

नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली।
National Scheduled Castes Finance and Development Corporation, Delhi.

No.:NSFDC/HR/046/2/2021

30 दिसंबर, 2021

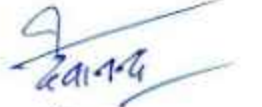
कार्यालय आदेश/ OFFICE ORDER

दिनांक 06 दिसंबर, 2021 को आयोजित हुई 157वीं बोर्ड बैठक में निदेशक मंडल ने एनएसएफडीसी की स्थानांतरण नीति को अनुमोदन प्रदान किया है। इस संबंध में, निगम की स्थानांतरण नीति सभी अधिकारियों/कर्मचारियों के सूचनार्थ इसके साथ संलग्न है।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

The Board of Directors, in the 157th Board Meeting held on 06th December, 2021 has approved the NSFDCs Transfer Policy. In this regard, the Transfer Policy of the Corporation is enclosed herewith for information of all officials/employees.

This issues with approval of the Competent Authority.



(देवानन्द)

मुख्य महाप्रबंधक

वितरण:

1. सभी अधिकारी एवं कर्मचारी All Officials & Employees,
2. सीएमडी सचि. CMD Sectt./ मु.म.प्र. - II/III CGM- II/III,
3. सूचना पट्ट Notice Board, हिंदी विभाग Hindi Cell,
4. सभी संपर्क केंद्र All Liaison Centres.

National Scheduled Castes Finance and Development Corporation

NSFDC Transfer Policy

1. ABOUT NSFDC:

- 1.1 The National Scheduled Castes Finance and Development Corporation (NSFDC) is a Company 'not-for-profit' under Section-8 of Companies Act, 2013(earlier Section 25 of the Companies Act, 1956) under the aegis of Ministry of Social Justice & Empowerment, Government of India.
- 1.2 The broad objective of the Corporation is for financing, facilitating and mobilizing funds for the socio-economic development of Scheduled Caste persons having annual family income up to Rs.3.00 lakh for both rural and urban areas. It provides financial assistance for income generating schemes for the target group through State Channelising Agencies (SCAs) which are nominated by respective State Government /UT Administrations and other Channel Partners such as Public Sector Banks, Regional Rural Banks, NBFC-MFIs, Cooperative Banks/Societies and other development organizations with whom NSFDC has signed memorandum of agreement (MOA).
- 1.3 The Corporation has its presence at 4 locations in the country through its Head Office in Delhi and Liaison Centres at Bengaluru, Kolkata and Mumbai.

1.4 Vision of NSFDC:

To be the leading catalyst in systematic reduction of poverty through socio-economic development of eligible Scheduled Castes, working in an efficient, responsive and collaborative manner with channelizing agencies and other development partners.

1.5 Mission of NSFDC:

Promote prosperity among Scheduled Castes by improving flow of financial assistance and through Skill Development and other innovative initiatives.

1.6 Objectives of NSFDC:

- (i) To finance income generating schemes of eligible Scheduled Caste persons through State Channelizing Agencies (SCAs) nominated by the State Governments/UT Administration and other Channelizing Agencies (CAs).
- (ii) To provide Educational Loans to target group through SCAs and or CAs for pursuing full-time professional/technical education through recognized institutions.
- (iii) To provide loans to target group through SCAs and/or CAs for pursuing employment linked long term Vocational Education & Training Courses.
- (iv) To provide grants for Skill Development Training Programmes of the target group.

- (v) To provide advisory services to SCAs/CAs & target groups.
- (vi) To upgrade professional skill levels of the Officers of SCAs/CAs.
- (vii) To develop competencies of its employees by providing professional training in emerging fields.
- (viii) To organize/participate in the Exhibitions cum Fairs for marketing of the products of beneficiaries.

2. TRANSFER & POSTING POLICY

2.1 Purpose:

- 2.1.1 The purpose of this policy is to provide a guideline and precedence to implement transfers of employees from one location to another, necessitated by reasons of needs of NSFDC Liaison Centres located at various places in the country. The policy would also serve to fulfill the following objectives:

2.2 Objectives:

- 2.2.1 The Corporation in its endeavour to acquire, nurture and retain expertise and to synchronize with organizational objectives and goals with continued emphasis on growth and developmental aspirations of individual employee shall seek to:
- (i) To cater to the changing organizational requirement.
 - (ii) To ensure optimum utilization of manpower based on needs.
 - (iii) Provide opportunity to employees to develop knowledge and skills in various functions related to his/her domain.
 - (iv) To accomplish specific tasks/goals by deploying available human resources based on skills, ability and aptitude.
 - (v) To facilitate intellectual growth of employees and upgrade their domain knowledge in their respective area of specialization.
 - (vi) To broad-base areas of experience and groom the employees for leadership positions.
 - (vii) To provide stability of tenure, as may be considered reasonable, to an employee at the place of posting for a reasonable duration, so as to enable him/her achieve professional targets.
 - (viii) To reconcile personal preferences of employees with the organizational needs, without prejudice to claims of other employees.
 - (ix) Accommodate posting of employees and his/her spouse at the same station and those who request for transfer.
 - (x) To ensure rotation of executives holding sensitive positions to non-sensitive positions.
 - (xi) To maintain and to sustain the organizational growth.

- (xii) To fulfill the needs of employees nearing retirement for possible placement close to their hometown or a location of choice.

2.3 Scope and Application:

The Transfer Policy will be applicable to all employees of the Corporation including those who are on deputation.

2.4 Need for Transfer:

- (a) To provide replacement for a specific post/cadre with a specialized or desired qualifications and/or suitable experience as per emergent need.
- (b) To bridge manpower deficit or to provide reinforcement in view of capability addition/expansion etc.
- (c) Placement under sympathetic/compassionate grounds.
- (d) For adherence to Government guidelines/instructions/rulings (as amended from time to time) concerning:
 - (i) Posting of husband/wife working together to same location.
 - (ii) Rotational postings in Centres located in North-East/J&K Region.
 - (iii) Any other category covered under relevant rules.

2.5 Existing Provisions in Service Rules:

- 25.1 Every employee of the Corporation is liable to be posted at the discretion of the Competent Authority to serve at any of the other offices/centres of the Corporation in India keeping in view the expertise of an individual required at a particular centre/location and purely in the interest of the Corporation.
- 25.2 All the appointment letters also carry a clause that services of an employee is transferable anywhere in India.

2.6 Proposed Transfer Norms/Criteria:

The transfer of employees will be regulated in the manner hereinafter mentioned as under:

- (i) An employee may be required to serve at any location.
- (ii) An employee may be required, at least once in NSFDC career, to serve at a Centre located in different locations.
- (iii) Transfer may be considered for those who worked for more than 2/4 years at one place. However, in the exigency of work, such transfers may be done by the Competent Authority as and when required in the interest of the work of the Corporation to meet the requirement of specialized manpower and emergent need/shortage. Also, if the performance of an employee is not upto the mark at particular location, then such employee based on his/her capability will be transferred without taking into consideration the period of 2/4 years.

- (iv) The tenure for the posting/transfer is indicated below :

S.No.	Post/Level	Tenure
1.	All Executives (E-0 level and above)	3 Years
2.	All Non-Executives (except Assistants/Jr. Assistants)	4 Years
3.	Posts declared as sensitive	2 Years

However, CMD is authorized to keep an employee posted at Head Office without any time limit in public interest.

- (v) Posts dealing with matters of Finance & Accounts (where payment matters are dealt), Administration (where the matters of tendering and procurements are dealt), and also posts of Desk Incharges shall be treated as sensitive posts. Such holders of sensitive posts shall necessarily be transferred to another post as may be decided by the Competent Authority based on need and requirement.
- (vi) At the time of transfer, all the employees would be required to prepare a handing over note to assist the successor to execute his/her responsibilities effectively. A copy of such note should be given to the immediate reporting and reviewing authorities.
- (vii) The handing over note shall be examined by immediate reporting authority and final handing over note shall be sent to the reviewing authority.
- (viii) Disciplinary action shall be taken if the employee does not relocate to the newly assigned post within the permissible time frame and shall tantamount to disobedience of official orders.
- (ix) The employee nearing his/her retirement would be given option for transfer for possible placement close to their hometown or to their location of choice.
- (x) Employee with 2/3 years residual service before retirement may be exempted from transfers.
- (xi) Notwithstanding what has been stated above, an employee may be transferred in the exigency of organizational needs and/or public interest as the Competent Authority deems fit in the prevailing situation.

3. **IMPLEMENTATION PROCEDURE:**

- (i) Transfer requests (only for outside Delhi at NSFDC Offices) will be invited in the month of December with 2/3 options of place of postings. The name of the employee to be transferred would be finalized by February each year in order to avoid disturbance in academic session of children.
- (ii) Every Liaison Centre shall also send a statement of shortage/excess manpower in Group 'A', 'B' & 'C' with justification and send it to NSFDC Head Office by 30th November every year.
- (iii) A consolidated proposal would be prepared by NSFDC Head Office based on the shortage/excess manpower data, existing/proposed organizational structure and other facts and figures, if any.

- (iv) If it is felt essential by the Competent Authority, a Committee may be constituted to recommend transfer of employees from one Centre to other Centre.
- (v) Consolidated proposal for transfers would be considered by the above Committee along with other aspects, including technical background and suitability of employee, for making recommendations.
- (vi) On receipt of recommendations of the Committee, NSFDC would initiate action to get requisite approval of the Competent Authority for implementation.
- (vii) In exceptional circumstances, when transfers become necessary due to exigency of organizational needs and/or administrative reasons, the Competent Authority may take requisite action, without making a reference to the Committee.

4. **IMPLEMENTATION:**

Transfers shall be regulated as under:

(i) **On joining:**

Generally an employee appointed shall be posted/deployed to a position as per needs identified at the time of his/her keeping in view his/her qualification and experience. Such posting should continue for at least 3 years to enable him/her to utilize and develop his/her skills and knowledge. Thereafter, they would be periodically rotated. Inter divisional transfers should be effected after ensuring that the concerned official/employee posted has a requisite qualification, knowledge, skills and competence required for the position to which he/she is transferred. In case of deputationist, consent of the deputationist and his/her parent department shall be taken prior to effecting such transfer, if such transfer involves posting at a place other than for which he/she was deputed.

(ii) **Transfer to Liaison Centres:**

- (a) Where an employee is posted at Liaison Centre for more than 6 years, he/she shall be eligible to be considered for a transfer to Head Office or other Liaison Centre.
- (b) Due care shall be taken that outstation transfers are not effected in the mid-session and as far as possible, transfers are effected either at the time of promotion or after the completion of financial year. This condition could be relaxed in case of official exigency.
- (c) Executives (E-0 level and above) posted at Liaison Centres of the Corporation shall be rotated every three years and shall be assigned specific target oriented tasks including implementation of NSFDC schemes in their respective Zone/States, liaison with State Government Departments/ SCAs/CAs/PSBs/RRBs/NBFC-MFIs etc. for Government Guarantee/ sanctions/disbursements/Utilization Certificates/Over-dues, field visits and monitoring of training programmes/beneficiaries, maintenance of office of

Liaison Centres, any other task to be assigned from Head Office from time to time.

(iii) Posting of Husband and Wife:

Where an employee and his/her spouse are working in the Corporation or its Liaison Centre, the Corporation shall as far as possible consider to post both the employee and his/her spouse at the same station. In case of an employee whose spouse is also employed in State/Central Government Organizations/PSUs, Corporation will post such employees at the place where spouse is posted subject to availability of vacancy and requirement of the Corporation.

(iv) Transfer before Superannuation:

Employees who are due to retire on attaining the age of superannuation within the next year shall have the option to request for a transfer to his/her choice of station, subject to availability of vacancy, corporate requirement and other factors.

(v) Transfer on Request:

Where an employee seeks transfer on personal grounds, such transfers shall generally be considered sympathetically, subject to availability of vacancy.

Applications for request of transfer may be made by an employee. Such applications for request of transfers will invariably be forwarded by the concerned Head of the Department to the CMD. The request has to be forwarded through proper channel. The grounds of request transfer in order of priority would be as under:

- (a) Medical: Primarily Self or Spouse. (medical condition to be defined by CMD)
- (b) Physically handicapped condition of Son/Daughter as per GOI guidelines.
- (c) Employment of Spouse.

Such transfers shall be considered subject to exigencies of administration such as organizational constraints, availability of suitable replacement, overall organizational interest etc.

(vi) Special provisions for eligible categories:

As per DOPT guideline posting of employees who have children with hearing impairment or multiple disability shall be considered sympathetically as far as possible in such station where facilities of medical care and education of children with hearing impairment or multiple disability be available.

Lenient view may be taken in respect of employees with disabilities, while considering rotational transfers and they may be allowed to continue in the same or similar posting. Preference in place of posting at the time of transfer/promotion may be given to persons with disability subject to administrative exigencies.

(vii) Posting to North-East/J&K:

Employees posted to North-East/J&K areas shall also be entitled for North-East allowance, if applicable, as per DPE guidelines/Central Guidelines Rules. Further, the employees transferred to North-East/J&K will be considered for posting at the place of their choice after a period of two years subject to availability of vacancy and requirement of the Corporation.

Further, transfer to North-East and J&K will be governed/regulated as per DPE guidelines/ Central Government Rules.

5. JOINING TIME, TA/DA & FACILITIES ON TRANSFER:

Joining Time, TA/DA and facilities (including lease/HRA) on transfers shall be governed by the relevant rules of the Corporation/Government of India.

6. PROCEDURE FOR RELIEVING ON TRANSFER:

All employees in respect of whom order of transfer is issued shall be relieved within 10 days after issuance of the order and shall be required to handover/takeover charge before relieving. Such order shall be promptly uploaded on Corporation's website.

7. LOBBYING FOR TRANSFERS:

- (a) Employees either directly or indirectly should not bring any outside influence from sources such as Ministers/ MPs/MLAs/other officials for sponsoring his/her individual case. Bringing or attempting to bring political, non-official or other outside influence by employee or any one purportedly acting on behalf of the employee shall attract disciplinary action under Conduct, Discipline & Appeal (CDA) Rules/Standing Orders of the Corporation.
- (b) Sending copies of representation on service matters including transfers to persons or bodies outside the Corporation such as Ministers, Secretary, Members of Parliament, etc. shall tantamount to objectionable practice, contrary to official propriety and subversive of good discipline and liable for disciplinary action.
- (c) The management will take appropriate disciplinary action against an employee who brings in outside political/non-political influence or undue pressure either orally or in writing, for his transfer to a particular station/office in violation of Corporation's Conduct, Discipline & Appeal Rules/Standing Orders. A written warning will be issued by the Disciplinary Authority, in the first instance. An entry to that effect will be made in his/her APAR and Service Record.
- (d) If the employee is found guilty of repeating the misconduct and violating the provision of CDA Rules/Standing Orders despite issuance of warning to him/her, disciplinary action shall be initiated against him/her by the Disciplinary Authority under the provisions of Conduct, Discipline and Appeal Rules. An entry will be made in his/her APAR and service record and same will be communicated to the employee.

8. GENERAL:

- (i) The extent possible transfers would be synchronized with the end of the academic year so that the education of children of employees does not suffer.
- (ii) Employees opting for transfer, any other time and on his/her own volition, may make request to the CMD through proper channel, who may consider it on merits of each case.
- (iii) No transfer would be done as a punishment or to harass the employee.
- (iv) All employees in respect of whom orders of transfer are issued will be released within seven days of issue of the order. These orders shall be promptly uploaded on Corporations website. The Project Head/Controlling Officer shall ensure compliance. However, in case it is not done, the employee will automatically stand released on completion of period mentioned in Transfer Order.
- (v) The transfer of employees will be made against requirement as per the sanctioned manpower strength. While effecting transfers, specialization will be an important criterion for consideration. However transfer can take place at any time of the year if administrative exigencies so warrant.
- (vi) Management reserves the right to transfer the employee before completion of prescribed tenure at particular location owing to exigencies of administration.

9. COMPETENT AUTHORITY:

The Competent Authority for transfers shall be the Chairman-cum-Managing Director (CMD), NSFDC. On approval of the Competent Authority, HR Department shall issue the office order.

10. APPEAL:

- 10.1 Whenever a transfer order is issued, the concerned employee shall comply with the order. However, it would be open to an employee to make representation to the CMD, NSFDC against such order within 10 days from receipt of transfer order.
- 10.2 In the event of a transfer order not stayed/modified/cancelled, within 30 days from the date of written representation, the concerned employee shall carry out the order.

11. INTERPRETATION:

CMD, NSFDC shall have the power to interpret, modify, amend or delete and withdraw any or all provisions of this policy.

NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION

NSFDC/Pers./00(2)/94/Vol.VI/

Date: 04th October, 2024

OFFICE ORDER

Consequent upon the superannuation of Sh. Rajesh Bihari, CGM, the manpower deployment and work allocation in the Corporation are re-organized as under:

(I) CMD's Secretariat

Smt. Arti Luker, Manager
Sh. Navin Kumar, Assistant Manager
Sh. Birhampal Singh, Driver (SG)
Sh. Dilip Kumar, Assistant

(II) Sh. C. Ramesh Rao, CGM & Appellate Authority: Will oversee functioning of all Departments except those assigned to Dr. K.C. Mahato, GM and Smt. Annu Bhogal, GM.

Smt. Kanta Kumari, Manager

(A) Sh. Sapan Barua, General Manager (Departmental Head-Projects), PD-1, PD-2 and PD-3

1) Sh. R. G. Banker, DGM, Desk In-charge- PD-1 (West Zone, Central Zone, South Zone)

Sh. Dhanpat Singh, Asstt. General Manager
Sh. Ajay Kumar Singh, Manager
Sh. Pramod Kumar Jha, Manager
Sh. Pravesh Kumar, Senior Assistant

Liaison Centre – Mumbai (PD-1)

Sh. K. G. Nath, Deputy Manager
Sh. P. S. Bhosale, Senior Assistant

Liaison Centre – Lucknow (PD-1)

Sh. R. N. Gond, Deputy Manager
Sh. Raj Kumar, Executive
Sh. Rakesh Kumar Ranjan, Assistant

Liaison Centre – Bengaluru (PD-1)

Dr. V.R. Salkute, Asstt. General Manager
Smt. Vijaya Lakshmi B., Assistant Manager
Sh. N. Subramaniam, Assistant

2) **Sh. Amit Bhatia, DGM, Desk In-charge- PD-2 (North, East & North East Zones), VISVAS, SIDBI & NABARD).**

Sh. Nand Kishore, Manager
Sh. Hari Krishan, Deputy Manager
Smt. Promila Awasthi, Deputy Manager
Sh. Pukhraj Meena, Executive
Sh. Chander Prakash- Consultant

Liaison Centre – Kolkata (PD-2)

Sh. H. L. Thanga, Deputy Manager
Sh. Mohan Chandra Nayak, Assistant

(B) **Sh. Thota Satish, DGM, Desk In-charge – PD-3, Coordination, SEED, CLUSTERS, AMRCD, Convergence, CSR & SSE, PM SURAJ**

Sh. Varun Sharma, Asstt. General Manager
Smt. Suman Yadav, Chief Manager
Ms. Manju Devi, Senior Assistant
Sh. Prashant Kumar, Senior Assistant
Sh. Satish Kumar, Senior Assistant
Sh. Baindla Vamshi Krishna - YP (SEED)
Ms. Poonam Thakre, YP (CSR & SSE) (joining in October second week)
Sh. Rohit Thakur, Intern
Sh. Sagar Prasad, DEO (Outsource)

(III) **Sh. David Hrangate, General Manager (CVO) [Departmental Head] HR, Vigilance & ISO**

Smt. Rajni Mongia, Chief Manager [Desk In-charge]
Sh. Sushil Kumar Sharma, Manager
Smt. Poonam Rani, Executive
Sh. Lalit Fulara, Junior Executive
Sh. Rajnish Kumar, Apprentice

(IV) **Dr. K. C. Mahato, General Manager [Departmental Head] Administration & Official Language**

Smt. Archana Mehra, Chief Manager [Desk In-charge OL]
Sh. Hari Bhajan, Manager [Desk In-charge Admn.]
Sh. Surender Kumar, Deputy Manager (OL)
Smt. Sudha, Assistant Manager
Smt. Renu, Assistant Manager
Sh. Kamal Kishore, Executive
Sh. Ganga Saran, Senior Assistant
Sh. Deepak Kumar, Senior Assistant
Sh. Rohtash Kumar, Assistant



(V) **Sh. Ratikanta Jena, GM & PIO (RTI) - Departmental Head- PM DAKSH, NABARD SKILL, RTI, CPGRAM, NFSC, MIS/IT, Media & Publicity**

Smt. Sarita Singh, Chief Manager
Smt. Harish Raizada, Manager
Sh. Sandeep Kumar, Manager
Ms. Anju Sehgal, Executive
Sh. Prince Kumar - Contract (NFSC)
Sh. Harsh Kashyap, Apprentice

MIS/IT & Media & Publicity

Sh. Sunny Sharma, Deputy Manager
Sh. G. S. Rawal, Deputy Manager
Smt. Rakhi Morwal, Deputy Manager
Smt. Pinki- DEO (Outsource)
Sh. Ajay, Computer Engineer Contract (Outsource)

(VI) **Smt. Annu Bhogal, GM (Departmental Head) Finance, Corporate Services, Audit, Legal.**

Finance

Sh. Manjeet Singh Chhatwal, DGM (Desk In-charge)
Sh. Mahesh Chand, Chief Manager
Sh. Garvit Nagpal, Chief Manager
Sh. Neeraj Maheshwari, Chief Manager
Ms. Mamta Kumari Gupta, Manager
Smt. Rachna Devi, Junior Executive
Smt. Pooja Rani, Junior Executive
Sh. Pankaj, Junior Executive
Sh. Tejavat Venkatesh, Senior Assistant
Sh. Mohan Prasad, Senior Assistant

CS, Audit, Legal

Sh. Tarun Kumar Dudeja, Assistant Manager
Sh. Sudhish, DEO (Outsource)

(VII) **Manpower at MOSJ&E**

Sh. Mahesh Chand, Assistant Manager
Sh. Tapeswar Pal, Driver (SG)

(VIII) **Other Multi-Tasking Staff (Assistant/Jr. Assistant/Jr. Assistant (SG) & Outsource) & posted in different departments at Head Office:**

Name	Duties / Assignment assigned with.	Reporting Officer
Sh. Reet Lal Paswan, Assistant	Attend to Sh. C. R. Rao, CGM, Dr. K.C. Mahato, GM, Sh. Ratikanta Jena, GM, Smt. Annu Bhogal, GM, Sh. Sapan Barua (Core-2- center Block)	Sh. Ratikanta Jena

Sh. Jai Kishan, Assistant Smt. Dinu (Outsource)	Attend to Sh. R.G. Banker, DGM, Sh. Thota Satish, DGM, Sh. Amit Bhatia, DGM and all officials in Cubicles of Core-2- center block.	Sh. R.G. Banker
Sh. Sonu, MTS (Outsource)	Attend to Sh. Manjeet Singh, DGM and all Finance officials in cubicles of Core-2- center block.	Sh. Manjeet Singh Chhatwal
Smt. Jyoti Rani, Jr. Assistant (SG)	Attend to all officials of HR/Admin/MIS.	Sh. David Hrangate
Sh. Ashish Pandey, MTS (Outsource)	Dispatch and other MTS work of HR/ Admin / MIS.	Sh. Hari Bhajan

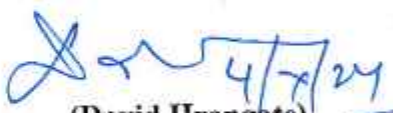
(IX) Sh. David Hrangate, GM, Sh. Ratikanta Jena, GM, Sh. Sapan Barua, GM will report to Sh. C. Ramesh Rao, CGM. Dr. K.C. Mahato, GM and Smt. Annu Bhogal, GM will report to CMD directly.

(X) Sh. R. G. Banker, DGM, Sh. T. Satish, DGM and Sh. Amit Bhatia, DGM will report to Sh. Sapan Barua, GM.

(XI) All officers and staff of the Desk/Department are advised to handover and takeover their charges immediately under intimation to HR department.

This issues with the approval of the Competent Authority.

Hindi version will follow.


(David Hrangate)
General Manager (HR)

Distribution:

1. Concerned Officials.
2. CMD Secretariat, CGM Office.
3. All General Manager, Department Heads, Desk In-charges.
4. All Liaison Centres, Hindi Cell, Notice Board.

नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली
NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION, DELHI

No: NSFDC/Pers./00(2)/94/Vol-VI

27th June, 2025

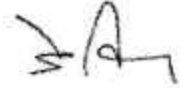
OFFICE ORDER

It has been decided that Smt Promilla Awasthi, DM (PD-1), Sh Kamal Kishore, Executive (Admn) and Sh Satish Kumar, Sr Ass't (PD-1) shall be temporarily assisting the Skill Trg Desk till 15/07/2025 for completing the time bound work relating to PM- DAKSH Yojana.

The above officials shall be reporting to Sh Ratikant Jena, GM (GBM) for further duty instructions during the said period.

This issue with the approval of Competent Authority.

Hindi version will follow.



(David Hrangate)
General Manager (HR)

Distribution:

- (i) Concerned Officials
- (ii) CMD's Secretariat/ CGM
- (iii) All Departmental Head/All Desk In-charges
- (iv) Hindi Cell/Notice Board.

नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली
NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION,
DELHI

सं.:एनएसएफडीसी/का./00(2)/94/खंड-VI

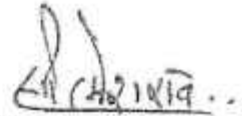
1 जुलाई, 2025

कार्यालय आदेश/OFFICE ORDER

डॉ. के. सी. महतो, महाप्रबंधक (प्रशासन एवं राजभाषा) की दिनांक 30.06.2025 को सेवानिवृत्ति के फलस्वरूप यह निर्णय लिया गया है कि श्री डेविड रांगते, महाप्रबंधक (मानव संसाधन एवं मुख्य सतर्कता अधिकारी) अपने वर्तमान कार्यभार के अतिरिक्त, तत्काल प्रभाव से अगले आदेश तक प्रशासन एवं राजभाषा विभाग का कार्यभार भी देखेंगे।

It has been decided that, consequent upon the superannuation of Dr. K. C. Mahato, General Manager (Administration & Official Language), on 30.06.2025 (A/N), Shri David Hrangate, General Manager (HR) & CVO, shall, in addition to his existing responsibilities, look after the work of Administration & Official Language Department with immediate effect, until further orders.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of the Competent Authority.



(C. Ramesh Rao)

मुख्य महाप्रबंधक / Chief General Manager

वितरण/Distribution:-

- (i) संबंधित कार्मिक /Concerned officials
- (ii) अप्रति सचिवालय CMD's Secretariat, सभी महाप्रबंधक All GMs, सभी डेस्क प्रभारी All Desk In-charges
- (iii) सभी संपर्क केंद्र All Liaison Centres, हिंदी सेल Hindi Cell, सूचना पट्ट /Notice Board.

NSFDC

Internal Note (Projects)

NSFDC/PROJ/GM/25-26

Dated : 21.07.2025

For smooth functioning and timely discharge of day to day tasks related to Projects, it has been decided that the States/UTs/Zones of Projects shall be divided between two DGMs, as was being followed in recent past.

2. Accordingly, Shri Rajnish Banker, DGM I shall look after SCAs/Banks/RRBs/PSBs/Coop. Banks/Societies of South, Central and West Zone, collectively designated as PD 1, while Shri Amit Bhatia, DGM II shall look after SCAs/Banks/RRBs/PSBs/Coop. Banks/Societies of North and East Zone, collectively designated as PD 2. The scope of work of present PD 2 to generate demand, follow up for dues etc. is thus done away with. Accordingly, team members are assigned as below:

PD 1-DGM I - Shri Ajay Singh, Mgr., Shri P.K.Jha, Mgr. Shri Pravesh Kumar, SA, Shri Satish Kumar SA, Shri Mahesh Chand, AM.

PD 2-DGM II - Shri Nandkishore, Mgr. Smt. Promila Awasthi, DM Shri P. Meena. Executive.

This issues with the approval of the Competent Authority.



(SAPAN BARUA)
General Manager (Proj.)

Distribution :

- i) Shri R.G.Banker, DGM PD 1.
- ii) Shri Amit Bhatia, DGM PD 2.
- iii) All team members of PD 1 & 2.

Copy for information : i) CGM
ii) CMD Secretariat

iii) GM, HR


21/07
CM (K)


नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली
National Scheduled Castes Finance & Development Corporation, Delhi

No.NSFDC/Pers./00(2)/94/Vol.VI

Date: 11.11.2025

OFFICE ORDER

In partial modification of the Transfer and Post Office Order dated 28.10.2024, the manpower deployment and work allocation in Operations Vertical (Projects Department) are re-organized as under:

2. It has been decided that in order to effectively implement the MoSJ&E piloted inter-linked initiatives of TULIP and NAMAHA, the Projects (South) Desk comprising of SCAs/CAs of AP, Karnataka, Kerala, Tamil Nadu and Puducherry stands withdrawn from Sh. Rajnish G. Banker, DGM (PD-1) and assigned to Sh. Amit Bhatia, DGM (PD-2).

Sh. Rajnish G. Bankar, DGM (PD-1) is advised to handover the charge of South Desk to Sh. Amit Bhatia, DGM (PD-2). He is also advised to handover the charge of the Dairy Animal Capacity Building Programme with National Dairy Development Board (NDDB) to Sh. Amit Bhatia, DGM PD-2.

3. Sh. Ajay Kumar Singh, Manager and Sh. Pravesh Kumar, Sr. Assistant, presently looking after Projects (South Zone) PD-1 will now report to Sh. Amit Bhatia, DGM (PD-2).

4. Sh. R.G Banker, DGM (PD-1) will now look after Projects (Central & West Desks), Exhibitions, Fairs, Awareness camps, Handloom and Handicraft Clusters, TULIP, NAMAHA, mobilization of NABARD grants for Gram Dukans, Carts, Rural Haats/Rural Marts in identified locations, a dedicated assignment of convergence of NSFDC loans with subsidies under selected schemes of Ministry of Agriculture & Farmers Welfare and any other tasks assigned by the management from time to time.

5. The above orders come into force with immediate effect. The concerned officials are advised to ensure strict compliance and immediately hand over and take over their charges under intimation to HR Department.

This issue with the approval of the Competent Authority.

Hindi Version will follow.


(David Hrangate)

General Manager (HR & Admn)

Distribution:

1. Concerned Officials, CMD Sectt., CGM, All GMs.
2. All Desk-In-Charges, Liaison Centres, *and all*.

नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली
National Scheduled Castes Finance & Development Corporation, Delhi

No.NSFDC/Pers./00(2)/94/Vol.VI

Date: 27.11.2025

OFFICE ORDER

In partial modification of the Transfer and Post Office Order dated 28.10.2024, the manpower deployment and work allocation in Projects Department are re-organized as under:

2. In order to enable Sh Amit Bhatia, DGM (PD-2) to concentrate more on the three Project Zones - South, North and North East besides the AMRCD functions, it has been decided that VISVAS work, which is aligned with Portal based IT claims/validation, shall now be looked after by Shri Varun Sharma, for gradual development of second line of officers in Projects Dept. For execution of the said task i.e. VISVAS, Shri Varun Sharma shall report to Sh Amit Bhatia, DGM(PD-2) and all files routed through the latter till further orders.
3. Sh. Pukhraj Meena, Executive and Sh Chander Prakash, Consultant will report to Sh. Varun Sharma AGM (PD-3) for VISVAS related work in addition to their present assignment.

The above orders come into force with immediate effect. The concerned officials are advised to ensure strict compliance and take over their charges under intimation to HR Department.

This issue with the approval of the Competent Authority.

Hindi Version will follow.



(David Hrangate)
General Manager (HR)

Distribution:

1. CMD Sectt., CGM, All GMs.
2. All Desk-In-Charges, Liaison Centres,
3. Hindi Cell, Notice Board

NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION

NSFDC/Pers./00(2)/94/Vol.VII/

Date: 19th December, 2025

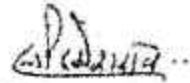
OFFICE ORDER

Sh. Gulshan Kumar Pahadia, Chief Manager, upon his repatriation from the National Commission for Scheduled Castes (NCSC) vide O/o File No. NCSC-Admn.031/2/2025-ADMN [101894] dated 08.12.2025, has joined the Corporation on 10.12.2025 (F/N).

He is hereby posted in Project Desk-1 with immediate effect and is directed to report to Sh. Rajnish G. Banker, DGM, PD-1 (for the works related to Project Desk and Exhibition, Fairs, Awareness Camps, Cluster, TULIP, NAMAH etc.) for further duty instructions.

This issues with the approval of the Competent Authority.

Hindi version will follow.



(C. Ramesh Rao)
Chief General Manager

Distribution:

1. Concerned Officials.
2. CMD Secretariat, CGM Office.
3. All General Manager, Department Heads, Desk In-charges.
4. All Liaison Centres, Hindi Cell, Notice Board.

नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली
NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION,
DELHI

सं.: एनएसएफडीसी/का./00(2)/94/खंड-VI

17 अप्रैल, 2025

कार्यालय आदेश/OFFICE ORDER

कार्यालय आदेश संख्या एनएसएफडीसी/का./00(2)/ खंड-VI दिनांक 28/10/2024 के अनुक्रम में, कार्य आवंटन और रिपोर्टिंग में निम्नलिखित आंशिक संशोधन तत्काल प्रभाव और अगले आदेश तक आदेशित किए जाते हैं:

In continuation of the Office order No. NSFDC/Pers/00(2)/Vol-VI dated 28/10/2024, following partial modification in work allocations and reporting is hereby ordered with immediate effect and until further orders:

1. श्री रजनीश गोविंद बनकर, उप महाप्रबंधक, परियोजना डेस्क-1 के अपने कार्य के अलावा, "प्रदर्शनियों/व्यापार मेलों और हाटों/लाभार्थियों के लिए जागरूकता शिविरों/ "तूलिप", कपड़ा मंत्रालय (हथकरघा और हस्तशिल्प क्लस्टर) तथा सामाजिक न्याय और आधिकारिता मंत्रालय द्वारा सौंपे गए सभी कार्यक्रमों से संबंधित कार्य भी देखेंगे। वह श्री सपन बरुआ, महाप्रबंधक (विभागीय प्रमुख-परियोजना) को रिपोर्ट करेंगे। श्री महेश चंद, सहायक प्रबंधक, श्री सागर प्रसाद, डीईओ (आउटसोर्स) और श्री रोहताश, सहायक (प्रोटोकॉल) उन्हें उक्त कार्यों में सहयोग प्रदान करेंगे।

Shri Rajnish Govind Banker, Deputy General Manager, in addition to his work in Projects Desk-1, will also look after the work relating to Exhibitions/Trade Fairs & Haats /Awareness Camps for beneficiaries/ "TULIP", Ministry of Textile (Handloom and Handicraft clusters) and all events assigned by MOSJ&E. He will report to Shri Sapan Barua, General Manager (Departmental Head-Projects). Shri Mahesh Chand, Asstt. Manager, Shri Sagar Prasad, DEO (outsourced) and Shri Rohtash, Assistant (Protocol) will assist him in the above assignments.

2. श्री रजनीश गोविंद बनकर, उप महाप्रबंधक (परि-1), श्री अमित भाटिया, उप महाप्रबंधक (परि-2), श्री वरुण शर्मा, सहायक महाप्रबंधक (परि-3) और श्रीमती सुमन यादव, मुख्य प्रबंधक (परि-4) श्री सपन बरुआ, महाप्रबंधक (विभागीय प्रमुख-परियोजना) को रिपोर्ट करेंगे। सभी संपर्क केंद्र श्री अमित भाटिया, डेस्क प्रभारी (परि-2) को रिपोर्ट करेंगे। श्री सपन बरुआ, महाप्रबंधक (परियोजना) श्री सी. रमेश राव, मुख्य महाप्रबंधक को रिपोर्ट करेंगे।

Shri Rajnish Govind Banker, DGM(PD-1), Shri Amit Bhatia, DGM(PD-2), Shri Varun Sharma, AGM(PD-3) and Smt. Suman Yadav, Chief Manager (PD-4) will report to Shri Sapan Barua, GM (Departmental Head-Projects). All Liaison Centres will report to Shri Amit Bhatia, Desk-In-charge (PD-2). Shri Sapan Barua, GM(Projects) will report to Shri C.Ramesh Rao, CGM.

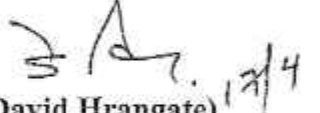
जारी/contd..2/-

21

3. श्रीमती पिकी, डीईओ (आउटसोर्स) "प्रदर्शनियों/व्यापार मेलों और हाटों/लाभार्थियों के लिए जागरूकता शिविरों/"ट्यूलिप", हथकरघा और हस्तशिल्प समूहों से संबंधित सोशल मीडिया कार्यों के लिए श्री रजनीश गोविंद बनकर, उपमहाप्रबंधक (परि-1) को रिपोर्ट करेंगी। सोशल मीडिया से संबंधित अन्य सभी कार्यों के लिए, श्रीमती पिकी, श्री वरुण शर्मा, सहायक महाप्रबंधक (परि-3) को रिपोर्ट करना जारी रखेंगी।

Smt. Pinky, DEO(outsource) will report to Shri Rajnish Govind Banker, DGM (PD-1) for Social Media work relating to "Exhibitions/Trade Fairs & Haats/Awareness Camps for beneficiaries/"TULIP", Handloom and Handicraft clusters. For all other works relating to Social Media, Smt. Pinky will continue to report to Shri Varun Sharma, AGM(PD-3).

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of the Competent Authority.


(David Hrangate) 12/4

महाप्रबंधक (मा.सं.)/ General Manager(HR)

वितरण/Distribution:-

- (i) संबंधित कार्मिक /Concerned officials
- (ii) अप्रति सचिवालय/CMD's Secretariat/ मुख्य महाप्रबंधक/CGM/ सभी महाप्रबंधक/All GMs/
सभी डेस्क प्रभारी/All Desk In-charges
- (iii) सभी संपर्क केंद्र/All Liaison Centres/ हिंदी सेल/Hindi Cell/ सूचना पट्ट /Notice Board.

नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली
NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION, DELHI

No: NSFDC/Admn/2025/ *e-office* 53342

10th October, 2025

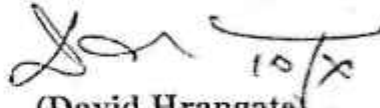
OFFICE ORDER

It has been decided that Smt Archana Mehra, Chief Manager (OL) in addition to her present assignment of OL will also look after the charge of RMC as Record Officer. Accordingly, Smt Archana Mehra is advised to take over the charge of RMC from Sh Hari Bhajan, Mgr (Admn) with immediate effect.

2. Smt Sudha, AM and Smt Jyoti Rani, Jr. Asst. (SG) in addition to their present duty will also assist Smt Archana Mehra, CM for work relating to RMC.

This issue with the approval of Competent Authority.

Hindi version will follow.


(David Hrangate)
General Manager (HR)

Concerned officials

CC:

- (i) CMD's Secretariat/ CGM
- (ii) All Departmental Head/All Desk In-charges
- (iii) Hindi Cell/Notice Board

National Scheduled Castes Finance and Development Corporation
Delhi

No.NSFDC/1(108)/90-Pers./Vol.II

11th November, 2025

OFFICE ORDER

Consequent upon superannuation and retirement of Dr. K.C. Mahato, General Manager-cum-Transparency Officer from the services of NSFDC, Shri David Hrangate, General Manager (HR & Admn.) is hereby appointed as 'Transparency Officer' under the Right to Information Act, 2005 with immediate effect.

This issues with the approval of the Competent Authority.

Hindi version will follow.


(Rajni Mongia)
Chief Manager (HR)

Distribution:

- (i) Concerned Official
- (ii) CMD Sectt./CGM/All HoDs/All Desk In-charges
- (iii) LCs/Notice Board/Hindi Cell