

1.2	Powers & duties of its officers and employees {Section 4(1) (b) (ii)}	1.2.1 Powers & duties of officers (administrative, Financial & Judicial	a) 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.
		1.2.2 Powers and duties of other employees	
		1.2.3. Rules/orders under which power and duty are derived and	
		1.2.4 Exercised	As per Delegation of Powers *
			<b>SGM (HR)</b>
			Power : Sanction of casual leave to staff working under him/her and as per
			Delegation of Power (DoP)
			<b>Responsibility &amp; Authority</b>
			<b>SGM (HR)</b>
			<b>Power:</b>
			Sanction of casual leave to staff working under him/her and as Delegation of Power (DoP)
		1.2.5 Work Allocation	<b>Responsibility &amp; Authority</b>
		1.2.6	<b>HR Division</b>
			<p>1.Compliance of Rules &amp; Regulations, Financial parameters laid Personnel/Established matters.</p> <p>2. Assessing the manpower needs of various departments and manpower planning of the Corporation keeping in view the optimum utilization of Human Resource in the light of the Sanctioned, incumbency position of the Corporation and the potential of the employees.</p> <p>3.Taking care of establishment matters such as Recruitment, selection, placement, induction of new recruits,</p> <p>4. Posting &amp; Transfer of officers/staff as per decision of Competent Authority.</p> <p>5. Issuance of office orders regarding probation and confirmation of employees of the Corporation.</p> <p>6. Holding of Departmental Promotion Committee (DPC) meeting, preparation of minutes thereof and issuance of office orders.</p> <p>7. Identification of training needs, Organizing in-House and outdoor Executive Development Programmes for employees.</p> <p>8. Rendering assistance to MD in formulation of Personnel policies, service conditions, review of personnel policies and</p>

			<p>9. Maintenance of ACRs and mattered related to DPC. Careful examination of ACRs and communication of adverse remarks, if any to the concerned employees, redressal of grievances etc.</p> <p>10. Disciplinary matters.</p> <p>11. Implementation of Reservation Policy.</p>
1.2			<p><b><u>Manager (HR.)</u></b></p> <p>1) Matters relating to Recruitment, Seniority &amp; Promotion</p> <p>2) Conduct Periodical Review of employees in terms of FR 56 (J) and 56 (i);</p> <p>3) Annual Performance Appraisals of all officers and staff;</p> <p>4) Preparation of Annual Training Calendar and Trg of employees, achieved assigned targets;</p> <p>5) Deputing officials for various training programmes on approval of Competent Authority.</p> <p>6) Public grievances handling.</p>
1.2			<p><b><u>Manager ( Plg)</u></b></p> <p>1) implementation of CSR Policy of the Corporation in line with the provisions of the Companies Act, 2013 read with Companies (Corporate Social Responsibility) Rules, 2014 made thereunder and DPE guidelines.</p> <p>2) Scrutiny of the proposals.</p> <p>3) Conducting CSR Programmes in line with activities prescribed under Scheduled VII of the Companies Act, 2013 issued by the Ministry of Corporate Affairs.</p> <p>4) CSR proposals are invited from channel partners/govt. institutions/organisation.</p> <p>5) Scrutiny, examining and identification of meaningful CSR proposals received for sanction, disbursement and achieved the given targets.</p> <p>6) Submitting the proposal to CSR Committee</p> <p>7) Issuance of LOI to CSR organisers</p> <p>8) Release of payments as per sanctioned terms.</p> <p>9) Supervise &amp; Inspection of CSR activities by Division officials.</p> <p>10)Inviting Tender for Event Management and ensuring successful arrangement of the Exhibition.</p> <p>11) Settlement of claims related to Exhibitions like Dilli Haat, Suraj Kund &amp; ITPO;</p> <p><b>Asstt. Manager &amp; Executive</b> are attached with Manager (Plg.) for assisting in CSR scrutiny proposal, organising health Camp, organising event management and extend all support in CSR work.</p>

1.2			<p><b><u>Asstt. Manager (HR)</u></b></p> <ol style="list-style-type: none"> <li>1) Handling regular work related to personnel matters viz. Annual Increments, and all leave matters</li> <li>2) Employees welfare matter viz. Leave encashment, house building advance, conveyance advance, general purpose advance, Medical Reimbursement/Health Check up, LTC and conveyance claims.</li> <li>3) Supervising Annual Property return submitted by all employees.</li> <li>4) All matters related to Gratuity, Pension, Post retirement medical scheme etc.</li> <li>5) Contribution to newly created PENSION FUND REGULATORY AND</li> </ol>
			<p><b><u>DEVELOPMENT AUTHORITY (PFRD)</u></b></p> <ol style="list-style-type: none"> <li>6) <u>HR LEAP software implementation, online APAR system, Automation of personal details of officers and staff and records enabled used by all employees.</u></li> <li>7) <u>Implementation of Record Retention Policy.</u></li> <li>8) <u>Liaison officer for reservation, implementation of Roster, Reservation and submission of reports of roster implementation.</u></li> </ol>
			<p><b><u>Asstt. Executive (HR)</u></b></p> <ol style="list-style-type: none"> <li>1) <u>Processing and put up all files relating to HR Division</u></li> <li>2) <u>Maintain and upkeep all records related to personal files and service book,</u></li> <li>3) <u>Doing typing work</u></li> <li>4) <u>Submission of reports to AM (HR)</u></li> <li>5) <u>Submission of Hindi Reports,</u></li> <li>6) <u>Extend Technical support to AM (HR)</u></li> </ol>
1.2		Admn. Division	<p><b><u>GENERAL MANAGER (ADMIN &amp; IT )</u></b></p> <ol style="list-style-type: none"> <li>1. <u>To perform the general administration function for smooth day to day working.</u></li> <li>2. <u>Supervision of all administrative activities like maintenance of office equipment's, house keeping, security services, vehicle arrangement/maintenance, insurance &amp; office rent etc.</u></li> <li>3. <u>Supervision of inventory and office supplies and purchasing of new material.</u></li> <li>4. <u>Supervision for preparation, analysis, negotiation for award of tenders as well as review of contracts related to purchasing of materials, supplies, products or services.</u></li> <li>5. <u>Organize and supervise other office activities (meetings/conferences &amp; event planning etc.)</u></li> <li>6. <u>Review of policies and regulations related to Admin.</u></li> <li>7. <u>Evaluation of schemes of the Corporation and intimation to the concerned Divisions regarding recommendations/action taken etc.</u></li> <li>8. <u>Processing of vendors', telephone, electricity &amp; water bills and other maintenance, rent etc. payments.</u></li> <li>9. <u>Supervision of Rajbhasha, ISO, IT &amp; RTI related work.</u></li> <li>10. <u>Any other work, assigned by the superior authority from time to time.</u></li> </ol>

**CHIEF MANAGER (ADMIN)**

1. Work related to Building rent, Water, Electricity & common area rent etc.
2. Taxi Service & vehicle maintenance, payments to service provider.
3. AMCs of ACs, Photocopier, Franking machine, Vending machine, Phones/EPEBX, Gen Set, RO, CCTV etc.
4. Insurance of vehicle, assets of office & X-29.
5. Membership of SCOPE & IHC etc.
6. Printing of material, Annual Report, Subhashini, Visiting Cards, Letter heads, Noting etc.
7. Purchasing of Stationery.
8. Physical verification.
9. General maintenance work of office – Electricity, water, plumbing, repair, paint, white wash etc.
10. Arrangement of refreshment for meeting, guest and staff.
11. Work related to house keeping
12. Any other work assigned from time to time.

**SR. MANAGER (IT)**

1. Overall coordination of IT System Division
2. Co-Ordination for PM SURAJ Portal Development/ Implementation
3. Co-ordination for LEAP Portal Development/ Implementation
4. Co-ordination for PM-DAKSH Portal Development/ Implementation
5. Co-ordination for VISAVS Portal Development/ Implementation
6. NBCFDC Website AMC (Upgradation/Updation and related certification viz. Security Audit Standardized Testing and Quality Certification (STQC) etc.)
7. Co-ordination for IT Hardware procurement
8. Co-ordination for NIC Cloud server
9. SMSs Services
10. DBT Bharat Portal data updation for PM-Daksh Yojna (Nodal on behalf of MoSJE for all Apex Corporations)
11. Co-ordination for organizing Exhibition/Fairs/ Melas.
12. Any other jobs/duties assigned from time to time by higher authorities.

**MANAGER (ADMIN)**

1. Rajbhasha related works
2. ISO related work
3. Payment of taxi services
4. Printing of various material required by Corporation
5. General maintenance work
6. House keeping & outsource work
7. RTI reply
8. Booking of Air Tickets and payments.
9. Organization of various days, week, events etc.

			<p><b><u>ASSISTANT MANAGER (ADMIN)</u></b></p> <ol style="list-style-type: none"> <li>1. <u>Central Public Information Officer (CPIO)</u></li> <li>2. <u>Work related to Building rent, Water, Electricity &amp; common area rent etc.</u></li> <li>3. <u>Insurance of Vehicles, Assets of Office &amp; X-29 etc.</u></li> <li>4. <u>AMCs of ACs, Photocopier, Franking machine, Vending machine/EPEBX, Gen Set, RO, CCTV etc.</u></li> <li>5. <u>Marketing related work</u></li> <li>6. <u>Keep imprest and procure items as per requirement.</u></li> <li>7. <u>Purchasing of office stationery &amp; printer cartridges etc.</u></li> <li>8. <u>Taxi/vehicle booking and as signing duty etc.</u></li> </ol>
		Project Division	<p><b><u>Sr. Gen. Manager (Proj.):</u></b>  <b><u>Powers: Sanction of casual leave to staff working under him/her as per Delegation of Power (DoP). Responsibility &amp; Authority:</u></b></p> <ol style="list-style-type: none"> <li>1. <u>Ensuring systematic implementation of various loans and other developmental schemes of NBCFDC through various channel partners.</u></li> <li>2. <u>Acting as an interface between NBCFDC and channel partners, Ministry of Social Justice &amp; Empowerment, State Governments, Banks and NITI Aayog in connection with implementation of schemes.</u></li> <li>3. <u>Acting as a Nodal Officer for Parliament Questions, VIP references, Consultative Committee Meeting and review meetings etc.</u></li> <li>4. <u>Holding of various Regional Meetings/seminars and conferences for generating awareness about NBCFDC schemes.</u></li> <li>5. <u>Actively participating in Publicity and Awareness Programmes</u></li> <li>6. <u>Implementing Performance Linked Grant in Aid Schemes</u></li> <li>7. <u>Making Notional Allocation to the Channel Partners and ensuring receipt of Annual Action Plan (AAP) from them.</u></li> <li>8. <u>Representing NBCFDC at various level during review meetings, conferences, seminars camps etc.</u></li> <li>9. <u>Coordinating with the State Governments and State Channelising Agencies (SCAs) for providing Govt. Guarantee.</u></li> <li>10. <u>Attending Board Meetings of the SCAs and Review Meetings of the Ministry of Social Justice &amp; Empowerment.</u></li> <li>11. <u>Making presentations on the working and status of NBCFDC before the Hon'ble Ministers, Offices of the Ministry of Social Justice &amp; Empowerment and stakeholders.</u></li> <li>12. <u>Ensuring sanction and disbursement of loan through Banks, SCAs and ensuring proper implementation of loan schemes, VISVAS Yojana, PLGIA scheme.</u></li> <li>13. <u>Ensuring proper implementation of Technology Upgradation scheme through accredited institutes and proper monitoring of the schemes.</u></li> <li>14. <u>Ensuring the action taken on evaluation studies by NBCFDC and stakeholders.</u></li> <li>15. <u>Ensuring the smooth functioning of online applications – SBMS, LEAP, PM-SURAJ, VISVAS Portal, NBCFDC dashboard and ensuring updation of website.</u></li> <li>16. <u>Ensuring timely submission of Monthly and Quarterly Report to the Ministry, VIP References, Parliament Questions and the Letters received from Stakeholders.</u></li> </ol>

			<p><b><u>17. Maintenance and submission of MIS related to SCAs, Banks and Govt. Guarantee to the top Management.</u></b></p> <p><b><u>18. Signing of Memorandum of Understanding (MoUs) with Channel Partners</u></b></p> <p><b><u>19. Participating in various office committee.</u></b></p> <p><b><u>20. General Administration of staff under Project Division.</u></b></p> <p><b><u>21. CVO for vigilance related work</u></b></p>
1.2			<p><b><u>Manager (Proj.) - G</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Notional Allocation – Pan India</u></b></li> <li>• <b><u>Sanction, Disbursement of loans through SCAs of Southern Region</u></b></li> <li>• <b><u>Govt. Guarantee received of the SCAs (co-ordination and updation)</u></b></li> <li>• <b><u>MOU with stakeholders</u></b></li> <li>• <b><u>Board Agenda</u></b></li> <li>• <b><u>PPT</u></b></li> <li>• <b><u>Leap Software, SBMS, VISVAS and Updation of Website</u></b></li> <li>• <b><u>MIS of Lending Schemes</u></b></li> <li>• <b><u>VISVAS</u></b></li> <li>• <b><u>NBCFDC Director’s Report</u></b></li> <li>• <b><u>National Conference and Regional Meetings</u></b></li> <li>• <b><u>Audit replies and Action Taken Report on Evaluation Studies</u></b></li> <li>• <b><u>ATRs of the meetings of Secretary (SJ&amp;E)</u></b></li> <li>• <b><u>Success Stories</u></b></li> <li>• <b><u>Linkages with new partners &amp; MOU with them</u></b></li> <li>• <b><u>Explore new Business Opportunities</u></b></li> <li>• <b><u>Enquiry from General Public</u></b></li> </ul>
			<p><b><u>Manager (Proj.) –D</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Coordination &amp; liasioning with Ministry</u></b></li> <li>• <b><u>Monthly/Quarterly Reports for Ministry</u></b></li> <li>• <b><u>Technology Upgradation of Cluster and DC (Handicrafts) – Cluster Dev.</u></b></li> <li>• <b><u>MIS of Technology Upgradation &amp; DC (H)</u></b></li> <li>• <b><u>Parliament Questions</u></b></li> <li>• <b><u>Awareness Camps &amp; Publicity</u></b></li> <li>• <b><u>Vigilance related work</u></b></li> <li>• <b><u>Board Agendas &amp; Compilation of Minutes</u></b></li> <li>• <b><u>Success Stories of Technology Upgradation</u></b></li> <li>• <b><u>Replies of VIP References</u></b></li> <li>• <b><u>Printing of Publicity Material</u></b></li> <li>• <b><u>Ministry Annual Report</u></b></li> <li>• <b><u>NBCFDC Director’s Report</u></b></li> <li>• <b><u>Radio Programme</u></b></li> <li>• <b><u>Standing/Consultative/OBC Committee meeting</u></b></li> </ul>

			<ul style="list-style-type: none"> <li>• <u>ISO related work</u></li> <li>• <u>Monitoring/Inspection/Field Visits of Clusters under Tech. Upgradation Scheme</u></li> </ul>
			<p><b><u>SR. EXECUTIVE (P) – SD</u></b></p> <ul style="list-style-type: none"> <li>• <u>Sanction, Disbursement of loans through SCAs of Eastern &amp; Northern Region</u></li> <li>• <u>Sanction, Disbursement of loans through RRBs, PSBs</u></li> <li>• <u>MOA with Banks (coordination &amp; record)</u></li> <li>• <u>Leap Software, SBMS, VISVAS and Updation of Website</u></li> <li>• <u>VISVAS</u></li> <li>• <u>National Conference &amp; Regional Meetings</u></li> <li>• <u>Director’s Report - NBCFDC</u></li> <li>• <u>Public Grievances</u></li> <li>• <u>MIS of Lending Schemes</u></li> <li>• <u>Record Retention</u></li> <li>• <u>Printing of Publicity Material</u></li> </ul>
			<p><b><u>JR. EXECUTIVE (P) - AA</u></b></p> <ul style="list-style-type: none"> <li>• <u>Sanction, Disbursement of loans through SCAs of Western Region (Goa, Gujarat, Maharashtra &amp; Rajasthan)</u></li> <li>• <u>Sanction, Disbursement of loans through Punjab Gramin Bank and Aryavart Bank.</u></li> <li>• <u>Technology Upgradation of Cluster of Western and Southern Region</u></li> <li>• <u>Awareness Camps &amp; Publicity and Loan Melas</u></li> <li>• <u>MIS of Awareness Camps and Lending Schemes</u></li> <li>• <u>Social Media</u></li> <li>• <u>SOM</u></li> <li>• <u>RTI related works</u></li> <li>• <u>LEAP &amp; SBMS</u></li> <li>• <u>Enquiry from General Public</u></li> <li>• <u>Hindi Rajbhasa</u></li> </ul>
			<p><b><u>SR. OFFICE ASSTT. (P) – D</u></b></p> <ul style="list-style-type: none"> <li>• <u>Digitization of Files of Project Division.</u></li> <li>• <u>Hindi Work</u></li> <li>• <u>Photocopy</u></li> <li>• <u>Tracking of files of Project Division</u></li> </ul>

			<p><b>ASSTT. EXECUTIVE (P) – G</b></p> <ul style="list-style-type: none"> <li>• <b><u>Assist Project Division</u></b></li> <li>• <b><u>Dak Diary</u></b></li> <li>• <b><u>Photocopy and Page numbering on files.</u></b></li> <li>• <b><u>Physical records of all the files</u></b></li> </ul>
1..2		<b>Grants Division</b>	<p><b>DGM (GRANT)</b></p> <p><b>Powers:</b> Sanction of casual leave to staff working under him/her and as per Delegation of Power (DoP).</p> <p><b><u>Responsibility &amp; Authority</u></b></p> <ol style="list-style-type: none"> <li>1. To facilitate Skill Development Training Programme to target group through TIs identified by MoSJE, GoI under PM –DAKSH Yojana. Implementation of NFOBC scheme of MoSJE along with skill related CSR</li> <li>2) To monitor the STDP being conducted by TIs through inspections &amp; field visits.</li> <li>3) To attend to other work assigned by the Competent Authority from time to time</li> </ol>
1.2			<p><b>Manager (Grant)(SKS)</b></p> <ol style="list-style-type: none"> <li>1. Implementation of PM-DAKSH Yojana as per the guidelines</li> <li>2. Evaluation of proposals and Sanction of training programmes.</li> <li>3. Responsible for processing of payments to Training Institute.</li> <li>4. Overall supervision and management of PM-DAKSH portal.</li> <li>5. Providing information to the Ministry.</li> <li>6. Providing information with respect to Parliament Questions.</li> <li>7. Providing information to the other departments of the Corporation.</li> <li>8. RTI matters.</li> <li>9. Updating various reports, PPTs etc. as and when required.</li> <li>10. Overall supervision of data management</li> <li>11. Any other work assigned from time to time.</li> <li>12. he will directly report to Dy. General Manager (Grant)</li> </ol>
1.2			<p><b>Manager (Grants)(R)</b></p> <ol style="list-style-type: none"> <li>1. Implementation of PM-DAKSH Yojana as per the guidelines</li> <li>2. Responsible for processing of payments to Training Institute.</li> <li>3. Documentation of Success Stories and Photographs of the Training programme on regular basis.</li> <li>4. Providing Hindi reports/articles etc.</li> <li>5. Data Management of annual MoU placement target &amp; achievement</li> <li>6. Any other work assigned from time to time.</li> <li>7. She will directly report to Dy. General Manager (Grant).</li> </ol>



1.2			<p><b>Officer (Grant)(HS)</b></p> <ol style="list-style-type: none"> <li>1. Inspection of Training Institutes and interactions with trainees for all training programmes.</li> <li>2. Participation in Selection Committee Meetings, Assessments etc.</li> <li>3. Follow up with the Training Institutes for conducting training programmes as per laid down guidelines.</li> <li>4. Monitoring of the Training Programmes.</li> <li>5. Any other work assigned from time to time.</li> <li>6. He will report to Dy. General Manager (Grant) through Manager (Grant)</li> </ol>
			<p><b>Officer (Grant) (IN)</b></p> <ol style="list-style-type: none"> <li>1. CPIO</li> <li>2. Processing payments to Training Institutes</li> <li>3. Processing payments to Training Institutes for projects related to CSR.</li> <li>4. Maintaining data and records with respect to Grant in Aid (GIA) received from the Ministry and sending of utilization certificate of funds received from Ministry of SJ&amp;E.</li> <li>5. Maintaining records of Utilization Certificates received from the Training Institutes.</li> <li>6. Keeping record of all communications with Ministry of SJ&amp;E from the beginning.</li> <li>7. Keeping record of all communications with Ministry of Skill Development &amp; Entrepreneurship (MSDE) and National Skill Development Corporation (NSDC).</li> <li>8. Follow up with the Training Institutes for conducting training programmes as per laid down guidelines.</li> <li>9. Providing the information for parliament question with respect to Skill Training.</li> <li>10. Monitoring of the Training programme.</li> <li>11. Inspection of Training Institutes and interactions with trainees for all training programmes.</li> <li>12. Participation in Selection Committee Meetings, Assessment etc.</li> <li>13. Any other work assigned from time to time.</li> </ol>
			<p><b>Officer (Grant) (RK)</b></p> <p>Primary responsibility for all the operations of PM-DAKSH portal, providing facilitation to Training Institutes, guiding them along with training the Skill Team on working of portal.</p> <ol style="list-style-type: none"> <li>2. Processing payment to Training Institutes.</li> <li>3. Follow up with the Training Institutes for conducting training programmes as per laid down guidelines.</li> <li>4. Monitoring of the Training Programmes.</li> <li>5. Inspection of Training Institutes and interactions with trainees for all training programmes.</li> <li>6. Participation in Selection committee Meetings, Assessment etc.</li> <li>7. Any other work assigned from time to time.</li> <li>10. He will report to Dy. General Manager (Grants) through Manager (Grants) for PM-DAKSH portal and through Manager (Grants) for other works.</li> </ol>

1.2			<p><b><u>Sr. Executive (Grant) SKS</u></b></p> <ol style="list-style-type: none"> <li>1. Seeking proposals/information from the training Institutes for conducting skill training under PM-DAKSH Yojana.</li> <li>2. Scrutiny of training proposals in conformity of SDTP scheme/Common Norms.</li> <li>3. Put up the files for sanction of funds to the Training Institutes.</li> <li>4. Processing payment to Training Institutes.</li> <li>5. Follow up with the training Institutes for conducting training programme as per laid down guidelines.</li> <li>6. Providing the information related to Skill Development for Board meetings/workshops/conference etc.</li> <li>7. Primary responsibility of Maintenance of all the relevant data from the beginning.</li> <li>8. Taking responsibility of PM-DAKSH portal along with Officer (HS).</li> <li>9. Providing information such as monthly/quarterly, board meeting report etc. to the other departments of the Corporation.</li> <li>10. Providing information as well as reply to Parliament Questions to the Ministry.</li> <li>11. Maintaining proposals received from the Ministry and other VIP preferences and sending suitable reply from the same.</li> <li>12. Maintaining the record of all MoUs/MoA signed between NBCFDC and Training Institutes.</li> <li>13. Inspection of Training Institutes and interactions with trainees for all training programmes.</li> <li>14. Participation in Selection Committee Meetings, Assessments etc.</li> <li>15. Any other work assigned from time to time.</li> <li>16. He will report to Dy. General Manager (Grants) through Manager (Grants)</li> </ol>
1.2			<p><b><u>Executive (Grant) Sh. CA</u></b></p> <ol style="list-style-type: none"> <li>1. Processing payments to Training Institutes</li> <li>2. Processing payments to Training Institutes for CSR Projects.</li> <li>3. Documentation of Success Stories and Photographs of the Training Programmes on regular basis.</li> <li>4. Monitoring of the ongoing training programmes.</li> <li>5. Providing Hindi reports/articles etc.</li> <li>6. Inspection of Training Institutes and interactions with trainees for all training programmes.</li> <li>7. Inspection of Training Institutes and interactions with trainees for all training programmes.</li> <li>8. Participation in Selection Committee Meetings, Assessments etc.</li> <li>9. Any other work assigned from time to time.</li> <li>10. He will report to Dy. General Manager (Grants) through Manager (Grants).</li> </ol>
			<p><b><u>Sr. Executive (Grant)</u></b></p> <ol style="list-style-type: none"> <li>1. Inspection of Training Institutes and interactions with trainees for all training programmes.</li> <li>2. Maintenance of file/dak movement registers of Skill Development Deptt.</li> <li>3. Maintenance and updation of contact details of Training Institutes.</li> <li>4. Participation in Selection Committee Meetings, Assessment etc.</li> <li>5. Typing work of Skill Development Division.</li> <li>6. Maintenance of record of SDTP schemes, Common Norms,</li> </ol>

			<p>Pamphletsetc.</p> <p>7. Maintenance of data of Hindi/English letter of SDTP and submit the details to Rajbhasha wing.</p> <p>8. Any other work assigned from to time.</p> <p>9. He will report to Dy.General Manager (Grants) through Manager (Grants)</p>
			<p><b>Jr. Executive (Grant) Sh. MK</b></p> <p>1. Processing payments to Training Institutes</p> <p>2. Processing payment s to Training Institutes for CSR Projects.</p> <p>3. Documentation of Success Stories and Photographs of the Training Programmes on regular basis.</p> <p>4. Monitoring of the ongoing training programmes.</p> <p>5. Providing Hindi reports/articles etc.</p> <p>6. Inspection of Training Institutes and interactions with trainees for all training programmes.</p> <p>7. Maintaining data of annual placement target &amp; achievement.</p> <p>8. Inspection of Training Institutes and interactions with trainees for all training programmes.</p> <p>9. Participation in Selection Committee Meetings, Assessments etc.</p> <p>10. Any other work assigned from to time.</p> <p>11. He will report to Dy. General Manager (Grants) through Manager (Grants).</p>

		<p><b>Finance Division</b></p> <p><b>Sr. General Manager (Fin.) Power:</b> Sanction of casual leave to staff working under him/her and as per Delegation of Power (DoP)</p> <p><b>Responsibility &amp; Authorities</b></p> <ul style="list-style-type: none"> <li>. To check the financial viability of the proposals received from respective deptt.</li> <li>. To represent Budget Finance Deptt for optimizing investments etc.</li> <li>. To ensure the compliance of the financial parameters laid down in the NBCFDC Rules and various statutes</li> <li>.To ensure timely release of funds to SCA under intimation/concerned department by arranging DDs/cheques/RTGS/ECs etc.</li> <li>.To ensure timely payment of salary, staff claims, party payments etc.</li> <li>. To ensure issuance of monthly quarterly and annual reports as per time schedule.</li> <li>.To ensure the accuracy of data for finalization of accounts, Balance Sheet, Income &amp; Expenditure A/C and related schedules.</li> <li>. To ensure providing financial parameters information for MoU, consolidation &amp; compilation of budget targets.</li> <li>. To ensure bank reconciliation/correspondence for NBCFDC accounts regularly.</li> <li>. To ensure the compliance of the financial parameters laid down in the lending policy before approval of file for release of funds.</li> <li>. To ensure proper and timely disposal of files received in the department for disbursement or release of funds</li> <li>. To ensure the queries, grievances of SCAs/other departments are being attended promptly and outflow of information to SCAs/Other departments is being provided in the best desired manner.</li> <li>.To ensure the accuracy of data for finalization of loan accounting related schedules after proper reconciliation of data.</li> <li>.Equal work distribution among staff members</li> <li>. To confirm loan account balances at the end of the year from all the SCAs.</li> <li>. To coordinate with the other departments for draft MoU documents, MoU Negotiation meeting with Ministry and DPE.</li> <li>. To send demand notices to Channel Partners on quarterly basis, generate repayment schedule of loan recovery, maintain statement of accounts.</li> </ul> <p>To get various audits (Internal, Statutory &amp; CAG) , Complete the Annual accounts on time for the timely AGM, Preparation of Directors' report &amp; compliance of filing of statutory return &amp; challan with ROC.</p> <p><b>Company Secretary &amp; CVO:</b></p> <p><b>Powers:</b> Sanction of casual leave to staff working under him/her as per delegation of power (DoP)</p> <p><b>Duties:</b> Responsible for supervision and achievement of the desired results and targets fixed from time to time. Statutory &amp; Company Law matters as per applicable provisions of Companies Act, 2013, organizing of AGM &amp; Board meetings, filing of requisite returns with ROC, legal work, Implementation of Internal Audit Programme and submit internal audit report. Audit Coordination with statutory auditors and audit team of CAG, Preparation of Directors Report, Vigilance matters and supervision of affairs of the Division and other work as assigned from time to time.</p>
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			<p><b>Sr. Manager (F)</b></p> <ol style="list-style-type: none"> <li>1. Preparation of MoU (assisted by M/F (II &amp; Exe-II)</li> <li>2. Processing of Skill Development Training Files &amp; preparation of related vouchers (assisted by Off/F)</li> <li>3. MIS pertaining to all Channel Partners (CPs)</li> <li>4. Loan accounting of Channel Partners (CPS)</li> <li>5. Adjustment of Recovery &amp; Reconciliation</li> <li>6. Preparation of Board Agendas</li> <li>7. To guide M/F-II in respect of preparation of Annual Accounts</li> <li>8. Parliament matters (assisted by executive-II)</li> </ol> <p>Report to GM(F) in supervision and management of finance Deptt.</p>
			<p><b>Manager (Fin-I (N))</b></p> <ol style="list-style-type: none"> <li>1. Processing of all OTS cases.</li> <li>2. Loan accounting – Bank (PSBs &amp; RRBs), Northern States &amp; Eastern States including NE States – all work up to generation of Demand Notices</li> <li>3. Work related to Loan Accounting Software (LEAP) including liaisoning with KRAN.</li> <li>4. Processing of all files related to CSR/Technology Up-gradations/IT/Administrations etc.</li> <li>5. Payment files of vendors (assisted by AM(F-1)1 such as electricity, Taxi other supplier bills, office maintenance etc.</li> <li>6. Board Agenda in respect of related work</li> <li>7. Coordination with auditors work related to loan accounting</li> <li>8. Any other work assigned by HOD from time to time</li> </ol>
			<p><b>Manager (F-II-(HN))</b></p> <ol style="list-style-type: none"> <li>1. Preparation of Financial Statement (assisted by AM/F-1,2,3 and Executive)</li> <li>2. Processing of files related to interest subvention under VISVAS scheme (Assisted by Executive)</li> <li>3. Capital and Revenue Budget</li> <li>4. MIS Pertaining to Channel Partners</li> <li>5. Loan Accounting of Channel Partners</li> <li>6. Coordinate with Auditors at the time of finalisation of financial statements (Statutory, C&amp;AG etc.)</li> <li>7. Compliance of taxation, GST with respect to IT, Contractor, Professional, CSR etc.</li> <li>8. Timely submission of statutory returns and reports (assisted by AM/F-2)</li> <li>9. Board Agenda related work</li> <li>10. Any other work assigned by HOD from time to time</li> </ol>
			<p><b>Asstt. Manager (Fin.-I(M))</b></p> <ol style="list-style-type: none"> <li>1. Loan Accounting – SCAs of Western States upto generation of Demand notices</li> <li>2. Salary &amp; wages</li> <li>3. Pay Bill of employees, leave encashment and data entry of Tally (Taxation package), Reports, Pay Slips. etc.</li> <li>4. Processing of payment of files in respect of vendors through Manager (N) such as electricity, taxi, other supplier bills, office maintenance etc.</li> <li>5. Calculation of tax on Interest concession on employees loan and updation of employees loan register</li> <li>6. To assist Manager (F-II) for finalisation of accounts</li> <li>7. Processing of telephone Bills</li> <li>8. Maintenance of fixed assets and depreciation Register</li> <li>9. RTI related work</li> <li>10. Any other work assigned by HOD from time to time</li> </ol>

			<p><b>Asstt. Manager (Am/F -2(B))</b></p> <ol style="list-style-type: none"> <li>1. Verification of salary/pay bill, leave encashment, tax on interest calculation on employees loan, vouchers etc.</li> <li>2. Provident fund, gratuity and post retirement benefit schemes</li> <li>3. Settlement of employees claims and advances – TA bills, LTC bills, medical bills, HBA, GPA, vehicle etc.</li> <li>4. Statutory compliance with respect to submission of return and payments of taxes.</li> <li>5. To assist Manager (HN) for compliance of taxation, GST with respect to IT, Contractor, Professional, CSR etc.</li> <li>6. Coordination with Auditors with respect to Audit related work and replies and reports</li> <li>7. RTI matter</li> <li>8. To assist Manager (HN) for finalisation of accounts and submission of statutory returns and reports.</li> </ol> <p>Any other work assigned by HOD from time to time.</p>
			<p><b>Asstt. Manager AM-F-3 (S)</b></p> <ol style="list-style-type: none"> <li>1. Investment of Surplus funds</li> <li>2. Banking operation and reconciliation of Bank Statements</li> <li>3. Maintenance of vouchers</li> <li>4. Cash and Bank Payments</li> <li>5. To assist M/F-HN for finalisation of accounts</li> <li>6. Work related to Record Retention Policy</li> <li>7. To assist AM/F-2 in respect of RTI Matters</li> </ol> <p>Any other work assigned by HOD from time to time</p>
			<p><b>Executive (Fin.) –II (M)</b></p> <ol style="list-style-type: none"> <li>1. Loan Accounting – complete work related to the SCAs of Southern States</li> <li>2. Assist. Manager (HN) – Interest Subvention under VISVAS scheme</li> <li>3. Assist Manager (HN), Sr. Manager and GM in MoU related work and finalisation of Annual Accounts</li> <li>4. Assist Manager Fin.(Smt. N) toward Leap Software (including liasioning with KRAN.</li> <li>5. MIS work of Micro Finance</li> <li>6. Parliament matters (through SM/F)</li> <li>7. Voucher entry work (assist M/F-HN)</li> <li>8. Preparation of replies of Director Benefit Transfer (DBT)</li> <li>9. Coordination with auditors work related to loan accounting.</li> </ol> <p>Any other work assisted by HOD from time to time.</p>
			<p><b>Executive (Fin.)-I (R )</b></p> <ol style="list-style-type: none"> <li>1. Secretarial/typing work in CS &amp; Finance Division</li> <li>2. oordinator for Rajbhasa related work</li> <li>3. UP keeping of records of Board Agenda &amp; Minutes</li> <li>4. Upkeeping of records of Ministry file (Correspondence, PQ, VIP reference etc.</li> <li>5. Files related to Company Secretariat</li> <li>6. DAK Diary work and File Movement t Register</li> <li>7. Work related to proof reading of Annual Report</li> <li>8. To assist GM (Fin.) &amp; CS in respect of Secretarial matters</li> </ol> <p>Any other work assigned by HOD from time to time.</p> <p>Proper maintenance of deposit register, Grant register, cheque issue register, disbursement register etc. may be ensured by respective officials. Data back up of tally/word, excel, lotus, leap etc. must be ensured regularly on daily basis by the concerned officials or by taking assistance of M(IT)</p> <p>Any other work assigned from time to time</p> <p>All officers and staff of Finance Division shall report to GM (F.) &amp; CS.</p>

\* Delegation of Powers as follows

## National Backward Classes Finance & Development Corporation

NBCFDC/HR&A / OO/2019-20/374

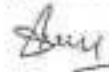
Dated 16.12.2019

### OFFICE ORDER

In supersession of earlier Office Order NBCFDC / HR&A / OO / 2019-20 / 372 dated 11.12.2019, the Competent Authority has approved Sub-Delegation of Administrative and Financial Powers for the smooth functioning of the day to day affairs of the Corporation to the officials as per Annexure -I (1-11 pages). The powers are to be exercised by the concerned officials subject to the policy including financial concurrence / consultation, wherever laid down and also subject to the Budget provisions including re-appropriation with immediate effect.

  
V.R. Chary

General Manager (HR & Admn.)

  
17.12.19

CC to:

- ✓ Sr. General Manager (Plg.)
- General Manager (Proj.) / General Manager (Fin.) & CS
- Dy. General Manager (SD)
- PS to MD - for kind information of MD
- Concerned File

Part - I (D.O.P.)

Delegation of Powers (Information Technology)

Notes: i) Managing Director has full powers for total IT Budget.

- ii) Delegated powers shall be exercised independently by the delegated officer (Accepting Authority) i.e. without prior reference to the Delegating Authority, unless otherwise specified in DoP.
- iii) Delegated powers may be exercised by the 'Linked Officers' only in urgent matters, which cannot wait, and with the prior approval of Managing Director.
- iv) The delegation will be subject to the 'Budget Provision', which should be confirmed by Accepting Authority from Finance/Accounts Division, before exercising any power for sanction of the expenditure.
- v) The Sanctioning/Accepting Authority shall ensure that Procedure/rules as stated in the General Financial Rules, 2017, in respect of "Procurement of Goods/services", are followed, unless otherwise provided in DoP. However, the reference to Financial Advisor/IFD in GFR, 2017 shall be deemed to be reference to the duly notified Head of the Finance Division/ Finance Division, NBCFDC respectively. Further, all the powers will be exercised by the Managing Director i.e. Head of the Department (NBCFDC)/other officials, as may be specified in the resolutions of the Board of Directors and as per the Delegation of Powers by the Managing Director to the officials of NBCFDC respectively.
- vi) 'Tender Committee' will be constituted by the Accepting Officer, which will approve the tender document and for submit its recommendations to the Accepting Authority. The Tender Committee shall comprise of three members (below the level of Accepting Authority), which should include one member from the Finance Division not below the rank of Assistant Manager (Fin.). The contracts for services may be renewed by the Accepting Authority in emergent cases for reasons to be recorded in writing and after financial concurrence and approval of the Managing Director. Powers for accepting the tender document shall be exercised by the Accepting Authority, as per the DOP.
- vii) Types of tenders/quotations: As mentioned above, the procedures laid down under the GFR shall be followed by the Accepting Authority. The procuring authority will certify the reasonability of rates. The GeM portal shall also be utilized for procurement of Goods & Services etc. Following types of quotations/tenders may be invited for the purpose of purchase of goods/services (excluding taxes).
  - a) Up to Rs. 25,000/- : Purchase of goods/services upto the value of Rs.25,000/- (Rupees Twenty five thousand) only on each occasion may be made without inviting quotations. Under this category, in emergency or in the absence of Accepting Authority, ex-post facto approval of Accepting Authority may be obtained.
  - b) Above Rs. 25,000/- and up to Rs. 2.50 lakhs: Purchase of goods/services may be made on the recommendations of the duly constituted Local Purchase Committee. 'Local Purchase Committee' shall be constituted by the concerned Accepting Authority. The Local Purchase Committee (LPC) shall comprise of three members (below the level of Accepting Authority), which should include one member from the Finance Division not below the rank of Officer (Fin.).





- c) Above Rs.2.50 lakh and up to Rs.5.00 lakh: Purchase of goods/services may be made through Special Limited Tender Enquiry (SLT): Wherever empanelled list is not available, Special Limited Tenders may be invited from a list of contractors/vendors who have executed similar work satisfactorily in the past including working contractors/Vendors of NBCFDC. For this purpose, a list containing a minimum of three contractors/vendors should be prepared in consultation with Finance with proper recording of reasons and duly got approved by the Managing Director, upon recording the reasons.
- d) Above Rs.2.50 Lakh and up to Rs.25.00 lakhs: Purchase of goods/services may be made through Limited Tender Enquiry. Empanelment of vendors for Limited Tender shall be made in consultation with Finance Division and approved by the Managing Director. The validity of the empanelment shall be one year from the date of the empanelment/order issued in this regard, which may be extended by the Managing Director for a further period of two years.
- e) Rs.25.00 lakhs & above: Open Tender: Invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs.25.00 lakh and above.
- f) Single Tender Enquiry: Procurement from a single source may be resorted to in the following circumstances and only after concurrence of the Finance Division and approval by the Managing Director after recording detailed reasons:
- i) It is in the knowledge of the user department that only a particular firm is the manufacturer/provider of the required goods/services.
  - ii) In a case of emergency, the required good/services are necessary to be purchased from a particular source and the reason for such decision is to be recorded and approval of Managing Director obtained.
  - iii) For standardization of machinery or spare parts/systems to be compatible to the existing sets of equipment/ software (on the advice of a competent technical expert and approved by the Managing Director), the required item/service is to be purchased only from a selected firm.
- g) Common use Goods and Services available on GeM are required to be procured preferably through GeM as per Rule 149.
- viii) Financial concurrence & Payments: All proposals valuing more than Rs.50,000/- shall be required to be concurred by the Finance Division before sanction is issued by the Accepting Authority. The power of concurrence shall be vested with the duly notified Head of the Finance Division. The payment to the vendor/service provider may be made by the Finance & Accounts Department after approval of the bills by the Accepting Authority as per DOP. However, in cases where the Managing Director is the Sanctioning Authority, the payment may be released after approval of the bill by the concerned Head of the Division initiating the proposal.
- ix) Following powers are delegated by the Managing Director to the officers (Accepting Authority) for sanction and release of payments:-
- Chand*

Sl. No.	Description	Divisional Heads / HOD IT Division	Remarks
1.	Sanction for procurement of Servers, Computers & its peripherals (including installation expenses)	Upto Rs.2 lakh per case  Divisional Head (IT)	—
2	Laptop/Tabs	—	M.D. has full powers.
3	Computer stationery, Consumables,	Upto Rs.50,000 per case	—
4	Packaged/off the shelf software (including antivirus, firewalls, OS, MS-Office etc. Application Software for tax, payroll, accounting software etc.	Upto Rs.50,000 per case	—
5.	AMC for Hardware Items	Upto Rs.2.50 lakh per case	—
6.	Hiring/Repairs & Maintenance of hardware (other than AMC, including Upgrading/ replacement)	Upto Rs.50,000 per case	—
7.	AMC for Software, Website, Other Portals	Upto Rs.2.50 lakh per case	—
8.	Outsourcing/Hiring Full time or Part-time IT Consultants/ Data Entry Operator/ Programmers/ Advisor/Training Providers/ security auditors etc.	Upto Rs.2.50 lakh per case	This would be in consultation with HR Division & user division subject to the approval of M.D.
9.	Hiring of Project Management Consultant (for feasibility study, Tender Management, Operations Management etc.)	Upto Rs.2.50 lakh per case	—
10.	Hiring of Web Space, Internet bandwidth  (for Hosting of Website, official e-mail IDs of Officials, etc.	Upto Rs.2.50 lakh per case	Subject to approval by the M.D.
11	Outsourcing for Development/ revamping /modification of Application Software (Including website, other portals Loan Accounting & MIS etc.)	Upto Rs.2.50 lakh per case	In consultation with user division (s).

*[Handwritten Signature]*

Part - II (D.O.P)

Delegation of Powers (Administration)

Notes: i) Managing Director has full powers for total Budget.

ii) Delegated powers shall be exercised independently by the delegated officer (Accepting Authority) i.e. without prior reference to the Delegating Authority, unless otherwise specified in DoP.

iii) Delegated powers may be exercised by the 'Linked Officers' only in urgent matters, which cannot wait, and with the prior approval of Managing Director.

iv) The delegation will be subject to the 'Budget Provision', which should be confirmed by Accepting Authority from Finance/Accounts Division, before exercising any power for sanction of the expenditure.

v) The Sanctioning/Accepting Authority shall ensure that Procedure/rules as stated in the General Financial Rules, 2017, in respect of "Procurement of Goods/services", are followed, unless otherwise provided in DoP. However, the reference to Financial Advisor/IFD in GFR, 2005 shall be deemed to be reference to the duly notified Head of the Finance Division/ Finance Division, NBCFDC respectively. Further, all the powers will be exercised by the Managing Director i.e. Head of the Department (NBCFDC)/other officials, as may be specified in the resolutions of the Board of Directors and as per the Delegation of Powers by the Managing Director to the officials of NBCFDC respectively.

vi) 'Tender Committee' will be constituted by the Accepting Officer, which will approve the tender document and for submit its recommendations to the Accepting Authority. The Tender Committee shall comprise of three members (below the level of Accepting Authority), which should include one member from the Finance Division not below the rank of Assistant Manager (Fin.). The contracts for services may be renewed by the Accepting Authority in emergent cases for reasons to be recorded in writing and after financial concurrence and approval of the Managing Director. Powers for accepting the tender document shall be exercised by the Accepting Authority, as per the DOP.

vii) Types of tenders/quotations: As mentioned above, the procedures laid down under the GFR shall be followed by the Accepting Authority. The procuring authority will certify the reasonability of rates. The GeM portal shall also be utilized for procurement of Goods & Services etc. Following types of quotations/tenders may be invited for the purpose of purchase of goods/services (excluding Taxes):-

(a) Up to Rs. 25,000/- : Purchase of goods/services upto the value of Rs.25, 000/- (Rupees Twenty five thousand) only on each occasion may be made without inviting quotations. Under this category, in emergency or in the absence of Accepting Authority, ex-post facto approval of Accepting Authority may be obtained.

(b) Above Rs. 25,000/- and up to Rs. 2.50 lakh: Purchase of goods/services may be made on the recommendations of the duly constituted Local Purchase Committee. 'Local Purchase Committee' shall be constituted by the concerned Accepting Authority. The Local Purchase Committee (LPC) shall comprise of three members (below the level of Accepting Authority), which should include one member from the Finance Division not below the rank of officer (Fin.). A certificate to be issued by the LPC in the line of Sl. (vii) (a) above.

- (c) Above Rs.2.50 lakh and up to Rs.5.00 lakh: Purchase of goods/services may be made through Special Limited Tender Enquiry (SLT); Wherever empanelled list is not available, Special Limited Tenders may be invited from a list of contractors/vendors who have executed similar work satisfactorily in the past including working contractors/vendors of NBCFDC. For this purpose, a list containing a minimum of three contractors/vendors should be prepared in consultation with Finance with proper recording of reasons and duly got approved by the Managing Director.
- (d) Above Rs.2.50 Lakh and up to Rs.25.00 lakhs: Purchase of goods/services may be made through Limited Tender Enquiry. Empanelment of vendors for Limited Tender shall be made in consultation with Finance Division and approved by the Managing Director. The validity of the empanelment shall be one year from the date of the empanelment/order issued in this regard, which may be extended by the Managing Director for a further period of two years.
- (e) Rs.25.00 lakhs & above: Open Tender: Invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs.25.00 lakh and above.
- (f) Single Tender Enquiry: Procurement from a single source may be resorted to in the following circumstances and only after concurrence of the Finance Division and approval by the Managing Director after recording detailed reasons:
- I. It is in the knowledge of the user department that only a particular firm is the manufacturer/provider of the required goods/services.
  - II. In a case of emergency, the required good/services are necessary to be purchased from a particular source and the reason for such decision is to be recorded and approval of Managing Director obtained.
  - III. For standardization of machinery or spare parts/systems to be compatible to the existing sets of equipment/ software (on the advice of a competent technical expert and approved by the Managing Director), the required item/service is to be purchased only from a selected firm.
- (g) Common use Goods and Services available on GeM are required to be procured preferably through GeM as per Rule 149.
- viii) Financial concurrence & Payments: All proposals valuing more than Rs.50, 000/- shall be required to be concurred by the Finance Division before sanction is issued by the Accepting Authority. The power of concurrence shall be vested with the duly notified Head of the Finance Division. The payment to the vendor/service provider may be made by the Finance & Accounts Department after approval of the bills by the Accepting Authority as per DGP. However, in cases where the Managing Director is the Sanctioning Authority, the payment may be released after approval of the bill by the concerned Head of the Division initiating the proposal.
- ix) Following powers are delegated by the Managing Director to the officers (Accepting Authority) for sanction and release of payments:-

Sl. No.	Particulars	M.O.	General Managers / HOD	Remarks
1.	Sanction for procurement of capital items namely furniture, fixtures, office equipment, appliances, electrical, sanitary fittings etc.(other than I.T. related items)  (including transportation / installation expenses)	Full powers	Upto Rs.2.50 lakh per case	—
2.	AMC for office equipment, appliances etc.  (other than I.T. items)	Full Powers	Upto Rs.2.50 lakhs per case.	—

- Note: The delegation of powers for incurring various expenditure under Revenue Head etc. are enclosed in part - III.

## Part - III (D.O.P)

## NBCFDC

## Delegation of Powers

Sl. No.	Particulars	MD (Full powers)	Divisional Heads / HOD	Remarks
1.	SALARIES, WAGES & ALLOWANCES			
1.1	MD	✓	—	Order for pay fixation & deduction by HR. In consultation with Finance Div. & MD's approval
1.2	Other employees	✓	Full power incharge (Fin.) *Incharge (HR)	* In the absence of Incharge (Fin.)
1.3	PRP (All employees)	✓	—	As per Govt. guidelines & Board policy.
1.4	Honorarium	✓	—	—
2.1	Contribution to PF & other superannuation benefits: All serving employees.	✓	Full power Incharge (Fin.) *Incharge (HR)	* In the absence of Incharge (Fin.)
2.2	Foreign service contributions of deputationists	✓	* Incharge (Fin.) Full power	* On proposal of in-charge (HR)
3.1	Full & final settlement benefits on resignation/ Superannuation etc. (Leave, P.F. etc.)	✓	—	On proposal of in-charge (HR)
3.2	Post-Retirement Benefits retired employees (Medical leave, Pension, etc.)	✓	—	On proposal of in -charge (HR) , subject to Trust; other applicable Rules.
4.	Staff welfare expenses.			
4.1	Health checkup & Medical lab tests (DPO)	✓	Incharge (HR)*	*As per Medical Rules within annual limits, in concurrence of Fin.Div.
4.2	Hospitalization (Advance & Adjustments)	✓	Advances by in charge (HR) upto Rs. 50000 in concurrence	Advance can be given for Hospitalization only on request of employee / spouse / guardian. Adjustments of Bills need MD approval.
4.3	Others	✓	—	—
5.	Rent (office)	✓	Full power in charge (Admn)	Subject to approval of terms by MD.
6.	Rates & Taxes (H.O./R.O.)	✓	Full power in charge (Admn)	As per Agreement/ Terms & conditions of Allotment.
7.	Telephone Expenses (Staff / Office / consultants.)	✓	In charge (Admn), Full Power *In charge (HR) Full Power	As per Rules *in absence of in charge (Admn.)
8.	Advertisement & Publicity expenses	✓	—	—
9.	Vehicle running & Maintenance Expenses	✓	In charge (Admn) , Up to Rs.25000/- per case including CSR Purpose	—

S. No.	Particulars	MD (Full Powers)	Divisional Heads / HOD	Remarks
10.	Security & other Maintenance charges (Contractors)	✓	Full power in charge (Admn)	As per Agreement/ Terms & conditions approved by MD.
11.	Office expenses (petty expenses/ Electricals/ office peripherals/ common maintenance etc.)	✓	In charge (Admn), Common maintenance ( Full powers ) and up to Rs. 25000/- per case. (AL - Rs. 12 lakh)	---
12.1	Repair & Renovation (Furniture, Internal furnishing)	✓	In charge (Admn), up to Rs. 25000/- per case (AL - Rs. 5.00 lakh)	---
12.2	Repairs & Maintenance i) AMC case ii) Others	✓	* In charge (Admn), Full Power  In charge (Admn), Up to Rs. 25000/- per case (AL - Rs. 5.00 lakh)	* Subject to one time approval of AMC by MD/other accepting authority, as per DoP.
13.	Printing & Stationary expenses	✓	In charge (Admn), Up to Rs. 25000/- per case (AL - Rs. 8.00 lakh)	---
14.	Seminar, Meeting, Workshop expenses	✓	Full Power Incharge (Admn.) (AL- 5.00 lakh)	* i) GM / Sr. GM coordinating the event & ii) As per Budget for each event approved by MD.
15.	Travelling Expenses	✓	---	---
15.1	Travelling expenses-Directors/MD	✓	---	---
15.2	Travelling expenses-staff/consultants & others	✓	Incharge (Fin.) Full power	i) Only TA/DA, as per Rules. ii) Other Expenses by MD.
15.3	Approval of Tour Programme & Tour Diary.	✓	GM / Sr. GMs upto E-4 level DGM (I/C) upto E-3 level	---
15.4	Approval of Tour advance	✓	* Upto E-4 level	* up to Rs.25000/- in each case
15.5	Payment to Travel Agent for Air/train booking	✓	Incharge (Fin.) Full Power	As per TA Rules, after approval of TA Bills.
16.	Conveyance & Hiring of Vehicle expenses :	✓	* In charge (Admn.)	---
16.1	Reimbursement of local conveyance to employees	✓	In charge (Fin.) Full Power (AL - Rs. 2.00 lakh)	As per Rules including CSR related works.
16.2	Taxi hiring (Monthly).	✓	In charge (Admn.) Full power	Subject to one time approval of vendor & the rate list by MD.
16.3	Taxi hiring (Occasional)	✓	In charge (Admn.) up to Rs. 10,000/- per case (AL - Rs. 6.00 lakh)	For official purpose on requisition of Divisional Heads, including CSR Purpose.
17.	Electricity & Water charges	✓	In charge (Admn) Full Power	As per T&C of Agreement approved by MD.
18.	Legal, Professional & Consultancy charges (Excluding of I.T.)	✓	GMs- Up to Rs. 10,000/- in each case.	For own Divisions areas of operation only.

Sl. No.	Particulars	MD (Full powers)	Divisional Heads / HOD	Remarks
19.	Insurance charges	✓	In charge (Admn) Full Power	—
20.	Board Meeting Expenses (Advance & Adjustment)	✓	Full Power- CS (AL - 2.00 lakh)	* Outstation meeting subject to approval of MD
21.	Books, News Paper & Periodicals expenses	✓	In charge (Admn) Full power	—
22.	Postage & Telegram expenses	✓	In charge (Admn) Full power	—
23.	Membership & Subscription expenses	✓	In charge (Admn) Full power	* Subject to one time approval of membership by MD.
24.	Write off of losses on a/c of theft, fraud, negligence, Irrecoverable	Up to Rs. 10000/- in each case.	—	—
25.	CPF Admn. Charges	✓	Incharge (Fin.) Full power * In charge (HR) Full power	* In the absence of Incharge (Fin.)
26.1	Bank Charges	✓	Incharge (Fin.) Full Power	—
26.2	Intt. On Temporary Loan against FDR.	✓	—	—
26.3	Interest on debit balances in SB A/C	✓	—	—
27.	Business Promotion Expenses	✓	Upto Rs. 1000 in each case (AL - 50,000)	Divisional Heads - with Post facto approval of MD)
28.	Recruitment & Training Expenses	✓	In charge (HR) up to Rs. 10000/- in each case	Can reimburse TA/DA to candidates in concurrence of finance division.
29.1	Taxes, duties & Statutory dues including filing fee if any.	✓	Incharge (Fin.) Full Power * In charge (Admn)- Full power #CS Full Power	* In the absence of In-charge Finance  #Corporate law matters only.
29.2	Interest/Penalty on statutory dues	✓	GM(F) up to Rs. 5000/- in each case * In charge (Admn) up to Rs. 2000/- in each case. # CS (- Do-)	* Post facto approval of MD is needed. # For Corporate law matters only.
30.	Auditors Remuneration expenses:			
30.1	Internal Audit fee.	✓	CS/ In Charge Audit	Subject to fixation of fee by Board & review of Report by MD.



S.No.	Particulars	MD (Full Powers)	Divisional Heads / HDD	Remarks
30.2	Statutory Audit fee.	✓	CS/ In Charge Audit	Subject to fixation of fee by CAS/Board.
31.	Building Repair & Maintenance – Civil works	✓	In charge (Admin) up to Rs. 50000/- in each case. (A)-Rs. 2,00,000/	—
32.	Data collection, Monitoring & Evaluation expenses i) Advance payments ii) Other payments	✓ ✓	*GMs / Sr.GM	* As per approved T&C by MD for their areas of operation
33.	Fair /Exhibitions/Awareness camp expenses :			
33.1	Indian exhibitions/events i) Budgeted.	✓	*GMs / Sr.GM Rs. 25,000/- in each case including advance	* Subject to approval of Budget by MD, by GM/Sr.GM coordinating the event.
	ii) Contingency Expenses (Unbudgeted).	✓	*GMs / Sr.GM Rs. 5000/- in each case including advance	* Emergent expenditure by GM / Sr.GM coordinating the event, subject to Post Facto approval by MD.
33.2	Foreign Exhibition/ events.	✓	—	—
34.	<u>Skill Development Expenditure on target group, Skill Development Training &amp; stipend.</u>	✓	—	—
	i) Others payments	✓	DGM / Sr. GM In charge of Skill Development)	U.C. to the Ministry/Funding Agency may be signed by In-charge of the training Cell & by in charge of Finance (Subject to T& C of grant & MD's approval.)
	ii) U.C.	✓	In charge (Finance)	
35.	i) C.S.R. Expenses.	✓		i) As per approved CSR Policy.
	ii) U.C.	✓		ii) U.C to the Ministry/Funding Agency may be signed by In-charge of the training Cell/Nodal Officer (Subject to T& C of grant & MD's approval) on concurrence of Finance Division.
	(iii) CSR overheads	✓	GM / Sr. GM in charge of CSR upto Rs. 25000 per case including advance	All types of overheads incidental to the CSR activities / Project not part of L.O.)
36.1	Publicity grants to SCAs	✓	* GMs / Sr. GM Advance payment only as per LOI	* GMs / Sr.GM coordinating the work, as per T&C approved by MD. GM / Sr. GM coordinating the work.
36.2	Awareness Camps etc.	✓	All overheads incidental to the event upto Rs. 15000/- in each case including advance.	
37.	Website / SBMS grant to SCA	✓	—	As per Board Policy

S. No.	Particulars	MD (Full Powers)	Divisional Heads / HDD	Remarks
38.	Depreciation	✓	Incharge (Fin.) Full Power	As per Companies Act.
39.	Provision on loans/waivers			
39.1	Provision on loans & advances.	✓	—	As per policy / DoP approved by the Board & proposal of Finance.
39.2	Waiver to borrowers. i) Direct Borrowers ii) Others	Up to Rs. 10000/- in each case - do -	—	On merits & in consultation with Project & Finance Division.  As per policy approved by the Board & proposal of Finance.
39.3	Write back of Provisions (Income Head)	✓	—	On proposal of Finance.
40	Purchase of Library Books.	✓		* In charge (Admin) Up to Rs. 500/- per case (AL - Rs. 25,000/-)  * On requisition of head of division.
41.	Entertainment of official guests (Head office & out of station)	✓	Divisional Heads upto Rs. 2000/- in each case (AL - Rs. 10,000)	*On Bills verified by Head of Divisions.
42.	Bank transfer from NBCFDC A/c to NBCFDC A/c (Same or different nationalized Banks.)	✓	* In-charge Finance) Full power up to Rs. 20 lakh for operational requirements	* Above Rs. 20 lakh, subject to post facto approval by MD with due recorded reasons. DoP not applicable for transfer from earmarked Accounts (Trg./ CSR/etc.) to regular accounts.
43.	Disposal of written off old/obsolete assets / items.	Value each up to Rs. 10000/-	—	On proposal of In-charge (Admin.) & recommendation of local purchase Committee constituted by MD.

Note:- 1. AL means Annual Limit.

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