

(As on 31.08.2020)

Punjab State Industrial Development Corporation Limited

(MANNUAL- 5)

List of Rules, Regulations, Instructions, Manual, Records & others held by PSIDC or under its control or used for discharging functions.

Sr. No.	Name of document	Brief write up on the document
1.	Companies of PSIDC under Liquidation	This document contains the list of Companies, which have been ordered to be wound up by the High Court.
2.	Draft Financial Collaboration Agreement:	The document contains the terms of agreement to be signed between the Corporation and the private Collaborator for equity participation for setting up of Industrial Project in Punjab.
3.	Units Registered with BIFR	The document contains the eligibility of units which get themselves registered with Board for Financial & Reconstruction (BIFR) under the provisions of SICA 1985 where PSIDC has exposure by way of loans/Equity as also for units where it does not have financial exposure, but since they are located in the State of Punjab, PSIDC has been representing the Govt. of Punjab.
4.	Accounts Manual	The document contains the objectives, methodology, system of Accounting, including the statutory requirements. Management Accounting, Internal check and internal control, chart of Account Heads, Books of Accounts, Accounting procedures, Finalization of Annual Accounts, Tax Management and Planning, Delegation of Accounting Manual from time-to-time.
5.	Service Rules	The document contains the Rules applicable to every employee of the Corporation relating to the Recruitment, TA Rules, Leave Rules. Contributory provident fund Rules, Bonus, Medical Rules, Leave Travel Concessions, Gratuity, Advances for purchase of conveyance, Advance for purchase of House, Ex-gratia & Others as amended from time-to-time by the Board of Directors of the Corporation.
6.	Bond Holder's List	The document contains the list of Bond holders with details of amount invested by each bond holder against the various series of Bonds floated by PSIDC.
7.	Draft Memorandum of Undertaking	The document envisages an understanding between the proposed entrepreneur and the Corporation for setting up a project in the State of Punjab in the joint/assisted sector as the case be incorporated the Board terms of the understanding in writing.

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8.	<i>Loan Application Forms</i>	Loan Application forms for setting-up a new projects and for expansion/diversification/enhancement of the capacity by the existing profit making units are available to the New and existing Entrepreneurs/Companies for grant of loans under respective schemes. These documents are :
9.	<i>Loan Document</i>	<p>The documents which are standarised subject to amendment from time-to-time, executed between the company and the Corporation before the loan is disbursed to the company.</p> <ol style="list-style-type: none"> i) Loan Agreements for New Loans/Expansion/ Equipment/Refinance Scheme. ii) Deed of Hypothecation for New Loans/ERS Loans iii) Deed of Guarantee for New Loans/ERS Loans iv) Undertaking by the promoter/company for non-disposal of shareholding. v) Undertaking for non disposal of unsecured loans. vi) Undertaking for meeting shortfall in the Resources of the company. vii) Power of Attorney for creation of English Mortgage. viii) Equitable Mortgage Register for Creation of security by deposit of Title Deeds for prime & collateral security. ix) Board Resolution authorising the Director/MD of the company to execute the loan documents. x) Board Resolution U/s.289(l)(d)/(e) of the Companies Act concerning the borrowing power of the company. xi) Other documents that may be required in addition to the normal documents on case-to-case bais.
	<i>From where one can get a copy of rules regulations, instructions & records etc.</i>	<ol style="list-style-type: none"> 1. Sh. S.K. Singla, GM, PIO Sh. S.K. Ahuja, Sr. GM, Appellant Authority PSIDC Under Right to Information Act. C/o PSIDC, Udyog Bhawan, 18, Himalaya Marg, Sector 17, Chandigarh.- 160017 Tele - 0172-2710136 Fax - 0172-2704145 2. Sh.A.P.Gupta, Assistant Public Information Officer, Sr.DGM, C/o. PSIDC, Udyog Bhawan, 18, Himalaya Marg, Sector 17, Chandigarh 160 017. Tele – 0172-2702898 Fax - 0172-2704145
	<i>Fee charged by the department for a copy of rules & Regulations etc.</i>	As specified on Page 3 of this handbook.