

DUTIES AND RESPONSIBILITIES OF EXECUTIVES & STAFF

1.	<u>Chief General Manager</u> <u>Duties and Responsibilities:</u> The post of Chief General Manager is the top Managerial position in the Corporation's hierarchy and only next below the Chairman-cum-Managing Director. In discharge of duties and responsibilities of his office, the Chief General Manager reports directly to the Chairman-cum-Managing Director. The General Managers overseeing the functions of Project/Coordination/Banking Division/Finance/HR & Admin/Corporate/MIS/OL/RMC Cells in discharge of their duties report to the Chief General Manager. The Chief General Manager typically works with the details of implementing the CMD's vision by prioritizing requirements, monitoring results, apportioning resources for meeting goals and objectives of the Corporation and on a broad level measuring efficiency and performance of employees. He deals with decision-making within his area of his responsibility and implements projects that will meet the objectives of the organization. Among other things his duties and responsibilities are as under:- Participates in developing a vision and strategic plan to guide the organization. Identify, assess, and inform the CMD of internal as well as external issues that affect the organization. Act as a professional advisor to the CMD on all aspects of the organization's activities. Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization. Oversee the planning, implementation and evaluation of the organization's programs and services. Oversee the efficient and effective day-to-day operation of the organization. Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality. Determine staffing requirements for organizational management and service delivery. Oversee the implementation of the human resources policies, procedures and practices. Ensure that all staff receives an orientation to the organization and that appropriate training is provided. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
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	Oversee Implementation of performance management process for all executives and staff which includes conducting an annual performance review and monitoring employee performance on an on-going basis. Acts as disciplinary Authority in the case of staff, where he is the appointing authority. Work with the Finance Department to prepare a comprehensive budget. Approve expenditures within the authority delegated by the Board. Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization. Ensure that the organization complies with all legislation including taxation regulations.
2.	<u>General Manager Proj/Coord/Banking Division</u> <u>Duties and Responsibilities:</u> The General Manager (Proj/Coord/Banking Division) is the over all in-charge of the Projects Department and oversees the functions of Projects/Coordination/Training/Banking division. Desk-in-Charges of all these departments/cells in discharge of their duties report to GM (Proj/Coord/Banking Division). The GM (Proj/Coord/Banking Division) In discharge of his duties and responsibilities reports to the CMD through Chief General Manager. The GMs position in Corporation's hierarchy is crucial in decision-making process within area of his responsibility, and in meeting the objectives of the organization. His duties and responsibilities are as under:- Ensure that the funds of the Corporation are best utilized for Socio-economic Development of the target-group, as per the Notional Allocation and as per the Sector-wise allocation. Maintains liaison with the Administrative Ministry (MoSJ&E)/Department of Public Enterprises (DPE) for expeditious disposal of corporation's matters in tandem with the officials/functionaries of these organizations and other Governmental agencies. Timely submission of reports/returns/information to the Ministry/PMO/Parliament/State Govt./MPs/Planning Commission/Banks/National Commission for SCs & STs/Ministry of Finance/DPE, SCOPE etc. Act as one of the key members in various committees, such as, the Selection Committee for recruitment of employees (below the Board level posts), Departmental Promotion Committees (DPC), Project Clearance Committee (PCC) and various other such functions that needs top managerial level intervention. Keep the CMD/CGM appraised about various developments taking place in the Corporation as well as in the SCDCs/ other channelizing partners. Provide advisory services in all types of policy matters pertaining to the operational/administrative aspects of the Corporation. Act as a Key Personnel in all types of decisions making process, effecting operational/administrative performance of the Corporation.

	Keep his team of staff and officers motivated for better achievements of organizational goals and objectives. Help assessing training needs of employees under his control in order to use their full potential. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Acts as an advisor and a mentor for all his subordinates. Write annual performance appraisal (APARs) of Executives/Employees directly or indirectly under his control. Acts as faculty in the EDPs/Seminars/Workshops organized by the Corporation. Draft and review operational policies and suggest strategy for achievement. Work out strategies for partnership with Govt. Institutions/ Establishments to leverage Corporation's objective. Mobilization of CSR funds. Makes notional allocation for targeted sanctions/disbursements to SCAs and other Channelizing partners. Undertake tour to states to achieve better Co-ordination and expeditious disposal of various matters. Attends to Parliamentary Committee related work concerning areas of his responsibility. Ensure achievement of MOU targets. Ensures proper scrutiny of projects for sanction/disbursements as per lending policy and timely sending of LOIs. Follow-up action for implementation of schemes, fund utilization & repayment of loans, over dues etc. as per NSFDC's norms. Review & monitor ongoing schemes. Ensure that the Management Information System (MIS) is kept updated at all times. To address grievances/representation of the beneficiaries. Acts as a member of the Project Clearance Committee (PCC). Attend to Parliament Questions, RTI & legal matters.
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	Preparing the Board Notes on Projects. Conduct internal inspection of schemes. Any other work that may be assigned from time to time.
3.	<u>General Manager Finance/ HR & Admin./ Corporate Services</u> <u>Duties and Responsibilities:</u> The General Manager (Finance/HR & Admin.) is the overall in-charge of the Finance/HR & Admin Departments and oversees the functions of Finance/HR & Admin/Corporate services/Internal Audit/MIS/OL and RMC. Desk-in-Charges of all these departments/cells in discharge of their duties report to DGM (Finance/HR & Admin.). GM (Finance/HR & Admin.) in discharge of his duties reports to the CMD through Chief General Manager. The GMs position in corporation's hierarchy is crucial in decision-making within area of his responsibility and in meeting the strategic objectives of the organization. His duties and responsibilities are as under:- <u>Finance Related Matters</u> The General Manager(Fin.) oversee finances and record keeping, meet with senior executives to analyze financial plans, decide on banking and investments and approve budgets, ensuring all tax compliance and financial controls. Work with the Finance Department to prepare a comprehensive budget. Approve expenditures within the authority delegated by the Board. Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization. Ensure that the organization complies with all legislation covering taxation regulations. To ensure that the funds of the Corporation are best utilized for Socio-economic Development of the target-group, as per the Notional Allocation and as per the Sector-wise allocation. Act as Member of the Project Clearance Committee (PCC). Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. <u>HR/Administrative and Other Related Matters</u> Guides HR Manpower Planning, formulation/review of HR policies Identification of training needs and preparation of training calendar for capacity building & knowledge enhancement of employees. Act as one of the key members in various committees, such as, the Selection Committee for recruitment of employees, Departmental Promotion Committees (DPC), and various other such functions which require expertise of a top managerial level executive.

	Maintain liaison with the Administrative Ministry/Department of Public Enterprises (DPE) for expeditious disposal of corporation's matters in tandem with the officials/functionaries of these organizations and other Governmental agencies. Ensure Compliance of HR policies, Rules, Regulations and assist CGM/CMD in decision making. Keep the CGM/CMD appraised about various developments taking place in the Corporation. Provide advisory services in all types of policy matters pertaining to the administrative/operational aspects of the Corporation. Act as key personnel in all types of decisions affecting the administrative/operational performance of the Corporation. Act as an effective Team Leader, keeping morale of the employees in high spirits. Keep his team of officers and staff motivated for better achievements of organizational goals. Help assessing training needs of the employees for their development. Ensure that there are harmonious relations between all the Management and the Employees' Union. Act as an advisor and a mentor for all his subordinates. Write annual performance appraisal (APARs) of Executives/Employees who reports to him/her directly or indirectly. Act as faculty in the EDPs/Seminars/Workshops organized by the Corporation. Draft and review policies, rules and regulations of the Corporation. Attends to Parliamentary Committee work related to areas of his responsibility. Organize in-house Training Programmers. Recruitment, selection, placement & Induction of employees. Posting & transfer of employees. Probation & confirmation of employees. Conduct DPC meetings. Timely completion of APAR as per DPE guidelines. Ensure timely processing of employee matters such as TA/DA, medical, LTC, Leave,
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	Advances, wage salary administration, increment and superannuation benefits of employees. Ensures timely response to Parliament Questions/VIP communications/RTI etc. Ensures timely redressal of grievances of employees. Execute and implement AADHAR based biometric attendance. Any other work that may be assigned by the superior authorities from time to time.
4.	<u>Deputy General Manager (Corporate Services)</u> <u>Duties and Responsibilities:</u> DGM (Corporate Services) is the overall in-charge of the Corporate Services cell. In discharge of her duties, the Company Secretary reports to the CMD/Chief General Manager through GM (Finance/HR & Admin/Corporate Services). Her duties and responsibilities include the following:- Ensures compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company. Ensures that business of the company is conducted in accordance with its objectives, as contained in its memorandum of association. Ensures that affairs of the company are managed in accordance with its objectives contained in the articles of association and the provisions of the Companies Law. Prepare the agenda and the other documents for the Board of Directors meetings, in consultation with the Chairman-cum-Managing Director (CMD). Arrange and hold meetings of the Board prepare minutes of the meetings and maintain proper record of proceedings. Attends the Broad meetings in order to ensure that the legal requirements are fulfilled, and provide such information as may be necessary. Arrange annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof. To carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional meetings and seminars. To advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required.

	Filling of various documents/returns as required under the provisions of the Companies Law. Proper maintenance of books and registers of the company as required under the provisions of the Companies Law. Matters related to Appointment/Cessation/Change in Directorship-procedures in accordance with the statutory requirements, such as filling of MBP-1, obtaining Digital Signature Certificate (DSC)//DIN etc. for every change in Directorship. Responsible for conducting Transaction Audit, Balance Sheet Audit by C&AG, Coordination with Statutory Auditors. Represent corporation before Government authorities/agencies and also provide support during litigation involving company affairs. Assigns duties and responsibilities to the officers and staff under his/her control. Ensure that procedures are set up properly to manage that process without errors. Plan, direct, supervise, and coordinate work activities of subordinates and staff. Preparation of Directors Report, printing of Annual Report. Compliance under Corporate Governance. Correspondence with the directors of the company on various matters. Any other work that may be assigned by the superior authorities from time to time.
5.	<u>Desk-in-Charge(Projects)</u> <u>Duties and Responsibilities:</u> Desk-in-Charges are Deputy General Managers (DGMs)/Assistant General Managers (AGMs)/Chief Manger level officers who heads a Desk/Cell and to whom individual employees or teams directly report and who have responsibility to the higher level/ top management for work/performance of employees or teams under their control. They prioritize the tasks necessary to implement the projects in accordance with the long-term strategic plan. Desk-In-charges of Project Desk 1, 2, Training, coordination cells and the Banking Division in discharge of their duties report to the General Manager Proj/Coord/Banking Division. The duties and responsibilities of the Desk-in-charges in Project Department are as under:- Provide project management expertise and leadership necessary to initiate socio-economic development projects. Maintain continuous contact with key stakeholders including Central and State Government Official, State Channelizing Agencies, and other channelizing partners like banks etc. in regard to project issues and status.

	Timely submission of reports/returns/information to the Ministry/PMO/Parliament/State Govt./MPs/Planning Commission/Banks/National Commission for SCs, Ministry of Finance/ DPE, etc. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional meetings and seminars. Ensures proper scrutiny of projects for sanction/disbursements as per lending policy and timely sending of LOIs. Follow-up action for implementation of schemes, fund utilization & repayment of loans, over dues etc. as per NSFDC's norms. Undertake tour to states to achieve better Co-ordination and expeditious disposal of various matters. Plan, direct, supervise, and coordinate work activities of subordinates and staff. Ensure achievement of MOU target. Ensure notional allocation of funds and timely submission of projects by SCA/RRBs. Follow-up action & undertake field visits for see project implementation, fund utilization & repayment as per NSFDC's Norms. Follow-up action with SCAs on repayments, overdue & guarantee. Ensure that the Management Information System (MIS) is kept updated all the time. Coordination with the Ministry/PMO/Parliament/State Govt./MPs/Planning Commission/Banks/National Commission for SCs, Ministry of Finance and DPE etc. Represent corporation before Government authorities/agencies and provide support during litigation involving Project related issues. To Address grievances/representation of the beneficiaries. Review & monitor ongoing schemes/projects. Acts as a member of PCC. Attend to Parliament Questions, RTI & legal matters concerning his/her desk. Preparing the Board Notes on issues related to the Projects and any other information. Conduct review/internal inspection of schemes, formulate new schemes. Conduct Project appraisal involving processing like cost estimation, budgeting, risk analysis and documentation etc.
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	Monitoring and Reporting Progress of ongoing schemes/projects and business Partnering. Attends meetings/seminars/workshops/training as participants & faculty for in-house training programs. Planning & suggesting innovative ideas on Projects implementation. Assigns duties and responsibilities to the officers and staff under his control. Ensure that procedures are set up properly to manage that process without errors. Write annual performance appraisal (APARs) of Executives/Employees who reports to him/her directly or indirectly. To identify training and development needs of employees of his Department, as appropriate. Any other work that may be assigned by the superior authorities from time to time.
6.	<u>Desk-in-Charge (HR)</u> <u>Duties and Responsibilities:</u> The role of the Desk-in-Charge (HR) is to Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities. The desk-in-Charge (HR) in discharge of his duties reports to the General Manager (Finance/HR & Admin./ Corporate Services) The duties and responsibilities of the Desk-in-Charge (HR) are as under:- Manpower assessment, identify staff vacancies and conduct recruitment process and complete it in a time bound manner. Assigns duties and responsibilities to the officers and staff under his control. Ensure that procedures are set up properly to manage that process without errors. Plan and conduct induction programs for new employees and their orientation to foster positive attitude toward organizational objectives. Provide employees with information about policies, job requirements, working conditions, wages, employee benefits schemes and opportunities for career growth. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional meetings and seminars. Identify and assess future and current training needs of employees through job analysis, career paths, and annual performance appraisals reports and also in consultation with other desk-in-charges.

	Organize in-house and Institutional Training Programs for employee. Monitor and evaluate training program's effectiveness, success. Advise senior management on HR policy matters; ensure compliance with legal requirements and to recommend needed modifications/changes in policies Administer compensation package, benefits program and performance management systems. Serve as a link between management and employees, handles staff grievance. Plan, direct, supervise, and coordinate work activities of subordinates and staff. Maintenance of employee records and compilation of statistical reports concerning HR/Personnel-related data of employees. Formulate/review HR policies, Rules and Regulations of the Corporation. Ensuring compliance of HR policies, Rules, Regulations and assist management in decision making. Represent corporation before Government authorities/agencies and provide support during litigation involving HR issues. Responsible for implementation of reservation policy. Statutory compliance social security measure. Ensure achievement of MOU target concerning HR matters. Regulate Posting & transfer of employees from time to time. Handles matters related to separation of employees and full & final settlement of their legitimate dues. Probation & confirmation of employees. Coordinate DPC meetings. Manage training budget. Completion of APAR as per DPE guidelines. Any other work that may be assigned by the superior authorities from time to time.
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7.	<u>Desk-in-Charge Skill Training Cell</u> <u>Duties and Responsibilities:</u> Skill Development training aims to empower individuals belonging to the target group to access employment opportunities in the job market through improved skills, knowledge, qualifications. Desk-in-Charge skill Training is responsible for: Implementation of skill development policies, programs, schemes and development efforts of the corporation with focus on linkages with training institutions, placement, livelihoods agencies and self-employment/entrepreneurship development of persons belonging to the target group. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional meetings and seminars. Plan, direct and implement training and development initiatives that would benefit learners and young adults in the SC community. Organize training programs with the existing network of skill development centers and other training institute in the field. Building the vocational and technical training framework and maintain liaison with relevant Central/State government organizations NGOs. Identify and communicate with reputable training providers for efficient service delivery of training. Identify and initiate effective skills programs that will motivate and interest learners in their choice of development. Manage financial expenditure and achievement of skill development targets as per MOU requirements. Prepare and submit reports and returns to the MoSJ&E and other governmental agencies. To generate public awareness through contact programs at local level. Assigns duties and responsibilities to the officers and staff under his control. Ensure that procedures are set up properly to manage that process without errors. Any other work that may be assigned by the superior authorities from time to time.
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8.	<u>Desk-in-Charge (Coordination Cell)</u> <u>Duties and Responsibilities:</u> Coordination cell helps in carrying out non-routine jobs effectively. Desk-in-Charge (Coordination Cell) closely works with senior management to prepare comprehensive action plans and policies to achieve organizational goals and objectives. He/She is an important link between the Corporation and stake holders i.e. the Administrative Ministry and the DPE or any other agency for that matter. The duties and responsibilities of the Manager(Coordn.) are as under: Ensure proper coordination within the organization as well with that of the other concerned departments/agencies. Preparation & Monitoring of the Strategic Plan of the Corporation. Direct, coordinate, and review the work plan for assigned programs. Assign work to internal teams, resolve problems, monitor work flow; review and evaluate progress. Identify opportunities for improving service delivery methods and procedures. Circulation of References orders/instructions received from Administrative Ministry/DPE or from other organizations. Ensure the smooth and adequate flow of information within the organisation to facilitate operations. Help preparation, execution and monitoring of MOU related activities and handle any issues that arise. Maintains professional and technical knowledge by attending workshops; reviewing professional publications; establishing personal networks; participating in professional meetings and seminars. Any other work that may be assigned by the superior authorities from time to time.
9.	<u>Desk-in-Charge (Admin.)</u> <u>Duties and Responsibilities:</u> Maintain inventory and office supplies and purchasing of new material within budgetary constraints. Responsible for preparation, analysis, negotiation for award of tenders as well as review of contracts related to purchasing materials, supplies, products, or services. Maintain liaison with various vendors, providing maintenance, security, and other occupancy services.

	Complies with financial & legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions. Assigns duties and responsibilities to the officers and staff under his control. Ensure that procedures are set up properly to manage that process without errors. Interpreting and administering contracts and helping resolve work-related problems Oversee facilities, services, maintenance activities and tradespersons. Organize and supervise other office activities (renovations, event planning etc.) Ensure operations, while adhering to the framework of policies and regulations. Keep abreast with all organizational changes and business developments. Supervise front office activities such as greeting visitors, photocopying, faxing, mail receipt and dispatch etc. Ensure that conference rooms, meeting rooms and reception areas are ready for meetings. Create and effectively maintain equipment inventory, office and storage space. Liaise with vendors to provide employee services, such as food and transportation services. Acts as custodian of office properties. Allocate office space and work stations to officials. Ensure timely processing vendor payments. Any other work that may be assigned by the superior authorities from time to time.
10.	<u>Desk-in-Charge Finance Deptt.</u> <u>Duties and Responsibilities:</u> The desk-in-Charge (Finance Department), oversees operations of the Finance Department, set goals and objectives, and designs a framework for these to be met. In discharge of his duties of office, the desk-in-Charge (Finance Department) reports to the General Manager (Finance). His duties and responsibilities include the following:- Establishes and enforces the accounting principles based on statutory requirements and auditing policy. Ensure that sound book keeping and accounting procedures are followed and is in accordance with the Government of India instructions. Manage general ledger accounting by reviewing journal entries, reconciliations,

	prepares financial statements and ensuring accounting process in compliance with the laid down accounting procedures. Complies with financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions Maintains cash flow position and availability of funds for meeting operational and administrative requirements. Administer the funds of the organization according to the approved budget. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Interprets accounting policy and regulations and answers accounting procedure related questions. Maintains accounting controls by preparing and recommending policies and procedures. Assigns duties and responsibilities to the officers and staff under his control. Ensure that procedures are set up properly to manage that process without errors. Ensure proper documentation of financial transactions. Guides accounting and clerical staff by coordinating activities and answering queries. Reconciles financial discrepancies by collecting and analyzing account information. Maintains financial security by following internal controls. Authorise payments by verifying documentation, and recommend disbursements. Prepares asset, liability, and capital account entries by compiling and account information. Monitor financial details to ensure that legal requirements are met. Ensure applicability of tax laws and regulations. Help management in making sound financial decisions. Advise management in mitigation of financial risks. Liaise with auditors to ensure appropriate monitoring of company accounts. Represent corporation before Government authorities/agencies and provide support during litigation involving financial issues. Maintains professional and technical knowledge by attending educational workshops;
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	reviewing professional publications; establishing personal networks; participating in professional meetings and seminars. Any other work that may be assigned by the superior authorities from time to time.
11.	<u>Manager/DM/AM/JE (Proj.)</u> <u>Duties and Responsibilities:</u> Manager/DM/AM/JE (Proj.) in discharge of their duties report to the concerned Desk in charge of Proj/Coord/Training/Banking Division. Their duties and responsibilities in Project Department are as under:- Renders active support to the desk in charge in discharge of his/her duties. Maintain continuous contact with State Channelizing Agencies, and other channelizing partners like banks etc. in regard to project issues and status. Prepares and submit reports/returns/information to the Ministry/PMO/Parliament/State Govt./MPs/Planning Commission/Banks/National Commission for SCs, Ministry of Finance/ DPE, etc. Ensures proper scrutiny of projects proposals and process the same for sanction/disbursements as per lending policy. Prepare and send Letters of Intent (LOIs). Follow-up action for implementation of schemes, fund utilization & repayment of loans, over dues etc. as per NSFDC's norms. Follow-up action & undertake field visits for see project implementation, fund utilization & repayment as per NSFDC's Norms Ensure achievement of MOU target as per the notional and sector wise allocation. Follow-up action with SCAs on repayments, overdue & guarantee. Ensure that the Management Information System (MIS) is kept updated all the time. Provide support during litigation involving Project related issues. Handles grievances/representation of the beneficiaries. Review & monitor ongoing schemes/projects. Prepare project proposals for consideration of PCC. Attend to Parliament Questions, RTI & legal matters concerning his/her desk. Prepare Board Notes on issues related to the Projects and any other information. Conduct Project appraisal involving processing like cost estimation, budgeting, risk analysis and documentation etc.

	Reports progress of ongoing schemes/projects and business Partnering. Attends meetings/seminars/workshops/training programs. Any other work that may be assigned by the superior authorities from time to time.
12.	<u>Manager/DM/AM/JE (Fin. & Accounts)</u> <u>Duties and Responsibilities:</u> Reports to desk-in-charge Finance Department. Maintains cash flow position and availability of funds for meeting operational and administrative requirements. Maintains accounting controls by preparing and recommending policies and procedures. Ensure proper documentation of financial transactions. Process payments by verifying documentation, and recommend disbursements. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Ensure that sound book keeping and accounting procedures are followed and is in accordance with the Government of India instructions. Reconciles discrepancies by collecting and analyzing account information. Ensure proper calculation of interest on instruments of loan and advances ensure recovery as per repayment schedule. Represent corporation before Government authorities/agencies and provide support during litigation involving financial issues. Prepare forms and manuals for accounting and book keeping personnel, and direct their work activities. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Manage general ledger accounting by reviewing journal entries, reconciliations, prepares financial statements and ensuring accounting process in compliance with the laid down accounting procedures. Liaise with auditors to ensure appropriate monitoring of company accounting and financing activities. Any other work that may be assigned by the superior authorities from time to time.

13.	<u>Chief Manager/DM/AM/JE(Proj.Fin/Loan Accounting)</u> <u>Duties and Responsibilities:</u> Coordinate accounting system in accordance with management's objectives and company policy. Ensure that sound book keeping and accounting procedures are followed and is in accordance with the Government of India instructions. Work with project teams to ensure timely compliance with all conditions precedent and other obligations. Support senior management on various project financing related matters on an ongoing basis. Reconciles discrepancies by collecting and analyzing account information. Recommend/Authorise payments by verifying documentation, and recommend disbursements. Ensure proper calculation of interest on instruments of funding projects/schemes and raise periodical demand for repayment, as per repayment schedule. Verify and Accept Utilization certificates. Analyze variances and review with the accounting team on a monthly basis. Liaise with auditors to ensure appropriate monitoring of company lending/project financing activities. Ensure proper calculation of interest on instruments of funding projects/schemes and raise periodical demand for repayment, as per repayment schedule. Any other work that may be assigned by the superior authority from time to time.
14.	<u>Manager/DM/AM/JE(HR)</u> <u>Duties and Responsibilities:</u> The Manager/DM/AM/JE(HR) in discharge of his duties and responsibilities report to the Desk-in-charge (HR &Admin). His/her duties and responsibilities are as under: Actively contribute to the development of employees, identify training needs and prepare training calendar for capacity & knowledge enhancement of employees. Ensure timely processing of leave applications; TA/DA, LTC, medical bills, advances; and release of salary, increment, superannuation benefits etc. Maintains liaison with fund managers of Group Gratuity Scheme(GGS), Post Retirement Medical Scheme (PRMS), and Pension Scheme trusts and ensure timely

	release of periodical contributions towards these schemes. Attends to Parliament Questions/VIP communications/RTI and prepare replies to the various queries. Responsible for maintenance of Reservation Rosters and renders support to the Liaison Officer (LO) for SC/ST/OBC in implementation of reservation policy. Process matters related to service grievances of employees. Ensure proper maintenance of leave and attendance records of employees. Ensure proper maintenance of Personnel Files of employees and upkeep of other service records of employees. Manage and monitor Annual Performance Appraisal Reports and probation periods of employees. Contribute to continuous improvement of activities across the HR team. Any other work that may be assigned by the superior authorities from time to time.
15.	<u>Manager/DM/AM/JE(Administration)</u> <u>Duties and Responsibilities :</u> The Manager/DM/AM/JE(Admin.) in discharge of his/her duties and responsibilities report to the Desk-in-charge (HR &Admin). His duties and responsibilities are as under: Handling all administrative activities like maintenance of office equipment, transport, housekeeping & maintenance of office stores, record keeping of and assets etc. Ensure planned and periodical maintenance of office vehicles and other equipments. Ensure regular housekeeping and cleanliness services in the office premises. Maintain inventory and office supplies and purchasing of new material within budgetary constraints. Responsible for preparation, analysis, negotiation for award of tenders as well as review of contracts related to purchasing materials, supplies, products, or services. Maintain liaison with various vendors, providing maintenance, security, and other occupancy services. Interpreting and administering contracts and helping resolve work-related problems Oversee facilities, services, maintenance activities and tradespersons. Organize and supervise other office activities (renovations, event planning etc.) Ensure operations, while adhering to the framework of policies and regulations.

	Manage front office activities such as greeting visitors, photocopying, faxing, mail receipt and dispatch etc. Ensure that conference rooms, meeting rooms and reception areas are ready for meetings. Create and effectively maintain equipment inventory, office and storage space. Liaise with vendors to provide employee services, such as food and transportation services. Acts as custodian of office properties. Allocate office space and work stations to officials. Ensure timely processing vendor payments including telephone electricity bills and maintenance charges. Any other work that may be assigned by the superior authority from time to time.
16.	<u>Chief Manager (MIS)</u> <u>Duties and Responsibilities:</u> MIS plays a very important role in the organization; it creates an impact on the organization's functions, performance and productivity. The MIS helps in strategic planning, management control, operational control transaction processing and decision making. The Manager (MIS) in discharge of his duties reports to GM (Fin. HR & Admin.) The duties and responsibilities of Chief Manager (MIS) are as under: Develop, maintain evaluate and improve company's website, ensuring that the content is always updated and is appealing to potential beneficiaries of the target group, employees and general public at large. Manage the technological needs of a company by determining how information and computer systems are implemented. Ensures that an appropriate data is collected from the various sources, processed and disseminated further to all the needy destinations. Organize collation of data and assist with generating reports. Coordinate the use of hardware, software, networks and communications. Fulfil the information needs of the management functionaries. Answers the queries on the data pertaining to the transaction, the status of a particular record and reference on a variety of documents.

	Provides the operational data for target setting, planning, control and decision-making at the operation level. Helps functional managers about the progress, achievements and shortfalls in the activity and the targets. Creates reporting system structure database and a knowledge base for all the people in the organization. Constantly update his/her knowledge and skills in technology by attending, seminars and conferences. Train the employees in using information systems and help them understand the configuration of the systems. Provide training and necessary assistance to employees in implementation and maintenance of the software systems. Look after the purchase of hardware, software and systems. Ensure data security. Any other work that may be assigned by the superior authorities from time to time.
17	<u>Mgr./DM/AM/JE(Legal Services)</u> <u>Duties and Responsibilities :</u> Manager (Legal Services) is responsible for providing various legal services, advice and guidance to the Management. In discharge of his duties and responsibilities, he/she reports to the GM (Fin./HR & Admin). His/Her duties and responsibilities are as under: Handles prosecution of cases in courts and litigation management. Prepares legal documentation which requires qualified advice from Lawyers and Legal Advisors. Represents Corporation in all meetings, conferences and public events. Represents company in courts, prepare claims and counter-claims and protect company's rights and interests in judicial sittings. Ensures that the Corporation's activities are in strict compliance with new legislation. Responsible for examining/vetting agreements, contract and various other documents of legal importance. Keeps the Management informed about development and progress of ongoing court cases. Maintains liaison with the law firms and legal advisors.

18.	<u>Mgr./DM/AM/JE, Record Management Cell (RMC)</u> <u>Duties and Responsibilities :</u> The Manager(RMC) is responsible for effective record management to support the work of the administrations and provision of continued access to it at times when needed. He is to ensure that files are neither prematurely destroyed nor kept for period longer than necessary and the Record Retention Schedule is reviewed periodically. In discharge of his duties and responsibilities, he/she reports to the DGM (HR & Admin). His duties and responsibilities are as under: Responsible for performing specialized duties such as record-keeping and managing Records. Systematic disposal/destruction of Company's non-current records that have outlived their administrative usefulness. Identification of the Corporation's records that are of continuing administrative and historical value and warrant preservation in physical or digital form. Responds to queries by retrieving information in file systems.
19.	<u>Chief Vigilance Officer (CVO)</u> <u>Duties and Responsibilities:</u> Primarily the role of the Chief Vigilance Officer(CVO) is to assist the CMD in handling vigilance matters, therefore an officer sufficiently senior in rank within the organization, whose normal duties do not involve dealing with matters sensitive from vigilance point of view, is given additional charge of the post of CVO. He/She reports directly to the Chief Executive on vigilance matters. Although, the detection and punishment of cases of corruption and other malpractices are certainly important part of the duties and responsibilities of the CVO; what is more important is taking preventive measures instead of hunting for the guilty in the post corruption stage. Therefore, the role and functions of CVOs has been broadly divided in to two parts, as under: Preventive Measures To examine in detail the existing rules and procedures of the organisation with a view to eliminate or minimise the scope for corruption or malpractices. To identify the sensitive/corruption prone spots in the Organisation and keep an eye on personnel posted in such areas. To plan and conduct surprise inspections and regular inspections to detect the system failures and existence of corruption or malpractices. To maintain proper surveillance on officers of doubtful integrity, To ensure prompt observance of Conduct Rules relating to integrity of the employees, with an eye on matters like: • The Annual Property Returns; • Gifts accepted by the officials; • Benami transactions • Matters of conflict of interests.

	Punitive Actions: To ensure speedy processing of vigilance cases at all stages. In regard to cases requiring consultation with the Central Vigilance Commission, a decision 'as to whether the case had a vigilance angle' shall in every case be taken by the CVO who, when in doubt, may refer the matter to his administrative head, i.e. Secretary in the case of Ministries/Departments and Chief Executive in the case of public sector organisations; To ensure that charge-sheet, statement of imputations, lists of witness and documents etc. are carefully prepared and copies of all the documents relied upon and the statements of witnesses cited on behalf of the disciplinary authority are supplied wherever possible to the accused officer alongwith the charge-sheet; To ensure that all documents required to be forwarded to the Inquiring Officer are carefully sorted out and sent promptly; To ensure that there is no delay in the appointment of the Inquiring Officer, and that no dilatory tactics are adopted by the accused officer or the Presenting Officer; To ensure that the processing of the Inquiry Officer's Reports for final orders of the Disciplinary Authority is done properly and quickly; To scrutinize final orders passed by the Disciplinary Authorities subordinate to the Ministry/Department, with a view to see whether a case for review is made out or not; To see that proper assistance is given to the C.B.I. in the investigation of cases entrusted to them or started by them on their own source of information; To take proper and adequate action with regard to writ petitions filed by accused officers; To ensure that the Central Vigilance Commission is consulted at all stages where it is to be consulted and that as far as possible, the time limits prescribed in the Vigilance Manual for various stages are adhered to; To ensure prompt submission of returns to the Commission; To review from time to time the existing arrangements for vigilance work in the Ministry/Department for vigilance work subordinate officers to see if they are adequate to ensure expeditious and effective disposal of vigilance work; To ensure that the competent disciplinary authorities do not adopt a dilatory or law attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire; To ensure that cases against the public servants on the verge of retirement do not lapse due to time-limit for reasons such as misplacement of files etc. and that the orders passed in the cases of retiring officers are implemented in time; To ensure that the period from the date of serving a charge-sheet in a disciplinary case to the submission of the report of the Inquiry Officer, should, ordinarily, not exceed six months.
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20.	<u>Chief Public Information Officer(CPIO)/PIO/APIO/In-charge RTI Cell</u> RTI Act was passed by Indian Parliament came into force fully on 12th October 2005, to allow common people to access information as a matter of right under the “Right to Information Act 2005.” The basic object of the Right to Information Act is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption, and to enhance people’s participation in democratic process thereby making our democracy work for the people in a real sense. <u>RTI Online</u> During 2016-17, Department of Personnel & Training has launched a web portal namely RTI online with URL www.rtionline.gov.in for all Central Ministries/Departments. This is a facility for the Indian citizens to file RTI applications and first appeals online to all Central Ministries/Departments. The prescribed RTI fees can also be paid online. Reply to the RTI applications and first appeals received online can also be given online by the respective PIOs/FAAs. <u>Duties and Responsibilities:</u> CPIO/PIO/APIO is officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information online/offline under the Act. The CPIO/PIO/APIO should discharge his/her duties as provided under RTI Act, 2005. His/her duties and responsibilities read with the act includes the following: It is essential for a CPIO/PIO/APIO to study the Act carefully and understand its provisions correctly. CPIO/PIO/APIO shall deal with requests received from persons seeking information and where the request cannot be made in writing, he she should render all reasonable assistance to the person making the request orally to reduce the same into writing. If the information requested for is held by or its subject matter is closely connected with the functions of another public authority, the CPIO/PIO/APIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately. PIO may seek the assistance of any other officer for the proper discharge of his/her duties. The information to the applicant should ordinarily be provided in the form in which it is sought. According to the Act, the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person. Receive RTI applications, diarize the RTI applications and sent them to concerned officers for taking necessary action. Remove the IPOs/DDs received along with the application and take and deposit the
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	pay orders with Finance Department for realization of amount. Ensure timely disposal of applications seeking information, received under the RTI applications. RTI applications that are of general nature and not pertaining to the Corporation to transferred/disposed-off as provided under the RTI Act, Present corporation's case and defend the same before the CIC or any other designated public authority. Ensure proper and timely Coordination with and submission of report(s) to CIC/Ministry. Uploading of the Status of RTI applications on monthly basis on the website of the Public Authority and submitting the Quarterly Progress Report (QPR) online every quarter. Any other work that may be assigned by the superior authorities from time to time.
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21.	<u>Liaison Officer for SC/ST/OBC/PwBDs (specially abled employees).</u> <u>Duties and Responsibilities:</u> Instructions issued by the Department of Public Enterprises (DPE) specifically provide that each PSU shall have Liaison Officer with functions similar to that of the Liaison Officer in Ministry/Department. The appointment of Liaison Officer in an Undertaking does not, however, dilute or alter or curtail the responsibilities of the Liaison Officer of the administrative Ministry/Department in regard to implementation of reservation policy in the Undertaking. The duties and responsibilities of the Liaison Officer for SC/ST/OBC/PwBD category employees are as under: Ensuring due compliance of the Orders and instructions pertaining to the reservation of vacancies and other benefits in favour of the SCs/STs OBCs and PwBDs. Maintain liaison with the Administrative Ministry/DPE and other Government organisations for supply of information, answering questions and queries and clearing doubts in regard to matters covered under the reservation Orders. Ensuring timely submission of Reports to the MoSJ&E/DPE in respect of SCs/STs/OBCs and PwBDs. Endorsing the non-availability of an SC/ST/OBC Officer for being associated in the DPC before actually convening the DPC. Acquaint himself/herself well in time about the dates of various DPCs to be held in future. He should have with him ready a list of Officers of various levels belonging to SC/STOBC category of a few PSU/PSEBs, so that whenever requirement arises an SC/ST Officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a Member. Such a list may be prepared by the Liaison Officers by informally consulting the Administrative wing of other PSUs/CPSEs. While making a reference to the administrative Ministry and to the National Commission for the SCs and for the STs for de-reservation of reserved vacancies, ensure that full details in support of the proposal are given. Extend necessary assistance to the National Commissions for SCs/STs/OBC in the investigation of complaints received in regard to service matters and in the collection of information for their Annual Reports. Conduct Annual Inspection of the reservation Registers/Rosters maintained in the Corporation with a view to ensuring proper implementation of the reservation Orders. The Liaison Officer should ensure that Rosters are brought up to date and got signed by the appropriate authority at first and thereafter inspected and countersigned by the Liaison Officers. The following points may be followed while Post-Based Rosters are cast/maintained/updated: Ensure that for each cadre/post, separate post-based Rosters are being maintained as per their mode of recruitment. Number of points in the Roster should be equal to the number of posts of the cadre in a
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	particular mode of recruitment. Excess staff in any particular Mode of Recruitment must be plotted in other Modes of Recruitment as per extant instructions on the subject. The Roster is to be operated on the “Principle of Replacement” and not as a “Running Account. Any other work that may be assigned by the superior authorities from time to time.
22	<u>Secretarial Officers & Staff</u> Duties and Responsibilities: The primary task of a secretarial officer/ Secretarial Assistant is to support the Desk-in-Charge or Managers in the organizational hierarchy. Whereas, all top and senior managerial level officers have exclusive secretarial assistance to meet their job requirements, the others may have common secretarial support within desk or teams. Their duties and responsibilities are as under: Coordinate daily calendar of engagements of officer and plan their appointments and events. Making outward phone calls and routing and screening incoming calls, and distributing messages to appropriate recipients. Write letters/emails, send them to appropriate bodies, receive incoming mails and report updates verbally and in written form to the officer. Handle all correspondence and facilitate internal and external communication in electronic as well as in physical or written form. Generate reports, update internal databases store completed work in designated locations and perform backup operations. Use scanners, photocopier, and fax machines to convert forms, receipts, and reports into electronic format. Attend conferences, meetings and prepare minutes in meetings. Take dictation and create reports or letters, revise rough drafts written by the Managers. Contributes to team effort by accomplishing related results as needed. Organizing and servicing meetings (producing agendas and taking minutes). Act as the point of contact between executives and employees, clients and general public. Maintain liaison with concerned organizations and their dealing officials. Maintain diary of file movements and keep track of files.

	Store and extract file information from computers. Maintain Record of files and other documents. To Prepare and submit periodical reports and returns. Respond promptly to managers' queries. Suggest more efficient ways to run the office and troubleshoot malfunctions. Act as a receptionist and/or meeting and greeting visitors. Prioritizing workloads. Processing bills or expenses. Make travel arrangements. Ensure data security. Any other work that may be assigned by the superior authorities from time to time.
23.	<u>Sr. Asstt./Assistant/Jr. Assistant(Projects)</u> <u>Duties and Responsibilities:</u> Sr. Asstt./Assistant/Jr. Assistant(Proj.) in discharge of their duties report to the concerned Desk in charge of Proj/Coord/Training/Banking Division. Their duties and responsibilities are as under:- Collaborate with the whole project team and provide necessary support. Manage project file systems and involve in project related matters. Prepares reports/returns/information to be submitted to various Authorities Write letters/emails, send them to appropriate bodies, receive incoming mails and report updates verbally and in written form to the desk-in-charge. Keep records of all information related to project for documentation, clarification and presentation to management. Maintain continuous contact with State Channelizing Agencies, and other channelizing partners like banks etc. in regard to project issues and status. Ensures proper scrutiny of projects proposals and process the same for sanction/disbursements as per lending policy. Follow-up action for implementation of schemes, fund utilization & repayment of loans, over dues etc. as per NSFDC's norms. Provide support during litigation involving Project related issues.

	Help achieving MOU target as per the notional and sector wise allocation. Follow-up action with SCAs on repayments, overdue & guarantee. Review & monitor ongoing schemes/projects. Prepare project proposals for consideration of PCC. Attend to Parliament Questions, RTI & legal matters concerning his/her desk. Prepare Board Notes on issues related to the Projects and any other information. Reports progress of ongoing schemes/projects and business Partnering. Ensure that the Management Information System (MIS) is kept updated all the time. Prepare and send Letters of Intent (LOIs). Secures information by completing data base backups. Any other work that may be assigned by the superior authorities from time to time.
24.	<u>Sr. Asstt./Assistant/Jr. Assistant(Finance & Accounts)</u> <u>Duties and Responsibilities:</u> Sr. Asstt./Assistant/Jr. Assistant(Finance & Accounts) in discharge of their duties report to the Desk in charge (Finance) Their duties and responsibilities are as under:- Making timely payments, balancing accounts, bank reconciliations and payroll. Produce and distribute reports for managers to review. Assist in the preparation of balance sheets, income/expenditure statements and other financial statements according accounting and financial guidelines. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements. Maintain inventory, office supplies and purchasing of new material within budgetary constraints. Process vendor payments including telephone electricity bills and maintenance charges. Process loans, advances, reimbursement payments of employees by verifying documentation, and recommend disbursements. Documents financial transactions by entering account information. Maintains different accounting heads and assign entries to proper accounts.

	Implement documentation, recordkeeping and accounting systems, making use of current computer technology. Reconciles financial discrepancies by collecting and analyzing account information. Maintains liaison with the banks and cash flow. Maintain liaison with the internal and external auditing services. Documents financial transactions by entering account information. Secures financial information by completing data base backups. Maintains financial security by following internal controls. Prepares payments by verifying documentation. Prepares financial reports by collecting, analyzing, and summarizing account information. Contributes to team effort by accomplishing related results as needed under MOU. Any other work that may be assigned by the superior authorities from time to time.
25.	<u>Sr. Asstt./Assistant/Jr. Assistant (HR)</u> <u>Duties and Responsibilities:</u> The Sr. Asstt./Assistant/Jr. Assistant(HR)in discharge of his/her duties and responsibilities report to the Desk-in-charge (HR &Admin). His/her duties and responsibilities are as under: Prepare training calendar for capacity & knowledge enhancement of employees. Processing leave applications; TA/DA, LTC, medical bills, advances; and release of salary, increment, superannuation benefits etc. Help administering benefits under Group Gratuity Scheme (GGS), Post Retirement Medical Scheme (PRMS), and Pension Scheme. Process loans, advances, reimbursement payments of employees by verifying documentation, and recommend disbursements. Attends to Parliament Questions/VIP communications/RTI and prepare replies to the various queries. Maintains Reservation Rosters and renders support to the Liaison Officer (LO) for SC/ST/OBC in implementation of reservation policy. Process matters related to service grievances of employees.

	Maintains leave and attendance records of employees. Maintains Personnel Files and other service records of employees. Monitor Annual Performance Appraisal Reports (APARs) and probation reports of employees. Prepare periodical reports and returns required to be submitted to various authorities. Liaise with the internal and statutory auditing teams. Prepare and submit periodical reports. Any other work that may be assigned by the superior authorities from time to time.
26	<u>Sr. Asstt./Assistant/Jr. Assistant (Admin)</u> <u>Duties and Responsibilities:</u> The Sr. Asstt./Assistant/Jr. Assistant(Admin.) in discharge of his/her duties and responsibilities report to the Desk-in-charge (Admin). His/her duties and responsibilities are as under: Ensure planned and periodical maintenance of office vehicles and other equipments. Ensure regular housekeeping and cleanliness services in the office premises. Develop and maintain inventory of office equipments, machinery, furniture, fixtures and stores using computer technology. Maintain inventory and office supplies and purchasing of new materials within budgetary constraints. Review contracts related to purchasing materials, supplies, products, or services and prepare tender documents for renewal of contracts. Keeps liaison with vendors, providing maintenance, security, food, transportation and other occupancy services. Help organize activities such as event planning etc. Ensure operations, while adhering to the framework of policies and regulations. Looks after front office activities such as greeting visitors, photocopying, faxing, mail receipt and dispatch etc. Ensure that conference rooms, meeting rooms and reception areas are ready for meetings. Create and effectively maintain equipment inventory, office and storage space.

	Timely processing of vendor payments, telephone, electricity bills and other maintenance charges. Any other work that may be assigned by the superior authority from time to time.
27.	<u>Sr. Asstt./Assistant/Jr. Assistant (MIS)</u> <u>Duties and Responsibilities:</u> Sr. Asstt./Assistant/Jr. Assistant(MIS) in discharge of his/her duties report to the Chief Manager(MIS). His/Her duties and responsibilities are as under:- Collecting and entering data in databases and maintaining accurate records of valuable information for future use. Inserts data by inputting text based and numerical information from source documents within time limits. Create spreadsheets with large numbers of figures without mistakes as required. Review data for deficiencies or errors, correct any incompatibilities if possible and check output. Generate reports, store completed work in designated locations and perform backup operations. Scan documents and print files, as and when needed. Respond to queries for information and access relevant files Comply with data integrity and security policies. Ensure proper use of office equipment and address any malfunctions. Looks after user complaints of hardware, software and systems in the office. Sort and organize paperwork after entering data to ensure it is not lost. Ensure data security. Any other work that may be assigned by the superior authorities from time to time.
28.	<u>Sr. Asstt./Assistant/Jr. Assistant (RMC)</u> <u>Duties and Responsibilities:</u> The Sr. Asstt./Assistant/Jr. Assistant(RMC.) in discharge of his/her duties and responsibilities report to the Manager/DM/AM (RMC). His/her duties and responsibilities are as under: Maintain Record of files and other documents kept in the custody of RMC.

	Answer queries by searching and retrieving files. Add new files to archives and destroy files as per schedule. Check to ensure files are complete. Aid people in retrieving information. Process and scan files to be entered into computer in digital database. Work with electronic storage media, such as hard drives, floppy drives, and CD-ROMs. Use scanners to convert forms, receipts, and reports into electronic format. Store and extract file information from computers.
29.	<u>JE (Front Office)</u> <u>Duties & Responsibility:</u> The Receptionist looks after front office activities such as: Operates EPBX and maintain telecommunication system by following manufacturer's instructions. Maintains directories of departmental and employee telephone numbers, email and residential address. Ensure reception area is tidy and presentable and necessary stationery and material (e.g. pens, forms and brochures) are available. Greet and welcome guests as they arrive at the office. Direct visitors to the appropriate person and office. Answer, screen and forward incoming phone calls. Provide basic and accurate information in-person and via phone/email. Assist on maintenance of office security by controlling access via the reception desk (maintain visitors book). Process Telephone bills. Assist the Admin officer in processing bills and maintaining records of office expenses and costs. Perform other receptionist duties such as filing, photocopying and faxing. Any other work that may be assigned by the superior authorities from time to time.

30.	<u>Driver/Sr. Driver/ Driver(SG)</u> <u>Duties & Responsibility:</u> In discharge of his duties and responsibilities, the Driver/Sr. Driver/Driver (SG) reports to the Desk-in-Charge (Administration). His duties and responsibilities are as under: Drive vehicle for official travel and business or as instructed by the Desk-in-Charge (Administration). Maintain high standard of service to both officials and guests. Ensure punctuality and safe transportation of passengers. Strict observance of safe driving practices, road safety and traffic laws and regulations. Ensure that vehicle is kept secure, clean and tidy and in good working condition at all times. Ensure vehicle is regularly checked for oil, water, battery, brakes, tyre pressure etc. Perform minor repairs and arrange for other repairs, ensuring that necessary repairs are carried out properly. Prepare inventory of vehicle spare parts and accessories. Maintain vehicle running logbook, daily mileage and fuel consumption record etc. Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month. Ensure that vehicle insurance and registration is updated and maintenance carried out according to schedule. Assist the Admin Officer in delivery/collection of goods, parcels, packages, mails and other official documents etc. as required.
31.	<u>Junior Assistant/ Junior Assistant (SG)</u> <u>Duties & Responsibility:</u> The Following are the duties and responsibilities of the Junior Assistant: Maintenance of files & records of the Section and render assistance in work like typing and data entry on computers, document filing, stock verification etc. To attend to other office related work as per the needs of the administration, as required in events, meetings, seminar, conference etc.; whether taking place inside or outside the office premises. Render assistance to the Administration officer in maintenance and housekeeping jobs.

	Ensure general cleanliness and upkeep of office premises, rooms, furniture, and fixtures. Provide drinking water at work stations of officials and attend to official guests in office premises. Carry files and other papers from one section to another section within the office premises. Operate FAX machine, photocopier etc. and make sets, stapling, and spiral bindings. Assist in routine office works like diary, dispatch and banking transactions etc. Watch & ward duties, like safety & security of office premise, reporting pilferages, damage to properties and fire risk etc. Opening & closing of rooms, windows, machineries etc. Driving office vehicles, if in possession of valid driving license. Shifting of stores, furniture and other office equipments etc. Deliver dak within and outside the office. Any other work assigned by the superior authority.
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Internal auditing is viewed as a value-added service that improves the organization's operations, risk management, internal controls, and financial reporting.

Perform all assigned audit assignment at financial, operational and administrative processes, cost-effectiveness and systems efficiency.

Ascertain level of conformance with established rules, regulations, policies and procedures;

Examine validity and reliability of financial, accounting and other data and report deviations, if any.

Facilitate periodical statutory audit as well as CAG audit.

Study and learn company policy and procedures.

Evaluate comprehensive business processes and transactions to analyze productiveness of controls and risk alleviation.

Identify internal audit control environment enhancement opportunities.

Conduct testing adhering with accreditation and varied regulatory requirements.

Support development of internal audit programs for operational audits and special reviews etc.

The board and senior management who are within the organisations governance structure.

it's clear that if the basic tenets of internal auditing had been put into practice and internal controls respected, the firms would not have exposed themselves to such unreasonable risk. *It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes."*

internal auditor, you'll provide an independent guarantee that an organisation's risk management, governance and control processes are operating effectively.

You'll work within businesses and organisations to monitor and evaluate how well risks are being managed, how business is running and if internal processes are working.

Auditing also includes a consulting service, advising management on how to improve their systems and processes.

The scope and nature of audits can vary significantly, but the main priority of your work is to ensure any issues that affect the survival and prosperity of the business are dealt with.

The work of an internal auditor differs to that of external auditors as they look at more than financial and accounting risks. They also consider factors such as reputation, growth, environmental impact, treatment of employees and ethics.

Your work will senior management provide evidence to stakeholders that they are managing their business effectively.

The work of internal auditors is varied and your range of tasks can include:

- attending meetings with auditees to develop an understanding of business processes
- travelling to different sites to meet relevant staff and obtain documents and information
- researching and assessing how well risk management processes are working and recording the results using software such as Microsoft Word and Excel
- providing ad hoc advice and guidance to managers and staff at all levels, sometimes by delivering courses and training sessions
- performing risk assessments on key business activities and using this information to guide what should be covered in audits
- anticipating emerging issues through research and interviews and deciding how best to deal with them
- providing support and guidance to management on how to handle new opportunities
- agreeing recommendations with relevant staff members to make improvements to operations and helping to secure backing for them in meetings
- preparing reports to highlight issues and problems and distributing the reports to the relevant people
- assessing how well the business is complying to rules and regulations and informing management of any issues that need addressing
- managing a variety of stakeholders and their expectations through regular communications.

INTERNAL AUDIT : SCOPE OF WORK 1. Routine Checking of all accounting and financial transactions i.e. verification of vouchers, checking of banking transactions with particular emphasis on disbursements of loan repayments and utilization, interest receipts, loan agreements, loan

documentation, checking of State Block Govt. Guarantees (BGG) / Bank Guarantee / GO and other loan documents with regard to their validity for the purpose of future loan; 2. Verification of various financial accounting and investment planning and transaction with specific reference to various rules and regulation and guidelines as prevalent from time to time, their interpretation and applications in National Backward Classes Finance & Development Corporation leave accounts, TA, LTC and other staff advances in line with such rules etc. 3. Sectional audit including verification and checking of all records and registers in legal, stores and administrative sections like leave accounts, leave encashment, LTC encashment/availment etc. relating to financial transaction; 4. Verification of compliances of all purchase records i.e. receipts and issue etc; 5. Checking of 100% interest calculation on loans/advances. 6. Checking of Interest calculations and procedure for short term investment/FDs of surplus funds. 7. Checking of overdues statement, NPA Statement etc., 8. Verification of various taxation liabilities of NBCFDC (TDS, Advance Tax, Self Assessed Tax and service Tax etc). 9. Internal Auditors should review the existence, reliability and integrity of financial and operating information/reporting system and the means used to identify measures, classify and report such information. 10. Internal Auditors should review the systems established to ensure compliance with those policies, plans, procedures, laws and regulation which could have a significant impact on operations and reports and should determine whether the organization in compliance thereof or not; 11. Internal Auditors should review the means of safeguarding assets and as appropriate and carry out physical verification of assets to verify the existence of such assets; 10 12. Internal Auditors may make suggestion for control of unproductive expenditure to ensure maximization of return on investment and should check that there is no leakage of revenue. 13. Internal Auditors should appraise the economy and efficiency with which resources are employed; 14. Valuable suggestion to make coverage with Indian Accounting Standard [IAS]/IND AS/Indian Financial Rules Regulation Act[IFRRA] issued by Ministry of Corporate Affairs, Govt.of India. 15. Internal Auditors should review the operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned. 16. Internal Auditor will also check the half yearly/yearly balance sheet alongwith Profit & Loss Accounts etc. and shall give suggestion regarding compliance of Accounting Standard. 17. To attend the Audit Committee/ Board meetings of the Corporation as and when required by the Corporation. 18. Internal Auditors should report proper checks and balance exist in the policy & operations for disbursement of loan and disbursement of training grant. 19. Internal Auditors should also report on statutory internal compliance/control.

the duties of an internal auditor are to:

- Objectively review an organization's business processes
- Evaluate the efficacy of risk management procedures that are currently in place
- Protect against fraud and theft of the organization's assets
- Ensure that the organization is complying with relevant laws and statutes
- Make recommendations on how to improve internal controls and governance processes

Sl. No.	Name of the post	Roll and Functions of the incumbents of Employees /Key Responsibility Areas(KRAs)	KEY Performance Indicators(KPIs)
	Board of Directors	The Board of Directors for the governance of NSFDC is accountable to the Ministry of Social Justice and Empowerment, Government of India. Boards have numerous responsibilities: It oversee management, finances, and quality; set strategic direction; build community relationships; establish ethical standards, values, and compliance; The Chairman-cum- Managing Director (CMD) is responsible for the management of the NSFDC and responsible to the Board of Directors for the service and activities of NSFDC. The primary responsibilities of the Board of Management are as under: 1. Delegate functional management responsibilities and authority to the CMD. 2. Approve objectives, policies, programs, services, operating procedures, organization structure of the Corporation and its performance standards. 3. Support and participate in the Corporation's ongoing planning processes. 4. Ensure the financial solvency of the Corporation including approval of annual budget. 5. Entering into Agreements with funding bodies and Channel partners. 6. Establish and maintain procedures for conducting the business of the Board and governance of the Corporation. 7. Monitor the performance of the	

		Corporation including the achievement of objectives, personnel/ financial/other resource management. 8. To ensure that the Corporation is well informed and is in touch with a variety of opinions. 9. Serve as a final point of appeal in the case of internal conflict which is unable to be settled by the management. 10. Undertake social audit of NSFDCs policies, programs, schemes etc. to narrow down gaps between vision/goal and reality, between efficiency and effectiveness.	
	Chairman-cum-Managing Director	The Chairman-cum-Managing Director (CMD) is the top most functional head of the Corporation. The CMD acts in accordance with the spirit of the Memorandum of Association, develops the overall organizational strategy and goal and is ultimately responsible for its success. He frequently convenes and chairs the meetings of the Board of Directors and meet with other top and senior management level functionaries of the Corporation. He ensures that the areas of responsibility of the senior level functionaries of the Corporation are in sync with his overall vision. The primary responsibility of the CMD is to provide broad leadership and vision leaving details of performance and operations to other top and senior level functionaries of the Corporation. Represent the organization at community activities to enhance the organization's community profile.	<u>Contextual Competencies</u> 1. Project, Program and Portfolio orientation and implementation. 2. Collaboration with a variety of individuals and groups from both within and outside office. 3. Execution of the policy given by the Administrative Ministry. 7. Understanding of organizational mission, ethics and public good and being concerned with public trust. 8. Exercise power, authority and influence

		Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization. Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization	appropriately to achieve organizational goals. 9. Keep abreast with laws, regulations, policies, trends. 10. Focus on partnering with multiple channelizing partners to extend corporation's overreach to the target group. <u>Behavioral Competencies</u> High standards of honesty and integrity. Promoting ethical practices in all organizational activities. Motivation to serve public, including encouraging employees to believe in the spirit of public service and demonstrating a personal commitment to quality public service. Ability to make decisions and move forward to achieve objectives. Ability to think various, possible future scenarios (challenges, opportunities, etc.) and to find creative solutions.
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			Among other things, ability to deal with bureaucracy and red-tapes. <u>Technical competencies</u> Project management success. Risk and opportunity. Teamwork, Problem solving.
			• Provide leadership at all levels of the organization • Communicate and embody the company vision and values. • Build up the company by mentoring new talent • Define and implement policies and performance standards • Evaluate employee performance and provide additional coaching and support as needed Description (JD)” which consist of all the responsibilities the person on job has to

			perform. All the activities listed in JD falls in two categories: Category A – List of functions and activities crucial or critical for the job role. These activities form the KRA of the job. • Demonstrates self-initiative in developing/acquiring skill.
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