

DEPARTMENT AND FUNCTIONS IN IFCI VENTURE CAPITAL FUNDS LIMITED

S No.	Name of Department	Area of Operations / Function (in brief)
1	Credit	Deal Sourcing, Due Diligence of Proposals, Memos/Presentations to CIC/EC/Board, Recovery from assisted concern, sanction and disbursement, Attending to Internal/Statutory Audits Quarterly/Annually, Co-ordination with Finance Team / IT team/ Legal Team with regard to Loan Accounting/Loan Cases, Entire De-mat Operations including monitoring of pledged shares generating PMR, Sale of pledged Shares, monitoring of Corporate Loan accounts.
2.	PE/VC Fund Department	Conceptualization of Funds, Preparing Fund related Documents such as Concept Note/ Board Presentations/ Memos/ PPM/ Trust Deed/Contribution Agreements/ Investment Management Agreements, Undertaking process of Empanelment of Arrangers, Preparing presentations for the investors for raising funds, Investor Relation Management, overall portfolio management including Deal Sourcing, Due Diligence of proposals, Post Sanction Monitoring, planning deal exits and distribution of proceeds, Managing Investor relation.
3.	Human Resources/ Administration	Recruitment, Confirmation, Training and Development, Employee Welfare schemes, Group Insurance, Job Rotation, Employee Benefits, salary, staff loans, Gratuity, PF's ,Overall management of administration/Establishment related works.
4.	Legal Department	Legal due diligence, Loan documentation(Credit & PE/VC Fund), handling litigation cases and recovery matters in stressed and NPA cases, Resolution of NPA's, Appointment of Advocates ,Enforcement agency etc, Enforcement of securities under SRFA&ESI Act, ROC Compliances and CERSAI entries. Attending internal and external Legal Audit, Creation and Perfection of Securities.
5.	Company Secretary	Handling company Law Matters, compliances required by SEBI under listing regulations. Secretarial work connected with meetings of Board of Directors, Committee Meeting etc.
6.	Compliance	To ensure various compliances including sending reports & returns to RBI/ SEBI, other regulatory bodies and the Government of India.
7.	CSR	Undertaking and Monitoring CSR Activities.
8.	Vigilance Department	Vigilance matters.
9.	Accounts Department	Accounting & Reporting, Resource Raising & Fund Management, Income Tax, Service Tax & TDS Return Preparation, RBI Return preparation and Uploading, Ensuring smooth conduct of Audit.
12.	IT Operations Department	IT Infrastructure – Hardware and Software, IT Services and IT Support.
13.	RTI Department	RTI related work, Attending to RTI Application and timely disposal