

NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION
Scope Minar, Core-1, First Floor, Laxmi Nagar, Delhi - 110092

NMDFC/HRM/2022/
Dated: 31st January, 2022

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OFFICE ORDER

Consequent upon retirement of Ms. Shobha Katoch, DGM (CMD, Sectt.) on 31.01.2022 after attaining her age of superannuation, Smt. Veena Khanna, is placed in CMD Sectt and She is re-designated as Assistant Manager (Sectt.). She is required to take charge/possession of all the records/document of O/o CMD Sectt. from Ms. Shobha Katoch, DGM(CMD, Sectt.) latest by 31/1/2022.

The work presently dealt by Smt. Veena Khanna, Asstt. Manager (Sectt.) such as Coordination and Compilation of Data relating to Utilization, Recoveries, Repayments, Guarantee, Beneficiaries wise data etc. is henceforth to be dealt by Sh. Dharmendra Kumar, Sr. Executive(Fin/Admn)

This is issued with the approval of the Competent Authority.



(MANOJ PUNIA)
Dy. General Manager (HRM & Admn.)

Copy to

1. Ms. Shobha Katoch, DGM (CMD, Sectt.) : for information & necessary
2. Ms. Veena Khanna, AM (Sectt.) : compliance
3. All Employees (Regular / Outsourced)
4. AM (OL) - for Hindi translation
5. Office order file
6. Notice Board

January 3, 2022

Office Order

Following orders with regard to re-organization of works and redesignations are issued in the interest of the service with immediate effect:

1. Sh. S. M. Jha, Asstt. Manager (Admn)/Official Language

In addition to the work related to Official Language, Sh. S. M. Jha is nominated as 'Record Officer' in NMDFC and he will be responsible for implementation of Record Retention Policy. As a Record Officer, Sh. Jha shall also be responsible to digitize the official records and weeding out the records of NMDFC from time to time, which are no longer required in physical form, by following the Record Retention Policy. Sh. Jha shall also be responsible to keep the files in his custody (physically and in digital form), handed over by the departments and retrieval/handed over of these files as and when required by the departments. Record Officer shall be custodian of all the closed files in NMDFC.

In addition to their existing duties, Sh. Samson Massey, Supervisor and Sh. Anand Prasad, Supervisor will also assist Sh. S. M. Jha, Asstt. Manager in the work related to Record Management. Sh. S. M. Jha, Asstt. Manager shall report to Sh. D. Das, Chief Manager (HR) on all the matters related to Record Management.

In order to maintain the work balance, charge of Administration, presently with Sh. S.M. Jha is assigned to Sh. Dharmendra Kumar, Sr. Executive (Fin). Sh. Dharmendra Kumar is now redesignated as Sr. Executive (Fin and Admn).

Sh. S.M. Jha will now look after the work related to Official Language and Record Management and he is redesignated as Asstt. Manager (OL/Record Mgt.).

2. Sh. Sachin Kumar, Chief Manager (Acctts./Admn)

Sh. Sachin Kumar, Chief Manager (Acctts) is hereby assigned the additional charge of Legal & Recoveries (L&R) and Projects. Sh. Sachin Kumar will report to Sh. Anil Kumar, DGM Proj./L&R on the assignments related to L&R and Projects, including various events as per the directions of Administrative Ministry.

In order to maintain the work balance, charge of Administration, presently with Sh. Sachin Kumar, is assigned to Sh. D. Das, Chief Manager (HR).

Sh. Sachin Kumar will now look after the work related to Accounts, L&R and Projects and he is redesignated as Chief Manager (Accounts/L&R/Proj).

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3. Sh. D. Das, Chief Manager (HR)

Sh. D. Das will look after the works related to HRM and Administration and he is redesignated as Chief Manager (HRM & Admn).


Sh. D. Das will be assisted by Sh. Dharmendra Kumar, Sr. Executive (Fin / Admn) for matters related to Administration. Sh. Daksh Shokhand, Executive Asstt. will assist Sh. Dharmendra Kumar, Sr. Executive (Fin / Admn) and Ms. Sharmeen Qureshi, Sr. Executive (HRM & Admn) in the matters related to Administration.

Management reserves the right to assign any other work than those mentioned to any Division /Executive /Employee in the interest of service.

The allocation of works which are not indicated in respect of any employee/executive will continue to be the same as is being performed. Handholding wherever required will be provided to the incumbent position holder.

Documented makeover/ takeover, wherever applicable, be ensured by concerned Divisional Heads.

This is issued with the approval of the Competent Authority.


3/1/22
Manoj Punia
DGM (H&A)

Distribution:

1. CMD Sectt.
2. All Concerned
3. All Executives/Non Executives
4. Notice Board
5. Guard File

**NATIONAL MINORITES DEVELOPMENT AND FINANCE CORPORATION
CORE-1, 1ST FLOOR, SCOPE MINAR, LAXMI NAGAR, DELHI -110 092**

No. NMDFC/H&A/Office Order/

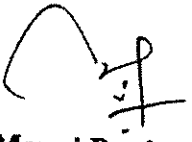
Dated: August 19, 2021

OFFICE ORDER

Following orders with regard to re-organization of works and re-designation are issued in the interest of service with immediate effect:

1. Sh. Debabrata Das, presently Manager (L&R and Project) is hereby given the additional charge of HR and accordingly, the post of Manager (L&R and Project) currently held by Sh. Debabrata Das is re-designated as Manager (HR/L&R/Project).
2. Sh. Harish Sharma, Asstt. Manager (HR) will assist and report to Sh. D. Das, Manager (HR/L&R/Project).
3. Ms Sharmeen Qureshi, Sr. Supervisor, shall route files related to LTC/Leave Matters/Attendance/service books/Advances/Medical claims to Sh. D. Das, Manager (HR/L&R/Project) through Sh. Harish Sharma, AM (HR).
4. Sh. D. Das, Manager (HR/L&R/Project) shall also work as PIO in addition to his existing assignments. Sh. Das shall be assisted by Sh. Harish Sharma, Asstt. Manager (HR) who shall also work as APIO.
5. Management reserves the right to assign any other work than those mentioned to any Division /Executive /Employee in the interest of service.
6. The allocation of works which are not indicated in respect of any employee/executive will continue to be the same as is being performed. Handholding wherever required will be provided to the incumbent portion holder.
7. All the Departments will continue to be headed by respective AGMs.
8. Documented makeover/ take over, wherever, applicable, be ensured by concerned Divisional Heads.
9. Custodian of all closed files will be the responsibility of concerned division/department.

This is issued with the approval of the Competent Authority.


**Manoj Punia
AGM (Admn)**

Copy to:

All concerned for information and necessary action.



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National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi – 92

NMDFC/H&A/Work Assignment (01)/2015-16

Dated: November 5, 2020

OFFICE ORDER

Following orders with regard to reorganization of works & redesignation are issued in the interest of service with immediate effect:

- 1) The post of Chief Manager (Project)/PIO currently held by Sh. Anil Kumar is re-designated as Chief Manager (Project and L&R). He will continue to hold additional charge of CVO and PIO. The work under this division will be as under: -
 - 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.
 - Matter related to RTI & PIO
 - Works related to L&R Division
 - Matters related to CPGRAMs

Staff Allocation: Chief Manager (Project and L&R) will be assisted by Dy. Manager (L&R and Project) as well as Sh. Pradeep Gupta, Asstt Manager for L&R works and Sh. Mansingh Meena, Office Assistant for project works.

Asstt Manager (L&R) and Office Assistant will route their works through Sh. Debabrata Das, Dy. Manager (L&R and Project). Dy. Manager (L&R and Project) will also act as APIO.

- 2) The post of Chief Manager (Finance), currently held by Sh. Kumar Sudesh is re-designated as Chief Manager (Finance and Coordination). The works under this division will be as under:

Finance Division:

- 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 SCAs in the States of Assam, Andhra Pradesh, Bihar, Chandigarh, Delhi, Haryana, Jharkhand, Karnataka, Maharashtra, Manipur, Madhya Pradesh, Mizoram, Punjab, Uttar Pradesh, Uttarakhand and West Bengal. The works will also include organizing of Awareness Camps cum Loan Melas as well as conducting EDPs. All post disbursement works and maintenance of data thereof.
- Works related to setting up of Hunar Haat Emporium.

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.

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- Media Unit – Publicity, Publications, Magazine of the Corporation, Social Media.
 - Conferences, Seminars, advocacy programmes, special events.
 - Cabinet Notes / PMO – Inputs required by Ministry

Staff Allocation: Chief Manager (Finance & Coordination) will be assisted by Sh. Vikas Khatri who has been posted as Assistant Manager (Finance) as well as Sh. Dharmendra Kumar (Senior Supervisor) and Sh. Brij Mohan (Secretarial Assistant). The works to be performed by these two officials are as under:

Sh. Dharmendra Kumar (Senior Supervisor):

All works related to Finance Division. Apart from initiating disbursement proposals, he will be responsible for maintaining and compiling of post disbursement related data like beneficiary data scheme wise, utilization details, repayments etc. He will also obtain data from Chief Manager (Accounts & Administration) in respect of SCAs dealt by him. A combined compiled data duly authenticated and certified will be sent to Systems Department through AGM (Finance).

Sh. Brij Mohan (Secretarial Assistant):

All works related to Coordination Cell. He will be responsible for obtaining requisite inputs from concerned divisions/department and will compile and put up.

The works related to Finance & Coordination Division will be routed through Assistant Manager (Finance) onwards.

- 3) The Post of Chief Manager (Project) currently held by Sh. Nixon Mathur is re-designated as Chief Manager (Planning). He will also hold additional charge of Company Secretary. The work distribution under these divisions will be as under: -

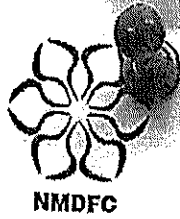
Planning Division

- 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. Sh. Nixon Mathur will continue to be nodal officer for CSR.
- SOM related works
- Output Outcome Monitoring Framework.

Company Secretary Division

All works related to Company Affairs.

Staff Allocation: Chief Manager (Planning) will be assisted by Sh. Jaedul Hasan, Dy. Manager (Planning) for divisions under him. Sh. Sanjeev Kumar, Office Assistant will be desk level assistant for Planning Division and Ms. Urmila Kumari, Secretarial Assistant will assist in Company Secretary Division.



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National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi – 92

NMDFC/HRM/2020/3/DR/
Dated: November 5, 2020

OFFICE ORDER

In continuation to Office Order bearing No. NMDFC/HRM/2020/3/DR/2181 dated 28.09.2020 and subsequent orders in this regard, following posting orders are issued with immediate effect:

S.No.	Name	Posted as	Posted under
1	Sh. Narender Kumar Nitharwal	Assistant Manager (Accounts)	Manager (Accounts & Administration)
2	Sh. Rajan Yadav	Assistant Manager (Systems)	Manager (Systems /SD)
3	Sh. Vikas Khatri	Assistant Manager (Finance)	Chief Manager (F&C)
4	Sh. Daksh Shokhand	Office Assistant (Admin) vice Sh. Dharmender Kumar	Asstt. Manager (Admn)
5	Ms. Komal	Office Assistant (Accounts)	Assistant Manager (Accounts)
6	Sh. Mansingh Meena	Office Assistant (Project)	Deputy Manager (L&R and Project)
7	Sh. Pankaj Kumar Arya	Office Assistant (Skill Development)	Assistant Manager (Systems)
8	Sh. Sanjeev Kumar	Office Assistant (Planning)	Dy. Manager (Planning)
9	Sh. Vishnu Govil	Office Assistant (Accounts) vice Ms. Sharmeen Qureshi	Assistant Manager (Accounts)

II. Following transfers and postings are also issued in the interest of services:

S.No.	Name	Present Designation	Posted as	Posted under
1	Sh. D. Das	Deputy Manager (HRM)	Deputy Manager (L&R and Project)	Chief Manager (Projects and L&R)
2	Sh. Jaedul Hasan	Deputy Manager (SD)	Deputy Manager (Planning)	Chief Manager (Planning)
3	Sh. Harish Sharma	Assistant Manager (HRM)	Assistant Manager (HRM)	Manager (Accounts and Admn)
4	Sh. Dharmendra Kumar	Sr. Supervisor (Admn)	Sr. Supervisor (Finance) vice Sh. Vipin Nijhawan	Asstt. Manager (Finance)
5	Ms. Sharmeen Qureshi	Sr. Supervisor (L&R)	Sr. Supervisor (L&R)	Asstt. Manager

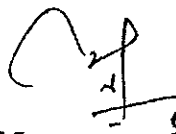
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S.No.	Name	Present Designation	Posted as	Posted under
6	Sh. Vipin Nijhawan	Sr. Supervisor (F&A)	Sr. Supervisor (HRM)	Assistant Manager (HRM).
7	Sh. Brij Mohan	Secretarial Assistant	Secretarial Assistant (Coordination)	Assistant Manager (Finance)

Handholding wherever required will be provided to the incumbent of portion holder.

The allocations of works will be as contained in Office Order bearing No. NMDFC/H&A/Work Assignment (01)/2015-16 dated 05/11/2020.

This is issued with the approval of the Chairman-cum-Managing Director.


 (Manoj Punia) 5/11/2021
 Chief Manager (Admn.)

Distribution:

1. AGM (P/F/Systems/L&R)
2. Chief Managers
3. Managers
4. Deputy Managers
5. Executives/Officials concerned.
6. Consultant (Admn.)
7. Notice Board
8. Office Copy / Spare
9. Guard File

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- 4) Sh. Manoj Punia is holding the charge of Chief Manager (Accounts) with additional charge of Administration and HRM. The post is re-designated as Chief Manager (Accounts & Administration) and will be held by Sh. Manoj Punia. The works under these Divisions will be as under:

Accounts Division:

- All 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.
- Works related to investment and premature withdrawal.
- All Audit Works.
- All matters related to TDS and PF as well as filing of returns.

- All works related to DPE – MoU, PE Survey, QPR etc.
- All payments and there accounting.
- Processing disbursement cases of SCAs in the States of Chhattisgarh, Goa, Gujarat, Himachal Pradesh, Jammu & Kashmir, Kerala, Leh, Nagaland, Orissa, Rajasthan, Tripura, Tamil Nadu and Puducherry. The works will also include organizing Awareness Camps cum Loan Melas as well as conducting EDPs. Post disbursement works and maintenance of datas thereof. The data will be required to be given to Finance Division for requisite compilations.

Administration Division

- All works related to Administration and HRM.
- Tenders and procurement related to Administration Division.
- Rajbhasha Works

Staff Allocation: Chief Manager (Accounts & Administration) will be assisted by Manager (Accounts & Administration), Assistant Manager (Official Language & Administration), Assistant Manager (Accounts), Ms. Komal (Office Assistant), Sh. Vishnu Govil (Office Assistant), Ms. Sharmeen Qureshi (Senior Supervisor) and Sh. Daksh Shokhand (Office Assistant). The allocation of works in respect of the officials will be as under:

Accounts Division:

Ms. Komal, Office Assistant

- All accounting work.
- Preparation and payment of TDS/GST/EPF etc. through Netbanking on a monthly basis and E-filing 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/Payments/Interest received.
- Autosweep Bank interest entries in Tally & updation of Banks with whom NMDFC has dealings.
- Bank reconciliation

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Sh. Vishnu Govil, Office Assistant

- Passing of payments initiated by Finance Division.
- Updation of payment (UTR No.) on GeM Portal.
- Preparation of Quarterly Demand Notices
- Investment proposal / premature withdrawal.
- Audit Works
- Initiate disbursement proposals in respect of SCAs assigned to Chief Manager (Accounts & Administration) and maintain all data post disbursement. He will also compile these data for onward transmission to Finance Division.
- DPE related works.
- Preparing and Filing of data of NMDFC for PE Survey Report.

Administration Division:

Ms. Sharmeen Qureshi, Senior Supervisor

- All Advances to Employees and settlement thereof.
- Processing of TA/DA claims other than Hunar Haat.
- LTC (Advance & Settlement)
- Attendance / Punching regulation, Leave Matters (Leave Encashment, Leave Records, EL/HPL/CL)
- Maintenance of Leave records and processing of payment in respect of Consultant & Outsourced personnel along with submission of monthly data.
- Conveyance, Compensation and Medical Claims
- Maintenance and payment of Telephone bills, Newspaper and periodical bills payment.

- Maintenance of Service Books and Guard file for all office orders & circulars issued by Administration Department including HRM
- 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. Anand Prasad, Junior Supervisor will assist Ms. Sharmeen Qureshi, Senior Supervisor in above mentioned works and other work assigned by Senior Supervisor / Management. Initiation / processing of files will be done at his level. Moreover, he will maintain imprest of day to day expenses.

Sh. Daksh Shokhand, Office Assistant

- Procurement (Printing works, Furniture & Fixtures, CSR related items, stamps, Name plates, office consumables, stationary items etc.)
- Hiring of Taxi Services, Hotel Bookings and Arrangement for Directors of Board (Hotel / Taxi / Lunch etc.)
- Hiring of Manpower through outsourcing.
- Office up-keeping / Housekeeping/Security Services
- Auction of waste items
- SCOPE/MMO – Maintenance of electricity, general maintenance, payments to SCOPE including electricity.
- AMC of office equipments / peripherals / fixtures and payments thereof.
- Celebrations of Various occasion/ceremonies like Women's Day, Vigilance

- ✓ Sh. Samson Massey, Junior Supervisor will assist Sh. Daksh Shokhand (Office Assistant) in respect of following works as well as any work assigned by Office Assistant / Management:
 - Dispatch related works and Maintenance of Stock Register.
 - Maintenance of plants, office furniture & fixtures, equipments, electricity, office equipments / peripherals
 - Coordination and execution of outside works.
 - Works related to various ceremonies / festivals / functions.

Work of HRM Cell

- Recruitment matters
- Maintenance of reservation rosters
- 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 pension and Medical benefits. However, in this respect claims will be processed by Administrative Division.
- Periodical review of FR 56(J)/ Probity
- Maintenance of personnel files of Supervisory/Non-supervisory staff/ employees
- Entire NMDFC's Trust related work.

Staff Allocation: Chief Manager (Accounts & Administration) will be assisted by Manager (Accounts & Admn), Asstt. Manager (HRM) and Sh. Vipin Nijhawan, Sr. Supervisor. Sr. Supervisor will route his work through Asstt. Manager (HRM).

5) Sh. Prasad Pawnikar will continue to hold the post of Manager (Systems & Skill Development). The work of these divisions will be as under: -

Systems Division

- 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

Skill Development Division

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- Implementation of Scheme of Kaushal se Kushalta and its allied works.
- 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.

Staff Allocation: Manager (System & Skill Development) will be assisted by Sh. Rajan Yadav, who has been posted as Asstt. Manager (S&SD) and Sh. Vinod Prajapati, Sr. Supervisor for System Division as well as Sh. Pankaj Arya, Office Assistant for Skill Development Division. The work of divisions will be routed by Sr. Supervisor and Office Assistant through Asstt. Manager (S&SD).

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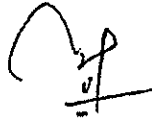
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All the Departments will continue to be headed by respective AGMs.

Documented makeover/ take over, wherever applicable, be ensured by concerned Divisional Heads.

Custodian of all closed files will be the responsibility of concerned division/department.

This is issued with the approval of the Competent Authority.


(Manoj Punia) 5/11/2021
Chief Manager (Admn.)

Distribution :-

1. AGM (P/F/Systems/L&R)
2. Chief Managers
3. Managers
4. Deputy Managers
5. Executives/Officials concerned.
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