

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

| S. No. | Name of Officer | Sector/Work |
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| 1. | Chief General Manager (F&A) | <ul style="list-style-type: none"> • All Finance & Accounts matters - Budget, Expenditure, Audit, Statutory Compliance etc. • Stores, Maintenance, Car Pool, Security, Library etc • Govt. matters-co-ordination & communication, replies, reports, compliances etc. • Governing Body Meetings • Board Meetings of RIICO, RAJSICO & PDCOR • Vidhan Sabha, RTI & Legal Matters |
| 2. | Ms. Ritu Lohiya Chief General Manager IP Division | <ul style="list-style-type: none"> • Co-ordination & supervision of investment promotion activities, participation in investment events & other related activities. • Overall Supervision and co-ordination of SEC Meetings & Cabinet Meetings/Board meetings. • Matters related to RIPS/customized package. • New Business Development – supervision • Policy Advocacy • |
| 3. | Ms. Nidhi Sen, General Manager Info Division | <ul style="list-style-type: none"> • At RF, Delhi on secondment basis • Overall Supervision and co-ordination of Information Division • Promotional Activities & materials, Website, Films, News • Letters & Publications • Events & Exhibitions • Speeches, Notes & Presentations |

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| 4. | Mr. Nagesh Chandra Sharma, General Manager IP Division | <ul style="list-style-type: none"> • Single Window Act- Reforms & Initiatives • Supervision, coordination and monitoring 'One –Stop Shop' facility. • Country specific delegations, Visits of various dignitaries, Country specific events & notes • Bilateral Co-operation & FDI, contact with Foreign Embassies • International Trade Policy and Promotion • Matters requiring inter departmental coordination • Matters not allocated to anyone else. |
| 5. | Ms. R. Malarvizhi, Dy.General Manager IP Division | <ul style="list-style-type: none"> • Supervision, co-ordination and monitoring of Electronic Single Window Clearance System/One stop Shop Portal • Matters related to Rajsthan MSME (Facilitation of Establishment and Operation) Act 2019 • BRAP <p>IP sectors:</p> <ul style="list-style-type: none"> • Education – School, Higher & Technical • Gems & Jewellery • Medical, Wellness and Healthcare |
| 6. | Mr. Reno Raj, Dy. General Manager IP Division | <ul style="list-style-type: none"> • Planning & Coordination of IP division • Coordinating necessary inputs to the Planning Department • Coordinating Study & Analysis of Economic performance, Investment Trends & Indicators • Supervision of KP • Matters related to Smart Cities • WTO related issues /new sectors |

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| 7. | Ms. Sonia Shangari, Dy. General Manager IP Division | Monitoring of RR-2015 MoUs, data compilation and co-ordination of various meetings related to MoUs. IP Sectors : <ul style="list-style-type: none"> • Agriculture & Agriculture Marketing, Agro-Processing, Breweries, Food Park • Logistics & Warehousing • Animal Husbandry, Dairy, Fisheries & Forestry |
| 8. | Ms. Divya K. Nair, Asstt. General Manager 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. • Preparation of Presentations for events IP sector :Civil Aviation |
| 9. | Ms. Mahima Pareek, Asstt General Manager IP Division | <ul style="list-style-type: none"> • Assisting CGM (RL) in coordination of SEC, Cabinet meetings & follow up. • Data Maintenance & Monitoring of SEC & Cabinet cases, Other cases as required • GOI related matters-information compilation • Skill analysis/upgradation/performance management of officers • Inputs for Presentations & Meetings, Policies & Acts, Concept Notes • IP division data compilation & Analysis, Report Generation-all sources • Compilation & dissemination of Monthly, Quarterly & Annual Progress Reports to various Govt departments. • Progress in implementation of Governor's speech, Budget Announcements, Policy Documents including timelines etc. • Compilation of Status /progress related to CM references and CM Directions Matters • Vidhan Sabha Matters IP Sector :Defence, Tourism |

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| 10. | Ms. Neha Goswami, Asstt. General Manager F&A division | <ul style="list-style-type: none"> • Establishment, Personnel matters, Recruitment & Selection • RTI and Appeals • Sampark Portal • Matters pertaining to BIP rules/GB meeting |
| 11. | Mr. Amit Bora, Manager IP Division | <ul style="list-style-type: none"> • SWCS/BRAP <p>IP Sectors :</p> <ul style="list-style-type: none"> • Skill • IT & Electronics and Communication related matters • ESDM & Artificial Intelligence • Waste treatment, environment related matters |
| 12. | Mr. Umesh Kumar Sharma Manager IP Division | <ul style="list-style-type: none"> • Project Monitoring Group (PMG) • India Investment Grid (IIG) • Project Development Cell • Matter pertaining to 'One -Stop Shop' <p>IP Sectors :</p> <ul style="list-style-type: none"> • Auto & Auto Components, Electronic Vehicles • Plastic • Ceramics & Glass • Chemical & Pharmaceuticals • Pharmaceutical |

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| 13. | Ms. Monica Chowdhary, Manager Investment Promotion Division | <ul style="list-style-type: none"> • Energy-Renewable & non-renewable , solar manufacturing • Mines & Minerals, Iron & Steel • Petroleum & Natural Gas, Gas Grid Development • Transportation, road, Rail, Bridges • Water sector projects |
| 14. | Ms. Kavita Rajora, Manager Investment Promotion Division | <ul style="list-style-type: none"> • CM Gifts IP Sectors : <ul style="list-style-type: none"> • SEZs, Industrial Parks/Estates, Textiles Parks, Logistic Parks etc • Textile, Power Loom and Apparels • Leather • Housing & Real Estate • MSME related matters |
| 15. | Dr. Madan Yadav, Manager Investment Promotion Division | <ul style="list-style-type: none"> • OIC for Legal Matters • OIC-Stores and Library • Events – Logistics & Protocol IP sectors: <ul style="list-style-type: none"> • Cement • Retail |