Sl No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
1	Preparation of monthly salary sheet in respect of Head office and Zonal office employees	Time	Information from Personnel Department is received by 20th of every month. Salary is prepared for Zonal Office and Head office by last day of every month.	Salary file
2	Updating of salary sheet	a) Maintenance of employee details b)Monthly average deduction of income tax c) Filing of quarterly income tax returns. d) Time	a) Proper accounting of employee details is made related to advance adjustment, recovery of principal and interest, income tax of the employees, increment and any other recoveries. b) Based on the declaration forms submitted by the employees and the actual investment in tax savings instruments, income tax is deducted from salary on an average basis. c) Data is reconciled and provided to CA Firm for submission of Quarterly returns. d) Tax is deposited within 7 days of the close of previous month and deposit of quarterly Returns by 15th of close of every Quarter.	Salary file Income Tax Rules & Challans file
3	Tax deduction	a) Specified formats	Declaration forms are scrutinized for Tax calculations as per the income tax saving declaration submitted by the employees in specified formats.	Income Tax Declaration file

Sl No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
		b) Time	Income tax declaration forms are received from all employees by 30th April every year.	
4	Approval of payment of monthly salary	Time	On or before last day of the month	Salary File
5	Payment of Salary to employees	Time	Zonal Offices and Head Office salary is released by last date of the month.	
6	Preparation of salary slips	Time	Salary slips are prepared and distributed within first week of next month	
7	Group Savings Linked Insurance Scheme (GSLIS)	Time	Monthly remittance and individual claims are processed, submitted for approval & remitted by the last working day of every month. Annual renewal of the policy is done by 1st April of every year.	GSLIS file
8	Employees Deposit Linked Insurance (EDLI) Scheme	Time	Annual remittance and individual claims are processed, submitted for approval & remitted by 28th Feb every year	EDLI file
9	Remittance of Deductions from salary of employees	Time	Deductions from salary of employees are remitted by first week of close of previous month.	Recovery files
10	Other Salary related matters	Time	DA Orders from DPE is implemented as and when received	DA order files

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Sl No	Activity	Measurable Parameter	Acceptance Criteria	Ref. Document
1	Voucher Feeding	Time	Updating of Books of Accounts is completed on the basis of vouchers fed by 30th of Jun every year.	Tally Package
2	Scrutiny of Ledgers	a) Completeness and correctness b) Time	Ledger accounts are scrutinized for completeness and correctness by 30th of June every year	Tally Package
3	a) Information from various Depts.	Time	Information and bills from various departments are received by 30th of April every year for scrutiny and making provisions.	Annual Accounts file
	b) Information from Banks	Time	Information from banks regarding bank statement and bank certificate are received by 30th of April every year for bank reconciliation.	Bank file
	c) Information from Zonal Offices	Time	Information from zonal offices regarding expenditure statement, fixed assets details, cash and bank details and bank certificate are received by 30th of April every year for incorporation in books of accounts.	Zonal office files
4	Making Provision and Rectifications	Time	Provisions & rectifications are incorporated by 30th of Jun every year	Tally Package
5	Preparation of Sub-schedules	Time	Sub scheduled are prepared by 30th of June every year	Annual Accounts File
6	Preparation of Fixed Assets Register (FAR) Preparation of Schedule C (Fixed Assets)	a) Receipt of FAR from Admn Dept b) Time	Fixed Assets register is received from Admn. Deptt. for calculation of depreciation by 15th of May every year. Calculation of Depreciation is done and necessary entries	Fixed Assets Register File

Sl No	Activity	Measurable Parameter	Acceptance Criteria	Ref. Document
			passed by 31st of May every year. Schedule C (Fixed assets) forming part of Balance Sheet is prepared by 15th of June every year.	Annual Accounts File
7	Preparation of Schedules and Balance Sheet	Time	Scheduled forming part of Balance Sheet, Income & Expenditure statement and Balance Sheet are prepared by 30th of June every year	Annual Accounts File
8	Assisting in Statutory Audit	Time	Coordination and assistance to Internal Audit is provided within time period of Statutory Audit	-
9	Calculation of Earning Per Share (EPS) & Cash Flow Statement	Time	EPS is calculated by 30th of June every year Cash flow statement is prepared by 30th of June every year	Annual Accounts File
10	Notes on Accounts	Time	Notes on account are prepared by 30th of June every year	Annual Accounts File
11	Figures for Director's Report	Time	Figures for Directors' Report are prepared by 30th of June every year	Annual Accounts File
12	Board Meeting	Time	Sets of Balance Sheets are provided to Internal Audit before the Board Meeting Starts	-
13	Variance Analysis	Time	Variance analysis is prepared before the Board Meeting	Variance Analysis File
14	Comptroller Audit General (CAG) Audit & Reply to Half Margins (HM's)	Time	Assistance to Internal Audit is provided during the period of CAG Audit and assistance is given for reply of Half Margins issued by CAG	-

Sl No	Activity	Measurable Parameter	Acceptance Criteria	Ref. Document
1	Preparation of Provident Fund Sheet	Time	Information of addition and deletion of new members is done within a week	PF register
2	Updating of Provident Fund sheet	Time	Updating of Provident Fund sheet is done by 14^{th} of every next month	
3	PF Monthly Summary	Time	Completion of details and reconciliation is done by 14^{th} of every next month	
4.	Uploading of PF details online & Challan generation and Deposit of PF amount.	Time	Uploading of PF details, PF Challan generation and PF amount is deposited by 14^{th} of every next month	
5	Personal Claims	Time	Personal claims are processed within 7 working days.	

National Schedule Castes Finance Development Corporation	Title : Quality plan for Payments to Parties for Purchases/Training expenditure/Capital & Revenue expenditure/Service provider etc.	Doc No.: NSFDC/BF/QP/04 Issue No. :02 Page 1 of 2 Page Rev.No:00 Date:

Sl No	Activity	Measurable Parameter	Assessment Criteria	Ref. Document
1	Financial concurrence for various proposals of purchases, works, Contracts received from various Deptt.	Time	This activity can be performed within 7 working days of receiving the proposal by the Desk processing it.	Files of concerned deptt. Delegation of Powers
2	Processing of Bills for payments and adjustments	Time	This activity can be performed within 7 working days of receiving the proposal by the Desk processing it.	Concern deptt. File/ Vouchers, NSFDC Rules.
3	Processing of files received from Training Deptt. for payments of Grants on Training	Time	This activity can be performed within 7 working days of receiving the proposal by the Desk processing it.	Trg. Dept.File/ Vouchers
4.	Reimbursement to SCAs for arranging Awareness Camp and EDP	Time	This activity can be performed within 7 working days of receiving the proposal by the Desk processing it.	Proj. Desk File / Vouchers
5	Payment for Evaluation study & other consultancy services	Time	This activity can be performed within 7 working days of receiving the proposal by the Desk processing it.	Cdn.Desk File/ Vouchers
6	Tax Deduction at Source (TDS)	Time	Within 7 days of the payment date/closing of the month, TDS is be deposited into Government	TDS file

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			Treasury.	
7	Returns for TDS on Contractors, Parties, Consultants	Time	Within 15 days of the end of Quarter/as per Govternment orders	TDS file

Sl No	Activity	Measurable Parameter	Acceptance Criteria	Ref. Document
1	Receipt of MOU Preparation guidelines from Cordination Desk	Time	Guidelines are received from Cordination Desk.	MOU Projection File
2	Collection of financial data	Time	Within one to two days after the information as at S No 1 is received.	
3	Processing of Financial Data for Projections		MOU Projection (financial figures) is prepared within 3 working days after receipt of financial data related to Project Finance Deptt.	
4	Preparation of MOU Achievements from time to time.	Time	Financial data related to MOU Achievements is prepared in comparison to the MOU Projections for the current year at the time of preparation of Director' Report i.e by 30th of June every year Within 3 working days as and when the information is required by the Management or by Govt of India	MOU Achievement file

Sl No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
1	Determination of Revenue & Capital Expenditure Budget	a) Previous year's trend b) MOU projections c) Expected income and expenditure details received from other departments d) Time	a) Budget is prepared based on previous year's trend and cost escalations. b) MOU projections forms the basis of preparing Sources and utilization of funds, on which budget is prepared. c) The expected income and expenditure details received from other departments are incorporated in the budget. d) This activity is performed within three days after receiving the details from respective departments.	a) Budget file b) GOI Circular c) Information from other departments d) MOU
2.	Determination of Receipts pertaining to Cash Budget	a) Information received from other Deptts. b) Time	a) The sources of funds are prepared based on the expected equity support to be received from Govt. of India, recovery of loans, refund & recall of unutilized funds and interest from short term deposits to be received (Information received from other departments and as available with Finance Deptt). b) This activity is performed within three days after receiving the details from respective departments.	Information received from other departments

Sl No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
3	Determination of Payments pertaining to Cash Budget	a)Information received from other Departments and MOU projections b) Time	The utilization of funds are prepared in line with MOU Projections, taking into consideration, disbursement of funds, Grants to SCAs towards training of beneficiaries & Computer Grant, Capital Expenditure., Revenue Expenditure, Clearance of liabilities and any other payments to employees and parties. b) This activity is performed within three days after receiving the details from respective departments.	MOU
4	Determination of Applications and sources of funds	a)Information received from other Departments and MOU projections b)Meeting disbursement targets as per MOU projections and keeping minimum cash and bank balances	The Cash flow projection is prepared based on sources and applications of funds as determined above in serial No. 2 & 3. b) The emphasis is to keep minimum cash & bank balance aiming at maximum disbursement to beneficiaries as per MOU budget.	Budget file

Sl No	Activity	Measurable parameter	Acceptance Criteria	Ref. Document
5	Preparation of Income & Expenditure Budget	Determination of excess of Income over expenditure	Excess of Income over expenditure is prepared based on total income and expenditure budget	Budget file
6	Preparation of Board Agenda	Time	The budget estimates are submitted for approval of the Board latest by 30th of the Budgeted financial year	Budget file
7.	Release of equity from Govt. of India	Time	After approval of the Budget, Ministry of Social Justice & Empowerment (MOSJ&E) is approached for release of equity with a copy of budget estimates for records. It is usually done by 30th September of the Financial year.	Release of equity share capital file
8	Monitoring of Performance	Time	Performance budget is submitted to the Committee Members by 10th of every month for review and variance analysis.	Performance Budget

Sl No	Activity	Measurable Parameter	Acceptance Criteria	Ref. Document
1	Medical - Claims & Advances	Time	Medical advance and claims are processed within 7 working days of receipt	
2	HBA / Vehicle / Computer / Festival /	Time	Advances for HBA/Vehicle/Computer/ festival are processed within 7 working days of receipt	
3	Monitoring & Control of Advances to Staff	a) Time b) Time c) Time	a) Payment is made within 7 working days after approval provided previous advances are cleared. b) Monitoring is done from time to time. c) Reconciliation of advances is done on quarterly basis, although it is being monitored on regular basis. Previous advances are reviewed if they are settled or not at the time of release of next advance.	Desk Files for Z.O. Staff
4	Leave / LTC Encashment	Time	Payment is made within 7 working days after approval by Competent Authority.	
5	Tour / LTC Claims	a) Time b) Time	Adjustments for tour/LTC claims are made before 31st May of the next financial year, i.e. during finalization of Balance Sheet Adjustments for other claims like cash claims are made within 7 working days.	
6	Financial Concurrence	Time	Within 7 working days	

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7	Processing of Zonal Office Expenditure statement	Time	Processing of Zonal Office expenditure statement is done within 20 working days after receipt	Zonal Office Processing files

Sl No	Activity	Measurable Parameter	Acceptance Criteria	Ref. Document
1	RTI Act Details	Time	a) Details are provided asand when required for updating on website within 3 days. b) Individual claims as per the volume of information required, are processed for handy information within the period given by PIO / APIO.	
2	Reporting to various authorities	Time	On priority and within the desired time period.	
3	Gratuity Work	Time Time	After receipt of claim from LIC, payments are settled within 7 working days. Other works as per requirement within 7 working days.	
4	Record Keeping	Quality	Arrangement of records for easy access on continuous basis.	

Sl No	Activity	Measurable Parameter	Assessment Criteria	Ref. Document
1	Assessment of Surplus Funds	Funds Time	More than Rs. 5.00 crore, not required for Disbursement immediately. This activity is to be performed within 1-2 Days.	Investment file
2	Invitation of Quotations	Time	As soon as Investment Committee declares the availability of Surplus Funds. This Activity should be performed within 1 – 2 Days giving 4 clear days for the Banks to send the quotations.	Investment file List of nationalized Banks/ other PSUs
3	Preparation of Comparative Chart	Time	This activity is to be performed on the day of Decision by Investment Committee.	Investment file
4	Placement of funds	Time	Minutes of the meeting of the Investment Committee are put up the same day. The letter alongwith Cheque(s) is to be issued after the minutes of Meeting of the Investment Committee are signed by the Members. This activity should be performed within one day. FDR is to received within the two days of placement of funds.	Investment file
5	Maturity of Funds	Time	The letter requesting for Maturity of Funds is to be issued at least one day in advance to the Bank, where funds were invested in short term FDR. This activity should be performed one day in Advance of Maturity of funds.	Receipt Book in Cash Cell

Sl No	Activity	Measurable Parameter	Assessment Criteria	Ref. Document
6	Preparation of Board Agenda	Time	Whenever, a Board Meeting is held. The activity with respect to preparation of agenda is to be performed within 7 days of receipt the Notice/date specified by the Company Secretary, whichever is earlier.	Agenda file with Finance Deptt.

Sl. No	Activity	Measurable Parameter	Assessment Criteria	Ref. Document
1	Cash Management	Funds	Availability of Cash for Staff, Parties payments whenever required. This activity can be measured by having a maximum amount of Rs.1,00,000/- in Cash chest at the time of closing the cash book on any day.	Cash withdrawal file. Cash Flow Statement
2	Cash Handling Insurance Policies	Coverage of Risk - Funds	The risk coverage can be upto Rs. 1,00,000/- per person. Cash withdrawal each time is limited to Rs. 1,00,000/- as per the insurance policy. This activity can be measured by Drawing and keeping an amount up to the predetermined limits.	Cash Handling Insurance Policies
3	Payment through Banks for SCAs	Time	On availability of funds in a bank for Disbursement, the Payment is to made, when the request is received from the Projects Department. This activity can be measured by doing the job within 7 working days.	Disburseme nt/ payment files of all department s
4.	Receipts of cash/ cheques/ DDs/ ECS/ RTGS etc.	Time	The receipt of amount is to be issued immediately. This activity can be measured by issuing the receipts within 3 working days.	Receipt Books
5.	Daily/Opening/ Closing Balances in	Time	This activity is to be performed Daily or whenever books are opened.	Opening/ Closing Balance

Sl. No	Activity	Measurable Parameter	Assessment Criteria	Ref. Document
	Cash Book			File of Cash.
6	Issue of cheques/ DDs/ RTGS/ECS/ Cash	Time	This activity can be measured by making the payments within 7 working days of availability of Funds.	Cheque signing /RTGS/ ECS Registers
7	Bank Conciliation/ Liaison	Time	This activity can be measured by doing reconciliation on a Monthly Basis. This activity is to be performed within 7 working days of receipt of Bank statement.	Concerned Bank Correspondence/ Bank Statement file.
8.	Updation of Books	Time	This activity is to be performed Daily.	Tally Package

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