

Chapter -3 (Manual 2)

The powers & duties of its officers & employees (Section 4(i) (b)(ii) of Right to Information Act, 2005)

1. The Board is empowered to make, vary and repeal By-laws for the regulations of the business of the Company, its officers and servants. Accordingly, from time to time rules and regulations are made by the Board of Directors and delegations are made to the officers of the company.
2. Work allocation is made to the Functional Heads and they are responsible for the assigned duties as per Annexure-A.

Updated as in 01.08.2022

ANNEXURE - A

Chapter-3 - Work Allocation to Officers/Officials

Name & Designation	Broad Work Allocation
Sh. Anil Kumar, Deputy General Manager (Project and L&R)/CVO	<p>Project and L&R Division</p> <ul style="list-style-type: none">• Organizing of Hunar Haats under USTAAD Scheme of Ministry,• Processing of TA/DA claims of participants, Maintenance of data of Artisans• Implementation of Marketing Assistance Scheme through SCAs• Works related to L&R Division• Matters related to CPGRAMs• Charge of First Appellate Authority
Sh. Kumar Sudesh, Deputy General Manager (Fin. and Coord.)	<p>Finance Division</p> <ul style="list-style-type: none">• Processing of Salary of all employees of Corporation.• Passing of all payments/claims initiated by Division other than Finance Division• Tenders other than those dealt by Administration and System Divisions.• Processing of disbursement cases of assigned SCAs.• Coordination Cell• All works related to Parliament / Parliamentary / Standing / Consultative Committees.• The applicable procedure earmarked in Office Orders dated 01.12.2014 & 23.12.2014 will continue to be followed strictly.• Monthly Progress Report.• Works related to VIP references.• Conferences, Seminars, advocacy programmes, special events.• Cabinet Notes / PMO - Inputs required by Ministry

<p>Sh. Manoj Punia, Deputy General Manager (Accounts / H&A)</p>	<p>Accounts Division</p> <ul style="list-style-type: none"> • Overall supervision of accounting functions of the Corporation including Finalization of Accounts, Maintenance of Accounts of SCAs/NGOs, Preparation & issue of Demand Notices, realizations of payments, reconciliation with Banks as well as other accounting units (SCAs), Monthly report relating to repayments etc. • All Audit Works, works related to DPE - MoU, PE Survey, QPR etc. • All matters related to TDS and PF as well as filing of returns. • Processing disbursement cases of assigned SCAs Administration Division • All works related to Administration and HRM. • Tenders and procurement related to Administration Division. • Rajbhasha Works HRM Cell • Overall supervision of HR related matters.
<p>Sh. Nixon Mathur, Deputy General Manager (Planning)/ CS</p>	<p>Planning Division</p> <ul style="list-style-type: none"> • Obtaining Annual Action Plans from SCAs, Compilation, Finalization of Annual Allocations and Issue of LOIs to SCAs. • Signing of MOUs with SCAs for Annual Allocation Targets. • Work related to Grant-in-Aid Scheme • Micro-financing proposals of NGOs. • Implementation of Mahila Samridhi Yojana • E-Marketing • CSR related works • SOM related works • Output Outcome Monitoring Framework. <p>Company Secretary Division</p> <ul style="list-style-type: none"> • Charge of Company Secretary - All works related to Company Affairs. • Works related to Social Media.
<p>Sh. P S Pawnikar, Assistant General Manager (Systems & Skill Development)</p>	<p>Systems Division</p> <ul style="list-style-type: none"> • All Software / Hardware related matters, procurement and maintenance. • Designing, Updation and maintenance of website of Corporation • IVRS/Mobile app related works. • MIS work in entirety. Maintenance of SCA wise data related to Sanction/ Disbursement, beneficiary wise/SHG wise data under lending schemes of NMDFC, • Utilization data. Analysis of updated data and furnishing of report on quarterly basis. • Development of in-house software for day to day work of the Corporation. • E-Samiksha • Conducting of Impact study of schemes of NMDFC and analysis of report so obtained. • Work related to implementation of schemes of NMDFC in the states/UTs of Arunachal Pradesh, A&N Island, D&N Haveli, Lakshdweep, Meghalaya and Sikkim.

Sh. Sachin Kumar, Chief Manager (Accounts/L&R /Projects)	<ul style="list-style-type: none"> Assisting DGM(Accts.) in all work relating to Accounts and Project and L&R Divisions As Chief Manager (Proj. And L&R), looking after follow up with SCAs w.r.t. Overdue payments, follow up with states' SCAs with regard to equity contributions and looking after matters relating to NMDFC financing with SCAs. Supervising AM(Accounts) and AM (L&R) and and Executive Assistant(Proj).
Sh. D Das, Chief Manager (HRM & Admn)/PIO	<ul style="list-style-type: none"> Assisting DGM (H&A) in work relating to HRM Cell and Admn Division. Charge of Public Information Officer-all Matters related to RTI. Looking after preparation of Board Agenda, examination of Service matters, Training and Development matters. Recruitment matters Maintenance of reservation roasters ACRs/ APARs Annual Property Returns Pay fixation / drawl of increment Matters related to Promotion / DPC / Seniority List Personal Policies - Formulation & Implementation Protection of Women employees at work place. Processing application for NOC in r/o Passport / outside employment Policies with respect to Post retirement benefits
Sh. Jauegul Hasan, Chief Manager (Planning)	Assisting Deputy Gen. Manager (Planning) in work relating to Planning/CSR Division.
Sh. S M Jha, Assistant Manager (OL/Records Mgt.)	<ul style="list-style-type: none"> Assisting Deputy Gen. Manager (H&A) in work relating to Official Language Assisting CM(H&A) all the matters related to Records management As Records Officer in NMDFC, responsible for implementation of Records Retention Policy, maintenance and custody of digital as well as physical files and records. Custodian of all the closed files in NMDFC.
Sh. Pradeep Gupta, Assistant Manager(L&R)	<ul style="list-style-type: none"> Assisting in Chief Manager (L&R and Proj.) on Legal and Recovery matters
Smt. Veena Khanna, Assistant Manager (Coord.)	<ul style="list-style-type: none"> Assisting Deputy Gen. Manager (F&C) in work relating to Finance & Coordination Division.
Sh. Harish Sharma, Assistant Manager (Publicity & Social Media)	<ul style="list-style-type: none"> All Works Related to Publicity & Social Media
Sh. Vikas Khatri, Assistant Manager (Finance)/APIO	<ul style="list-style-type: none"> Assisting DGM (Fin. & Coord.) in work relating to Finance division Charge of APIO
Sh. Narendra Kumar Nitharwal, Assistant Manager (Accounts)	<ul style="list-style-type: none"> Assisting DGM(Accounts) in work relating to Accounts Division
Sh. Rajan Yadav, Assistant Manager (Sys& SD)	<ul style="list-style-type: none"> Assisting AGM(Sys.& SD) in work relating to System Division

Sh. Vinod Kumar Prajapati, Senior Executive(IT Cell)	<ul style="list-style-type: none"> Assisting Assistant Manager (Sys.& SD) in work relating to System Division
Smt. Sharmeen Quareshi, Senior Executive(Admn.)	<ul style="list-style-type: none"> Assisting CM(HRM) in following works: <ul style="list-style-type: none"> Matters related to LTC/Leave matters/Attendance/Service Books/Advances/Medical claims Attendance/Punching regulation, Leave Matter(Leave Encashment, Leave Records, EL/HPL/CL) Maintenance of Leave records and processing of payment in respect of Consultant & Outsources personnel along with submission of monthly data. Assisting CM (H & Admn.) in following works: <ul style="list-style-type: none"> Conveyance Compensation. Maintenance and payment of Telephone Bills, newspaper and periodical bills payment. Maintenance of Service Books and Guard file for all office orders and circular issued by Administration department including HRD. Staff Welfare Matters. Library Management (Maintenance & Procurement of Books). ID Cards of employees including MHA passes for the officers/employees. Electrical repair works and payments thereof.
Sh. Vipin Nijhawan, Senior Executive (HRM)	Assisting CM(HRM) in work relating to HRM Cell
Sh. Dharmendra Kumar, Senior Executive(Fin./Admin.)	All work related to Finance Division. Initiating disbursement proposal, maintaining and compiling of post disbursement related data like beneficiary data scheme wise, utilization details, repayments etc. Assisting CM (H&A) in works related to Admin. Division.
Sh. Sushil Saini, Senior Executive	Deployed in the O/o AS, MoMA
Sh. Brij Mohan, Executive (CMD Sect.)	CMD Secretariat <ul style="list-style-type: none"> Key Personnel in the CMD Secretariat Looking after the functions of CMD Secretariat related work and any work assigned by CMD/Management
Smt. Urmila Kumar, Executive (CS)	Assisting in work relating to Company Affairs
Ms. Komal, Executive Assistant(Accounts)	<ul style="list-style-type: none"> Assisting in all accounting work. Preparation and payment of TDS/GST/EPF etc. Through Netbanking on a monthly basis and E- filling of all Returns. Release of all payments/claims. Preparation of Cheques and passing requisite entries and Journal Slips/Vouchers. Feeding of adjustment entries in Tally related to Loan/Payment/Interest received. Auto sweep Bank interest entries in Tally & updation of Banks with whom NMDFC has dealing. Bank reconciliation

Sh. Vishnu Govil, Executive Assistant(Accounts)	<ul style="list-style-type: none"> • Passing of payments initiated by Finance Division. • Preparation of Quarterly Demand Notices. • Updation of payment (UTR No.) on Gem Portal. • Audit Works. <p>Initiate disbursement proposals in respect of SCAs assigned to C.M.(Accounts) and maintain all data post disbursement. He will also compile these data for onward transmission to Finance Division.</p> <ul style="list-style-type: none"> • DPE related works. • Preparing and Filing of data of NMDFC for PE Survey Report.
Sh. Daksh Shokhand, Executive Assistant (Admn.)	<ul style="list-style-type: none"> • Assisting Sr. Executive (Fin/Admn.) and Sr. Executive (H&A) in following work: • Procurement(Printing works, Furniture & Fixtures, CSR related items, Stamps, Name Plates, Office Consumable, Stationary items etc. • Hiring of Taxi Services, Hotel Bookings, Arrangement for Directors of Board(Hotel/Taxi/Lunch etc.) • Hiring of Manpower through outsourcing. • Work related to Office up keeping. • Security services. • Auction of waste items. • SCOPE/MMO - Maintenance of electricity, general maintenance, payments to SCOPE including electricity.
Sh. Mansingh Meena, Executive Assistant (Proj.)	Assisting Chief Manager (Proj.) in work relating to Projects Division
Sh. Pankay Kumar Arya, Executive Assistant (H&A)	Assisting CM(H&A) in work relating to HR and Admin. Division

Rules/order under which power and duty derived and exercised:

Link of MoA (Memorandum of Association) & AoA (Article of Association) is available under following menu section of website: Resources >> Download