

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 09.04.2024

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
Sh. Manoj Punia, Deputy General Manager (Accounts)	<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

<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. • Works related to MANF scheme of Ministry
<p>Sh. P S Pawnikar, Deputy General Manager (Systems & Skill Development/HR & Admin)</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. <p>MIS work in entirety. Maintenance of SCA wise data related to Sanction/</p> <ul style="list-style-type: none"> • 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. <p>H&A Division</p> <ul style="list-style-type: none"> • All works related to Administration and HRM. • Tenders and procurement related to Administration Division. • Rajbhasha Works <p>HRM Cell</p> <ul style="list-style-type: none"> • Overall supervision of HR related matters.
<p>Sh. Sachin Kumar, Asst. General Manager (Accounts)</p>	<ul style="list-style-type: none"> • Assisting DGM(Accts.) in all work relating to Accounts Division • Supervising DM (Accounts) , AM(Accounts) and Supervisor(Acct.)

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/L&R)	<p>Assisting Deputy Gen. Manager (Planning) in work relating to Planning/CSR Division.</p> <p>Assisting Deputy Gen. Manager (Project/L&R) in work relating to Project/L&R Division.</p>
Sh. S M Jha, Deputy 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, Deputy Manager(L&R)	<ul style="list-style-type: none"> • Assisting Deputy Gen. Manager (L&R and Proj.) on Legal and Recovery matters
Smt. Veena Khanna, Deputy Manager (Coord.)	<ul style="list-style-type: none"> • Assisting Deputy Gen. Manager (F&C) in work relating to Finance & Coordination Division.
Sh. Harish Sharma, Deputy Manager (Publicity & Social Media)	<ul style="list-style-type: none"> • All Works Related to Publicity & Social Media
Sh. Vikas Khatri, Deputy 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, Deputy Manager (Accounts)	<ul style="list-style-type: none"> • Assisting DGM(Accounts) in work relating to Accounts Division
Sh. Rajan Yadav, Deputy Manager (Sys& SD)	<ul style="list-style-type: none"> • Assisting DGM(Sys.& SD) in work relating to System/Skill Division
Sh. Vinod Kumar Prajapati, Assist. Manager (IT Cell)	<ul style="list-style-type: none"> • Assisting DGM(Sys.& SD) in work relating to System Division
Smt. Sharmeen Quareshi, Assistant Manager (Accounts)	<ul style="list-style-type: none"> • Assisting DGM (Acct.) in work relating to Accounts Division

Sh. Vipin Nijhawan, Assist. Manager (Project/L&R)	<ul style="list-style-type: none"> Assisting Deputy Gen. Manager (L&R and Proj.) on Legal and Recovery and project Division matters
Sh. Dharmendra Kumar, Assist. Manager (Fin.)	<ul style="list-style-type: none"> 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.
Sh. Sushil Saini, Assist. Manager (H&A)	<ul style="list-style-type: none"> Assisting CM(H&A) in work relating to H&A section
Sh. Brij Mohan, Assist. Manager (CMD Sect.)	<p>CMD Secretariat</p> <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 Assist. Manager (CS)	Assisting Company Secretary in work relating to Company Affairs
Ms. Komal, Supervisor(Planning)	<ul style="list-style-type: none"> Assisting CM (Planning) in work related to MANF scheme of Ministry.
Sh. Vishnu Govil, Supervisor (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. Initiate disbursement proposals in respect of SCAs assigned to D.G.M.(Accounts) 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.
Sh. Daksh Shokhand, Supervisor (Admn.)	<ul style="list-style-type: none"> Assisting A.M. (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, Supervisor (Impact Study)	Assisting DGM(Sys.& SD) in work relating to Impact Study
Sh. Pankay Kumar Arya, Supervisor (H&A/System and skill development)	Assisting CM (H&A) in work relating to HR and Admin. Division Assisting DGM(Sys.& SD) in work relating to System 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