

**THE INFORMATION HANDBOOK UNDER
RIGHT TO INFORMATION ACT, 2005**

**NATIONAL SCHEDULED CASTES FINANCE
AND DEVELOPMENT CORPORATION**

**14th FLOOR, SCOPE MINAR,
LAXMI NAGAR DISTRICT CENTRE,
DELHI – 110 092.**

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Chapter - 1

Introduction

1.1 Background of the Right to Information Act, 2005.

- The Lok Sabha on 11th May, 2005 and the Rajya Sabha on 12th May, 2005 passed the Right to Information Bill, 2005. It received the assent of the President on 15th June, 2005.
- This Information Handbook (Version 1.0, 2005) has been prepared in compliance to the Right to Information Act, 2005 coming into force w.e.f. 12th October, 2005.
- The basic purpose of the Act is to secure for the citizens, access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.
- The National Scheduled Castes Finance & Development Corporation (NSFDC) is a 'Public Authority' under Section 2(h)(d)(i) of the Right to Information Act, 2005.
- As a Public Authority, the NSFDC, through this Information Handbook, lays down required guidelines thereby endeavouring to fulfill all its obligations under the Act.

1.2 Objective/Purpose of this handbook.

- The main objective of this handbook is to facilitate the public to have access to information in different forms, which is available under the control of the NSFDC.

1.3 Users of this handbook.

Members of the public, stakeholders and Staff of the Public Authority are the intended users of this handbook.

1.4 Organization of the information in this handbook.

This handbook has 17 manuals. The details are given as under:

Manual No	Topic
01	Particulars of Organizations, Functions & Duties
02	Powers & Duties of Officers & Employees
03	Rules, Regulations, Instructions, Manual & Records, for discharging functions
04	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof
05	A statement of the categories of documents that are held by it or under its control
06	A statement of boards, council, committees and other bodies constituted as its part
07	The names, designations and other particulars of the Public Information Officers
08	Procedure followed in Decision-Making Process
09	Directory of Officers and Employees
10	The Monthly Remuneration received by Officers & Employees, including the system of compensation as provided in Regulations
11	The Budget Allocation to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)
12	The manner of execution of Subsidy Programmes
13	Particulars of Recipients of Concessions, permits or authorization granted by it
14	Norms set by it for the discharge of its functions
15	Information available in Electronic Form
16	Particulars of facilities available to citizens for obtaining information
17	Other Useful Information

1.5 Definitions of various terms used in the handbook.

Definitions of various terms used in this handbook are given as follows:

- (i) “Public Authority” means the National Scheduled Castes Finance & Development Corporation.
- (ii) “Target Group” mean Scheduled Caste persons having annual family income up to Rs.3.00 lakh irrespective of rural and urban sector.
- (iii) “Applicant” means the person who submits applications to the Public Authority through the State/UT Channelising Agency for financial assistance.
- (iv) “Beneficiaries” mean the eligible scheduled caste persons who have been covered under the financing programmes of the Public Authority.
- (v) “Proposals” mean the Projects submitted by the State/UT Channelising Agencies to the Public Authority.
- (vi) “Scheme” means the proposals sanctioned by the Public Authority.
- (vii) “SCAs/CAs” means the State/UT Channelising Agencies incorporated and nominated by the respective State/UT Governments/PSBs/RRBs/NBFC-MFIs etc. with whom NSFDC has signed MoA/MoU.
- (viii) “Sanction” means the schemes approved by the Public Authority by way of issue of Letter of Intent (LOI) containing standard and special terms & conditions.
- (ix) “Disbursement” means funds released by the Public Authority to its SCAs for implementation of sanctioned schemes.
- (x) “Utilisation” means the release of the Public Authority’s funds for implementation of projects and delivery of assets to the beneficiaries as per the approved LOI.

1.6 Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.

The following officer of the Public Authority may be contacted in case of more information:

Sl. No.	Name & Designation	Phone Nos.
1.	Shri Devanand, Chief General Manager	011-22054390 011-22054395(Fax) Email : devbodwal@yahoo.com

1.7 Procedure and Fee Structure for getting information not available in the handbook.

The normal questions that may arise in the mind of General Public have been posted on the NSFDC Website (www.nsfdc.nic.in) in the form of Frequently Asked Questions. The detailed lending policy of the NSFDC alongwith procedure for availing loans is also available on the website which can be downloaded without any fee.

Alternatively, persons desirous of obtaining any information not available in the handbook may send their request in writing addressed to the Chairman-cum-Managing Director, National Scheduled Castes Finance and Development Corporation, 14th Floor, SCOPE Minar, Laxmi Nagar District Centre, Laxmi Nagar, Delhi – 110 092.

In exercise of the Powers conferred by Section 27 of the Right to Information Act, 2005 (22 of 2005) and in supersession of the Central Information Commission (Appeal, Procedure) Rules, 2005 and the Right to Information (regulation fee and cost) Rules, 2005 except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, viz : -

I. Short title and commencement —(1) These rules may be called the Right to Information Rules, 2012.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.—In these rules, unless the context otherwise requires,—

- (a) "Act" means the Right to Information Act, 2005 (22 of 2005);
- (b) "Commission" means the Central Information Commission constituted under sub-section (1) of Section 12 of the Act;
- (c) "First Appellate Authority" means an officer in the public authority who is senior in rank to the Central Public Information Officer to whom an appeal under sub-section (1) of Section 19 of the Act lies;
- (d) "Registrar" means an officer of the Commission so designated and includes an Additional Registrar, Joint Registrar and Deputy Registrar;
- (e) "Section" means a Section of the Act; (Call other words and expressions used herein but not defined in these rules shall have the same meanings assigned to them in the Act.

3. Application Fee.—An application under sub-section (1) of Section 6 of the Act shall be accompanied by a fee of rupees ten and shall ordinarily not contain more than five hundred words, excluding annexures, containing address of the Central Public Information Officer and that of the applicant:

Provided that no application shall be rejected only on the ground that it contains more than five hundred words.

4. Fees for providing information.—Fee for providing information under sub-section (4) of Section 4 and sub-sections (I) and (5) of Section 7 of the Act shall be charged at the following rates, namely :—

- (a) rupees two for each page in A-3 or smaller size paper;
- (b) actual cost or price of a photocopy in large size paper;
- (c) actual cost or price for samples or models;
- (d) rupees fifty per diskette or floppy;
- (e) price fixed for a publication or rupees two per page of photocopy for extracts from the publication; (Ono fee for inspection of records for the first hour of inspection and a fee of rupees 5 for each subsequent hour or fraction thereof; and
- (g) so much of postal charge involved in supply of information that exceeds fifty rupees.

5. Exemption from Payment of Fee.—No fee under rule 3 and rule 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted alongwith the application.

6. Mode of Payment of fee.—Fees under these rules may be paid in any of the following manner, namely:—

- (a) in cash, to the public authority or to the Central Assistant Public Information Officer of the public authority, as the case may be, against a proper receipt; or
- (b) by demand draft or bankers cheque or Indian Postal Order payable to the Accounts Officer of the public authority; or
- (c) by electronic means to the Accounts Officer of National Scheduled Castes Finance and Development Corporation payable at Delhi.

Chapter-2 (Manual – 1)

Particulars of Organization, Functions and Duties

2.1 Objective/Purpose of the Public Authority.

The Memorandum of Association of NSFDC lists the following main objects to be pursued:

- Identification of trades & other economic activities of importance to Scheduled Castes population.
- Upgradation of skills & process used by persons belonging to Scheduled Castes.
- Promotion of small, cottage & village industries.
- Financing of pilot programmes for upliftment and economic welfare of persons belonging to Scheduled Castes.
- Improvement in flow of financial assistance to persons belonging to Scheduled Castes for their economic well-being.
- Assistance to target group in setting up their projects by way of project preparation, training and financial assistance.
- Extending loans to eligible students belonging to Scheduled Castes for pursuing full-time professional and technical courses in India and abroad.
- Extending loans to eligible youth to enhance their skill & employability by pursuing vocational education & training courses in India.

2.2 Vision/Mission Statement of the Public Authority.

Vision:

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.

Mission:

Promote prosperity among Scheduled Castes by improving flow of financial assistance and through skill development & other innovative initiatives.

2.3 Brief history of the Public Authority and context of its formation.

The Public Authority (National Scheduled Castes Finance and Development Corporation) was initially set up as **National Scheduled Castes & Scheduled Tribes Finance and Development Corporation** and was registered as 'A Company not for profit on 8th February, 1989 as a Government Company under Section 25 of the Companies Act, 1956 (now Section 8 of Companies Act, 2013). Later, on Government orders, the Corporation was bifurcated into two separate Corporations (one each for Scheduled Castes and Scheduled Tribes). Consequently, the existing NSFDC is now functioning exclusively for economic development of Scheduled Caste persons with effect from **10th April, 2001**.

The NSFDC was set up in the context of playing a catalytic role in developing employment generation schemes for the Scheduled Castes persons and promoting their economic development activities through the State Scheduled Castes Development Corporation (SCDCs) and other agencies appointed by the States/Union Territories Governments.

2.4 Duties of the Public Authority.

- (i) To perform all its activities in a transparent manner.
- (ii) To act impartially without, prejudice to, and pressure of any external factors.
- (iii) To deal with each case of financial assistance to the target group strictly on merit.

2.5 Main activities/functions of the Public Authority.

- (i) Financing income generating schemes for the eligible Scheduled Castes persons through the State Channelising Agencies (SCAs) and other recognized institutions nominated by the respective State /UT Governments.
- (ii) Providing Micro-Credit Finance to the target group through the SCAs.
- (iii) Providing grants for skill development programmes through the SCAs.
- (iv) Providing advisory services to target group and SCAs.
- (v) Upgrading the skill levels of the SCAs.

2.6 List of services being provided by the Public Authority with a brief write-up on them.

- (i) Providing financial assistance at concessional rates of interest to the eligible persons of target group for setting up of their own ventures.
- (ii) Providing skill / entrepreneurial training programmes to the educated unemployed category of the target group for their skill development / upgradation leading to their future employment / self employment.
- (iii) Providing advisory services to the State Channelising Agencies (SCAs).
- (iv) Providing training to the officials of SCAs in Project Management.

2.7 Organizational Structure.

Enclosed at **APPENDIX.**

2.8 Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency.

The Public is expected to appreciate the mission of the Public Authority and endeavour to empathize with the target group and encourage them to improve their lot by utilizing the funds properly and repaying the NSFDC loans in time.

2.9 Arrangements and methods made for seeking public participation / contribution.

The State/UT Channelising Agencies, as per the Lending Policy of the Public Authority, are required to ensure free and fair selection of applicants of the target group under its schemes for providing financial assistance, in a transparent manner. The Public as conscientious citizens of the country may bring to the notice of Public Authority, any deviations taking place at the field level in the larger interests of the target group for undertaking corrective measures.

2.10 Mechanism for monitoring the service delivery and public grievance resolution.

The Public Authority has three Liaison Centres to closely monitor the schemes sanctioned and funds disbursed to the State Channelising Agencies. That is (i) to ensure free and fair selection of beneficiaries, (ii) timely disbursement of funds to the beneficiaries, (iii) timely and properly utilization of funds, (iv) submission of Quarterly Progress Reports by the State Channelising Agencies, (v) repayment of Quarterly Demand, (vi) inspection of implemented units. In addition to the above, the Headquarter of the Public Authority also monitor the schemes through periodic field inspections and review meetings with the State/UT Officials.

If any grievance is received from the public pertain to its activities, the Public Authority either resolve it at its end or endorses the same to the appropriate authority to do so.

2.11 Addresses of the main office and other offices of the Public Authority.

(a) Head Office

National Scheduled Castes Finance and Development Corporation (NSFDC),
(A Government of India Undertaking)
14th Floor, SCOPE Minar, Core 1 & 2,
Laxmi Nagar District Centre, Laxmi Nagar,
Delhi – 110 092.

Phone Nos. : 011-22054392/94/96

Fax No. : 011-22054349/95

E-mail : support-nsfdc@nic.in

Website : www.nsfdc.nic.in

(b) **Liaison Centers of NSFDC**

Sl. No.	Address	Jurisdiction
1	National Scheduled Castes Finance & Development Corporation 5th Floor, Visweswaraiah Main Tower, Dr B. R. Ambedkar Veedhi, <u>Bangalore-560 001.</u> 080-22865175 (Tele Fax)	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and Puducherry
2.	National Scheduled Castes Finance & Development Corporation New Market, Phase-I, 5th Floor, 15-N, Nellie Sengupta Sarani, <u>Kolkata - 700 087.</u> 033-22521395 (Tele Fax)	Assam, Arunachal Pradesh, Bihar, Jharkhand, Meghalaya, Mizoram, Tripura, Nagaland, Sikkim, Orissa, West Bengal and Manipur
3.	National Scheduled Castes Finance & Development Corporation Oshiwara, MHADA Flats, Building No.5, Plot 62-A, Flat No.4, Adarsh Nagar, New Link Road, Andheri (West), <u>Mumbai - 400 053.</u> 022-26361624 (Tele Fax)	Maharashtra, Gujarat, Goa and Dadra Nagar Haveli and Daman & Diu, Rajasthan.

The remaining States viz. Madhya Pradesh, Chhattisgarh, Uttar Pradesh, Uttarakhand, Jammu & Kashmir, Punjab, Haryana, Himachal Pradesh, Chandigarh and Delhi are directly monitored by the Desk In-charge from the Head Office.

2.12 Working hours : 9.30 A.M. to 06.00 P.M.
(5 days a week from Monday to Friday)
Lunch hour : 1.30 P.M. to 2.00 P.M.

Chapter - 3 (Manual – 2)

Powers and Duties of Officers and Employees

3. The details of the powers and duties of officers and employees of the Public Authority are given below:

3.1

Designation	Chairman-cum-Managing Director		
Powers	Administrative	1.	Appointment to all posts up to the Pay Scale of `80000-220000
		2.	Fixation of pay on initial appointment.
		3.	a) To extend the period of probation. b) To declare satisfactory completion of probation. c) To down grade the post. d) Re-appropriation of Posts at analogous level in other cadre post
		4.	Grant of leave in accordance with rules.
		5.	Transfer & Posting of officers and staff.
		6.	Permission to join duty at a place other than Head quarters.
		7.	Acceptance of resignation from service.
		8.	Acceptance of fitness certificate to join duty.
		9.	Declaring an Officer as Controlling Officer.
		10.	Approval of Tour programme.
		11.	Sanction of TA & DA according to Rules (Revenue Expenses).
		12.	Powers for extension of joining time for Company staff.
		13.	To make confirmation to posts to which he can make appointments.
		14.	Appointment of staff paid from contingency.
		15.	Imposition of Penalty.

	Financial	Expenditure of Office Contingencies		
		1.	a)	Power to sanction expenditure and authorize disbursement within the allocation made for specific purposes in the budget approved by the Board.
			b)	Power to sanction re-appropriation between the heads of expenditure in the sanctioned budget.
		2.1	Recurring Expenditure	
			a)	Purchase of Stationery.
			b)	Maintenance and repair of vehicles.
			c)	Purchase of fuels and lubricants for H.Q. vehicles.
			d)	Cartage & Portage charges.
			e)	Conveyance charges to staff.
			f)	Postage and telephone charges.
			g)	Purchase of Liveries.
			h)	Office expenses and miscellaneous purchases (locks, electric bulbs etc.).
			i)	Payment of charges for electric/gas and water (including municipal taxes)
			j)	Hiring of Office Furniture, Photocopy machines, office equipments etc.
			k)	Reimbursement of Medical expenses.
			l)	Maintenance and repairs of all office equipments and replacement of their parts.
	Others	2.2	Non-recurring Expenditure	
			Purchase of Furniture & Fixtures including Office Equipments, Photocopier Machine, EPABX, Fax, Computers/Printers, ACs, UPS, Mobile Phone and other IT & Electrical Items.	

		2.3	Purchases, Disposal & Works		
			1.	Acceptance of tenders in cases of open tenders when there is more than one valid tender.	
			2.	Placing of orders on the basis of DGS&D rates contract.	
			3.	Purchase of spare-parts for the HQ Vehicle and equipment of the Corporation Furniture & Fixtures including Office Equipments, Photocopier Machine, EPABX, Fax, Computers/Printers, ACs, UPS, Mobile Phone, IT & Electrical Items and stores required for the HQ office of the Corporation.	
			4.	Purchase of Books, Newspapers, and Magazines & Periodicals.	
		2.4		CIVIL WORKS.	
		i)	To accord administrative approval for works for which budget provision exists.		
		ii)	Minor repairs/construction and other emergent works.		
		iii)	To declare stores, plants machinery etc. as surplus or unserviceable and to fix their reserve/sale price and to accept the mode of disposal.		
		iv)	Writing down the value of surplus obsolete stores in the books.		
		v)	To sanction demurrage/warfare.		
		3.	Miscellaneous Powers		
			1.	Powers to sanction expenditure on ceremonial occasions (up to Rs.25,000/- in each case).	
			2.	Power to sanction expenditure on business development.	
			3.	Powers to prescribe form of surety bond to be executed by Corporation's employees.	

		4.	Power to incur expenditure on gifts. (Not exceeding Rs.20,000/- in each case).
		5.	Power to sanction advertisement charges.
		6.	Power to sanction publicity expenses.
		7.	Power to sanction expenses on printing.
		8.	Expenses on training of personnel. (For training in India).
		9.	Other contingent charges.
		10.	Execution of instruments, deeds, leases, contracts etc.
		11.	Advance for purchase of conveyance.
		12.	Sanction of permanent advance from imprest.
		13.	Grant to or acceptance by Corporation's employees or reward (up to Rs.5000/- to any person in a year).
		14.	Grant to or acceptance by Corporation's employees of honorarium and fees (up to Rs.5000/- to any person in a year).
		15.	To fix instalments for payments of pay and allowances.
		16.	Payment of honorarium, TA to experts and consultants.
		17.	Media Audio visual Publicity expenditure (MAVP) covering sub-heads: Publicity, Awareness Camps, Exhibitions, Inspections, ISO etc.
		18.	To sanction write off of losses.
		a)	Not due to theft fraud or negligence. (Up to Rs.25,000/- p.a.).
		b)	Due to theft, fraud (up to Rs.15,000/- p.a.).
		c)	The amount due to the company becoming irrevocable. (Upto Rs.10,000/- p.a.).

		18.	For incurring expenditure on misc. items other than the specified above. (Upto Rs.50,000/- p.a.).
		19.	Powers to sanction expenditure against Bills as per Contract Rates & Order.
		3.	Legal Charge
		1.	Powers to institute conduct and defend any legal proceedings by or against the company or its officers in connection with such legal proceedings
		2.	Power to incur expenditure on legal advice/Court Case/Legal matters
Duties	1.	Chairman-cum-Managing Director (CMD) is responsible for overall execution of operations of the Corporation.	
	2.	CMD represents the Corporation before various Government Agencies, Courts, Commissions, Parliamentary Committees, etc.	
	3.	CMD ensures that public funds of the Corporation are best utilised for economic development of the target-group, as per the Notional and sectoral allocations. CMD also ensures that surplus funds are optimally utilized for operations and establishment expenditure of the Corporation.	
	4.	CMD keeps the Board of Directors and Administrative Ministry apprised of various activities and developments in the Corporation.	
	5.	CMD performs vital role in policy-formulation of the Corporation.	
	6.	CMD performs the executive role to ensure sound management and good governance in the Corporation.	
	7.	CMD ensures that the Corporation is well run. As a team-leader, CMD keeps the officials/employees of the Corporation motivated.	
	8.	CMD assesses training needs of employees of the Corporation to upgrade their skills so that they may contribute maximum of their potential and talent for attainment of the objectives of the Corporation.	

9.	CMD makes strategic planning to attain the targets assigned to the Corporation under the MOU signed with the Government.
10.	Being the Chief Executive Officer, CMD ensures that cordial industrial relations prevail in the Corporation. CMD also ensures that there should be a proper grievance redressal system to address problems/ grievances of employees of the Corporation.
11.	CMD ensures that meetings of the Board of Directors are held for the dispatch of the business of the Corporation at regular intervals as prescribed under the erstwhile Companies Act, 1956.
12.	Being the Chief Executive Officer, CMD ensures that there is due observance of systems and procedures in the operations of the Corporation. CMD also makes persistent efforts to ensure transparency in the systems and procedures prevalent in the Corporation.

3.2

Designation	Chief General Manager		
Powers	Administrative	1.	Appointment to all posts in respect of category 'C' staff.
		2.	a) Fixation of pay on initial appointment in respect of category 'C' staff b) To extend the period of probation of Group 'C' staff. c) To declare satisfactory completion of probation of Group 'C' staff.
		3.	Grant of leave in accordance with rules.
		4.	Permission to join duty at a place other than Headquarters of Group 'C' staff.
		5.	Transfer & Posting of Officers and Staff of Group 'C' category.
		6.	Acceptance of resignation from service for category 'C' staff.
		7.	Acceptance of fitness certificate to join duty
			Declaring an Officer as Controlling Officer for category 'C' staff.
		8.	Approval of Tour programme for category 'C' staff.
		9.	Sanction of TA & DA according to Rules (Rs.40,000/- at a time) for staff under him.
		10.	Powers for extension of joining time in respect of category 'C' staff.
		11.	To make confirmation to posts to which he can make appointments.
		12.	Imposition of Penalty. (Full powers in respect of persons for whom he is the appointing authority).
	Financial	Recurring Expenditure	
		2.1	a) Purchase of Stationery

			b)	Maintenance and repair of vehicles. (Up to Rs.40,000/- at a time - bill should not be split for this purpose).
			c)	Purchase of fuels and lubricants for H.Q. vehicles. (Upto Rs.40,000/- at a time – bill should not be split for this purpose).
			d)	Cartage & Portage charges (up to Rs.5,000/- at a time - bill should not be split for this purpose).
			e)	Conveyance charges to officials/staff.
			f)	Postage, telegraph and telephone charges.
			g)	Office expenses and miscellaneous purchases (Up to Rs.40,000/- at a time).
				Payment of charges for electric gas & water (including Municipal taxes) Rs.40,000/- p.m.
			h)	Hire of Office Furniture, photocopy machines, office equipments etc. (upto Rs.15,000/- at a time).
				Reimbursement of Medical expenses up to Rs.40,000/- at a time of all employees and also to approve medical expenses of CMD.
	Others	2.2	i)	Maintenance and repair of Photocopier Machine, EPABX, Fax, Computers/ Printers, ACs, UPS, Mobile Phone and other IT & Electrical Items and replacement of their parts (Upto Rs.40,000/- at a time – bill should not be split for this purpose).
			Non–recurring Expenditure	
			Purchase of Furniture & Fixtures including Office Equipments, Photocopier Machine, EPABX, Fax, Computers/Printers, ACs, UPS, Mobile Phone and other IT & Electrical Items (Upto Rs.40,000/- at a time – bill should not be split for this purpose).	
		2.3	Purchases, Disposal & Works	
			(i)	Placing of orders on the basis of DGS&D rates contract(upto Rs.30,000/- at a time)

			(ii)	Purchase of spare-parts for the HQ Vehicle and equipment of the Corporation Furniture & Fixtures including Office Equipments, Photocopier Machine, EPABX, Fax, Computers/Printers, ACs, UPS, Mobile Phone, IT & Electrical Items and stores required for the HQ office of the Corporation. (Rs.30,000/- in each case in respect of vehicle (Bill should not be split for this purpose).
			(iii)	Purchase of Books, Newspapers, and Magazines & Periodicals (Rs.40,000/- at a time (bill should not be split for this purpose)
			2.4	Civil Works
			(i)	To accord administrative approval for works for which budget provision exists (Upto Rs.50,000/- at a time)
			(ii)	Minor construction and other emergent works (Rs.30,000/- in each case).
			(iii)	To declare stores, plants machinery etc. as surplus or unserviceable and to fix their reserve/sale price and to accept the mode of disposal. (When the book value is 5% of the original cost after the life of the item is fully utilized or upto `10,000/- in case whichever is more)
			(iv)	Writing down the value of surplus obsolete stores in the books
			(v)	To sanction demurrage/warfare Up to Rs.5,000/- at a time (Bill should not be split for this purpose)
		2.4	Miscellaneous Powers	
			i)	Power to sanction expenditure on ceremonial occasions. (Upto Rs.5000/- p.m.)
			ii)	Power to sanction expenditure on business development. (Upto Rs.5000/- p.m.)
			iii)	Power to sanction advertisement charges
			iv)	Power to sanction expenses on printing (Up to Rs.25,000/- at a time)
			v)	Execution of instruments, deeds, leases, contracts etc. (on case to case basis)
			vi)	Advance for purchase of conveyance in respect of two wheelers
			vii)	Sanction of permanent advance for imprest (Upto Rs.5000/-)

			viii)	Media Audio visual Publicity expenditure (MAVP) covering sub-heads: Publicity, Awareness Camps, Exhibitions, Inspections, ISO etc. (up to Rs.40,000/- at a time - bill should not be split for this purpose).
			ix)	<u>To sanction write off of losses</u>
			a.	Not due to theft, fraud or negligence (up to Rs.5,000/- p.a.)
			b.	Due to theft, fraud (up to Rs.2,000/- p.a.)
			c.	The amount due to the company becoming irrevocable (up to Rs.2,000/- p.a.)
			x)	Powers to sanction expenditure against Bills as per Contract Rates & Order

Duties and Responsibilities:

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.

3.3 (i)

Designation	General Manager (Finance, Human Resources & Administration)		
Powers	Administrative	1.	Sanction of TA & DA according to Rules (Revenue Expenses) – (Rs.30,000/- at a time (bill should not be split for this purpose)
	Financial	1.	Recurring Expenses
		a)	Purchase of Stationery (Up to Rs.30,000/- at a time - bill should not be split for this purpose).
		b)	Maintenance and repair of vehicles. (Up to Rs.30,000/- at a time - bill should not be split for this purpose).
		c)	Purchase of fuels and lubricants for H.Q. vehicles. (Upto Rs.30,000/- at a time – bill should not be split for this purpose).
		d)	Cartage & Portage charges (up to Rs.1,000/- at a time - bill should not be split for this purpose).
		e)	Conveyance charges in respect of category 'C' staff.
		f)	Postage and telephone charges (Upto Rs.30,000/- at a time – bill should not be split for this purpose).
		g)	Office expenses and miscellaneous purchases (Up to Rs.30,000/- at a time).
		h)	Payment of charges for electric gas & water (including Municipal taxes) Rs.30,000/- p.m.
		i)	Hire of Office Furniture, photocopy machines, office equipments etc. (upto Rs.10,000/- at a time).
		j)	Reimbursement of Medical expenses up to Rs.30,000/- at a time for all employees and also to approve medical expenses of CMD, in the absence of CGM.

		k)	Maintenance and repair of Photocopier Machine, EPABX, Fax, Computers/ Printers, ACs, UPS, Mobile Phone and other IT & Electrical Items and replacement of their parts (Upto Rs.30,000/- at a time – bill should not be split for this purpose).
		2.	Non-recurring Expenditure
			Purchase of Furniture & Fixtures including Office Equipments, Photocopier Machine, EPABX, Fax, Computers/Printers, ACs, UPS, Mobile Phone and other IT & Electrical Items (Upto Rs.30,000/- at a time – bill should not be split for this purpose).
		3.	Purchases, Disposal and Works
		(i)	Placing of orders on the basis of DGS&D rates contract (up to 20,000/- at a time)
		(ii)	Purchase of spare-parts for the HQ Vehicle and equipment of the Corporation Furniture & Fixtures including Office Equipments, Photocopier Machine, EPABX, Fax, Computers/Printers, ACs, UPS, Mobile Phone, IT & Electrical Items and stores required for the HQ office of the Corporation. (Rs.20,000/- in each case in respect of vehicle (Bill should not be split for this purpose).
		(iii)	Purchase of Books, Newspapers, and Magazines & Periodicals (Rs.30,000/- at a time (bill should not be split for this purpose)
		4.	Civil Works
		(i)	To accord administrative approval for works for which budget provision exists (Upto Rs.30,000/- at a time)
		(ii)	Minor construction and other emergent works (Rs.20,000/- in each case).
		(iii)	To sanction demurrage/warfare Up to Rs.3,000/- at a time (Bill should not be split for this purpose)
		4.	Miscellaneous Powers
		(i)	Power to sanction advertisement charges (Up to Rs.10,000/- at a time)
		(ii)	Power to sanction expenses on printing (Up to Rs.10,000/- at a time)
	Others		Nil

Duties and Responsibilities:

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:-

Finance Related Matters

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.

HR/Administrative and Other Related Matters

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.

3.3 (ii)

Designation	General Manager (Projects-cum-CVO/Coordination/Skill Development)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties and Responsibilities: 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 NSFDCs 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.

Preparing the Board Notes on Projects.

Conduct internal inspection of schemes.

Any other work that may be assigned from time to time.

3.4

Designation	Deputy General Manager (Corporate Services)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil

Duties and Responsibilities:

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 includes 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.

3.5

Designation	Deputy General Manager (Projects)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties and Responsibilities: Desk-in-Charges are Deputy General Managers (DGMs)/Assistant General Managers (AGMs)/Chief Manager 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.

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.

3.6

Designation	Deputy General Manager (Human Resources and Administration)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil

Duties and Responsibilities:

The role of the Desk-in-Charge (HR) is to Plan, organize, direct, control or coordinate the personnel, training, or labour 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.

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

3.7

Designation	Deputy General Manager (Coordination)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil

Duties and Responsibilities:

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.

3.8

Designation	Assistant General Manager (Skill Training Cell)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties and Responsibilities: 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.		

3.8

Designation	Chief Manager (Budget-Finance)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties and Responsibilities: 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.

Authorize 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; 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.

3.8

Designation	Chief Manager/DM/AM/JE(Proj.Fin/Loan Accounting)
Duties and Responsibilities:	
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/Authorize 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.	

3.8

Designation	Manager/DM/AM/JE (Proj.)
Duties and Responsibilities: 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.

3.8

Designation	Manager/DM/AM/JE (Fin. & Accounts)
Duties and Responsibilities:	
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.	

3.8

Designation	Manager/DM/AM/JE(HR)
Duties and Responsibilities: 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.	

3.8

Designation	Manager/DM/AM/JE(Administration)
Duties and Responsibilities : 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.	

3.8

Designation	Chief Manager (MIS)
Duties and Responsibilities: 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.	

3.8

Designation	Mgr./DM/AM/JE(Legal Services)
Duties and Responsibilities : 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.	

3.8

Designation	Mgr./DM/AM/JE, Record Management Cell (RMC)
Duties and Responsibilities : 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.	

3.8

Designation	Chief Vigilance Officer (CVO)
Duties and Responsibilities: 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.

3.8

Designation	Chief Public Information Officer(CPIO)/PIO/APIO/In-charge RTI Cell
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. RTI Online 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. Duties and Responsibilities: 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 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.

3.8

Designation	Liaison Officer for SC/ST/OBC/PwBDs (specially abled employees)
Duties and Responsibilities: 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 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.

3.8

Designation	Secretarial Officers & Staff
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.

3.8

Designation	Sr. Asstt./Assistant/Jr. Assistant(Projects)
Duties and Responsibilities: 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.	

3.8

Designation	Sr. Asstt./Assistant/Jr. Assistant(Finance & Accounts)
Duties and Responsibilities: 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.	

3.8

Designation	Sr. Asstt./Assistant/Jr. Assistant (HR)
Duties and Responsibilities: 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.	

3.8

Designation	Sr. Asstt./Assistant/Jr. Assistant (Admin)
Duties and Responsibilities:	
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.	

3.8

Designation	Sr. Asstt./Assistant/Jr. Assistant (MIS)
Duties and Responsibilities: 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 spread sheets 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.	

3.8

Designation	Sr. Asstt./Assistant/Jr. Assistant (RMC)
Duties and Responsibilities: 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.	

3.8

Designation	JE (Front Office)
Duties & Responsibility: 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.	

3.8

Designation	Driver/Sr. Driver/ Driver(SG)
Duties & Responsibility: 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.	

3.8

Designation	Junior Assistant/ Junior Assistant (SG)
Duties & Responsibility: 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.	

3.8

Designation	Manager (Personnel & Vigilance)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties	A. FUNCTIONS OF VIGILANCE DEPARTMENT	
	1.	Handling of various official works of confidential nature.
	2.	Conducting preliminary fact-finding inquiries / investigations into complaints received through various sources/channels.
	3.	Handling disciplinary/vigilance matters against employees of the Corporation in the capacity of Investigating, Presenting and Inquiry Officer, as and when required.
	4.	Enforcement of Preventive Vigilance measures in the Corporation.
	5.	Conducting periodic examination of the Corporate procedures to make recommendations to plug the loopholes and minimize the scope of corruption in various areas of official works and suggesting the ways to bring the element of transparency in official matters.
	6.	Periodic review of Property Returns of employees.
	7.	Liaison with CVC, CBI and other related agencies for vigilance matters.
	8.	Sending Statistical Vigilance returns to the CVC and MOSJ&E.
	9.	According Vigilance clearance in respect of employees of the Corporation.
	B. FUNCTIONS IN THE CORPORATE SERVICES CELL	
	1.	Assisting the CMD in convening the meetings of the Board of Directors, holding of Annual/Extra-ordinary General Meeting.
	2.	Compilation and preparation of Agenda Notes for meetings of the Board of Directors and Members/Shareholders.

	3.	Compilation of Draft Minutes of the Board meetings and General Body meetings.
	4.	Compliance of various statutory/legal formalities with the Registrar of Companies/Company Law Board/Department of Company Affairs/Ministry of Law, Justice & Company Affairs, as per provisions of the Companies Act.
	6.	Making necessary correspondence with the Administrative Ministry regarding appointment/constitution of the Board of Directors and keeping record of all such changes in respect of the Board of Directors.
	7.	Preparation of documents for the Annual Report and Directors' Report of the Corporation.
	8.	Maintenance of records of Agenda items and Board Resolutions. Distribution of Board Resolutions to the concerned departments for compliance and follow-up action.
	C. FUNCTIONS IN THE LEGAL DEPARTMENT	
	1.	Dealing with legal matters/Court cases of the Corporation. Coordination with the Advocates/Counsels in these matters.
	2.	Rendering assistance to the Advocates/Counsels in preparation of replies/counter affidavits/rejoinders and other related documents to be filed in the courts from time to time.
	3.	Preparing briefs/notes to seek legal opinion on various official matters.
	D. FUNCTIONS IN PERSONNEL DEPARTMENT	
	1.	Assessing the manpower needs of various departments and manpower planning of the Corporation keeping in view the optimum utilisation of the Human Resource in the light of the Sanctioned, Incumbency position of the Corporation and potential of the employees.
	2.	Taking care of establishment matters such as Recruitment, Selection, Placement, Induction of new recruits, completion of joining formalities, issuance of office orders, pay-fixation etc.
	3.	Posting & Transfer of officers/staff as per decision of the Competent Authority.

	4.	Issuance of office orders regarding Probation and confirmation of employees of the Corporation.
	5.	Holding of Departmental Promotion Committee (DPC) meetings, preparation of minutes thereof and issuance of office orders.
	6.	Identification of training needs. Organizing in-house and outdoor Executive Development Programmes for officials/employees of the Corporation.
	7.	Rendering assistance to the DGM/ED/CMD in formulation of Personnel policies, service conditions, review of personnel policies and procedures.
	8.	Maintenance of ACRs and matters related to DPC. Careful examination of ACRs and communication of adverse remarks, if any, to the concerned employees, mitigation of grievances etc.
	9.	Forwarding of applications of employees for outside employment.
	10.	All establishment matters including maintenance of Service Books. Dealing with Parliament Questions pertaining to Personnel, Corporate Ensuring accurate and timely replies to Parliament Questions/VIP communications and follow-up thereof.
	11.	Ensuring timely redressal of service matters and employee benefits so as to create a sense of belongingness amongst the employees.
	12.	Ensuring cordial industrial relations in the Corporation by submitting the problems/grievances of the employees before the Competent Authority for redressal.
	E. FUNCTIONS AS LIAISON OFFICER	
	1.	Ensuring due compliance with the orders and instructions pertaining to reservation of vacancies in favour of SCs and STs and other benefits admissible to them under the government directives.
	2.	Collecting, consolidation and despatching the Annual Returns relating to representation of SCs and STs.

	3.	Acting as a Liaison Officer between the NSFDC and the Ministry concerned for supply of requisite information, answering questions/queries and clarifying doubts in the matters relating to reservation of posts for SCs and STs in the Corporation.
	4.	Conducting periodic/annual inspection of the Reservation Rosters maintained in the Corporation to ensure proper implementation of the Reservation Policy notified by the Government.
	5.	Extending necessary assistance to the National Commission for SCs and STs in the investigation of complaints received by the National Commission for SCs and STs in regard to service matters.
	6.	Implementation of Government Directives on reservation and liaison work in respect of SC/ST employees.

3.9

Designation	Manager (Internal Audit & MIS)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties	A. Work related to Finalization of Annual Accounts	
	1.	Examination and scrutiny of draft Annual Accounts to ascertain compliance of the provisions of the Companies Act, 1956 like the compliance of Schedule-VI, Schedule-XIV, accounting as per Accounting Standards laid down by the Institute of Chartered Accountants of India.
	2.	Ensuring compliance of the changes occurring in the Companies Act and the International Accounting Standards as well as Accounting Standards of the Institute of Chartered Accountants of India.
	3.	Ensuring compliance of the Statutory Auditors' observations by various departments.
	4.	Submitting the approved and authenticated Annual Accounts to the Auditors for their perusal, audit, signature & giving Audit report, thereon.
	5.	Co-ordination for sending the original balance sheet/Annual Accounts and the Auditors Report to the office of the Principal Director of Commercial Audit and Ex-Officio Member, Audit Board-III for Balance Sheet Audit.
	6.	Providing clarifications to CAG Audit Team on their observation and discussing their queries.
	7.	Ensuring correctness of the the Half Margins (HMs) reply and Aid-e-Memoir under section 619(4) of the Companies Act, 1956 comprising the HMs of the audit officials and Management's reply.
	8.	Representing the Corporation in the meeting at Audit Board-III in the matter of Annual Accounts.
	9.	Coordinating with the officials of Audit Board-III and office of CAG, H.Q. to ensure that CAG comments on the Annual Accounts of the Corporation are received in time.

	10.	Obtaining and submitting the CAG comments to the Management and verifying the reply to the CAG comments, if any.
	11.	Taking various steps for submission of Annual Accounts along with statutory Auditors Report, reply to Statutory Auditor Report, CAG comments on the accounts etc. for the purpose of AGM of the Corporation.
	12	Ensuring compliance of the assurances submitted to the Audit Board/CAG Office.
	B. Work related to CAG Audit	
	1.	Extending all possible assistance in various other Audits conducted by the office of CAG, namely- Phase Audit/ Propriety Audit, Balance Sheet Audit, Review Audit, Information Technology Audit and various other inspection for examination of the progress of the audit replies.
	2.	Providing clarifications to the audit team on their queries and observations.
	3.	Ensuring timely replies of the audit observations.
	4.	Pursuing with various department for compliance of Audit Para's and Observations.
	C. Work related to Government Guarantee	
	1.	Examining the Govt. Guarantee received from various Desks of Projects Department and ensuring safe custody of the Guarantees.
	2.	Maintaining the Govt. Guarantee Register and updating regularly.
	3.	Preparation of statement of Govt. Guarantee showing availability and shortfall of the same and informing the Management for various decision making.
	D. Work related to Internal Audit	
	1.	Internal Audit of various departments like Finance, Project, Personnel and Administration etc.

	2.	Periodic checking of various books of accounts like General Ledger, Advance Ledger, Cash Book, Cash and Bank Vouchers, Journal Vouchers, Trial Balance, various schedules and sub-schedules.
	3.	Checking of Loan ledger for calculation related to principal, normal interest, Higher Interest and Penal Interest.
	E. Work related to MIS	
Duties	1.	Development of integrated Software for various departments capable of functioning in the LAN environment.
	2.	Setting up and constant updation of Database administration related to the Projects, Finance and P&A.
	3.	Ensuring compliance of various statutory regulations as set-up by bodies like NASSCOM etc.
	4.	Ensuring changes in the official WEBSITES of the Corporation from time to time.
	5.	Ensuring periodical collection of various types of Data from the Project and Finance Department related to sanction and disbursement of funds, repayment and refund by SCAs related to the regular projects and Micro-credit Finance etc.
	6.	Ensuring that various types of monthly reports are generated in time and provided to the respective desks/department and Zonal Offices of the Corporation in time.
	7.	Preparation of various reports for Board Meeting, Ministry, Parliamentary Committee, Parliamentary queries etc. as per desired format.
	8.	Submission of various type of information related to utilization of funds, repayment by SCAs, availability of Govt. Guarantee etc. to the Management for monitoring, control and decision making purposes.
	9.	Trouble shooting for various Hardware and software problems in the office.
	10.	Ensuring effective Local Area Network (LAN) Administration and Database Administration.
	11.	Devising various means and sources of developing user-friendly software in various application of office works so as to enable processing of all types of work on the computers.

	12.	Guiding and discussing for various modules in the work related to in-house software development.
	13.	Assessing the training needs of the employees in IT and accordingly assisting the Management for imparting the right IT-training in the relevant concepts.
	14.	Providing technical assistance in procurement of IT-hardware, software, accessories and peripherals.

3.10

Designation	Manager / Deputy Manager (Project & Coordination)	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties	1.	Responsible to take care of all projects related issues.
	2.	To ensure achievement of assigned target under MOU signed with the government.
	3.	To undertake field visits to ensure implementation of sanctioned projects and utilization of funds by the SCAs.
	4.	Review of ongoing schemes from time to time.
	5.	Follow-up action with SCAs for timely and effective compliance as per NSFDC norms.
	6.	Keeping the MIS updated pertaining to his desk.
	7.	Coordination with the administrative Ministry for all types of projects related functions.
	8.	Presenting the Agenda/Board Note pertaining to his desk.
	9.	To take care of grievances/representations of the beneficiaries.
	10.	To Act as a member of Project-clearance-Committee (PCC)
	11.	Scrutiny of files related to Project sanctioning, including the term loans, Micro-credit Finance and ensuring compliance of the norms laid down in the lending policy of the Corporation.
	12.	Preparing replies to all issues related to the Parliamentary queries, Questionnaire, Starred and Unstarred questions.
	13.	Keeping the monthly MIS updated at all times for ready and quick retrieval of all types of information as may be sought by the Ministry and other Govt. bodies, such as the Planning Commission, Banks, National Commission for SCs & STs, MPs, Ministry of Finance, DPE, SCOPE etc.

	14.	Preparing the monthly MIS reports for reference of the DGM/ED/CMD apprising them about the achievements being made by the Corporation in achievement of the quarterly/ annual targets by various zones.
	15.	Sending monthly / quarterly / annual MIS reports to the Ministry and providing them any other information as may be desired from time to time on issues related to the Projects Department.
	16.	Preparing the Board Notes on Projects & Planning.
	17.	Preparing the draft MOU document in coordination with the Finance Department.
	18.	Carrying out the changes / modifications in the guidelines, lending policy from time to time.
	19.	Coordinating for preparation of opportunity profiles, training profiles in view of the changing economic and social conditions.
	20.	Coordinating for conducting the Baseline Household Sample surveys, engaging the professional agencies, presentation of report before the Competent Authority.
	21.	Analysis Notes on monitoring and Evaluation Reports prepared by Zonal Offices of the Corporation.
	22.	Monitoring and compiling of Skill Training (Target Group) related achievements.
	23.	Compiling and preparation of Budget related work of the Projects Department.
	24.	Preparation of brief notes / reports for review of the NSFDC by Hon'ble Minister and Secretary, SJ&E.

3.11

Designation	Secretary to CMD	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
Duties	A	Functions in the CMD's Secretariat
	1.	Extending all types of secretarial assistance to the CMD, such as typing of letters, reports of confidential nature, notes etc.
	2.	Receipt of daily dak of the CMD and presenting the same to the CMD on priority basis.
	3.	Maintaining the daily schedules of meetings, visit of officials, liaison with the Ministry, SCAs etc. for effective functioning of the CMD office
	4.	Fixing up appointments with the visiting delegates, keeping record of the meetings, and necessary follow-up, as and when required.
	5.	Coordinating with all the departments for organising meetings in the CMD office.
	6.	Ensuring proper house keeping, filing, documentation etc. of the CMD office.
	7.	Attending to phone calls, routine visitors, receiving and sending fax messages etc.
	8.	Maintaining record of all incoming/outgoing files, letters, documents, reports etc.
	9.	Coordinating with the Administration Department for driver's duty / MCC duty for the CMD office.
	B.	Functions in the Record Management Cell
	1.	Ensuring proper record of all files / documents / reports etc. of the office keeping in view the easy retrieval of records
	2.	Proper numbering / upkeep / binding of the records lying in the Record Room.

	3.	Overall responsibility of issuance of various type of records, incoming and outgoing files / documents / reports etc.
	4.	Ensuring proper disinfestations of the Record Room for safety of the records lying in the Record Room.
	5.	Weeding out of old and unwanted records, as per the norms laid down in the Retention Schedule and keeping record thereof.
	6.	Any other work related to management of the Record Management Cell.

3.12

Designation	Deputy Manager/Assistant Manager/Junior Executive (Projects)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Receipt and scrutiny of Project Proposals received from the SCAs and evaluating the basic eligibility as per the NSFDC norms.
	2.	Preparation of Appraisal Note mentioning the Cost of Project (COP) supporting all annexures of cost of capital, including details of working capital and profitability mentioning Debt Service Coverage Ratio (DSCR) and Return on Investment (ROI).
	3.	Checking the rates of the capital items required for setting up of the Project proposed to be financed by the Corporation.
	4.	Correspondence with the SCAs regarding sanctioning / cancellation/ clarification on project related matters.
	5.	Review of schemes by sending MIS-VI to the MIS Cell for deleting the scheme from the pending list.
	6.	Revising the schemes as requested by the SCAs on account of cost escalation or variation in the number of units
	7.	Monitoring of the ongoing schemes through correspondence, field visits as per the need.
	8.	Processing of tour reports of the Zonal Officers
	9.	Maintenance of all types of files and records related to documentation of related desks.
	10.	Preparing Letters of Intent (LOI), Project Clearance Committee (PCC) note, providing relevant data for preparation of Parliament Questionnaires etc.

	11.	Deriving informal year-wise notional allocation of funds to be earmarked to various SCAs on the basis of SC population of the Country.
	12.	Assessment of viability of the proposal in the light of NSFDC guidelines.
	13.	Reconciliation of records with the SCAs.

3.13

Designation	Deputy Manager / Assistant Manager (Finance – General Accounting)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Controlling & supervising Cash Section, comprising following activities such as Cash Payments/Receipts, Bank Payments/Receipts, Disbursement Files, Outside Payments, Payments to Zonal Offices, EDP & Training Payments, Salary & Payroll related payments including recoveries etc.
	2.	Scrutiny of files relating to Finance Department.
	3.	Scrutiny of files relating to purchases/amounts spent by Administration Department on AMCs of office equipments, PSC meetings files, hiring of vehicles, Telephone Bills, Head Office rent, Electricity & Water Bills, Imprest Payments to Administration Department.
	4.	The total work relating to deduction of Works Contracts Tax, Deposit of Work Contract Tax, thereafter issuance of Form-IX TDS certificate to firms and submission of same to Sales Tax Department.
	5.	Checking of salary and payroll bills of Head Office and Zonal Offices
	6.	Processing and checking of TA Bills, Medical Bills, LTC Bills, Leave Encashment, LTC encashment relating to Staff / officers to ensure compliance of NSFDC rules.
	7.	Checking of Monthly Expenditure Bills/Statements received from the Zonal Offices of Corporation and putting-up for approval.
	8.	Submission of Monthly parameters related to MOU to the Coordination Wing.
	9.	Processing of Files/Notes relating to Advance of various types like staff advances, Tour Advances, Computer Advances, Conveyance Advance, House Building Advance etc.
	10.	Catering to the time to time requirements of data by internal audit cell and information required by Ministry & Govt. Offices like RBI, DPE etc.

	11.	Work related to Placement of surplus funds with banks in the shape of FDRs - issuing of letters calling quotations, putting-up of quotations/receipt and assisting in opening of quotations/Tenders in presence of Committee Members, and after approval issuance of cheques & letters, receipt of FDR & Finally encashment of FDR on maturity and in case of eventuality - work related to prematuring FDR's as per requirements of funds.
	12.	Finalization of PF returns & Insurance related returns, monthly/Annual as per the statutory requirements.
	13.	Preparation of schedules & sub-schedules at the time of closing of accounts, thereafter preparation of Draft Balance Sheet.
	14.	Attending to queries/suggestions/observations of Statutory Auditors/CAG Auditors and preparation of final Balance Sheet.
	15.	Participation in various Committees formed in the Corporation.
	16.	Calculation of Income Tax for the Staff.
	17.	Maintaining of Records of Income Tax as per requirement of revised rules of IT act.
	18.	Filing the Annual Returns in Form No. 24.
	19.	Issuance of Form 16 and Form 12BA for staff.
	20.	Issuance of Form 16A for contractors.
	21.	Filing of Annual Returns in Form No. 26J, 26K and 26C for contractors.
	22.	Follow up and coordinating with Income Tax office from time to time.

3.14

Designation	Deputy Manager / Assistant Manager (Finance- Loan Accounting)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Over all checking of the Disbursement, Repayment, Refund and Adjustment (if any) in respect of Posting, Checking and their appropriation, in various project schemes sanctioned by the Corporation.
	2.	Raising of Quarterly Demand for recovery of amount due and outstanding from the SCAs.
	3.	Raising of Demand for recovery of Higher Rate of Interest (HRI) and Penal Interest from the SCAs.
	4.	Providing the required data / information to the Project Deptt.
	5.	Reconciliation of outstanding balances appearing in the books of NSFDC with the balances appearing in the books of SCDCs.
	6.	Preparation of MIS containing SCA-wise and scheme-wise on monthly basis.
	7.	Preparation of various reports, in the desired formats, as required by the Ministry as well as for internal use.
	8.	Preparation of Schedules of Loan Accounting for Statutory Auditors.
	9.	Obtaining the Balance Confirmation Certificates for outstanding balances from the SCAs.
	10.	Maintenance of Fixed Assets Register
	11.	Item wise calculation of Depreciation of items.

3.15

Designation	Deputy Manager/Assistant Manager/Junior Executive (Personnel)		
Powers	Administrative	Nil	
	Financial	Nil	
	Others	Nil	
Duties	1.	Assessing the manpower needs of various departments and manpower planning of the Corporation keeping in view the optimum utilisation of Human Resource in the light of the Sanctioned, Incumbency position of the Corporation and potential of employees.	
	2.	Employees Career Progression and other related issues.	
	3.	Posting & Transfer of officers/staff as per decision of the competent authority.	
	4.	Probation and confirmation of employees of the Corporation.	
	5.	Processing of DPC meetings, and issuance of office orders on establishment matters.	
	6.	Identification of training needs. Organizing in-house and outdoor Executive Development Programmes for employees of the Corporation.	
	7.	Formulation of Personnel policies, service conditions, review of personnel policies and procedures.	
	8.	Completion of Annual Performance Appraisal Reports of Officers & Staff and communication of adverse remarks, if any, to the concerned employees, mitigation of grievances etc.	
	9.	Forwarding of applications of employees for outside employment.	
	10.	All establishment matters including maintenance of Service Books. Dealing with Parliament Questions pertaining to Personnel, ensuring accurate and timely replies to Parliament Questions/VIP communications and follow-up thereof.	
	11.	Ensuring timely processing of service matters and employee benefits so as to create a sense of belongingness amongst the employees.	

	12.	Ensuring due compliance of government orders and instructions pertaining to reservation of vacancies.
	13.	Collecting, consolidation and despatching the Annual Returns relating to representation of SCs and STs.
	14.	Acting as a Liaison Officer between the NSFDC and the Ministry concerned for supply of other information, answering questions/queries and clearing doubts in regard to matters in reservation of posts for SCs and STs.
	15.	Preparation of rosters maintained in the Corporation to ensure proper implementation of the reservation policy notified by the government.
	16.	Extending necessary assistance to the National Commission for SCs and STs in the investigation of complaints received by the National Commission for SCs and STs in regard to service matters.
	17.	Implementation of Government Directives on reservation and liaison work in respect of SC/ST employees.

3.16

Designation	Deputy Manager / Assistant Manager (Administration)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Purchase of all items by forming of Committee, issuing Notice Inviting tenders, receiving the sealed quotations, opening of quotations, making comparative statements of quotations received etc.
	2.	Placement of work / job / purchase orders with the selected firms after obtaining approval of the Competent Authority.
	3.	Ensuring timely and effective execution of the orders placed with various firms.
	4.	Visiting the premises of the firms, if required, to check their credentials and the facilities available with the firm for the execution of contracts.
	5.	Purchase of office items on routine basis and maintenance of Imprest account.
	6.	Proper maintenance of all office equipments like Computers, Fax EPABX, ACs, Aqua Guards, Photo Copier, Vending Machine, Time Recorder etc. by entering into AMC with firms selected through calling of tenders at the most competitive rates.
	7.	Ensuring proper cleanliness of the office & its safety and security through AMC with firms selected through tender system.
	8.	Finalization of AMCs for printing of stationery items, NSFDC Guidelines, Reports, Newsletter from time to time by calling of tenders, placing of orders, proof reading and ensuring timely supply.
	9.	Ensuring timely renewal of all types of AMC, development and selection of new firms so as to provide fair and transparent system in selection of firms.
	10.	Supervision of Despatch Section, checking/verification of expenses related to despatch of various documents.

	11.	Supervision of Store, checking of store items, stock taking from time to time.
	12.	Verification of the Stock Register, Despatch Register and Log Books of the Drivers.
	13.	Ensure proper maintenance of office vehicle and supervision of Driver's Duty.
	14.	Booking of Air tickets and Rail tickets of officials.
	15.	Providing all necessary assistance in the organization of Seminar/Conferences
	16.	All Administration work involved in organizing of Board Meetings and AGMs.
	17.	Liaison with officials of MTNL, Post Office, Ministries, Sister Concerns etc. on administrative matters.
	18.	Coordination with Zonal Office on all Administrative matters.
	19.	Processing & putting up of bills of all firms after due verification of the services rendered as per the terms and conditions of the Contracts.

3.17

Designation	Deputy Manager (Projects & Official Language)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Receipt and scrutiny of Project Proposals received from the SCAs and evaluating the basic eligibility as per the NSFDC norms.
	2.	Preparation of Appraisal Note mentioning the Cost of Project (COP) supporting all annexures of cost of capital, including details of working capital and profitability mentioning Debt Service Coverage Ratio (DSCR) and Return on Investment (ROI).
	3.	Checking the rates of the capital items required for setting up of the Project proposed to be financed by the Corporation.
	4.	Correspondence with the SCAs regarding sanctioning / cancellation/ clarification on project related matters.
	5.	Review of schemes by sending MIS-VI to the MIS Cell for deleting the scheme from the pending list.
	6.	Revising the schemes as requested by the SCAs on account of cost escalation or variation in the number of units
	7.	Monitoring of the ongoing schemes through correspondence, field visits as per the need.
	8.	Processing of tour reports of the Zonal Officers
	9.	Maintenance of all types of files and records related to documentation of related desks.
	10.	Preparing Letters of Intent (LOI), Project Clearance Committee (PCC) note, providing relevant data for preparation of Parliament Questionnaires etc.
	11.	Deriving informal year-wise notional allocation of funds to be earmarked to various SCAs on the basis of SC population of the Country.
	12.	Assessment of viability of the proposal in the light of NSFDC guidelines.

	13.	Reconciliation of records with the SCAs.
	14.	Organising the monthly/quarterly meetings to make the officials/staff aware of the Raj Bhasha Policy in the Corporation.
	15.	Scrutiny of translation of various official documents.
	16.	Scrutiny of monthly/quarterly/six monthly and annual statements related to use of Hindi language in the Corporation.
	17.	To ensure implementation of Raj Bhasha Policy in the Corporation, as per instructions/directives received from the Government from time to time.

3.18

Designation	Deputy Manager (Administration-Library)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Purchase of all items by forming of Committee, issuing Notice Inviting tenders, receiving the sealed quotations, opening of quotations.
	2.	Placement of work / job / purchase orders with the selected firms after obtaining approval of the Competent Authority.
	3.	Ensuring timely and effective execution of the orders placed with various firms.
	4.	Visiting the premises of the firms, if required, to check their credentials and the facilities available with the firm for the execution of contracts.
	5.	Purchase of office items on routine basis and maintenance of Imprest account.
	6.	Proper maintenance of all office equipments like Computers, Fax EPABX, ACs, Aqua Guards, Photo Copier, Vending Machine, Time Recorder etc. by entering into AMC with firms selected through calling of tenders at the most competitive rates.
	7.	Ensuring proper cleanliness of the office & its safety and security through AMC with firms selected through tender system.
	8.	Finalising of AMCs for printing of stationery items, NSFDC Guidelines, Reports, Newsletter from time to time by calling of tenders, placing of orders, proof reading and ensuring timely supply.
	9.	Ensuring timely renewal of all types of AMCs, development and selection of new firms so as to provide fair and transparent system in selection of firms.
	10.	Supervision of Despatch Section, checking/verification of expenses related to despatch of various documents.
	11.	Supervision of Store, checking of store items and stock taking from time to time.

	12.	Verification of the Stock Register, Despatch Register and Log Books of the Drivers.
	13.	Ensure proper maintenance of office vehicle and supervision of Driver's Duty.
	14.	Booking of Air tickets and Rail tickets of officials.
	15.	Providing all necessary assistance in the organization of Seminars/Conferences
	16.	All Administration work involved in organization of Board Meetings and General Body Meetings of the Corporation.
	17.	Liaison with officials of MTNL, Post Office, Ministries, Sister Concerns etc. on administrative matters.
	18.	Coordination with Zonal Offices on all Administrative matters.
	19.	Processing & putting up of bills of all the firms after due verification of the services rendered as per the terms and conditions of the contracts.
	20.	Maintenance and upkeep of Library records, purchase of books/magazines/periodicals/journals etc. for the Office Library.
	21.	Making entries of all the books/magazines/periodicals/journals etc. in the Library Register. Taking stock of the Library Register from time to time.
	22.	Keep a proper record of issuance and receipt of Library books/magazines/periodicals/journals etc.
	23.	Processing of papers/proposals related to publication of advertisements in various souvenirs/magazines etc.

3.19

Designation	Zonal Officer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	To assist SCAs to identify suitable economically and technically viable schemes for the target group in accordance with the policies and guidelines of NSFDC.
	2.	To ensure that SCAs submit their project proposals to NSFDC as per the parameters laid down in the notional allocation letter issued by NSFDC, Head Office in the beginning of the financial year.
	3.	To ensure that SCAs implement the schemes sanctioned by NSFDC as per the terms and conditions laid down in the Letters of Intent (LOI).
	4.	To represent NSFDC in the Project implementation Committee for monitoring the implementation of the Project. Zonal Officer is also associated as a member representing NSFDC for selection of beneficiaries for NSFDC schemes.
	5.	To ensure that funds disbursed by NSFDC to SCAs are properly and timely utilised and utilisation reports are submitted to NSFDC. For this purpose, constant follow up with SCAs is necessary.
	6.	To ensure that overdues of NSFDC are timely repaid by SCAs. For this purpose, follow up with SCAs, personal meetings with the Managing Director, concerned officials of SCAs are necessary.
	7.	To represent NSFDC in the Board of Directors Meetings of SCAs. To ensure that agenda on NSFDC schemes and other issues related to NSFDC is included and discussed in these meetings.
	8.	To follow up with State Govts.(Department of Social Justice & Empowerment of State Govts.) for various issues like Govt. Guarantee, Repayment of Overdues by defaulter SCAs etc.
	9.	To identify training institute, for organising suitable training programmes for unemployed youth from the target group. To tie up these institutes with SCAs to conduct these training programme.

	10.	To visit various district and rural areas of the states to contact NSFDC beneficiaries for evaluation purpose. This include verification of assets, personal interview of the beneficiary to know the impact of NSFDC scheme on the economic and social life of the beneficiary.
	11.	To organize and arrange for the meetings of Parliamentary Committee and Labour and Welfare in association with other participating organisations.
	12.	To accompany the senior officials from the NSFDC, Head Office during their visits to State Govts. and SCAs. To participate in the meetings, to prepare minutes of these meetings and take follow up action for implementation of decisions taken in these meetings.
	13.	To participate in the Executive Development Programme (EDP) for the officials of SCAs organised by NSFDC. To act as a faculty member in these programmes for giving information on implementation of NSFDC schemes, monitoring, accounting etc.
	14.	To look after administrative work of the Zonal Office including financial/accounting matters etc.

3.20

Designation	Private Secretary to ED	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
	1.	Extending all types of secretarial assistance to ED, such as typing of letters, notes etc.
	2.	Receipt of daily dak of the ED and presenting the same to the ED on priority basis.
	3.	Maintaining the daily schedules of meetings, visit of officials, liaison with the Ministry, SCAs etc. for effective functioning of the ED's office
	4.	Fixing up appointments with the visiting delegates, keeping record of the meetings, and necessary follow-up, as and when required.
	5.	Coordinating with all departments for organising meetings in the ED's office.
	6.	Ensuring proper house keeping, filing, documentation etc. of the ED's office.
	7.	Attending to phone calls, routine visitors, receiving and sending fax messages etc.
	8.	Maintaining record of all incoming/outgoing files, letters, documents, brochures, reports etc.
	9.	Coordinating with the Administration Department for driver's duty / MCC duty for the ED's office.

3.21

Designation	Assistant Private Secretary to CMD	
Powers	Administrative	Sanction of CL/HPL/ML.
	Financial	Nil
	Others	Nil
	1.	Extending all types of secretarial assistance to the CMD, such as typing of letters, reports of confidential nature, notes etc.
	2.	Receipt of daily dak of the CMD and presenting the same to the CMD on priority basis.
	3.	Maintaining the daily schedules of meetings, visit of officials, liaison with the Ministry, SCAs etc. for effective functioning of the CMD office
	4.	Fixing up appointments with the visiting delegates, keeping record of the meetings, and necessary follow-up, as and when required.
	5.	Coordinating with all departments for organising meetings in the CMD office.
	6.	Ensuring proper house keeping, filing, documentation etc. of the CMD office.
	7.	Attending to phone calls, routine visitors, receiving and sending fax messages etc.
	8.	Maintaining record of all incoming/outgoing files, letters, documents, brochures, reports etc.
	9.	Coordinating with the Administration Department for driver's duty / MCC duty for the CMD office.

3.22

Designation	Junior Executive (OL)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Organising the monthly/quarterly meetings to make the officials/staff aware of the Raj Bhasha Policy in the Corporation. Preparation of agenda and minutes of the above-said meetings.
	2.	Translation of all types of Documents - General / Parliamentary / Technical / Rules/Annual Reports/Guidelines etc.
	3.	Organising Hindi Week/fortnight and various competitions to motivate the employees to work in Hindi.
	4.	Preparation of monthly/quarterly/six monthly & Annual Statements related to use of Hindi Language in the Corporation.
	5.	To ensure implementation of Raj Bhasha Policy in the Corporation, as per instructions/directives received from the Government from time to time.

3.23

Designation	Executive (IT)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Development of integrated Software for various departments capable of functioning in the LAN environment.
	2.	Setting up and constant updation of Database administration related to the Projects, Finance and Personnel & Administration.
	3.	Ensuring compliance of various statutory regulations as set-up by bodies like NASSCOM etc.
	4.	Ensuring the changes in the official WEBSITES of the Corporation from time to time.
	5.	Ensuring periodical collection of various types of Data from the Project and Finance Department related to sanction and disbursement of funds, repayment and refund by SCAs related to the regular projects and Micro-credit Finance etc.
	6.	Ensuring that various types of monthly reports are generated in time and provided to the respective desks/department and Zonal Offices of the Corporation in time.
	7.	Preparation of various reports for Board Meeting, Ministry, Parliamentary Committee, Parliamentary queries etc. as per desired format.
	8.	Submission of various type of information related to utilization of funds, repayment by SCAs, availability of Govt. Guarantee etc. to the Management for monitoring, control and decision making purposes.
	9.	Trouble shooting for various Hardware and software problems in the office.
	10.	Ensuring effective Local Area Network (LAN) Administration and Database Administration.
	11.	Devising various means and sources of developing user-friendly software in various application of office works so as to enable processing of all types of work on the computers.

	12.	Giving advice for various modules in the work related to in-house software development.
	13.	Assessing the training needs of the employees in IT and accordingly assisting the Management for imparting the right IT-training in the relevant concepts.
	14.	Providing technical assistance in procurement of IT-hardware, software, accessories and peripherals.

3.24

Designation	Senior Assistant (Projects)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Preparation of appraisal note on receipt of a proposal from the SCAs.
	2.	Checking the documents and scrutinising the same for checking the eligibility details, in conformation of the eligibility criteria and the lending policy of the Corporation.
	3.	Submission of the appraisal note to the reporting officers for further analysis, and sanctioning of loan for the proposals.
	4.	Seeking clarifications from the SCAs, as per the queries raised by the senior officers.
	5.	Disbursement of sanctioned amount to the SCAs as and when requested.
	6.	Keeping up the record of fund utilisation of disbursed amount to the SCA.
	7.	Processing of cases related to Micro Credit Finance scheme and keeping the record of fund utilisation in MCF scheme.
	8.	Processing the files for sanction of Training Programmes for un-employed educated youths in the NE areas.
	9.	Processing the files for sanction of Skill Development Programmes in the concerned States.

3.25

Designation	Senior Assistant/Assistant/Junior Assistant (Finance/Cashier)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Preparation of cash payments vouchers, bank vouchers, journal vouchers, payment receipts etc.
	2.	Preparation of cheques for all types of payments after duly verifying the purpose, nature of payment, favouring authorities/ persons etc.
	3.	Coordinating with the banks for preparation of demand drafts for release of funds to the SCAs and other firms.
	4.	Collecting Statements of Corporation's bank balances with various banks and apprising the reporting officer regarding availability of funds with the Corporation.
	5.	Issuance of cheque books from the banks as and when required.
	6.	Maintenance of reasonable cash-in-hand, as per the limits defined.
	7.	Daily closing of cash balances under the supervision of Cash office incharge.
	8.	Maintenance of Cash Book, Daily Book.
	9.	Timely deposit of cheques and demand drafts with the Corporation's accounts, as and when received.
	10.	Processing of payment files related to Imprest Account of Admn. Deptt., Medical reimbursement and other minor payments.
	11.	Ensuring safe custody of Short-term deposit certificates, cheque books, cash in hand etc.

3.26

Designation	Senior Assistant/Assistant/Junior Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Typing of the documents, preparing drafts, rectification of errors.
	2.	Opening of files, numbering, maintaining of diary register.
	3.	Processing of documents with inputs like highlighting of important points/issues, reference to rules and regulations, eligibility etc.
	4.	Proper upkeep of office equipments, like typewriters, computer, printer etc.
	5.	Maintenance of files / records pertaining to area of his/her activities.
	6.	Setting out the priority of the work as per the office needs.
	7.	Preparation of sets of documents/papers for the meetings/conferences/seminars etc.
	8.	Coordinating with other departments for collection of data, desired information, photocopying of documents etc.

3.27

Designation	Senior Personal Assistant/Personal Assistant/Stenographer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	To take dictation and transcribe it, preparing draft documents.
	2.	Type Appraisal Notes, PCC Minutes, Letter of Intents (LOIs), DD's Letters and other day-to-day routine work in Projects Department.
	3.	Keeping record of incoming/outgoing files, papers, documents etc.
	4.	Proper maintenance of records/files, almirahs of the reporting officer.
	5.	Attending to phone calls in the absence of the Reporting officer and providing feedback of the same.
	6.	Receiving daily dak of the reporting officer and ensuring timely despatch of the letters/documents/DDs to the desired destinations.
	7.	Assisting the reporting officer in collecting data/information on various accounts from different departments.

3.28

Designation	Front Office Executive	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Operations of the EPBX machine, Fax machine – Sending and receiving of messages.
	2.	Receiving incoming calls and diverting the same to the concerned officials.
	3.	Arranging outgoing STD calls, connecting to the concerned persons.
	4.	Maintaining the STD call register and verifying the STD bills, highlighting the details of personal calls.
	5.	Lodging of complaints of EPABX equipment, telephone instruments.
	6.	Lodging of complaints for faulty direct numbers of the officials with MTNL.

3.29

Designation	Senior Assistant (MIS)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	VERIFICATION & UPDATION OF DATABASE
		a. Keeping record of various information related to Proposal, Sanctions, Disbursement, Revision in sanctions, Utilisation, Cancellation / Dropping of schemes etc. from various desks b. Maintaining of data-base for the Micro Credit Finance Schemes c. Rectification of errors by comparing the previous months' MIS
	2.	GENERATION OF REPORTS
		• Monthly Progress Report • Report for Status Note (Monthly) • Preparing and scrutinising reports / data for various meetings, such as Board Meetings, Parliamentary Committee meetings, Review Meetings in the Ministry etc. • Cumulative data to the Zonal Offices (monthly) • Information / reports required by Auditors • Providing any other information as required by various desks / Zonal offices from time to time.
	3.	Providing data / statements in the desired modules / formats as demanded vide Parliamentary Questions, VVIP references etc.
	4.	DOCUMENTATION and GRAPHICAL WORK
		a) All types of documentation in MS-Office, formatting etc b) Creating graphs, tables for presentation in the MS-Excel, MS-Powerpoint
	5.	Taking back up of existing database in the server as well as in floppies for safe custody. Providing and assisting in trouble shooting of hardware / software problems of minor nature.

	6.	Updation of Websites of the Corporation and checking of e-mail, ensuring distribution of the e-mail messages to the concerned officials/sending e-mails to the desired destinations.
	7.	Proper upkeep and minor maintenance of the equipments, checking and ensuring LAN connectivity to all the nodes, reporting about complaints etc. to the superiors.
	8.	Tackling the problems of configuration of various hardware components between one another for smooth office operations.

3.30

Designation	Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Support to officers in typewriting work relating to Notes, Letters, PCC Minutes, Appraisal Note, Status Note, MOU Statement, LOI, Parliament Questionnaires, Parliament Committees Reports & Replies, Ministries and Queries.
	2.	Maintenance of Backups/Floppies of important document and files.
	3.	Co-ordination with Despatch section for sending communications to various outside Agencies/Offices for issuing large scale, documents guidelines policy matter, office order.
	4.	Co-ordination with MIS Cell & compilation of Monthly Status Report on NSFDC's Operations generated in huge volume for different reports.
	5.	Assisting the officers in filing documentation work.
	6.	Co-ordination with store for issuance of Stationery & Computer/Printer/photocopier accessories.
	7.	Diary of work/minutes/meetings.

3.31

Designation	Assistant/ Sr. Machine Operator/Machine Operator	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Operating Photocopier Machine
	2.	Operating Duplicating Machine
	3.	Minor maintenance of Machines
	4.	Preparation of Sets of documents for various meetings.
	5.	Bulk photocopy of specific tasks.

3.32

Designation	Dispatch Rider	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Distribution of inward dak to the concerned officials.
	2.	Distribution of local outgoing dak/correspondence to the Ministry, DPE, ROC and other offices, as the case may be.
	3.	Receipt of correspondence from other concerned offices addressed to the NSFDC.
	4.	Payment of official bills of MTNL, Electricity, jal Board, as the case may be.
	5.	Follow-up with the concerned officials of the Ministry of Home Affairs for issue/renewal of MHA cards.
	6.	Collection of passes from the Parliamentary Section for the concerned meetings.
	7.	Speed post, Courier, registered dak etc.

3.33

Designation	Junior Assistant/Junior Assistant (SG)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.	Distribution of urgent Circulars/Office Orders etc.
	2.	Keep Papers and Files in a proper manner.
	3.	Ensuring filling-up of water to all the officers & staff in the concerned deptt.
	4.	Taking care of movement of files and papers to the concerned individuals.
	5.	Photocopying and preparation of sets, as and when required.
	6.	Preparation of demand drafts and taking delivery from the banks, in case of Finance Department.
	7.	Taking care of the official guests of the officers attached.
	8.	Delivery of documents etc. to outside offices, agencies, as and when required.

Chapter - 4 (Manual - 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

4. The Department-wise list of rules, regulations, instructions, manuals and records available and used by employees for discharging functions are given below:

4.1. PERSONNEL & VIGILANCE DEPARTMENT.

S. No.	Name/title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	NSFDC Conveyance Advance Rules, 1989. (Last Amended vide Office Order No.NSFDC/ Pers./Pol./Con.Ad v./96 dated 4 th January, 2018)	Rules	It provides facility of availing conveyance advance to the Employees of the Corporation.	Deputy Manager (Human Resource), NSFDC, 14 th Floor, SCOPE Minar, Core 1 & 2, Laxmi Nagar District Centre, Delhi-110 092 Tele/Fax No.011-22054396, 22054395	NIL
2.	Adoption of Govt. Rules.	Resolution	Wherever NSFDC Rules are not in existence/ are silent, we follow Central Govt. Rules.	-do-	NIL
3.	NSFDC Conduct Discipline & Appeal Rules, 1990. (Last Amended vide Office Order No.NSFDC/HR(P oL)/3/91/Vol.II dated 30 th September, 2019.)	Rules	Conduct Discipline of Employees is governed by this Rule	-do-	NIL
4.	Rules relating to HRA, Company leased, Residential accommodation for Executives, 1990	Rules	It provides facility of Company leased Residential Accommodation to the Executives as per their entitlements	-do-	NIL

5.	NSFDC encashment of Leave Rules, 1990	Rules	Rules provide facility of encashment of certain number of days Earned Leave	-do-	NIL
6.	LIC Group Saving Linked Insurance Schemes in lieu of Employee deposit linked scheme under Employees Provident Fund & Miscellaneous provisions Act.,1952	Rules	Scheme provides Group saving linked Insurance to the Employees of the Corporation.	-do-	NIL
7.	NSFDC LTC Rules, 1992	Rules	It provides facility of Leave Travel Concession to the Employees of the Corporation as per his/her entitlement.	-do-	NIL
8.	Rules for forwarding of applications of Employees for outside Employment, 1992	Rules	Under these rules employees are entitled to get forward their applications for outside employment.	-do-	NIL
9.	NSFDC Recruitment, Promotions, and Seniority Rules, 1993 (Last Amended vide Office Order No. NSFDC/Pers./RP &S/93(Vol.-I) dated 14th September, 2018.)	Rules	Rules provide procedure to be followed for Recruitment, Promotions, and Seniority of Employees in the Corporation.	-do-	NIL
10.	Overtime Allowance for Drivers, 1993	Rules	Vide this Staff Car Drivers are allowed to get overtime allowance at the rate mentioned therein for maximum hours beyond the duty hours.	-do-	NIL

11.	NSFDC Medical Attendance Rule, 1993 & Amendment thereof. (Last Amended vide orders dated 20.10.1995, 12.1.1998, 5.7.2017)	Rules	Under this Employees get facility of Medical reimbursement for the treatment of self & dependent members as per his/her entitlement, from Recognized Hospitals.	-do-	NIL
12.	House Building Advance Rules, 2000 (Last Amended vide Office Order No. NSFDC/Pers/HB A/2000 (Vol.-II) dated 23rd April, 2018)	Rules	Employees are entitled to avail facility of House Building advance as per his/her entitlement keeping in view the repaying capacity subject to maximum of Rs.7.5 lakhs.	-do-	NIL
13.	LIC Group Gratuity Schemes for the Employees of NSFDC, 2000	Rules	Under this Scheme, besides the gratuity admissible under the payment of gratuity 1972, in case of death, Employees are also entitle to get a gratuity for the period from the date of death.	-do-	NIL
14.	Delegation of powers (Last Amended vide Office Order No. NSFDC/HR/DOP/ 91 dated 18 th September, 2018)	Rules	By this certain officials are empowered to approve/sign certain documents on behalf of the Corporation.	-do-	NIL
15.	Revision of pay scales of the Employees (Amended vide Office Order No. NSFDC/HR/Pay Revision/ 2016 dated 28.12.2017)	Instructions	Vide this order Pay-scales revised w.e.f. 01.01.2017 have been implemented.	-do-	NIL

	for Executive & non-Executive) w.e.f. 01.01.2017)				
16.	Restructuring of Manpower (NSFDC/Pers/R&P/93 dated 19.02.04	Instructions	Vide this order Manpower Restructuring in the Corporation after bifurcation was conveyed with the approval of Board/ Ministry etc. conveying number of sanctioned posts in each cadre.	-do-	NIL
17.	Transport Allowance to Physically Handicapped (Office Order No.NSFDC/PERS /TA/ B.ORT/2003 dated 07.7.2005	Instruction	Vide this order facility of Transport Allowance to Visually & Orthopaedically Employees of the Corporation was conveyed as per the Guidelines of DPE.	-do-	NIL
18.	Perks & Allowances (Amended vide Office Order No. NSFDC/HR/Pay Revision/ 2016 dated 28.12.2017 for Executive & non-Executive) w.e.f. 01.01.2017)	Instructions	Perks & Allowances on revision of pay w.e.f. 01.01.2017 are conveyed to the Employees of the Corporation.	-do-	NIL
19.	Annual Performance Appraisal report (Office order No.NSFDC /PERS/REV.Pol./ APAR/2010 dated 08.03.2011.)	Instructions	Vide this order system of Performance Appraisal of Employees of the Corporation at the various level is adopted	-do-	NIL
20.	Circular (No.NSFDC/P-II/2/91/Vol.II dated 31.03.04	Instruction	Vide this circular Schedule for completion of ACRs within stipulated period has been conveyed.	-do-	NIL

21.	Reservation Roster	Record	Reservation policy followed as per the directive of Govt. in the Corporation.	-do-	NIL
22.	Service Books	Record	Entries regarding Service matters of individual Employee are made in this book.	-do-	NIL
23.	Leave Register	Record	Entries regarding Leave availed by the Employees of the Corporation are mentioned.	-do-	NIL

4.2. ADMINISTRATION DEPARTMENT.

S. No.	Name/title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	Circular No. NSFDC/ ADMN/02/92 dated 21.10.99 entitlement of brief case to officials	Instructions	Vide this Circular officers are conveyed his/her entitlement of Brief Case.	Sr. Manager (Admn) NSFDC, 14th Floor, SCOPE Minar, Core 1 & 2, Laxmi Nagar District Centre, Delhi-110 092 Tele/Fax No.011-22054396, 22054395	
2.	Circular No.NSFDC /ADMN/273/97 dated 14.12.04.	Instructions	Vide this Circular Instructions regarding purchase/issue of cartridges are issued.	-do-	
3.	Circular No. NSFDC/ ADMN/350/2002-Vol-II/ Tel. dated 14.07.2004	Instructions	Vide this eligibility of employee (Cadre wise) for availing Telephone Call facilities has been conveyed	-do-	
4.	Circular No.NSFDC/ ADMN/02/99 dated 16th March, 1999	Instructions	Vide this employees are advised to send the urgent Dak relating to Ministry DPE etc. positively by 2.30 p.m. to dispatch Section	-do-	

5.	Fixed Assets Register	Record	Document contain the Information regarding fixed assets available in the Corporation.	-do-	
6.	Stock Register	Record	Entries of stationery items/received in the store and issued to the Employees for official use is mentioned.	-do-	
7.	Visitor Register	Record	Details regarding persons visited in the Corporation.	-do-	
8.	Despatch Register	Record	Document contains in word & outward letters in the Corporation.	-do-	

4.3. PROJECTS DEPARTMENT.

S. No.	Name/title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	Guidelines on Economic Development Schemes for the persons belonging to Scheduled Castes	Regulations	Vide this Lending Policy of the Corporation pertaining to different financing and format of applications for financial assistance under various activities has been conveyed.	Manager (Proj-Cdn.) NSFDC, 14th Floor, SCOPE Minar, Core 1 & 2, Laxmi Nagar District Centre, Delhi-110 092 Tele/Fax No.011-22054396, 22054395	
2.	Circular (No.NSFDC/P ROJ/CDN. /45	Instructions	Vide the said Circular norms for disbursement of fund in the various sanctioned schemes of the Corporation has been given.	-do-	
3.	Office order (No.NSFDC/P ers/Genl./2005 dated 12.01.05	Instructions	Vide this system of Project (sanctioned, disbursement & utilisation acceptance as per the given norms has been conveyed.	-do-	
4.	Letter (No.NSFDC/P ROJ/DGM/	Instructions	Vide this SCDCs are advised to follow the system of utilisation of	-do-	

	Monitoring/2005 dated 02.05.05		fund n proper manner		
5.	Proj Clearance Committee (PCC)	Instructions	Vide this document a Committee is formed to give its recommendations on considering the project Proposal for sanction	-do-	
6.	Opportunity Profile	Manual	It is a brief write up of 101 projects prepared by NSFDC for reference.	-do-	
7.	Circular (NSFDC/PROJ/CDN./45 dated 26.05.05	Instructions	Vide this instructions on procedural Safeguards on projects have been given		
8.	Central Register	Record	It contains the Information regarding Projects proposal received from SCA in the Corporation		
9.	Circular (No.NSFDC/PROJ/45/2002 dated 03.04.02	Instruction	It is relating to opening of Control Register w.e.f. 01.04.02 in all desk of Project Department for monitoring of complaint and replies of important letters received from National Commission for SC/ST, Ministry and other Agencies.	-do-	
10.	Circular (No.NSFDC/PROJ/CDN/45/2003 dated 05.06.02	Instructions	Regarding reconciliation of data (MIS) of sanctioned disbursement SCA wise and year wise.		
11.	Circular (No.NSFDC/PROJ/CDN/45/2003 dated	Instructions	Guidelines regarding higher rate of Interest.	-do-	
12.	Letter of Intent	Instructions	The document contain the Terms and Conditions regarding sanction of loan, disbursement of fund and utilisation thereof.		

4.4. FINANCE DEPARTMENT.

S. No.	Name/title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	Circular (No.NSFDC/FIN/ADV/ 98 dated 05.02.99	Instruction	Document provides information regarding outstanding advance and adjustment thereof	Manager(Fin.) NSFDC, 14th Floor, SCOPE Minar, Core 1 & 2, Laxmi Nagar District Centre, Delhi-110 092 Tele/Fax No.011-22054396, 22054395	-do-
2.	Circular (No.NSFDC/FIN/TA dated 28.05.99	Instructions	This is regarding settlement of TA claims of Employees of the Corporation	Manager (Budget Fin.)	
3.	Circular (NSFDC/FIN/R-2/283 dated 5th May, 2004	Instruction	Regarding Settlement of Local Conveyance Claim of the Employees.	-do-	
4.	Accounts manual comprising Internal Audit	Manual	Document contains Information regarding procedures of maintaining books of Accounts in the Corporation.	Manager (IAW)	
5.	Govt. Guarantee	Record	File containing Govt Guarantee obtained from SCAs for sanction and disbursement of funds in the NSFDC's schemes.	Manager (IAW)	
6.	Letter to Zonal Officers	Instructions	Vide this document Instructions have been conveyed to Zonal Officers for maintaining books of account at Zonal Office.	Manager (Fin)	
7.	Account Register	Record	Books of Account in the form of Cash Book, Ledger, Journal, Cheque issue Register, receipt and payment (cash & bank voucher), disbursement Register, Repayment register, Avak Javak Register, Investment related record are maintained for day to day functioning of the Finance Division. * Rules & Regulations issued by Personnel Department regarding functioning of Finance Department are being followed.	Sr.Mgr (Proj-Fin/ Mgr (Bud.Fin.)	

4.5. TRAINING CELL.

S. No.	Name/title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	Training Guidelines	Instructions	Vide this document Instructions have been conveyed to prepare Training Proposal for considering grant by NSFDC	Sr.Manager (Proj.&Trg.) NSFDC, 14th Floor, SCOPE Minar, Core 1 & 2, Laxmi Nagar District Centre, Delhi-110 092 Tele/Fax No.011-22054396, 22054395	
2.	Circular (No.NSFDC /PROJ/Cdn. /20 (B)/2002) dated 1st October, 2002.	Instructions	The Circular is regarding revision in the limits of grants to the State Channelising Agency for conducting skill/Entrepreneurial Development Programme for Target Group	-do-	
3.	Letter (NSFDC/Trg/SCAs dated 4th August 2005)	Instruction	Letter address to CMD's/MDs of All SCDC of NSFDC regarding revision in the limit of payment of stipend to SCDC for conducting skill/EDP Programme for target group.	-do-	
4.	Sanction Letter	Instructions	Vide this document the terms and conditions on which training grant is provided for organising Training Programmes for Target Group (Scheduled Castes Students) are given.		

4.6. OFFICIAL LANGUAGE DEPARTMENT/CELL.

S. No.	Name/title of the document	Type of the Document (Rules, Regulations, Instructions, Manuals, Records, others)	Brief Write-up on the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of the document
1.	परिपत्र सं. अनुविन/दआंका/ राभा. दिनांक 18.11.2004	सूचना	इस परिपत्र द्वारा अनुविनि में राजभाषा हिन्दी से संबंधित नियमों / आदेशों का अनुपालन सुनिश्चित करने के लिए निर्धारित जांच बिंदुओं को प्रभावित करने के संबंध में सूचना दी गई।	वरि. प्रबंधक (राभा. / कनिष्ठ कार्यपालक रा. भा.) अनुविनि, 14 वां तल, स्कोप मिनार, कोर 1 & 2 लक्ष्मी नगर, दिल्ली - 92 दूरभाष नं 011-22054396 फैक्स - 011 22054395	
2.	आदेश सं. अनुविन// राभा./2(3) दिनांक 04.05.2005	सूचना	इस आदेश द्वारा अनुविनि में हिन्दी में प्रवीणता प्राप्त अधिकारियों तथा कर्मचारियों को हिन्दी में कार्य करने के निर्देश दिए गए।	वरि. प्रबंधक (राभा. / कनिष्ठ कार्यपालक रा. भा.)	
3.	कार्यालय झापन सं. अनुविन/ राभा./1(6)/03/9 दिनांक 23.08.2005	सूचना	इस झापन द्वारा सरकारी कामकाज में राजभाषा हिन्दी के प्रयोग के बारे में राजभाषा विभाग द्वारा जारी किया गया वार्षिक कार्यक्रम 2005-06 के निर्धारित लक्ष्य को प्राप्त करने के बारे में आवश्यक सूचना दी गई।	वरि. प्रबंधक (राभा. / कनिष्ठ कार्यपालक रा. भा.)	

Chapter – 5 (Manual – 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

5.1. Formulation of Policy.

Q. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies?

A. There is no provision to seek consultation/participation of public or its representatives for formulation of policies in the Corporation (National Scheduled Castes Finance & Development Corporation).

5.2. Implementation of Policy.

Q. Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies?

A. There is no provision to seek consultation/participation of public or its representatives for implementation of policies in the Corporation (National Scheduled Castes Finance & Development Corporation).

Chapter – 6 (Manual – 5)

**A statement of the categories of documents that are held
by it or under its control**

6. The Department-wise official documents available and procedure to obtain those are given below:

6.1 Finance Department.

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Held by/under control of
1.	Finance Record	Annual Reports (1989-90 to 2003-04)	Manager (Fin)
2,	Finance Record	Budget of the Corporation (1989-90 to 2005-06)	Manager (Fin)
3.	Finance Record	Accounting Manual	Manager (Fin)

6.2 Projects Department.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Held by / under control of
1.	Policies & Guidelines	NSFDC Lending Policy (Brochure & Pamphlet) ; Unit costs, lending rates, procedure for sanction & disbursement etc.	Project Desk/Cdn.
		NSFDC Skill Training Guidelines (1 Page Circular); NSFDC Norms for giving grants for short term Skill/ Entrepreneurial Development Programmes	Project Desk/Cdn.
		Opportunity Profiles; 101 Project Profiles in emerging areas	Cdn./Library
		Book of Gender-based profiles (Women); Project Profiles relevant for women beneficiaries	Library
		Summary of Evaluation Studies ; Brief of State-wise 11 Evaluation Studies observations & findings (2002-03 & 2003-04)	Project (Cdn.) / Library
		List of SC concentrated Districts (61 Nos. as per 2001 census) ; District having more than 25% Scheduled Castes population in order of concentration	Project (Cdn.)
2.	Memorandum of Understanding	Memorandum of Understanding between NSFDC and MOSJ&E ; A mutual agreement on various performance evaluation parameters and targets	Project (Cdn.)
		Memorandum of Understanding between NSFDC and State Technical Consultancy Organizations (STCOs); A mutual agreement on evaluation studies to be conducted by the STCOs.	Project (Cdn.)

6.3 Personnel Department.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Held by / under control of
1.	Service Rules of the Corporation	Approved rules governing service matters of employees	Deputy Manager (P&V)
2.	Disciplinary Matters Files	Files relating to disciplinary matters of the Corporation	-do-
3.	Court Cases / Legal Matters Files	Files relating to legal matters of the Corporation	-do-
4.	Vigilance Cases Files	Files relating to vigilance matters of the Corporation	-do-
5.	Corporate Services Files	Files relating to corporate matters of the Corporation	-do-
6.	Memorandum & Articles of Association	Bye-Laws regulating affairs of the Company	-do-
7.	Agenda/Minute Books of the Board Meetings & General Body Meetings	Agenda and Minutes of the Board Meetings and General Body Meetings of the Corporation	-do-
8.	Corporate Services Registers	Attendance Registers of Board/General Body Meetings, Share Register, Share Capital Register, Members/shareholders/Directors Register, Common Seal Register	-do-
9.	Personal files of Officers & Employees	Contains individual records of employees	-do-
10.	House Building Advance (HBA) Files of Officers & Employees	Contains HBA papers and original document of property	-do-
11.	Computer Advance Files of Officers & Employees	Containing computer advance papers of the employee	-do-
12.	Conveyance Advance Files of Officers & Employees	Contains conveyance papers of employees	-do-
13.	Performance Appraisal Files of Officers & Employees	Contains annual performance reports of employee	-do-
14.	Probation Reports Files of Officers & Employees	Contains probation reports of employees	-do-
15.	Correspondence Files	Contains correspondence with Administrative Ministry & DPE	-do-
16.	Reservation Roster	Contains reservation details	-do-
17.	Group Gratuity Files	Contains details of group gratuity of NSFDC employees	-do-
18.	Posting & Transfer Files	Contains details of posting & transfer of staff	-do-

19.	Leave Register (EL, Medical & CL)	Contains details of leave of employees	-do-
20.	Medical Attendance Files of Officers & Employees	Contains individual medical claim details of employees	-do-
21.	Hindi Register	Regarding Hindi Work	-do-
22.	Hindi File	Monthly Report (Hindi)	-do-
23.	Annual Audit Account File	Regarding EL	-do-
24.	Service Books	Contains individual details of employees	-do-
25.	Leave Proceedings	Contains Individual details of employees	-do-
26.	Leave Application	Contains Individual details of employees	-do-
27.	Zonal Office Attendance	Zonal Office leave attendance	-do-
28.	Punching Card	Individual employees card	-do-
29.	Policy File	Contains different personnel policies of leave	-do-
30.	Recruitment Files	Contains recruitment and appointment process	-do-
31.	Pay Fixation of Employees	Contains information regarding fixation of pay employees on pay revision and appointment on promotion etc.	-do-
32.	Annual Increment Files	Contains information regarding grant of annual increment to employees as and when due	-do-
33.	Employee Union File	Contains matters & issues raised by the employees union	-do-
34.	Manpower Position File	Contains manpower planning positioning and strength of the corporation	-do-
35.	Provident Fund and Pension File	Contains Provident Fund and Pension details of employees	-do-

6.4 Administration Department.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Held by / under control of
1.	Offer letter	Services Providers Files	AM (Admn.)

6.5 The information which can be permitted and which is required to be withheld.

All information/documents can be provided to the public, except the following :

- (a) Information, the disclosure of which would prejudicially affect the sovereignty and integrity of India, security of the State, strategic, scientific or economic interest of India or conduct of international relations;
- (b) Information, the disclosure of which would prejudicially affect the conduct of Centre-State relations, including information exchanged in confidence between the Central and State Government or any of their authorities or agencies.
- (c) Information, the disclosure of which would prejudicially affect public safety and order, detection and investigation of an offence or which may lead to incitement to commit an offence;
- (d) The information relating to an individual or other information, the disclosure of which would constitute a clear and unwarranted invasion of personal privacy and has no relationship to any activity of the Corporation or which will not sub-serve any public interest;

The various documents which would be debarred from disclosures under this clause would be :

- Family details of staff members.
 - Any other information of personal nature about the employee.
- (e) Minutes or records of advice, opinions or recommendations made by an officers of the Corporation during the decision making process prior to the executive decision or policy formulation and the information, the disclosure of which may harm frankness and condor of internal discussions including inter-departmental notes, correspondence and papers containing advise or opinion as also of projections and assumptions relating to internal policy analysis.

Provided all such records and information shall be made available to the public after an executive decision is taken or policy formulated.

The various documents which would be debarred from disclosures under this clause would be:

- Cabinet note on setting up of NSFDC.
- Notings on official files.
- Inter Departmental Correspondence.
- Correspondence with Ministries, Parliament and State Governments.

- (f) Would prejudicially affect fair trial or adjudication of a pending case or the proceedings of any tribunal, public inquiry;

The various documents, which would be debarred from disclosures under this clause would be:

- Files relating to ongoing court cases.
 - Papers & files relating to appointment of Advocate and Legal Consultant.
 - Files relating to presentation before Parliamentary Committees; Enquiry Commissions.
 - Files relating to vigilance matters.
 - Matters relating to affidavits and actions sub-judice.
 - Draft comments of Statutory/Government Auditors and replies.
- (g) Information pertaining to service record of a person, annual confidential reports, leave records of staff members, appointments, promotions and security vetting.
- (h) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court.
- (i) Information the disclosure of which would constitute a breach of privilege of the Parliament or the State Legislature (or violation of an order of a competent court).
- (j) Trade and commercial secrets protected by law, or information the disclosure of which would prejudicially affect the legitimate economic and commercial interests or the competitive position of a public authority, or would cause unfair gain or loss to any person or institution;

The various documents which would be debarred from disclosures under this clause would be :

- The files and correspondence pertaining to board related matters such as agenda of the board meeting, their deliberations, working papers and feed back reports.
 - The files and papers concerning tender process including composition of Committee and allotment of contracts pertaining to the past periods, sought for reference by the 3rd parties.
- (k) Information available to a person in his fiduciary relationship, unless the Competent Authority is satisfied that the larger public interest warrants the disclosure of such information;

There shall be free access to all information excepting what is contained in clauses mentioned above. Subject to this provision, a Public Information Officer may reject a request for information where such request:

Is of general in nature or is of such a nature that, having regard to the volume of information required to be retrieved or processed would involve disproportionate diversion of the resources of a public authority or would adversely interfere with the functioning of such authority;

Provided that where such request is rejected on the ground that the request is too general, it would be the duty of the Public Information Officer to render help as far as possible to the person making the request to reframe his request in such a manner as may facilitate the supply of information

Provided that if the Public authority finds it difficult to furnish copies of the required information, the applicant shall be allowed to inspect the record and make notes in the manner and within such time as may be prescribed.

Provided that difficulties encountered by the authorities under this Act shall not be a ground for denial of access to information.

Provided it relates to information that is required by law, rules, regulations or order to be published at a particular time;

6.6. Procedure.

To obtain any document from the Public Authority, Public may write a letter to the Public Information Officer in the prescribed form given in Chapter – 18.

Chapter – 7 (Manual – 6)

**A statement of boards, council, committees and other
bodies constituted as its part**

7. The detailed information on Boards, Councils, Committees and Other Bodies related to the Public Authority are given below:

7.1 Name and address of the affiliated Body.

Board of Directors of National Scheduled Castes Finance and Development Corporation (NSFDC)

14th Floor, SCOPE Minar, Core 1&2,
Laxmi Nagar District Centre,
Laxmi Nagar,
Delhi – 110 092.

7.2 Type of Affiliated Body (Board, Council, Committees, Other Bodies).

Board of Directors

7.3 The Affiliated Body (Establishment Year, Objective/Main Activities).

Establishment Year : 8th February, 1989

Objective/Main Activities : Strategy formulation, policy-making, monitoring and supervision of executive management and accountability to Shareholders and others.

7.4 Role of the Affiliated Body (Advisory/Managing/Executive/Others).

The Board of Directors performs the executive role to ensure sound management and good governance. As a governing body, the Board of Directors is responsible for the governance of the Corporation, ensuring that the Corporation is being well run.

7.5 Structure and Member Composition.

Article 55 of the Articles of Association of NSFDC provides that *subject to the provision of Section 252 of the Companies Act, 1956 and until otherwise determined by the Company in a General Meeting, the number of Directors shall not be less than two and not more than twenty. The Directors are not required to hold any qualifications shares. The first Directors shall be:*

1	Non-official members representing Scheduled Castes	4
2	<i>Non-official members representing Scheduled Tribes</i>	3
3	<i>Persons representing Scheduled Castes Development Corporations (who should be as far as possible non-official)</i>	3
4	<i>Person representing Scheduled Tribes Development Corporations (who should be as far as possible non-official)</i>	1
5	Representative of the Banking Division of the Finance Ministry	1
6	<i>Representative from NABARD</i>	1
7	Representative of IDBI	1
8	<i>Managing Director, Agricultural Finance Corporation</i>	1
9	<i>Financial Adviser to Ministry of Welfare</i>	1
10	<i>Development Commissioner, Small Scale Industries</i>	1
11	Officer on Special Duty/Managing Director designated	1
Total		18

As on 1.9.2005, the Composition of Board of Directors is as under:

1. Dr Amitabh Rajan, IAS,
Chairman-cum-Managing Director,
National Scheduled Castes Finance & Development Corporation,
14th Floor, SCOPE Minar, Core 1&2,
Laxmi Nagar District Centre, Laxmi Nagar,
Delhi – 110 092.
2. Shri P. Narayana Murthy,
Joint Secretary (SCD),
Government of India, Ministry of Social Justice & Empowerment,
Shastri Bhawan,
New Delhi-110 001.
3. Shri Mrutunjay Sahoo, IAS,
Joint Secretary & Financial Adviser,
Ministry of Social Justice & Empowerment, Government of India,
Room No.405, Shram Shakti Bhawan, Rafi Marg,
New Delhi-110 001.

4. Dr S. Rohini,
Additional Development Commissioner (SSI)
& Economic Adviser,
Government of India,
Ministry of Small Scale Industries,
'A' Wing, 7th Floor, Nirman Bhawan,
New Delhi-110 001.
5. Shri A.M. Alam,
Managing Director,
Agricultural Finance Corporation Ltd.,
Dhanraj Mahal, First Floor,
Chattrapati Shivaji Maharaj Marg,
Mumbai-400 001.
6. Dr Baburao Mudbi, IAS,
Managing Director,
Karnataka SCs & STs Development Corporation Ltd.,
9th & 10th Floor, Visweshwaraiah Mini Tower,
Dr Ambedkar Veedhi,
Bangalore-560 001.
7. Shri K.D. Mahida,
Managing Director,
Gujarat SCs Development Corporation Ltd.,
Dr Jivraj Mehta Bhawan,
Block No.10, 2nd Floor,
Sector-10, Old Sachivalaya,
Gandhinagar-382 010.
8. Shri Hoshiyar Singh, IAS,
Managing Director,
M.P. State Co-op. Scheduled Castes
Finance & Development Corporation,
Rajiv Gandhi Bhawan,
35, Shyamla Hills,
Bhopal-462 011.
9. Shri Avinash Kumar, IAS,
Managing Director,
Jharkhand State Tribals Co-op. Development Corporation,
Balihar Road, Morabadi,
Ranchi-834008.

7.6 Head of the Body.

Chairman-cum-Managing Director

7.7 Address of Head Office and its Zonal Offices.

Main Office:

National Scheduled Castes Finance & Development Corporation,
14th Floor, SCOPE Minar, Core 1&2,
Laxmi Nagar District Centre, Laxmi Nagar,
Delhi – 110 092.

Zonal Offices:

1. National Scheduled Castes Finance and Development Corporation,
B-2, SE, 4th Floor,
PICUP Bhawan, Gomti Nagar,
Lucknow – 226 010.
2. National Scheduled Castes Finance and Development Corporation,
SCO-42, (2nd Floor), Sector 20-C, Dakshin Marg,
Chandigarh – 160 020.
3. National Scheduled Castes Finance and Development Corporation,
Indira Bhawan (2nd Floor), Ram Charitra Singh Path,
New Bailey Road, Railway Crossing,
Patna – 800 001.
4. National Scheduled Castes Finance and Development Corporation,
Near Market Phase-I, 5th Floor,
15-N, Nellie Sent Gupta Sarani,
Kolkata – 700 087.
5. National Scheduled Castes Finance and Development Corporation,
5th Floor Main Tower, Vishveshwariah Complex,
Dr. B.R. Ambedkar Veedi,
Bangalore – 560 001.
6. National Scheduled Castes Finance and Development Corporation,
Building No.5, Flat No.4, Oshiwara Mhada Complex,
Adarsh Nagar, Andheri (West),
Mumbai – 400 053.
7. National Scheduled Castes Finance and Development Corporation,
Survey Beltola, Samonywa Path,
Guwahati – 781 028.

7.8 Frequency of Meetings.

The meetings of the Board of Directors are held for the dispatch of the business of the Corporation at least once in every three calendar months and at least four such meetings are held every year as required under Section 255 of the Companies Act, 1956. The minutes are prepared of each and every meeting.

7.9 Can public participate in the meetings?

No.

Chapter – 8 (Manual – 7)

The names, designations and other particulars of the Public Information Officers

Chapter-9 (Manual – 8)

Procedure followed in Decision-Making Process

9. **The procedures being followed by the Corporation with regard to the decisions for sanction of financial assistance to the State Channelising Agencies (SCAs), placement of surplus funds under short term deposits and purchases/supply orders/miscellaneous works are given as under:-**

9.1 Sanction of projects and financial assistance to the SCAs.

NSFDC, in consultation with the Ministry, has evolved Lending Policy Guidelines on the basis of which projects submitted by SCAs are first processed, examined and appraised at desk levels and then placed before the Project Clearance Committee (PCC) comprising of the desk-incharges of respective project zones, Manager (Budget-Finance), Senior Manager (Project-Finance), Deputy General Manager (Vice Chairperson) and Executive Director as chair-person for observations. Based on observations, the PCC recommends the projects for sanction to the Chairman-cum-Managing Director for approval after satisfying that the project proposal fully meets the guidelines and is technically feasible and economically viable. Thereafter, the projects/schemes so sanctioned are ratified and approved by the Board of Directors.

9.2 Deposit of Surplus Funds.

The Corporation w.e.f. September, 2001 has evolved a more transparent and defined procedure for placement of surplus funds under Short Term Deposits as give below:-

i) Strict compliance of DPE guidelines

While placing the funds in Short Term Deposit, the guidelines issued by DPE's circulars mentioned below are being followed strictly:

<u>S.No.</u>	<u>Circular No.</u>	<u>Dated</u>
a)	DPE/4/6/94-Fin.	14.12.94
b)	DPE/4.06.94/Fin.	11.03.95
c)	DPE/4/6/94-Fin.	01.11.95
d)	DPE/4/6/94-Fin.	14.02.97
e)	DPE/4/6/94-Fin.G.XVII	25.11.99

- ii) The Corporation streamlining the procedure observes strictly to ensure (i) maximum outflow to the beneficiaries as the first priority and (ii) strict implementation of guidelines prescribed by the Govt. on short term deposit keeping the cash & bank balances to the minimum level.
- iii) The sealed quotations are being invited only from the nominated branches of the nationalized banks. Where no branch has been nominated, the quotations are called from Regional/Zonal/Head Office of the Nationalized Banks, as the case may be.
- iv) The maximum exposure in one bank is restricted to Rs.30.00 crore.

- v) For transparency in the system, the decision for the investment is taken by the Investment Committee comprising Manager (Budget-Fin.), Sr. Manager (Proj-Finance), Sr. Manager (Proj & Training) and Executive Director, as Members headed by Chairman-cum-Managing Director. In the absence of CMD the final decision may be taken by ED or vice-versa in consultation with other Committee Members and at least two members of the Committee and either CMD or ED should be present.
- vi) The quotations not properly sealed, stapled, received through fax or in open envelopes are not being entertained by the Committee. The quotations received late are summarily rejected by the Committee. No roll over of funds or extension of time is considered and allowed by the Committee.
- vii) The decisions are taken with proper planning and keeping in view the operational aspects. Cognizance is given to the maturity of short term deposits and accumulation of the funds in the Saving Banks of the Corporation upto Rs.5.00 crore or more.
- viii) The quotations are opened by the Committee itself and signed by all the Committee members. The representatives of the participating banks are also requested to be present at the time of opening of the quotations in the meeting of the Investment Committee and the quotations are also signed by them. The comparative rates are informed to the Bank representatives, if any present at the time of opening of quotations.
- ix) All the investment decisions taken by "Investment Committee" are placed before the Board of Directors in the ensuing meetings for ratification and approval.

9.3 Purchases/Supply (Work) Order/Miscellaneous Works.

The Corporation adopts a system of formation of Committees/Sub-Committee of the different level of officials for making Purchases and other miscellaneous petty works by following the purchase procedure as prescribed under Rules 102, 103 & 104 of the General Financial Rules of the Govt. of India as amended from time to time and such decisions recommended by the Committee members are approved by the Competent Authorities as per delegation of powers with reference to the approved budget estimates of the Corporation for each year.

Chapter - 10 (Manual - 9)

Directory of Officers and Employees

Chapter –11 (Manual – 10)

**The Monthly Remuneration Received by Each of its
Officers and Employees, Including the System of
Compensation as Provided in Regulations.**

**PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN THE
REGULATION**

Sl. No.	Issuing Authority	Reference No.	Date	Subject
1.	Department of Public Enterprises, Government of India	2(49)/98-DPE/WC	25.06.99	Revision of Salary, Pay & Allowances of Executives of PSEs.
2.	NSFDC	NSFDC/1 (28)/ 90-Pers.(Vol.V)	3.08.99	Revision of pay scales of employees (executives and non-executives) of NSFDC w.e.f. 1.10.97 -IDA, Fitment method, Stagnation Increments, Period of Validity, HRA, CCA, Other Perquisites & Allowances
3.	NSFDC	NSFDC/1 (28)/ 90-Pers.(Vol.V)	8.09.99	Orders on Fixation of Salary after revision of Pay Scales
4.	NSFDC	NSFDC/1 (28)/ 90-Pers.(Vol.IV)	10.3.2000	Anomaly in the pay fixation of Seniors
5.	Deptt. of Public Enterprises, GOI	2(15)/2000-DPE (WC)-G.L.XIX	27.3.2000	Clarifications on pay & perquisites for Board level posts, and below Board level posts including non-unionised supervisors in Public Enterprises - Revision of scales of pay w.e.f. 1.1.97
6.	NSFDC	NSFDC/1 (28)/ 90-Pers.(Vol.V)	12.7.2000	HRA/Leased Accommodation/ rent recovery and CCA
7.	NSFDC	NSFDC/Pers./1 (128)/90	30.01.02	Revision in Perquisites viz. Children Education, Conveyance Reimbursement, Transport Subsidy, Canteen Subsidy, Executive Cadre, Supervisory Cadre, Below Supervisory Cadre

8.	NSFDC	NSFDC/Pers./1 (28)/ 04	23.02.04	Pay Fixation of the existing Group 'C' & 'D' employees of NSFDC
9.	NSFDC	NSFDC/1(28)/ 2004	22.06.04	Removal of anomaly in the pay of Senior employees
10.	NSFDC	NSFDC/PERS./ PROM/Pay/94/	24.08.04	Pay Fixation after Promotion
11.	NSFDC	NSFDC/PERS./ PROM/Pay/94/7524	14.09.04	Pay Fixation after Promotion
12.	NSFDC	NSFDC/PERS./ PROM/Pay/94/	19.10.04	Removal of anomaly in the pay of senior employees
13.	NSFDC	NSFDC/Pers./TA/ B.Qrt./2003	07.07.05	Conveyance Allowance for Visually and Orthopedically Handicapped employees
14.	NSFDC	NSFDC/Pers./Pay/2008/2828	04.05.2009	Revision of pay scales of employees (executives and non-executives) of NSFDC w.e.f. 01.01.2007. -IDA, Fitment method, Stagnation Increments, Period of Validity, HRA, CCA, Other Perquisites & Allowances
15.	NSFDC	NSFDC/Pers./Pay/2008	08.05.2009	Orders on Fixation of Salary after revision of Pay Scales w.e.f. 01.01.2007
16.	NSFDC	NSFDC/HR/Pay Revision/ 2016	28.12.2017	Revision of pay scales of employees (executives and non-executives) of NSFDC w.e.f. 01.01.2017 -IDA, Fitment method, Stagnation Increments, Period of Validity, HRA, CCA, Other Perquisites & Allowances
17.	NSFDC	NSFDC/Pers./Pay/2017	04.01.2018	Orders on Fixation of Salary after revision of Pay Scales w.e.f 01.01.2017

**PROCEDURE OF CALCULATIONS OF PAY AND PERQUISITES OF
EMPLOYEES OF THE CORPORATION**

Sl. No.	Subject	Payment
1.	Compensation to CMD	For CMD/MD, NSFDC the compensation/ reimbursement is given as per his/her terms of appointment on deputation approved and conveyed by Ministry of Social Justice & Empowerment, Government of India.
2.	Basic Salary	(For Executives DPE Order No.2(49)/98-DPE/ WC dated 23.2.04)
3.	Industrial Dearness Allowance (IDA)	DPE Orders fixing it quarterly April, July, October & January each year. Presently 17.20% w.e.f. 01.01.2020.
4.	House Rent Allowance (HRA)	As per the city of Posting of employees vide NSFDC Order No. NSFDC/HR/Pay Revision/ 2016 dated 28.12.2017. (Ref. DPE OM No. W-02/0028/2017-DPE (WC)-GL-XIV/17 dated 4 th August, 2017)
5.	City Compensatory Allowance	On slab basis as per Basic Salary and the City of Posting of employee vide NSFDC Order No. NSFDC/HR/Pay Revision/ 2016 dated 28.12.2017. (Ref. DPE OM No. W-02/0028/2017-DPE (WC)-GL-XIV/17 dated 4 th August, 2017)
6.	Children Education Allowance, Conveyance Reimbursement, Transport Subsidy, Canteen Subsidy and Pay Scales of Executives & Supervisory Cadre	NSFDC Order No. NSFDC/HR/Pay Revision/ 2016 dated 28.12.2017.
7.	Double Amount of Transport Subsidy for Visually and Orthopedically Handicapped employees	NSFDC Order No. NSFDC/Pers./TA/ B.Qrt./ 2003 dated 7.7.05.

Note : Besides Monthly remuneration mentioned here, Corporation employees are being provided with LTC/LTC Encashment, Medical Reimbursement, Residential Telephone, Gratuity, Contribution to PF, Leave Encashment, Briefcase Advance as per their entitlement and rules of the Corporation.

Chapter – 12 (Manual – 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

Chapter – 13 (Manual – 12)

The Manner of Execution of Subsidy Programmes

- 13.1 The NSFDC does not release any subsidy to the beneficiaries. However, the State Channelising Agencies provide subsidy @ 50% of the unit cost or Rs.10,000/-, whichever is less, per unit to beneficiaries having income below poverty line out of the SCA to SCP funds received from Govt. of India.

Chapter – 14 (Manual – 13)

Particulars of Recipients of Concessions, permits or authorization granted by it

Chapter – 14 (Manual – 13)

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1 Not Applicable.

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15. The Norms/Standards set by the Public Authority for its operational activities are tabulated as below:

15.1. PROJECTS RELATED:

Sl. No.	Activity	Norm
1.	ATTENDANCE	Mondays & Tuesdays every week fixed as 'No Leave/no tour' days to the extent possible at NSFDC Headquarter, in order to facilitate reviews by CMD/CGM/GM.
2.	LENDING OPERATIONS.	
(i)	Sanction of Projects	
(a)	Registration of Project Proposals received from SCAs and sending of MIS-I	Within 3 days from the date of marking to the Dealing Officers by the Desk-Incharges.
(b)	Processing of the proposals and placement in Project Clearance Committee which meets every week.	Within next 10 days.
(c)	Communication of PCC's Observations to the SCAs in case of non clearance of the proposal.	Within 10 days of the PCC Meeting date.
(d)	Issue of reminders to the SCAs in case of non-receipt of reply to the queries raised. within 5 days after completion of 1 month.	Within 5 days after completion of 1 month.
(e)	Issue of LOIs after sanction by Competent Authority.	Within 3 days from the date of approval by Competent Authority.
(ii)	Disbursement	
(a)	Processing of requisitions received from SCAs on fulfillment of prudential norms.	Within 3 days from the date of marking of requisition letters to Dealing Officers by Desk-Incharges.
(b)	Putting up of files before Competent Authority in cases where prudential norms not satisfied.	Within 5 days from the date of marking of requisition letters to Dealing Officers by Desk-Incharges.
(c)	Information to SCAs for non-release on prudential grounds.	Within 5 days on rejection by the Competent Authority.

3.	PROCESSING OF UTILISATION CERTIFICATES.	
(i)	Processing utilization certificates on receipt from SCAs	Within 3 days from the date of marking of UCs to Dealing Officers by Desk- Incharges.
(ii)	Intimation to Project Desks by Project Finance Division on repayments/refunds received from the SCAs.	Within 3 days from the date of receipt of repayment/refund.
(iii)	Rejection of Utilisation to be informed to the SCA.	Within 10 days from the date of receipt in NSFDC.
4.	PROJECT CLEARANCE COMMITTEE.	
(i)	Holding of Project Clearance Committee Meetings for discussion of Project Proposals.	Every Monday and Tuesday (following days in case of holiday).
(ii)	Submission of minutes of the PCC meeting	By next working day of the PCC meeting.
5.	REVIEW OF UTILISATION OF RELEASED FUNDS.	
(i)	Communications to SCAs in project files where no utilization received within 90 days	Letter to be issued within 10 days (after expiry of 90 days), by Dealing Officers to the SCAs.
(ii)	Utilization Reminders	If no response received within one month, a reminder to go in 3 days after expiry of one month. Further, one reminder each to go in 4 th & 5 th month also to seek utilization/balance utilization.
6.	RECALL OF UNUTILISED FUNDS.	
(i)	Issue of recall notices	At the end of 6 months (180 days) from the date of disbursement, a Recall Notice shall be issued to the SCAs within 7 days. Reminders to be issued after every 15 days.
7.	REVIEW OF GOVERNMENT GUARANTEE.	
(i)	Placing of Guarantee files at the end of each quarter, giving status of Guarantee Shortfall / surplus with respect to outstanding and overdues	Within 10 days of close of quarter by Dealing Officers to Desk-Incharges.
(ii)	Action for conversion of Government Assurances and Government Orders in Deed Form.	Effort should be made by the Desk to get the GOs / Assurances converted into Guarantee Deed in the same financial year in which GO/Assurance issued. For this, a communication to go the SCA concerned once every month

8.	INSPECTIONS OF SCAs LOAN LEDGERS AND UNITS BY THE NSFDC.	
(i)	One visit of NSFDC Team in a financial year with composition of 3 Officers (1 Officer each from Project Desk & Finance Department of HQ, accompanied by Zonal Officer in any one State / UT.	The field inspection should be completed before close of 3 rd quarter of financial year and a report on the findings / observations of the tour to be sent to the SCAs within a fortnight.

15.2. FINANCE RELATED.

Sl. No.	Activity	Norm
1	ISSUES RELATED TO OUTSIDE PARTIES/SCAs.	
(i)	Purchase Procedure/requirements/publicity	Tenders, if any, advertised in Newspaper/put-up on Notice Board of the Head Office of the Corporation/on Website of the Corporation “ www.nsfdc.nic.in ”.
(ii)	Preparation of drafts for disbursement of funds.	On priority, subject to availability of funds.
(iii)	Payment to the Parties	As per the agreement, subject to entry in Stock Register, satisfactory performance of assets supplied, within 3 days of the approval of the Competent Authority.
(iv)	Payment to the Parties	Through Crossed Cheque/Demand Draft by Speed Post/ Postage. No payment is handed over personally to the outside parties.
(v)	Purchase of all items for the official use in the Corporation	Through a Committee specifically constituted for the purpose.
(vi)	Investment of surplus funds	Within 1(one) day after the approval by the Competent Authority, the cheques are issued in the favour of Public Sector Banks. Only one branch per bank is allowed to participate in the tendering of quotations.
(vii)	Bank Accounts of the Corporation	Only with Public Sector Banks.

2.	STATUTORY REQUIREMENTS.	
(i)	Deposit of Income Tax, Service Tax, Work Tax etc.	Within 7 days of deduction of tax or by 7 th of next month.
(ii)	Deposit of Provident Fund	By 15 th of next month after deduction in the previous month.
(iii)	Payments related to Group Service Linked Insurance Scheme	By last working day of the month.
(iv)	Salary to the employees	On last working day of the month
(v)	Payment related to Employees Deposit Linked Insurance Scheme	By 1 st February of every year.
(vi)	Annual returns/Quarterly returns related to salary, work tax, fringe benefit , etc.	Within due dates prescribed by the relevant authorities.
(vii)	Holding of Annual General Meeting	By 30 th September every year.
3	PERFORMANCE OF THE CORPORATION RELATED ISSUES.	
(i)	Parliamentary questions	Within time limits prescribed by the Question/Committee
(ii)	CAG/Statutory Audit Queries	Within time limits.
4.	GENERAL ISSUES.	
(i)	Updation of Cash book, fund flow and entry of payment/journal vouchers for the day	Daily.
(ii)	Bank reconciliation statement	Monthly basis.
(iii)	Expenditure statement of Zonal Office	Received /processed on monthly basis.
(iv)	Issue of MIS on disbursements, Government Guarantee, Recoveries, Adjustments, Overdues related to SCAs	Monthly

15.3. ADMINISTRATION RELATED.

Sl. No.	Activity	Norm
(i).	Reimbursement of Conveyance Expenses to the Employees	Within 3 days of submission of Conveyance Claim Form.
(ii)	Reimbursement of Telephone Expenses to the officers	Within 3 days of receipt of request.
(iii)	Payment of Landline Telephone Bills and Mobile Bills	Before the last date of payment.
(iv)	Payment to the Parties	Within 7 days of receipt of complete bills.
(v)	Payment to the Service Providers	Within 7 days of receipt of complete bills.
(vi)	Reimbursement of Brief Case expenses to the officers	Within 3 days of receipt of request.
(vii)	Reimbursement of day to day Petty Expenses	Immediately paid out of the Imprest Money.
(viii)	Issue of Store items	On same day subject to availability of items.
(ix)	Maintenance of Office equipments requested by the employees	Within 3 days of receipt of request.
(x)	Arrangement of Taxi for official purpose	Immediately on receipt of request.
(xi)	Execution of Lease Accommodation Agreements for the Zonal Offices	Within 15 days of receipt of request/ expiry of lease period.
(xii)	Execution of Lease Accommodation Agreements for the Officers	Within 15 days of receipt of request/ expiry of lease period.

Chapter – 16 (Manual – 15)

Information available in an electronic form

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

17. The NSFDC puts information in its Website from time to time. The public may refer website of NSFDC for any information.

Chapter-18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers.

Q1. *What is NSFDC? What is its basic objective?*

A1. 'NSFDC' stands for National Scheduled Castes Finance & Development Corporation. It is a 'Not for Profit' Company of the Government of India (Ministry of Social Justice & Empowerment), for giving loans at concessional rates to the poor Scheduled Caste persons, through institutions nominated by the State Governments or Union Territory Administrations.

Q2 *Besides giving loans, what does the NSFDC do?*

A2 NSFDC also provides 100% grant for skill training.

Q3 *Who are eligible for loans and skill training programmes of the NSFDC?*

A3 Scheduled Caste persons belonging to families living below Double the Poverty Line (i.e. Annual Family Income upto Rs.40,000/- for rural areas and upto Rs.55,000/- for urban areas) are eligible.

Q4 *What type of loans does the NSFDC give?*

A4 NSFDC gives 6 types of loans:

- (i) Term Loan,
- (ii) Micro Credit Finance,
- (iii) Mahila Samriddhi Yojana,
- (iv) Seed Capital Assistance,
- (v) Bridge Loan &
- (vi) Working Capital Loan.

For details of each type of loans, please click <http://www.nsfdc.nic.in>

Q5 *At which rate is NSFDC Micro Credit Finance available?*

A5 Micro Credit Finance (i.e. upto Rs.25,000/-) is available @ 5% per annum. This loan has to be repaid within 3 years. The exact repayment period depends on the type of activity.

Q6 *At which rate is NSFDC Mahila Samriddhi Yojana available?*

A6 Mahila Samriddhi Yojana (i.e. upto Rs.25,000/-) is available @ 4% per annum to women beneficiaries only. This loan has to be repaid within 3 years. The exact repayment period depends on the type of activity.

Q7 *At what rates are NSFDC Term Loans available?*

A7 Upto Rs.5.00 lakhs, the interest rate is 6% per annum. Beyond Rs.5.00 lakhs, the interest rate is charged @ 8 % per annum. Term Loan has to be repaid within a period of 10 years, depending on the type of project.

Q8 *For which activities, loans are available?*

A8 Loans are available for any activity capable of generating sustainable income. [Click <http://www.nsfdc.nic.in> for the types of schemes financed so far.]

Q9 *Contact Addresses for seeking NSFDC Loans?*

A9. NSFDC operates through its Channelising Agencies, addresses of those are available at <http://www.nsfdc.nic.in>. These Channelising Agencies also have their field-level branches.

Q10 *Where is the NSFDC Lending Policy Document available?*

A10 NSFDC Lending Policy Document (containing policy, procedure and formats) is available at <http://www.nsfdc.nic.in> .

Q11 *What is the procedure for availing skill training sponsored by the NSFDC?*

A11 Skill-training programmes (sponsored by the NSFDC at various places) are advertised in the local newspapers. Institutions imparting skill training, on behalf of the NSFDC, have a selection-procedure. For further details, Channelising Agencies of the NSFDC should be contacted.

18.2 Related to seeking Information
Sample Application Form:

The Public Information Officer,
NSFDC
14th Floor, SCOPE Minar,
Core 1 & 2, Laxmi Nagar District Centre,
Laxmi Nagar,
Delhi – 110 092.

Date:

Sub: Request for providing information on _____.

Sir,

Please arrange to provide me the information on the captioned subject. I am enclosing herewith a crossed Demand Draft/Pay Order bearing No. _____ dated _____ of Rs. _____ only as per prescribed rate for the above information.

I, therefore, request you to kindly send me the information at the address given below.

Thanking you,

Yours faithfully,

(Name of the Person)
Address

Enclosed: Demand Draft/Bankers Cheque No. _____ dated _____ of
Rs. _____ only.

Incase of denial of information, the citizen/person concerned may write to the Appellate Authority of the Public Authority.

18.3 With relation to training imparted to public by Public Authority.

Modus Operandi: The National Scheduled Castes Finance and Development Corporation (NSFDC) have been providing grants for Skill Development Programmes/Training Programmes through its State Channelising Agencies (SCAs).

Objective: The objective of these programmes is to upgrade the working knowledge, business knowledge of the prospective beneficiaries.

Procedure and extent of finance: The SCAs in consultation with the local training institutions (Government/Semi-Government/Autonomous Government Bodies) identify the training trades having potential for generating employment/self-employment in the area and prepare project proposals. The training programmes of vocational in nature and having duration from 3 months to 1 year are normally identified. The proposals are sent to NSFDC in the prescribed proforma for sanction.

The NSFDC sanctions the training programme to the extent of 100% recurring cost including stipend, study material, publicity expenses of each programme and issues the sanction letter to the SCAs with terms and conditions. In turn, the SCAs send a copy of the sanction letter duly signed and stamped in token of acceptance of the terms and conditions laid down in the sanction letter.

Procedure of Application and Eligibility: The concerned training institutions give advertisement in the local newspaper for inviting applications from the eligible Scheduled Castes beneficiaries (having annual family income of Rs.40,000/- per annum for rural areas and Rs.55,000/- per annum for urban areas). Sometimes, based on the nature of the training programmes minimum qualification and age limits are also fixed by the training institutions and SCAs.

The prospective beneficiaries, fulfilling the requirements, send their bio data in the format (i) name, (ii) father's name, (iii) full address with pin code, (iv) date of birth and age, (v) educational qualifications, (vi) annual family income, (vii) caste/sub caste and (viii) name of the course applied for alongwith copy of their latest Castes Certificate, Annual Family Income Certificate, Educational Qualification Certificate etc. to the SCAs.

Selection Procedure and Fee: A Selection Committee consisting of a nominee each from NSFDC, SCAs and training institutions select the prospective trainees. The trainees selected for the programme are informed about their selection and commencement of the programme by the training institutions in consultation with the SCAs. A trainee is selected for one programme at a time. No fee is charged from the trainees for the training programme.

Procedure to release Grants: The amounts sanctioned by NSFDC are released in two instalments. The first instalment is released soon after the commencement of the course and receipt of the minutes of the Selection Committee Meetings, list of trainees selected, copies of advertisement and passport size photographs of the trainees selected. The second instalment is release soon after the completion of the training programmes subject to submission of Progress Report, Attendance Report, Expenditure Statement duly certified by the Chartered Accountant/Cost Accountant, Course Completion Certificates and detailed Progress Reports about the placement of trainees.

Targets and Achievements (2004-05): In the year, the NSFDC has sanctioned 115 training programmes to cover 2345 beneficiaries with its assistance of Rs.200.04 lakhs against a target of 79 training programmes.

18.4 With relation to Certificate, No objection certificate etc. issued by the Public Authorities not included in Manual – 13.

Not Applicable.

18.5 With relation to registration process

Not Applicable.

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

Not Applicable.

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation Municipalities / UPCL).

Not Applicable.

18.8 Details of any other public services provided by the Public Authority.

NIL
