutes :

FORWARDED ON :

Whether : **DECISION TAKEN : SANCTIONED / DEFERRED / REJECTED**

29. Surety Details:

Surety name:

Father's name:

Husband's name:

DOB:

Res. Address:

Ph. :

Mobile no:

Inspector name:

Inspection dt.:

Surety Type :

Govt. Employee

Designation :

Identity Card no.:

Dt. of appointment :

Department:

Present Office Address:

Retirement Dt.:

Head Office Address:

Income Tax payee

Business Type :

Pan Card No.:

Business Address :

Income Tax Assessment Yr. 1:

Worksite Ph. No.:

FDR/NSC/Govt. Securities

Agency Name:

Agency Address:

Security Amount:

Dt. of purchase of security:

Maturity Dt.:

Maturity Value:

File Movement for Approval of Sureties

FORWARDED TO:

FORWARDED ON :

Whether Sureties Accepted(Y/N) :

Sureties Acceptance Dt :

Name & Sign. Of Sign. ADO

No. of Installments Loan: one(01)

Tanure :

Year
1/2/3/4/5

Month
0/3/6/9/12

Moratorium Pd. : 3/6/9/12

File Movement for Acceptance of Legal Documents

FORWARDED TO: _____ FORWARDED ON : _____
Whether Legal Documents Accepted(Y/N): _____
Legal Documents Acceptance Dt: _____

File Movement for Preparation of Cheque

FORWARDED TO: _____ FORWARDED ON : _____
Ist Installment Amt.: _____
Cheque No.1 / RTGS: _____
Cheque Dt.: _____
Cheque Released Dt: _____

Post Dated Cheques Details

<u>S. No.</u>	<u>Cheque Due Dt.</u>	<u>Cheque Amt</u>	<u>Cheque Nos</u>	<u>Bank Name & Address</u>
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
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<u>17</u>				
<u>18</u>				
<u>19</u>				
<u>20</u>				

Name & Sign. Of Sup./ADO