

National Scheduled Castes Finance and Development Corporation	Title : Quality Plan for Sanction of Projects	Doc No.: NSFDC/PROJ/QP/01 Issue No. : 01 Page 1 of 3 Page Rev.No:01 Date:
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SI No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
2,3 &4	Registration of Project Proposals received from SCAs, Opening of Files and sending of MIS-I	(a) Specified Format (b) Time	Registration of Project Proposals should be done in specified formats of Central Register Within 3 days from the date of marking to the Dealing Officer by the Desk Incharge	Central Register MIS-I
5, 6,8 &9	Scrutiny of Project Proposals and seeking clarification from the SCAs, in case queries involved	Time	10 days from the date of filing MIS-I. Letter requesting clarification/ additional information from SCAs is sent. If no reply is received within a period of 30 days, a reminder is sent to the SCAs giving further time of 15 days to respond. If still no reply is received, a final notice is given to respond within 15 days, after which the proposal is closed and intimation sent to the SCAs.	Letters and reminders.
5 & 11	Scrutiny of Project Proposals and preparation of Appraisal Note, if no queries involved, and submission before Projects Clearance Committee (PCC)	(a) Checklist (b) Time	Scrutiny of Project Proposals should be done with respect to Checklist. Within next 10 days of filing MIS-I.	Checklist and Appraisal Note

Prepared by :	Reviewed & Approved by : 1
Signature :	Signature :
Date :	Date :

National Scheduled Castes Finance and Development Corporation	Title : Quality Plan for Sanction of Projects	Doc No.: NSFDC/PROJ/QP/01 Issue No. : 01 Page 2 of 3 Page Rev.No: 01 Date:
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SI No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
12, 13 & 14	Preparation of PCC Minutes, issue of Letter of Intent & Preparation of MIS-II	Time Time	5 days from the date of PCC held. 5 days from the date of approval by the Competent Authority	PCC Minutes LOI & MIS-II
15, 16, 17 & 18	Preparation of Disbursement Note, Repayment Schedule, MIS-III & Despatching of Demand Draft(s)	Time Time	5 days from the date of receipt of LOI duly signed & stamped by the SCAs alongwith requests for disbursement. On the same day of receipt of Cheque/Demand Draft from the Project-Finance Department.	Disbursement Note Disbursement Letter & MIS-III
19, 20, 21 & 22	Letter to SCAs for submitting utilization reports, processing of utilization reports received, preparation of MIS-IV.	Time Time	Letter is sent to the SCAs within 15 days after expiry of implementation period (90 days from the date of each disbursement). Utilisation Reports received are processed and file sent to MIS cell to retain a copy of MIS-IV for updation within 7 days from the date of receipt.	Letter Utilisation Report & MIS-IV
23	Issue of Recall Notice	Time	Letter is sent to SCAs within 10 days after expiry of 180 days from the date of each disbursement, to refund the unutilized fund lying with them.	Recall Notice
24	Preparation of MIS-V	Time	Within 3 days from the date of receipt of file/scheme-wise refund details from Projects-Finance Deptt.	MIS-V

Prepared by :	Reviewed & Approved by : 2
Signature :	Signature :
Date :	Date :

National Scheduled Castes Finance and Development Corporation	Title : Quality Plan for Sanction of Projects	Doc No.: NSFDC/PROJ/QP/01 Issue No. : 01 Page 3 of 3 Page Rev.No: 01 Date:
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SI No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
9, 25	Revision /Closure of schemes based on actual	Time	Closures at pending stage within 7 days after expiry of 60 days from the date of first letter vide which clarifications sought from SCAs.	MIS-VI
		Time	Closure at completion/part-implementation stage by way of review of schemes more than 1 year old from sanction date. This exercise is to be carried out within a month after expiry of one year	MIS-II (Revised)

Prepared by :	Reviewed & Approved by : 3
Signature :	Signature :
Date :	Date :