

## CHAPTER – 16 (MANUAL – 15)

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

### A. PROJECTS DEPARTMENT

- a. Annual allocations provided to the State Channelizing Agencies under the Term Loan, Educational Loans, Virasat Scheme and Micro financing Schemes.
- b. Marketing exhibitions.
- c. Vocational Training.
- d. Mahila Samridhi Yojana.
- e. Impact study.

### B. FINANCE DEPARTMENT

- a. Disbursement to SCAs.
- b. Monthly Progress Report of NMDFC.
- c. Repayment position of SCAs
- d. Repayment position of NGOs.
- e. Year wise disbursements made to the SCAs
- f. Note on working of NMDFC.
- g. MOU agreement and performance.
- h. Scheme for Education Loan
- i. Scheme for Micro Finance

### C. CORPORATE SECRETARIAT

1. Board meeting minutes of the corporation
2. Items of Agenda pertaining to Corporate Secretariat regarding Board and General meetings.
3. Notice of Board meeting and General meetings
4. Form and other documents filed with Registrar of Companies/Regional Director (NR), Department of Company Affairs.
5. Board of Directors' Report
6. All correspondences

### D. MONITORING CELL

Each official of NMDFC is equipped with a computer and a printer. All these computers are interconnected i.e., a Local Area Network has been established with-in the NMDFC office premises.

### E. HRM & ADMINISTRATION

All rules & regulations, formats pertaining to H&A Deptt. are available in the electronic format.

## F. SKILL DEVELOPMENT

Kaushal se Kushalta scheme formats. Impact Study reports available on website of NMDFC. All other documents and files related to Skill Development & Systems are available in Scan format)

## G. L&R DEPARTMENT

- Obtaining Equity contributions from States/UTs/SCAs.
- Recovering overdues from States/UTs/SCAs.
- Recovering overdues from NGOs
- To file court cases in respect of defaulting NGO's to recover overdues.
- Appearing in various courts –Delhi and outside Delhi.
- Recovering overdues and settle disputes through courts/arbitration/mediation centre or any other forum for resolving the issues.
- To offer and implement OTS among defaulting SCAs/NGOs and recover the overdues of NMDFC.
- To file Execution Petition against NGOs whose decree passed by the court in favour of NMDFC for recovering overdues.
- To obtain, whereabouts of those of NGOs who hide themselves or left without providing new address/information to local authority.