

National Scheduled Castes Finance and Development Corporation	Title : Quality Plan for MOU	Doc No.: NSFDC/CDN/QP/01 Issue No. :02 Page 1 of 1 Page Rev.No:00 Date:
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1. Purpose : To establish & implement a procedure for Co-ordination.

2. Scope : Applicable for all co-ordination works related to Memorandum of Understanding

3. Responsibility: *Deputy General Manager (Cdn.)*

4. Procedure :

SI No	Activity	Measurable Parameter	Acceptance criteria	Ref. Document
1	Submission of Draft MOU	Time	<i>As per the DPE Guidelines.</i>	MOU File
2	MOU Finalization and signing	Time	<i>As per the DPE Guidelines.</i>	MOU File
3	Self Evaluation	Time	On or before 30th September of next financial year	MOU Self Evaluation Report

Prepared by : K.G. Nath	Reviewed & Approved by : R. JENA	1
Signature :	Signature :	
Date :	Date :	

National Scheduled Castes Finance and Development Corporation	Title : Quality Plan for Notional Allocation	Doc No.: NSFDC/CDN/QP/02 Issue No. :02 Page 1 of 1 Page Rev.No:00 Date:
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1. Purpose : To establish & implement a procedure for Co-ordination.

2. Scope : Applicable for all co-ordination works related to Notional Allocation

3. Responsibility: *Deputy General Manager (Cdn)*

4. Procedure :

SI No	Activity	Measurable Parameter	Acceptance criteria	Ref. Document
1	Notional Allocation communication to SCAs	Time	On or before 31st May of the financial year	Notional Allocation File
2	Review of Notional Allocation	Time	On or before 10 th of subsequent month after end of half year	Notional Allocation Review File

Prepared by : K.G. Nath	Reviewed & Approved by : R. JENA	1
Signature :	Signature :	
Date :	Date :	

National Scheduled Castes Finance and Development Corporation	Title : Quality Plan for Reports to Ministry	Doc No.: NSFDC/CDN/QP/03 Issue No. :01 Page 1 of 1 Page Rev.No:01 Date:
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1. Purpose : To establish & implement a procedure for Co-ordination.

2. Scope : Applicable for all co-ordination works related to Reports to Ministry

3. Responsibility: *Deputy General Manager (Cdn)*

4. Procedure :

SI No	Activity	Measurable Parameter	Acceptance criteria	Ref. Document
1	Monthly/ Quarterly Reports to Ministry	Time	By 10 th of subsequent month	MPR / QPR Files
2	Reports for review by Secretary (SJ&E), Ministry	Time	By 10 th of subsequent month	Secretary Review File

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Signature :	Signature :	
Date :	Date :	

National Scheduled Castes Finance and Development Corporation	Title : Quality Plan for Monitoring & Evaluation	Doc No.: NSFDC/CDN/QP/04 Issue No. :02 Page 1 of 1 Page Rev.No:00 Date:
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1. Purpose : To establish & implement a procedure for Co-ordination.

2. Scope : Applicable for all co-ordination works related to External Evaluation

3. Responsibility : **Deputy General Manager (Cdn)**

4. Procedure :

Sl No	Activity	Measurable Parameter	Acceptance criteria	Ref. Document
1	Assignment of Studies	Time	On or before September of the financial year.	External Evaluation File
2	Presentation of Draft Reports	Time	Within four months from date of Offer letter .	External Evaluation File
3	Final Report preparation	Time	Within 15 days from the date of presentation of Draft Report.	External Evaluation File
4	Calling of ATRs from SCAs	Time	Within four months from acceptance of Final Report.	External Evaluation File

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Date :	Date :	