

CHAPTER – 6 (MANUAL – 5)

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

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. secretarial section, directorate level, others. (Please mention the level in place of writing ‘Others’) :-

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

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A. PROJECTS DEPARTMENT				
Sr. No.	Category of the Document	Name of the Document & its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Official Documents	<p>(a) Correspondence files of the respective State Channelizing Agencies.</p> <p>(b) The General Loan Agreement & the State Government Guarantee Deeds with respect to all the SCAs.</p> <p>(c) Folders of list of beneficiaries financed with respect of all the SCAs.</p> <p>(d) Proposal files pertaining to the Kaushal Se Kushlata Scheme, Mahila Samridhi Yojana, Marketing Assistance Scheme in respect of all the SCAs.</p> <p>(e) Annual Action Plan files in respect of all the SCAs.</p> <p>(f) Scheme proposal files submitted for approval by the respective SCAs.</p>	<p>Photocopies of particular reference or references can be made available on the advice of Public Information Officer of NMDFC.</p>	<p>Projects / Finance Division.</p>

		<p>(g) Respective files of the NGO proposals.</p> <p>(h) The proposal files pertaining to the Mahila Samridhi Yojana, Marketing Assistance Scheme.</p> <p>(i) Monthly Progress Report file.</p> <p>(j) Parliament Question File.</p> <p>(k) Correspondence file with the Ministries.</p> <p>(l) Files of special projects undertaken by NMDFC.</p> <p>(m) Tour report files of respective officers.</p> <p>(n) Policy file under the Educational Loan scheme.</p> <p>(o) Court cases file.</p> <p>(p) Minority Concentration Districts Files.</p> <p>(q) Board Agendas</p> <p>(r) Board Minutes File.</p> <p>(s) Annual Conference Files.</p> <p>(t) Files related to GIA Scheme for the SCAs.</p>		
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B. MONITORING CELL

Sr. No.	Category of the Document	Name of the Document & its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Official Documents	<u>Running Files:</u>	Photocopies of particular	Monitoring Cell

		Laptop Policy, Stock Register, Computer Related (Consumables Items), Development Of Software, Website File (Gigw Compliance), Purchase Of Desktop Pc (2013-14),Purchase Of Computer & Peripherals (F.Y.2011-12),Computer Accessories, Consumables Item 2016-17 (Part-I), Purchase Of Desktop Pc (2013-14),Purchase Of Computer & Peripherals (F.Y.2011-12),Purchase Of Laptop, Website File (Gigw Compliance), Development Of Software, Photographs, Google Hangouts, Online registration of Artisans/Craft Person, Gems, CSR Procurement File (I & II) Mobile App Etc.,	reference's can be made available on the advice of Public Information Officer	
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C. FINANCE & ACCOUNTS DEPARTMENT

Sr. No.	Category of the Document	Name of the Document & its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Records	Cash Vouchers/Cash Book	Photocopies of particular reference or references can be made available on the advice of Public Information Officer of NMDFC.	Finance & Accounts Department
2	Records	Bank Vouchers/Bank Book		
3	Records	Journal Vouchers/Journal Register		
4	Records	General Ledger		
5	Records	Fixed Asset Register		
6	Records	Festival/General Advance Register		
7	Records	PF Registers		

8	Records	TDS/PF Registers	Challan		
9	Records	Tally Software	Accounting		
10	Records	TDS Software			
11	Records	Salary files			
12	Records	Salary Register			
13	Records	Bank Reconciliation Register			
14	Records	Employees TA/DA files			
15	Records	Board Directors TA/DA Files			
16	Records	Monitors /artisans TA/DA files			
17	Records	TA/DA Rules			
18	Records	Investment Files			
19	Records	Demand Notice SCAs files			
20	Records	Recovery SCAs	Statement		
21	Records	Demand notice NGOs			
22	Records	Recovery NGOs	Statement		
23	Records	FDs register			
25	Records	GIA Files of individual SCAs			
26	Records	GIA Scheme			
27	Records	Investment audit file			
28	Records	Phase audit file of CAG			
29	Records	Accounts Audit files of Statutory auditors			
30	Records	Balance Confirmation files of SCAs			
31	Records	Balance Confirmation files of NGOs			
32	Records	DPE results/compilation of DATA file	Flash		

33	Records	Budget		
34	Records	MOU execution file		
35	Records	MOU performance file		
36	Records	MOU Progress report file		
38	Records	Income tax return file		
39	Records	Actuarial valuation file		
43	Records	Penal Interest of SCAs file		
44	Records	Final Accounts/Balance Sheet files		

D. HRM & ADMINISTRATION DEPARTMENT

1. Service Manual
2. Processing files of Service matters
3. Processing files of loans and advances to employees
4. Processing files of various claims in respect of the Employees claims such as LTC, Medical, PF, Telephone reimbursement of Brief case Expenditures.
5. Correspondence files with DPE, Ministry & other Govt. Organization
6. Control registers such as Leave Register/Service Book/Dispatch Registers/Stock Register/Reservation Roster etc.

E. CORPORATE SECRETARIAT

Sr. No.	Category of the Document	Name of the Document & its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Official records	Annual Returns	As given in the handbook.	Corporate Secretariat
2	Official records	E- Forms filed with Registrar of Companies	As given in the handbook.	Corporate Secretariat
3	Official records	Agenda and Minutes of Board Meetings and other sub committee meetings and AGM	As given in the handbook	Corporate Secretariat
4	Official records	Documents as per Corporate Governance Guidelines issued by DPE.	As given in the handbook.	Corporate Secretariat
5.	Official Records	Documents related to Corporate Social	As given in the handbook.	Corporate Secretariat

		Responsibility Matters	Policy		
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