

NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(Ministry of Social Justice & Empowerment)
Red Cross Bhawan, Sector – 12, Faridabad – 121 007.

No. NHF/2/17/2011

Dated : 07.03.2011

OFFICE ORDER

Duties and Responsibilities of Executives and staff

In supersession of order no. NHF/2/17/2009 dated 02.12.2009 and dated 08.12.2009, following will be the duties and responsibilities of executives and staff in the company in NHFDC with immediate effect:-

<u>Name/Designation</u>	<u>Duties and Responsibilities</u>
Shri A.K. Dey, DGM	Head of Office a) Coordinate and supervise functions of all departments/ sections of NHFDC. b) Advise CMD on policy matters and important issues/ activities of NHFDC. c) Coordination with all departments for achievement of MOU targets and periodic monitoring of performance. d) Prepare schedule of inspection & field visits by NHFDC officials. e) Vigilance function and periodic inspection of records to verify the compliance of instructions issued by CVC and administrative Ministry. f) In-charge of Public Grievances under centralized Public Grievances & Monitoring system.
Shri G.S.Panwar Chief Manager (Finance)	Head - Finance department a) Supervision of functions of finance & accounts department. b) Drawing and disbursing officer including implementation of e-payment. c) Supervision of loan accounting, timely issue of demand notices for repayment of dues (SCAs, NGOs & others), reconciliation of balances with SCAs and follow up action. d) Timely submission of expenditure committee report. e) All matters relating to statutory audit and inspection/audit by C&AG. f) Matters relating to Income tax exemptions & returns. g) Preparation of annual budget, annual accounts, balance sheet, performance budgeting and investment of fund. h) Correspondence with Government for release of share capital & follow up action. i) Review and formulation of financial policies/rules. j) MOU target related to finance & accounts department.
Shri Anil Kumar Chief Manager (P&A)	Head - Personnel & Administration department a) Supervision of all functions of P&A department i.e. Office administration, establishment & personnel matters. b) Purchase and procurement of office items. c) Supervision of maintenance & security of office premises and office assets.

- d) Office vehicle maintenance, repair, usage log, fuel etc.
- e) Recruitment, appointment, promotion and training of personnel.
- f) Formulation and review of personnel & welfare policies.
- g) Public relations, Advertisement and Media activity, custodian of photos of NHFDC activities.
- h) Planning, organizing/arranging, workshops/ trade fairs, exhibitions, seminars including liasoning with SCAs/ concerned organization.
- i) Printing, publication & distribution of NHFDC publicity material.
- j) Printing and publishing of newsletter.
- k) Supervision of implementation of scholarship scheme for persons with disabilities.
- l) Liason officer in the matter of reservation of SCs, STs, OBCs and persons with disabilities.
- m) MOU targets related to functional responsibility.

Shri R.K. Mishra
Company Secretary

Head - Company affairs, Rajbhasha, RTI Act and Legal functions.

- a) Company Affairs, Company law, Board meeting, Annual General Meeting, periodical statutory returns and annual report.
- b) Examination of loan agreements, legal documents as referred for opinion and court cases.
- c) Follow up of execution of General Loan Agreement and Block Government Guarantee issues with the new/existing SCAs, new collaborative arrangements for implementation of schemes of NHFDC and maintenance of BGG & GLA status for MIS & reports.
- d) Action for invoking BGG in case of persistently defaulting SCAs.
- e) Coordination of internal audit activity and follow up action.
- f) Management representative for implementation of Quality Management System, ISO certification & procedures.
- g) Drafting of MOU document, review/appraisal, liaison with DPE and Ministry of SJ&E.
- h) Public Information Officer for Right to Information Act, 2005.
- i) Supervision of implementation of Rajbhasha policy.

Dr. Vineet Rana
Manager (Projects)

Head - Project department

- a) Scrutiny and appraisal of project proposals received from SCAs and processing and submission for sanction / release of fund etc.
- b) Correspondence and follow up action with SCAs on pending issues and utilization of fund.
- c) MIS reports of Sanction, Disbursement, Utilization of fund as and when required.
- d) Implementation of EDP scheme and training programmes for skill development of beneficiaries.
- e) Follow up action on inspection report and evaluation study, survey.
- f) MOU targets related to functional responsibility.

- g) Implementation of Scheme for Rehabilitation of Manual Scavengers.
- h) Implementation of Pradhan Mantri Adarsh Gram Vikas Yojana.
- Shri Arun Kumar
Assistant Manager
(Official Language)**
- a) Implementation of Rajbhasha policy and annual plan/target.
- b) Maintenance of library, purchase & procurement of books, maintenance of computerized record of library books.
- c) Records officer of NHFDC.
- d) Will submit files to Company Secretary for the implementation of Rajbhasha policy, purchase of books & periodicals for library and maintenance of library.
- Shri R.P. Dubey
Assistant Manager
(Personnel)**
- a) Establishment & personnel matters.
- b) Purchase and procurement of stores.
- c) Recruitment, promotion & appointment of personnel.
- d) Arrangements of Board meetings, AGM, PSC meeting etc.
- e) Annual Maintenance Contracts for upkeep of all office equipments and office building.
- f) Scholarship scheme for people with disabilities.
- g) To assist Chief Manager (P&A) in matters related to functioning of P&A department.
- Shri Rakesh Agarwal
Assistant Manager
(Projects)**
- a) Scrutiny and appraisal of project proposals received from SCAs
- b) Correspondence with general public and replies on the schemes and facilities of NHFDC.
- c) Assist Manager (Projects) in all functions of Project department.
- d) Any other work assigned by Manager (Projects).
- Shri Shankar Sharma
Assistant Manager
(Projects)**
- a) Scrutiny and appraisal of project proposals received from SCAs
- b) Scheme for Rehabilitation of Mannual Scavengers.
- c) Assist Manager (Projects) in all functions of Project department.
- d) Any other work assigned by Manager (Projects).
- Shri Manoj Kumar Sahoo
Assistant Manager
(System & Projects)**
- a) System administration, Purchase & procurement of computer & accessories, AMC, repair, maintenance of computers and peripherals. Custodian of computers accessories & documents.
- b) Supervision of implementation of computerized loan accounting system and in coordination with Finance department.
- c) Administrator of NHFDC website including maintenance & updating website of NHFDC.
- d) Implementation of Micro Credit Scheme.
- e) Any other work assigned by Manager (Projects).
- Shri H. Venugopal Rao
Secretary to CMD**
- a) To provide all secretarial assistance to the CMD including dictation, typing and drafting letters of routine nature, public relation etc.

Shri B. M. Tiwari
Sr. Office Assistant

- a) Care taker of office building & equipment and office maintenance.
- b) Custodian of assets and maintaining records thereof.
- c) Public relations, advertisement and media.
- d) All administrative and logistics arrangement for promotional and awareness activities, exhibitions, workshops, seminars etc.
- e) Processing of bills of telephones/mobiles/ LTC/ SCA's advertisements/hiring of vehicles/ advertisements/security hiring, reimbursement of expenditure to staff relating to medical/conveyance etc.
- f) To assist Chief Manager (P &A) in matters related to functioning of P&A department.

Shri R.K. Upadhyay
Senior Accountant

- a) Maintenance of books of accounts including general ledger.
- b) To function as cashier and handling petty cash.
- c) Preparation of monthly salary & submission statutory returns.
- d) Maintenance of Loan ledger, Issue of demand notices to SCAs/NGOs.
- e) Reconciliation of bank statement and balances with SCAs and NGOs.
- f) Maintain fixed assets register.
- g) Will submit files to Chief Manager (Finance) and assist in all other work as assigned to him by Chief Manager (Finance).

Personal Assistants

- | | | |
|--------------------|---|--------------------------------|
| i) Poonam Grover | - | Attached to Manager (Projects) |
| ii) Kalpana Thapa | - | - " - Chief Manager (P&A) |
| iii) Praveen Kumar | - | - " - Chief Manager (Finance) |

Functional responsibilities :

- a) All types of secretarial assistance including dictation and typing.
- b) Efficiently maintain all records, correspondence of the officer.
- c) Arrangement & liaison for the meeting/travel/tour.
- e) Update and maintain database of mailing address & contacts.
- f) Any other work assigned by the reporting officer.

Junior Assistants

- | | | |
|----------------------------|---|--------------------------------------|
| i) Shri Gopal Singh | - | Attached to P&A department |
| ii) Shri Arvind Tabhane- | | " DGM Office |
| iii) Shri Kulvinder Malik- | | " Project department |
| iv) Ms. Sarita Singhal | - | " Project department (Systems & MCS) |
| v) Shri Rohtas | - | " Company affairs |
| vi) Shri Nand Kishore | - | " Project department |

Functional responsibilities :

- a) Computer operation, data entry and data processing.
- b) Maintenance of files and records.
- c) Any other work assigned by the reporting officer.

**Ms Vandana
Accounts Clerk**

- a) Maintain Cash book, Bank book on daily basis.
- b) Voucher preparation/entry, Journal entry etc.
- c) Cheque issue, e-payment, record keeping.

**Ms Chanchal Madan
Despatch Clerk**

- d) Data entry & typing work of finance section.
- e) Assist Chief Manager (Finance) in functions of finance department and any other task assigned by Chief Manager (Finance).

Drivers :

- i) Shri Raj Singh
 - a) Maintenance of vehicle log book, record of fuel in an orderly manner.
- ii) Shri Pitam Singh
 - b) Routine maintenance/upkeep of vehicles
 - c) Timely action for periodic maintenance, repair, renewal of entry passes, insurance etc.
 - d) Will report to Chief Manager (P&A)

Peon-cum-Messengers :

To attend to the functional needs of the officers i.e. movement of files, serving tea & water, distribute and post letters, general cleaning and up-keep of work place, etc.

Vigilance Cell :

Shri Manoj Kumar Sahoo, Assistant Manager (S&P) and Ms. Sarita Singhal, Junior Assistant will assist CVO of NHFDC in all vigilance matters. Assistant Manager (S&P) will put up files and report directly to CVO in vigilance related matters.

All works/tasks assigned to officers before issue of this order are to be completed by the concerned officers before affecting the change of duties.

2. The files/proposals for sanction and release of loan, skill training, sanction of workshops/conferences/exhibitions, approval of tours of officials, vigilance matter, action taken report on audit observation/para, personal files of group 'A' regular employees (appointment, promotion and probation), policy matters/amendments, agenda items, minutes of Board meeting and all references to MSJE including parliament questions, VVIP/VIP references etc. are to be submitted through DGM for the approval of CMD, NHFDC. All other files/proposals are to be submitted directly to CMD, NHFDC for approval/orders.

3. Purchase, procurement and payment of bills related files are not to be submitted to Dy. General Manager.

4. Proposals for payment of bills to parties/agencies are to be routed through finance department for examination and opinion of finance for further submission to competent authority for approval/orders.

Notwithstanding anything contained in this order, Dy. General Manager in his capacity as Head of Office is authorized to assign any duty to any officers/staff on need basis. Further, he is also authorized to refer any correspondence, file or subject matter to any officer/staff for examination & submission to competent authority for approval/decision.

(Harsh Bhal)
Chairman-cum-Managing Director

Copy to:

1. All officers and staff of NHFDC
2. Office order file