

1. संगठन और कार्य
संगठन, कार्य और कर्तव्यों का विवरण [धारा 4(1)(बी) (i)]

क्र. सं.	मद	प्रकटीकरण का विवरण	
1.1	विवरण	1.1.1 संगठन का नाम और पता	राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम
	Of its		3, एनसीयूआई बिल्डिंग, 5वीं मंजिल, अगस्तक्रांति मार्ग, सिरी इस्टीट्यूशनल एरिया, हाजखास, नई दिल्ली-110016
	संस्था	1.1.2 संगठन का प्रमुख	श्री राजन सहगल, प्रबंध निदेशक
	कार्य		
	कर्तव्य	1.1.3 विजन, मिशन और मुख्य उद्देश्य	<p>विजन: पिछड़े वर्गों के लक्षित समूह की आर्थिक स्थिति के उत्थान में अग्रणी भूमिका निभाना।</p> <p>मिशन: पिछड़े वर्ग के पात्र व्यक्तियों को स्वरोजगार हेतु रियायती दर पर वित्तीय सहायता एवं कौशल विकास उपलब्ध कराना।</p> <p>मुख्य उद्देश्य:</p> <p>कंपनी द्वारा अपने निगमन पर अपनाए जाने वाले मुख्य उद्देश्य हैं:</p> <ul style="list-style-type: none"> पिछड़े वर्गों के लाभ के लिए आर्थिक और विकासात्मक कार्यक्रमों को बढ़ावा देना। सरकार द्वारा समय-समय पर निर्धारित आय और/या आर्थिक मानदंडों के अधीन, पिछड़े वर्गों से संबंधित व्यक्तियों या व्यक्तियों के समूहों को आर्थिक और वित्तीय रूप से व्यवहार्य योजनाओं और परियोजनाओं के लिए ऋण और अग्रिम के माध्यम से सहायता प्रदान करना। लक्षित समूह को लाभ प्रदान करने वाले रोजगार और कौशल विकास प्रदान करना। समय-समय पर परिभाषित वार्षिक आय मानदंड (वर्तमान में 3.00 लाख रुपये) के अनुसार पिछड़े वर्गों से संबंधित गरीब व्यक्तियों के लिए चयनित मामलों में रियायती वित्त प्रदान करना। स्नातक और उच्च स्तर पर सामान्य/पेशेवर/व्यावसायिक/तकनीकी शिक्षा या प्रशिक्षण प्राप्त करने के लिए पिछड़े वर्गों को ऋण प्रदान करना। उत्पादन इकाइयों के उचित एवं कुशल प्रबंधन के लिए पिछड़े वर्गों के तकनीकी एवं उद्यमशीलता कौशल के उन्नयन में सहायता करना।
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	<p>1.1.4 सार्वजनिक प्राधिकरण के कार्य एवं कर्तव्य।</p>	<p>निगम के कार्य इस प्रकार हैं:</p> <p>(i) पिछड़े वर्गों के लाभ के लिए आर्थिक और विकासात्मक कार्यकलापों को बढ़ावा देना।</p> <p>(ii) उत्पादन इकाइयों के उचित और कुशल प्रबंधन के लिए पिछड़े वर्गों के तकनीकी और उद्यमशीलता कौशल के उन्नयन में सहायता करना।</p> <p>(iii) सरकारी और गैर-सरकारी चैनलों के माध्यम से वितरण प्रणाली का विस्तार करना।</p> <p>(iv) लाभार्थियों की अधिकतम संख्या तक पहुँच बढ़ाने के लिए योजना के दायरे को बढ़ाना।</p>
		<p>बड़ी संख्या में लाभार्थियों तक पहुँच बनाने के उद्देश्य से निधियों का अधिकतम उपयोग करना।</p> <p>कर्तव्य: संगठन के लिए निर्धारित अधिदेश को पारदर्शी और प्रभावी तरीके से प्राप्त करना।</p>
	<p>1.1.5 संगठन चार्ट</p>	<p>कृपया एनबीसीएफडीसी वेबसाइट (https://nbcfdc.gov.in/organization-chart/en) के "हमारे बारे में" देखें</p>
	<p>1.1.5 अन्य विवरण - विभाग की उत्पत्ति, स्थापना, गठन तथा समय-समय पर विभागाध्यक्षों के साथ-साथ समय-समय पर गठित समितियों/आयोगों के बारे में.</p>	<p>लंबे समय से यह आवश्यकता महसूस की जा रही थी कि देश के पिछड़े वर्ग के गरीब तबके का उत्थान किया जाना चाहिए। कुल जनसंख्या का एक बड़ा प्रतिशत इस श्रेणी में आता है। इसलिए, उनकी सक्रिय भागीदारी के बिना, देश उस तरह से विकसित नहीं हो सकता जैसा कि होना चाहिए। इस संबंध में, भारत सरकार ने पहल की है और संबंधित राज्य सरकारों/संघ शासित प्रदेशों द्वारा नामित राज्य चैनलाइजिंग एजेंसियों (SCAs) के माध्यम से दोहरी गरीबी रेखा से नीचे रहने वाले पिछड़े वर्गों के सदस्यों के लाभ के लिए आर्थिक और विकासात्मक कार्यकलापों को बढ़ावा देने के उद्देश्य से एक निगम का गठन किया है। निगम की स्थापना कंपनी अधिनियम, 1956 की धारा 25 (अब कंपनी अधिनियम 2013 की धारा 8 के तहत) के तहत 13 जनवरी 1992 को बिना-लाभ की कंपनी रूप से की गई थी, जिसे तत्कालीन कल्याण मंत्रालय (अब सामाजिक न्याय और अधिकारिता मंत्रालय के रूप में जाना जाता है) के तहत 'राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम' (NBCFDC) नाम दिया गया था।</p> <p>निगम पिछड़े वर्ग के गरीब वर्ग को, जो दोहरी गरीबी रेखा नीचे जीवन यापन कर रहे हैं, कौशल विकास और स्वरोजगार कार्यों में सहायता करने के लिए आसान ऋण प्रदान करता है। कंपनी, भारत सरकार द्वारा समय-समय पर निर्धारित आर्थिक और अन्य मानदंडों के भीतर काम करती है। केंद्र और राज्य सरकार द्वारा अधिसूचित पिछड़े वर्ग के सदस्यों को वित्तीय सहायता प्रदान की जाती है।</p> <p>श्री के. नारायण, प्रबंध निदेशक (जनवरी 2017 से मार्च 2022 तक)</p>

1.2	इसके अधिकारियों और कर्मचारियों की शक्तियां और कर्तव्य { धारा 4 (1) (बी) (ii) }	1.2.1 अधिकारियों की शक्तियां एवं कर्तव्य (प्रशासनिक, वित्तीय और न्यायिक)	क) निदेशक मण्डल को कंपनी के कारोबार, उसके अधिकारियों और कर्मचारियों के विनियमन के लिए उपनियम बनाने, बदलने और निरस्त करने का अधिकार है। तदनुसार, समय-समय पर निदेशक मंडल द्वारा नियम और विनियम बनाए जाते हैं और कंपनी के अधिकारियों को कार्यभार सौंपा जाता है।
		1.2.2 अन्य कर्मचारियों की शक्तियां और कर्तव्य	
		1.2.3. नियम/आदेश जिनके तहत शक्ति और कर्तव्य प्राप्त होते हैं और	
		1.2.4 प्रयोग	शक्तियों के प्रत्यायोजन के अनुसार *
			वरि.महाप्रबंधक (मा.सं.)
			शक्ति: अपने अधीन कार्यरत कर्मचारियों को शक्तियों के प्रत्यायोजन (डीओपी) के अनुसार आकस्मिक अवकाश स्वीकृत करना।
		दायित्व और अधिकार	

दायित्व और अधिकार

1. नियमों और विनियमों का अनुपालन, निर्धारित वित्तीय मापदंड कार्मिक/स्थापित मामलों में।
2. विभिन्न विभागों की जनशक्ति आवश्यकताओं का आकलन
3. निगम की स्वीकृति, पदस्थ स्थिति और कर्मचारियों की क्षमता के आलोक में मानव संसाधन के इष्टतम उपयोग को ध्यान में रखते हुए निगम की जनशक्ति योजना बनाना।
4. स्थापना मामलों जैसे भर्ती, चयन, नियुक्ति, नई भर्तियां,
5. सक्षम प्राधिकारी के निर्णय के अनुसार अधिकारियों/कर्मचारियों की पोस्टिंग और स्थानांतरण।
6. निगम के कर्मचारियों की परिवीक्षा और स्थायीकरण के संबंध में कार्यालय आदेश जारी करना।
7. विभागीय पदोन्नति समिति (डीपीसी) की बैठक आयोजित करना, उसके कार्यवृत्त तैयार करना और कार्यालय आदेश जारी करना।
8. प्रशिक्षण आवश्यकताओं की पहचान करना, कर्मचारियों के लिए इन-हाउस और आउटडोर कार्यकारी विकास कार्यक्रम आयोजित करना।
9. कार्मिक नीतियों, सेवा शर्तों, कार्मिक नीतियों की समीक्षा।
10. ए.सी.आर. का रखरखाव और डीपीसी से संबंधित मामले। एसीआर की सावधानीपूर्वक जांच और प्रतिकूल टिप्पणियों, यदि कोई हो, को संबंधित कर्मचारियों को संप्रेषित करना, शिकायतों का निवारण आदि।
11. अनुशासनात्मक मामले.
12. आरक्षण नीति का कार्यान्वयन।

1.2.5 Work Allocation

1.2.6

HR Division

1.2			<p>प्रबंधक (मानव संसाधन)</p> <ol style="list-style-type: none"> 1) भर्ती, वरिष्ठता और पदोन्नति से संबंधित मामले 2) एफआर 56 (जे) और 56 (आई) के अनुसार कर्मचारियों की आवधिक समीक्षा करना; 3) सभी अधिकारियों और कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन; 4) वार्षिक प्रशिक्षण कैलेंडर तैयार करना और कर्मचारियों का प्रशिक्षण, निर्धारित लक्ष्य प्राप्त करना; 5) सक्षम प्राधिकारी के अनुमोदन पर विभिन्न प्रशिक्षण कार्यक्रमों के लिए अधिकारियों की प्रतिनियुक्ति करना। 6) जन शिकायतों का निपटान।
1.2			<p>प्रबंधक (योजना)</p> <ol style="list-style-type: none"> 1) कंपनी अधिनियम, 2013 के प्रावधानों के अनुरूप निगम की सीएसआर नीति का कार्यान्वयन, इसके अंतर्गत बनाए गए कंपनी (निगमित सामाजिक दायित्व) नियम, 2014 और डीपीई दिशा-निर्देशों के साथ। 2) प्रस्तावों की जांच। 3) कॉर्पोरेट मामलों के मंत्रालय द्वारा जारी कंपनी अधिनियम, 2013 की अनुसूची VII के तहत निर्धारित गतिविधियों के अनुरूप सीएसआर कार्यक्रम आयोजित करना। 4) चैनल सहभागियों/सरकारी संस्थानों/संगठनों से सीएसआर प्रस्ताव आमंत्रित किए जाते हैं। 5) स्वीकृति, संवितरण और दिए गए लक्ष्यों को प्राप्त करने के लिए प्राप्त सार्थक सीएसआर प्रस्तावों की जांच और पहचान करना। 6) सीएसआर समिति को प्रस्ताव प्रस्तुत करना। 7) सीएसआर आयोजकों को एलओआई जारी करना। 8) स्वीकृत शर्तों के अनुसार भुगतान जारी करना। 9) अधिकारियों द्वारा सीएसआर गतिविधियों का पर्यवेक्षण और निरीक्षण करना। 10) इवेंट मैनेजमेंट के लिए निविदा आमंत्रित करना और प्रदर्शनी की सफल व्यवस्था सुनिश्चित करना। 11) दिल्ली हाट, सूरजकुंड और आईटीपीओ जैसी प्रदर्शनियों से संबंधित दावों का निपटान; <p>सहायक प्रबंधक & कार्यकारी को सीएसआर जांच प्रस्ताव में सहायता करने, स्वास्थ्य शिविर का आयोजन करने, कार्यक्रम प्रबंधन का आयोजन करने और सीएसआर कार्य में सभी प्रकार की सहायता प्रदान करने के लिए प्रबंधक (योजना) के साथ संबद्ध किया गया है।</p>

1.2			<p>सहायक प्रबंधक (मानव संसाधन)</p> <ol style="list-style-type: none"> 1) कार्मिक मामलों से संबंधित नियमित कार्य जैसे वार्षिक वेतन वृद्धि और सभी छुट्टी के मामले 2) कर्मचारी कल्याण मामले जैसे छुट्टी नकदीकरण, गृह निर्माण अग्रिम, परिवहन अग्रिम, सामान्य प्रयोजन अग्रिम, चिकित्सा प्रतिपूर्ति/स्वास्थ्य जांच, एलटीसी और परिवहन दावे। 3) सभी कर्मचारियों द्वारा प्रस्तुत वार्षिक संपत्ति रिटर्न की निगरानी करना। 4) ग्रेज्युटी, पेंशन, सेवानिवृत्ति के बाद चिकित्सा योजना आदि से संबंधित सभी मामले। 5) नव निर्मित पेंशन फंड नियामक और विकास में योगदान
			<p>विकास प्राधिकरण (पीएफआरडी)</p> <ol style="list-style-type: none"> 6) एचआर लीप सॉफ्टवेयर कार्यान्वयन, ऑनलाइन एपीएआर प्रणाली, अधिकारियों और कर्मचारियों के व्यक्तिगत विवरण का स्वचालन और सभी कर्मचारियों द्वारा उपयोग किए जाने वाले रिकॉर्ड। 7) रिकॉर्ड रिटेंशन पॉलिसी का कार्यान्वयन। 8) आरक्षण, रोस्टर के कार्यान्वयन, आरक्षण और रोस्टर कार्यान्वयन की रिपोर्ट प्रस्तुत करने के लिए संपर्क अधिकारी।
			<p>सहायक कार्यकारी (मानव संसाधन)</p> <ol style="list-style-type: none"> 1) मानव संसाधन प्रभाग से संबंधित सभी फाइलों को संसाधित करना और रखना 2) व्यक्तिगत फाइलों और सेवा पुस्तिका से संबंधित सभी अभिलेखों को बनाए रखना और उनका रखरखाव करना, 3) टाइपिंग का काम करना 4) सहायक प्रबंधक (मानव संसाधन) को रिपोर्ट प्रस्तुत करना 5) हिंदी रिपोर्ट प्रस्तुत करना, 6) सहायक प्रबंधक (मानव संसाधन) को तकनीकी सहायता प्रदान करना

1.2		प्रशासन विभाग	<p>महाप्रबंधक (प्रशासन एवं आईटी)</p> <ol style="list-style-type: none"> 1. दैनिक कामकाज को सुचारू रूप से चलाने के लिए सामान्य प्रशासनिक कार्य करना। 2. कार्यालय उपकरणों के रखरखाव, हाउस कीपिंग, सुरक्षा सेवाएं, वाहन व्यवस्था/रखरखाव, बीमा और कार्यालय किराया आदि जैसी सभी प्रशासनिक गतिविधियों का पर्यवेक्षण। 3. इन्वेंट्री और कार्यालय आपूर्ति का पर्यवेक्षण और नई सामग्री की खरीद। 4. निविदाओं के पुरस्कार के लिए तैयारी, विक्षेपण, वार्ता के साथ-साथ सामग्री, आपूर्ति, उत्पाद या सेवाओं की खरीद से संबंधित अनुबंधों की समीक्षा के लिए पर्यवेक्षण। 5. अन्य कार्यालय गतिविधियों (बैठकें/सम्मेलन और कार्यक्रम नियोजन आदि) का आयोजन और पर्यवेक्षण करना। 6. प्रशासन से संबंधित नीतियों और विनियमों की समीक्षा। 7. निगम की योजनाओं का मूल्यांकन और संबंधित प्रभागों को सिफारिशों/कार्रवाई आदि के बारे में सूचना देना। 8. विक्रेताओं, टेलीफोन, बिजली और पानी के बिलों और अन्य रखरखाव, किराए आदि के भुगतान की प्रक्रिया। 9. राजभाषा, आईएसओ, आईटी और आरटीआई से संबंधित कार्यों का पर्यवेक्षण। 10. समय-समय पर वरिष्ठ प्राधिकारी द्वारा सौंपा गया कोई अन्य कार्य।
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मुख्य प्रबंधक (प्रशासन)

1. भवन किराया, पानी, बिजली और सामान्य क्षेत्र किराया आदि से संबंधित कार्य।
2. टैक्सी सेवा और वाहन रखरखाव, सेवा प्रदाता को भुगतान।
3. एसी, फोटोकॉपियर, फ्रैंकिंग मशीन, वेंडिंग मशीन, फोन/ईपीबीएक्स, जेन सेट, आरओ, सीसीटीवी आदि की एएमसी।
4. वाहन, कार्यालय की संपत्ति और एक्स-29 का बीमा।
5. स्कोप और आईएचसी आदि की सदस्यता।
6. सामग्री की छपाई, वार्षिक रिपोर्ट, सुभाषिनी, विजिटिंग कार्ड, लेटर हेड, नोटिंग आदि।
7. स्टेशनरी की खरीद।
8. भौतिक सत्यापन।
9. कार्यालय का सामान्य रखरखाव कार्य - बिजली, पानी, प्लंबिंग, मरम्मत, रंगाई, सफेदी आदि।
10. बैठक, अतिथि और कर्मचारियों के लिए जलपान की व्यवस्था।
11. हाउस कीपिंग से संबंधित कार्य।
12. समय-समय पर सौंपा गया कोई अन्य कार्य।

वरिष्ठ प्रबंधक (आईटी)

1. आईटी सिस्टम प्रभाग का समग्र समन्वय
2. पीएम सूरज पोर्टल विकास/कार्यान्वयन के लिए समन्वय
3. लीप पोर्टल विकास/कार्यान्वयन के लिए समन्वय
4. पीएम-दक्ष पोर्टल विकास/कार्यान्वयन के लिए समन्वय
5. वीआईएसएवीएस पोर्टल विकास/कार्यान्वयन के लिए समन्वय
6. एनबीसीएफडीसी वेबसाइट एएमसी (उन्नयन/अपडेशन और संबंधित प्रमाणन जैसे सुरक्षा ऑडिट मानकीकृत परीक्षण और गुणवत्ता प्रमाणन (एसटीक्यूसी) आदि)
7. आईटी हार्डवेयर खरीद के लिए समन्वय
8. एनआईसी क्लाउड सर्वर के लिए समन्वय
9. एसएमएस सेवाएं
10. पीएम-दक्ष योजना के लिए डीबीटी भारत पोर्टल डेटा अपडेशन (सभी शीर्ष निगमों के लिए सामाजिक न्याय और अधिकारिता की ओर से नोडल)
11. प्रदर्शनी/मेले/मेलों के आयोजन के लिए समन्वय
12. उच्च अधिकारियों द्वारा समय-समय पर सौंपे गए कोई अन्य कार्य/कर्तव्य

प्रबंधक (प्रशासन)

1. राजभाषा से संबंधित कार्य
2. आईएसओ से संबंधित कार्य
3. टैक्सी सेवाओं का भुगतान
4. निगम द्वारा आवश्यक विभिन्न सामग्रियों की छपाई
5. सामान्य रखरखाव कार्य
6. हाउस कीपिंग और आउटसोर्स कार्य
7. आरटीआई उत्तर
8. हवाई टिकटों की बुकिंग और भुगतान।
9. विभिन्न दिनों, सप्ताह, कार्यक्रमों आदि का आयोजन।

			<p>सहायक प्रबंधक (प्रशासन)</p> <ol style="list-style-type: none"> केन्द्रीय लोक सूचना अधिकारी (सीपीआईओ) भवन किराया, पानी, बिजली और सामान्य क्षेत्र किराया आदि से संबंधित कार्य। वाहनों, कार्यालय और एक्स-29 आदि की संपत्तियों का बीमा। एसी, फोटोकॉपियर, फ्रेंकिंग मशीन, वेंडिंग मशीन/ईपीवीएक्स, जेन सेट, आरओ, सीसीटीवी आदि की एएमसी। मार्केटिंग से संबंधित कार्य आवश्यकता के अनुसार अग्रिम रखना और सामान खरीदना। कार्यालय स्टेशनरी और प्रिंटर कार्ट्रिज आदि की खरीद। टैक्सी/वाहन बुकिंग और हस्ताक्षर कार्य आदि।
	Project Division		<p>परियोजना प्रभाग वरिष्ठ महाप्रबंधक (परियोजना) :</p> <p>शक्तियाँ: शक्तियों के प्रत्यायोजन (डीओपी) के अनुसार अपने अधीन काम करने वाले कर्मचारियों को आकस्मिक अवकाश की मंजूरी।</p> <p>दायित्व और अधिकार:</p> <ol style="list-style-type: none"> विभिन्न चैनल सहभागियों के माध्यम से एनबीसीएफडीसी के विभिन्न ऋणों और अन्य विकासात्मक योजनाओं का व्यवस्थित कार्यान्वयन सुनिश्चित करना। योजनाओं के कार्यान्वयन के संबंध में एनबीसीएफडीसी और चैनल सहभागियों, सामाजिक न्याय और अधिकारिता मंत्रालय, राज्य सरकारों, बैंकों और नीति आयोग के बीच एक इंटरफेस के रूप में कार्य करना। संसद प्रश्नों, वीआईपी संदर्भों, परामर्शदात्री समिति की बैठक और समीक्षा बैठकों आदि के लिए नोडल अधिकारी के रूप में कार्य करना। एनबीसीएफडीसी योजनाओं के बारे में जागरूकता पैदा करने के लिए विभिन्न क्षेत्रीय बैठकों/सेमिनारों और सम्मेलनों का आयोजन करना। प्रचार और जागरूकता कार्यक्रमों में सक्रिय रूप से भाग लेना। सहायता योजनाओं में प्रदर्शन से जुड़ी अनुदान को लागू करना। चैनल सहभागियों को काल्पनिक आवंटन करना और उनसे वार्षिक कार्य योजना (एएपी) की प्राप्ति सुनिश्चित करना। समीक्षा बैठकों, सम्मेलनों, सेमिनार शिविरों आदि के दौरान विभिन्न स्तरों पर एनबीसीएफडीसी का प्रतिनिधित्व करना। सरकारी गारंटी प्रदान करने के लिए राज्य सरकारों और राज्य चैनलाइजिंग एजेंसियों (एससीए) के साथ समन्वय करना। एससीए की बोर्ड बैठकों और सामाजिक न्याय और अधिकारिता मंत्रालय की समीक्षा बैठकों में भाग लेना। माननीय मंत्रियों, सामाजिक न्याय और अधिकारिता मंत्रालय के कार्यालयों और हितधारकों के समक्ष एनबीसीएफडीसी के कामकाज और स्थिति पर प्रस्तुतियाँ देना। बैंकों, एससीए के माध्यम से ऋण की मंजूरी और संवितरण सुनिश्चित करना और ऋण योजनाओं, विश्वास योजना, पीएलजीआईए योजना का उचित कार्यान्वयन सुनिश्चित करना। मान्यता प्राप्त संस्थानों के माध्यम से प्रौद्योगिकी उन्नयन योजना का उचित कार्यान्वयन सुनिश्चित करना और योजनाओं की उचित निगरानी करना। एनबीसीएफडीसी और हितधारकों द्वारा मूल्यांकन अध्ययनों पर की गई कार्रवाई सुनिश्चित करना। ऑनलाइन आवेदनों - एसबीएमएस, लीप, पीएम-सूरज, विश्वास पोर्टल, एनबीसीएफडीसी डैशबोर्ड का सुचारू संचालन सुनिश्चित करना और वेबसाइट का अद्यतन

			<p>सुनिश्चित करना।</p> <p>16. मंत्रालय को मासिक और त्रैमासिक रिपोर्ट, वीआईपी संदर्भ, संसद प्रश्न और हितधारकों से प्राप्त पत्रों को समय पर प्रस्तुत करना सुनिश्चित करना।</p> <p>17. एससीए, बैंकों और सरकारी गारंटी से संबंधित एमआईएस का रखरखाव और शीर्ष प्रबंधन को प्रस्तुत करना।</p> <p>18. चैनल सहभागियों के साथ समझौता ज्ञापन (एमओयू) पर हस्ताक्षर करना</p> <p>19. विभिन्न कार्यालय समितियों में भाग लेना।</p> <p>20. परियोजना प्रभाग के तहत कर्मचारियों का सामान्य प्रशासन।</p>
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1.2			<p>प्रबंधक (परियोजना) -</p> <ul style="list-style-type: none"> · आरंभिक आवंटन - अखिल भारतीय · दक्षिणी क्षेत्र के एससीए के माध्यम से ऋण की स्वीकृति, संवितरण · एससीए को प्राप्त सरकारी गारंटी (समन्वय और अद्यतन) · हितधारकों के साथ समझौता ज्ञापन · बोर्ड एजेंडा · पीपीटी · लीप सॉफ्टवेयर, एसबीएमएस, वीआईएसवीएस और वेबसाइट का अद्यतन · ऋण योजनाओं का एमआईएस · वीआईएसवीएस · एनबीसीएफडीसी निदेशक मण्डल की रिपोर्ट · राष्ट्रीय सम्मेलन और क्षेत्रीय बैठकें · मूल्यांकन अध्ययनों पर लेखापरीक्षा और की गई कार्रवाई रिपोर्ट · सचिव (एसजेएंडई) की बैठकों की एटीआर · सफलता की कहानियां · नए भागीदारों के साथ संबंध और उनके साथ समझौता ज्ञापन · नए व्यावसायिक अवसरों की खोज · आम जनता से पूछताछ
			<p>प्रबंधक (परियोजना)</p> <ul style="list-style-type: none"> · मंत्रालय के साथ समन्वय और संपर्क · मंत्रालय के लिए मासिक/त्रैमासिक रिपोर्ट · क्लस्टर और डीसी (हस्तशिल्प) का प्रौद्योगिकी उन्नयन - क्लस्टर विकास · प्रौद्योगिकी उन्नयन और डीसी (एच) का एमआईएस · संसद प्रश्न · जागरूकता शिविर और प्रचार · सतर्कता संबंधी कार्य · बोर्ड एजेंडा और मिनटों का संकलन · प्रौद्योगिकी उन्नयन की सफलता की कहानियाँ · वीआईपी संदर्भों के उत्तर · प्रचार सामग्री का मुद्रण · मंत्रालय की वार्षिक रिपोर्ट · एनबीसीएफडीसी निदेशक मण्डल की रिपोर्ट · रेडियो कार्यक्रम · स्थायी/परामर्शदाता/ओबीसी समिति की बैठक

			<ul style="list-style-type: none"> • आईएसओ से संबंधित कार्य • तकनीकी उन्नयन योजना के तहत क्लस्टरों की निगरानी/निरीक्षण/क्षेत्रीय दौरा
			<p>वरिष्ठ कार्यकारी (पी) - एसडी</p> <ul style="list-style-type: none"> • पूर्वी और उत्तरी क्षेत्र के एससीए के माध्यम से ऋण की स्वीकृति, संवितरण • आरआरबी, पीएसबी के माध्यम से ऋण की स्वीकृति, संवितरण • बैंकों के साथ एमओए (समन्वय और रिकॉर्ड) • लीप सॉफ्टवेयर, एसबीएमएस, बीआईएसवीएएस और वेबसाइट का अद्यतनीकरण • बीआईएसवीएएस • राष्ट्रीय सम्मेलन और क्षेत्रीय बैठकें • निदेशक मण्डल की रिपोर्ट - एनबीसीएफडीसी • सार्वजनिक शिकायतें • ऋण योजनाओं का एमआईएस • रिकॉर्ड रिटेंशन • प्रचार सामग्री का मुद्रण
			<p>कनिष्ठ कार्यकारी (पी) - एए</p> <ul style="list-style-type: none"> • पश्चिमी क्षेत्र (गोवा, गुजरात, महाराष्ट्र और राजस्थान) के एससीए के माध्यम से ऋणों की स्वीकृति, वितरण • पंजाब ग्रामीण बैंक और आर्यावर्त बैंक के माध्यम से ऋणों की स्वीकृति, वितरण • पश्चिमी और दक्षिणी क्षेत्र के क्लस्टर का प्रौद्योगिकी उन्नयन • जागरूकता शिविर और प्रचार व ऋण मेले • जागरूकता शिविर और ऋण योजनाओं का एमआईएस • सोशल मीडिया • एसओएम • आरटीआई से संबंधित कार्य • लीप और एसबीएमएस • आम जनता से पूछताछ • हिंदी राजभाषा <p>-</p>
			<p>वरिष्ठ कार्यालय सहायक (पी) - डी</p> <ul style="list-style-type: none"> • परियोजना प्रभाग की फाइलों का डिजिटलीकरण। • हिंदी कार्य • फोटोकॉपी • परियोजना प्रभाग की फाइलों की ट्रैकिंग

			<p>सहायक कार्यकारी (पी) – जी</p> <ul style="list-style-type: none"> • परियोजना प्रभाग की सहायता करें • डाक डायरी • फाइलों पर फोटोकॉपी और पेज नंबरिंग। • सभी फाइलों का भौतिक रिकॉर्ड
1..2		अनुदान विभाग	<p>उप महाप्रबंधक (अनुदान)</p> <p>शक्तियाँ:</p> <p>अपने अधीन काम करने वाले कर्मचारियों को आकस्मिक अवकाश की स्वीकृति तथा शक्तियों के प्रत्यायोजन (डीओपी) के अनुसार।</p> <p>जिम्मेदारी और अधिकार</p> <ol style="list-style-type: none"> 1. प्रधानमंत्री-दक्ष के तहत सामाजिक न्याय और अधिकार मंत्रालय, भारत सरकार द्वारा चिन्हित लक्षित समूह के लिए कौशल विकास प्रशिक्षण कार्यक्रम की सुविधा प्रदान करना। कौशल संबंधी सीएसआर के साथ सामाजिक न्याय और अधिकार मंत्रालय की एनएफओबीसी योजना का कार्यान्वयन 2) निरीक्षण और भ्रमण के माध्यम से सामाजिक न्याय और अधिकार मंत्रालय द्वारा संचालित एसटीडीपी की निगरानी करना। 3) समय-समय पर सक्षम प्राधिकारी द्वारा सौंपे गए अन्य कार्यों को पूरा करना।
1.2			<p>प्रबंधक (अनुदान) (एसकेएस)</p> <ol style="list-style-type: none"> 1. दिशा-निर्देशों के अनुसार पी.एम-दक्ष योजना का क्रियान्वयन 2. प्रस्तावों का मूल्यांकन और प्रशिक्षण कार्यक्रमों की मंजूरी। 3. प्रशिक्षण संस्थान को भुगतान की प्रक्रिया का दायित्व। 4. पी.एम-दक्ष पोर्टल का समग्र पर्यवेक्षण और प्रबंधन। 5. मंत्रालय को जानकारी प्रदान करना। 6. संसद प्रश्नों के संबंध में जानकारी प्रदान करना। 7. निगम के अन्य विभागों को जानकारी प्रदान करना। 8. आरटीआई मामले। 9. आवश्यकतानुसार विभिन्न रिपोर्ट, पीपीटी आदि को अपडेट करना। 10. डेटा प्रबंधन का समग्र पर्यवेक्षण। 11. समय-समय पर सौंपा गया कोई अन्य कार्य।
1.2			<p>प्रबंधक (अनुदान) (आर)</p> <ol style="list-style-type: none"> 1. दिशा-निर्देशों के अनुसार पीएम-दक्ष योजना का क्रियान्वयन 2. प्रशिक्षण संस्थान को भुगतान की प्रक्रिया का दायित्व। 3. नियमित आधार पर प्रशिक्षण कार्यक्रम की सफलता की कहानियों और फोटो का रिकार्ड रखना। 4. हिंदी रिपोर्ट/लेख आदि उपलब्ध कराना। 5. वार्षिक एमओयू प्लेसमेंट लक्ष्य और उपलब्धि का डेटा प्रबंधन। 6. समय-समय पर सौंपा गया कोई अन्य कार्य। 7. वह सीधे उप महाप्रबंधक (अनुदान) को रिपोर्ट करेगी।

अधिकारी (अनुदान) (एचएस)

1. प्रशिक्षण संस्थानों का निरीक्षण तथा सभी प्रशिक्षण कार्यक्रमों के लिए प्रशिक्षुओं से बातचीत।
2. चयन समिति की बैठकों, मूल्यांकन आदि में भागीदारी।
3. निर्धारित दिशा-निर्देशों के अनुसार प्रशिक्षण कार्यक्रमों के संचालन के लिए प्रशिक्षण संस्थानों के साथ अनुवर्ती कार्रवाई।
4. प्रशिक्षण कार्यक्रमों की निगरानी।
5. समय-समय पर सौंपा गया कोई अन्य कार्य।
6. वह प्रबंधक (अनुदान) के माध्यम से उप महाप्रबंधक (अनुदान) को रिपोर्ट करेंगे।

अधिकारी (अनुदान) (एचएस)

1. प्रशिक्षण संस्थानों का निरीक्षण तथा सभी प्रशिक्षण कार्यक्रमों के लिए प्रशिक्षुओं से बातचीत।
2. चयन समिति की बैठकों, मूल्यांकन आदि में भागीदारी।
3. निर्धारित दिशा-निर्देशों के अनुसार प्रशिक्षण कार्यक्रमों के संचालन के लिए प्रशिक्षण संस्थानों के साथ अनुवर्ती कार्रवाई।
4. प्रशिक्षण कार्यक्रमों की निगरानी।
5. समय-समय पर सौंपा गया कोई अन्य कार्य।
6. वह प्रबंधक (अनुदान) के माध्यम से उप महाप्रबंधक (अनुदान) को रिपोर्ट करेंगे।

अधिकारी (अनुदान) (आईएन)

1. सीपीआईओ
2. प्रशिक्षण संस्थानों को भुगतान की प्रक्रिया
3. सीएसआर से संबंधित परियोजनाओं के लिए प्रशिक्षण संस्थानों को भुगतान की प्रक्रिया
4. मंत्रालय से प्राप्त अनुदान सहायता (जीआईए) के संबंध में डेटा और रिकॉर्ड बनाए रखना और सामाजिक न्याय और अधिकारिता मंत्रालय से प्राप्त निधियों के उपयोग प्रमाण पत्र भेजना
5. प्रशिक्षण संस्थानों से प्राप्त उपयोग प्रमाण पत्रों का रिकॉर्ड बनाए रखना
6. शुरू से ही सामाजिक न्याय और अधिकारिता मंत्रालय के साथ सभी संचार का रिकॉर्ड रखना
7. कौशल विकास और उद्यमिता मंत्रालय (एमएसडीई) और राष्ट्रीय कौशल विकास निगम (एनएसडीसी) के साथ सभी संचार का रिकॉर्ड रखना
8. निर्धारित दिशा-निर्देशों के अनुसार प्रशिक्षण कार्यक्रम आयोजित करने के लिए प्रशिक्षण संस्थानों के साथ अनुवर्ती कार्रवाई करना
9. कौशल प्रशिक्षण के संबंध में संसद प्रश्न के लिए जानकारी प्रदान करना
10. प्रशिक्षण कार्यक्रम की निगरानी
11. प्रशिक्षण संस्थानों का निरीक्षण और सभी प्रशिक्षण कार्यक्रमों के लिए प्रशिक्षुओं के साथ बातचीत करना।
12. चयन समिति की बैठकों, मूल्यांकन आदि में भागीदारी।
13. समय-समय पर सौंपा गया कोई अन्य कार्य।

अधिकारी (अनुदान) (आरके)

- पीएम-दक्ष पोर्टल के सभी कार्यों की प्राथमिक जिम्मेदारी, प्रशिक्षण संस्थानों को सुविधा प्रदान करना, उनका मार्गदर्शन करना और पोर्टल के कामकाज पर कौशल टीम को प्रशिक्षण देना।
2. प्रशिक्षण संस्थानों को भुगतान हेतु प्रक्रिया आरंभ करना।
 3. निर्धारित दिशा-निर्देशों के अनुसार प्रशिक्षण कार्यक्रम आयोजित करने के लिए प्रशिक्षण संस्थानों के साथ अनुवर्ती कार्रवाई करना।
 4. प्रशिक्षण कार्यक्रमों की निगरानी करना।
 5. प्रशिक्षण संस्थानों का निरीक्षण करना और सभी प्रशिक्षण कार्यक्रमों के लिए प्रशिक्षुओं के साथ बातचीत करना।
 6. चयन समिति की बैठकों, मूल्यांकन आदि में भागीदारी करना।
 7. समय-समय पर सौंपा गया कोई अन्य कार्य।
 10. वह पीएम-दक्ष पोर्टल के लिए प्रबंधक (अनुदान) के माध्यम से उप महाप्रबंधक (अनुदान) को और अन्य कार्यों के लिए प्रबंधक (अनुदान) के माध्यम से रिपोर्ट करेंगे।

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

			<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>Jr. Executive (Grant) Sh. MK</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 & 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>

वित्त विभाग**वरिष्ठ महाप्रबंधक (वित्त) :****शक्तियाँ**

अपने अधीन कार्यरत कर्मचारियों को आकस्मिक अवकाश की स्वीकृति तथा शक्तियों के प्रत्यायोजन (डीओपी) के अनुसार

दायित्व एवं प्राधिकार

- संबंधित विभागों से प्राप्त प्रस्तावों की वित्तीय व्यवहार्यता की जांच करना। निवेश आदि के अनुकूलन के लिए बजट वित्त विभाग का प्रतिनिधित्व करना।
- एनबीसीएफडीसी नियमों और विभिन्न विधियों में निर्धारित वित्तीय मापदंडों का अनुपालन सुनिश्चित करना।
- डीडी/चेक/आरटीजीएस/ईसी आदि की व्यवस्था करके सूचना/संबंधित विभाग के तहत एससीए को समय पर धनराशि जारी करना।
- वेतन, कर्मचारियों के दावे, पार्टी भुगतान आदि का समय पर भुगतान सुनिश्चित करना।
- समय सारिणी के अनुसार मासिक त्रैमासिक और वार्षिक रिपोर्ट जारी करना सुनिश्चित करना।
- खातों, बैलेंस शीट, आय और व्यय खाता और संबंधित अनुसूचियों को अंतिम रूप देने के लिए डेटा की सटीकता सुनिश्चित करना।
- समझौता ज्ञापन, समेकन और बजट लक्ष्यों के संकलन के लिए वित्तीय मापदंडों की जानकारी प्रदान करना सुनिश्चित करना।
- एनबीसीएफडीसी खातों के लिए नियमित रूप से बैंक समाधान/पत्राचार सुनिश्चित करना।
- धन जारी करने के लिए फाइल के अनुमोदन से पहले ऋण नीति में निर्धारित वित्तीय मापदंडों का अनुपालन सुनिश्चित करना।
- धन वितरण या जारी करने के लिए विभाग में प्राप्त फाइलों का उचित और समय पर निपटान सुनिश्चित करना।
- एससीए/अन्य विभागों के प्रश्नों, शिकायतों पर तुरंत ध्यान दिया जाना सुनिश्चित करना और एससीए/अन्य विभागों को सूचनाओं का प्रवाह सर्वोत्तम वांछित तरीके से प्रदान किया जाना।
- डेटा के उचित समाधान के बाद ऋण लेखांकन संबंधी अनुसूचियों को अंतिम रूप देने के लिए डेटा की सटीकता सुनिश्चित करना।
- कर्मचारियों के बीच समान कार्य वितरण।
- सभी एससीए से वर्ष के अंत में ऋण खाता शेष की पुष्टि करना।
- एमओयू दस्तावेजों के मसौदे के लिए अन्य विभागों के साथ समन्वय करना, मंत्रालय और डीपीई के साथ एमओयू वार्ता बैठक।
- चैनल सहभागियों को तिमाही आधार पर मांग नोटिस भेजना, ऋण वसूली की पुनर्भुगतान अनुसूची तैयार करना, खातों का विवरण बनाए रखना।
- विभिन्न ऑडिट (आंतरिक, वैधानिक और सीएजी) करवाना, समय पर वार्षिक आम बैठक के लिए वार्षिक खातों को समय पर पूरा करना, निदेशकों की रिपोर्ट तैयार करना और आरओसी के साथ वैधानिक रिटर्न और चालान दाखिल करने का अनुपालन करना।

कंपनी सचिव:**शक्तियाँ:**

शक्तियों के प्रत्यायोजन (डीओपी) के अनुसार अपने अधीन काम करने वाले कर्मचारियों को आकस्मिक अवकाश की स्वीकृति।

कर्तव्य: समय-समय पर निर्धारित वांछित परिणामों और लक्ष्यों की देखरेख और प्राप्ति के लिए जिम्मेदार। कंपनी अधिनियम, 2013 के लागू प्रावधानों के अनुसार वैधानिक और कंपनी कानून के मामले, एजीएम और बोर्ड की बैठकों का आयोजन, आरओसी के साथ अपेक्षित रिटर्न दाखिल करना, कानूनी कार्य, आंतरिक लेखा परीक्षा कार्यक्रम का कार्यान्वयन और आंतरिक लेखा परीक्षा रिपोर्ट प्रस्तुत करना। वैधानिक लेखा परीक्षकों और सीएजी की लेखा परीक्षा टीम के साथ लेखा परीक्षा समन्वय, निदेशकों की रिपोर्ट तैयार करना, समय-समय पर सौंपे गए अन्य कार्य।

			<p>वरिष्ठ प्रबंधक (वित्त)</p> <ol style="list-style-type: none"> 1. एमओयू की तैयारी (एम/एफ (II) और एग्जीक्यूटिव-II द्वारा सहायता प्राप्त) 2. कौशल विकास प्रशिक्षण फाइलों प्रक्रियागत करना और संबंधित वाउचर की तैयार करना (ऑफिस/एफ द्वारा सहायता प्राप्त) 3. सभी चैनल पार्टनर्स (सीपी) से संबंधित एमआईएस 4. चैनल पार्टनर्स (सीपीएस) का ऋण लेखा-जोखा 5. वसूली और सुलह का समायोजन 6. बोर्ड एजेंडा तैयार करना 7. वार्षिक खातों की तैयारी के संबंध में एम/एफ-II का मार्गदर्शन करना 8. संसदीय मामले (कार्यकारी-II द्वारा सहायता प्राप्त) <p>वित्त विभाग के पर्यवेक्षण और प्रबंधन में जीएम (एफ) को रिपोर्ट करना।</p>
			<p>प्रबंधक (वित्त-I (एन))</p> <ol style="list-style-type: none"> 1. सभी ओटीएस मामलों को प्रक्रिया में लाना। 2. ऋण लेखांकन - बैंक (पीएसबी और आरआरबी), उत्तरी राज्य और पूर्वोत्तर राज्यों सहित पूर्वी राज्य - मांग नोटिस तैयार करने तक सभी कार्य। 3. केआरएएन के साथ संपर्क सहित ऋण लेखांकन सॉफ्टवेयर (एलईएपी) से संबंधित कार्य। 4. सीएसआर/प्रौद्योगिकी उन्नयन/आईटी/प्रशासन आदि से संबंधित सभी फाइलों का प्रसंस्करण। 5. विक्रेताओं की भुगतान फाइलें (एएम (एफ-1) 1 द्वारा सहायता प्राप्त जैसे बिजली, टैक्सी अन्य आपूर्तिकर्ता बिल, कार्यालय रखरखाव आदि। 6. संबंधित कार्य के संबंध में बोर्ड एजेंडा। 7. ऋण लेखांकन से संबंधित लेखा परीक्षकों के साथ समन्वय कार्य। 8. समय-समय पर विभागाध्यक्ष द्वारा सौंपा गया कोई अन्य कार्य।
			<p>प्रबंधक (एफ-II- (एचएन))</p> <ol style="list-style-type: none"> 1. वित्तीय विवरण तैयार करना (एएम/एफ-1, 2, 3 और कार्यकारी द्वारा सहायता प्राप्त) 2. VISVAS योजना के तहत ब्याज अनुदान से संबंधित फाइलों का प्रसंस्करण (कार्यकारी द्वारा सहायता प्राप्त) 3. पूंजी और राजस्व बजट 4. चैनल भागीदारों से संबंधित एमआईएस 5. चैनल भागीदारों का ऋण लेखा 6. वित्तीय विवरणों (सांविधिक, सीएंडएजी आदि) को अंतिम रूप देने के समय लेखा परीक्षकों के साथ समन्वय करना 7. आईटी, ठेकेदार, पेशेवर, सीएसआर आदि के संबंध में कराधान, जीएसटी का अनुपालन 8. सांविधिक रिटर्न और रिपोर्ट का समय पर प्रस्तुतीकरण (एएम/एफ-2 द्वारा सहायता प्राप्त) 9. बोर्ड एजेंडा से संबंधित कार्य 10. समय-समय पर विभागाध्यक्ष द्वारा सौंपा गया कोई अन्य कार्य
			<p>सहायक प्रबंधक (वित्त-I (एम))</p> <ol style="list-style-type: none"> 1. ऋण लेखा-जोखा - पश्चिमी राज्यों के एससीए मांग नोटिस तैयार करना फ 2. वेतन और भत्ते 3. कर्मचारियों के वेतन बिल, छुट्टी नकदीकरण और टैली (कर पैकेज), रिपोर्ट, वेतन पर्ची आदि की डेटा प्रविष्टि 4. प्रबंधक (एन) के माध्यम से विक्रेताओं के संबंध में फाइलों के भुगतान की प्रक्रिया जैसे बिजली, टैक्सी, अन्य आपूर्तिकर्ता बिल, कार्यालय रखरखाव आदि 5. कर्मचारियों के ऋण पर ब्याज रियायत पर कर की गणना और कर्मचारियों के ऋण रजिस्टर का अद्यतन 6. खातों को अंतिम रूप देने के लिए प्रबंधक (एफ-II) की सहायता करना 7. टेलीफोन बिलों के भुगतान हेतु प्रक्रियागत करना 8. अचल संपत्तियों और मूल्यहास रजिस्टर का रखरखाव 9. आरटीआई से संबंधित कार्य 10. समय-समय पर विभागाध्यक्ष द्वारा सौंपा गया कोई अन्य कार्य

		<p>सहायक प्रबंधक (एम/एफ-2 (बी))</p> <ol style="list-style-type: none"> 1. वेतन/वेतन बिल, अवकाश नकदीकरण, कर्मचारियों के ऋण, वाउचर आदि पर ब्याज गणना पर कर का सत्यापन। 2. भविष्य निधि, ग्रेच्युटी और सेवानिवृत्ति के बाद लाभ योजनाएं 3. कर्मचारियों के दावों और अग्रिमों का निपटान - टीए बिल, एलटीसी बिल, मेडिकल बिल, एचबीए, जीपीए, वाहन आदि। 4. रिटर्न जमा करने और करों के भुगतान के संबंध में वैधानिक अनुपालन। 5. आईटी, ठेकेदार, पेशेवर, सीएसआर आदि के संबंध में कराधान, जीएसटी के अनुपालन के लिए प्रबंधक (एचएन) की सहायता करना। 6. लेखा परीक्षा से संबंधित कार्य और उत्तरों और रिपोर्टों के संबंध में लेखा परीक्षकों के साथ समन्वय करना। 7. आरटीआई मामला 8. खातों को अंतिम रूप देने और वैधानिक रिटर्न और रिपोर्ट जमा करने के लिए प्रबंधक (एचएन) की सहायता करना। समय-समय पर विभागाध्यक्ष द्वारा सौंपा गया कोई अन्य कार्य।
		<p>सहायक प्रबंधक एएम-एफ-3 (एस)</p> <ol style="list-style-type: none"> 1. अधिशेष निधियों का निवेश 2. बैंकिंग परिचालन और बैंक विवरणों का समाधान 3. वाउचरों का रखरखाव 4. नकद और बैंक भुगतान 5. खातों को अंतिम रूप देने के लिए एम/एफ-एचएन की सहायता करना 6. रिकॉर्ड रिटेंशन पॉलिसी से संबंधित कार्य 7. आरटीआई मामलों के संबंध में एएम/एफ-2 की सहायता करना <p>एचओडी द्वारा समय-समय पर सौंपा गया कोई अन्य कार्य</p>
		<p>कार्यकारी (वित्त) -II (एम)</p> <ol style="list-style-type: none"> 1. ऋण लेखा - दक्षिणी राज्यों के एससीए से संबंधित कार्य पूर्ण करना 2. सहायक प्रबंधक (एचएन) - VISVAS योजना के तहत ब्याज अनुदान 3. एमओयू से संबंधित कार्य और वार्षिक खातों को अंतिम रूप देने में प्रबंधक (एचएन), वरिष्ठ प्रबंधक और जीएम की सहायता करना 4. लीप सॉफ्टवेयर (केआरएएन के साथ संपर्क सहित) के लिए प्रबंधक वित्त (श्रीमती एन) की सहायता करना। 5. माइक्रो फाइनेंस का एमआईएस कार्य 6. संसदीय मामले (एसएम/एफ के माध्यम से) 7. वाउचर प्रविष्टि कार्य (एम/एफ-एचएन की सहायता करना) 8. निदेशक लाभ हस्तांतरण (डीबीटी) के उत्तरों की तैयारी 9. ऋण लेखांकन से संबंधित लेखा परीक्षकों के साथ समन्वय। <p>समय-समय पर एचओडी द्वारा सहायता प्राप्त कोई अन्य कार्य।</p>
		<p>कार्यकारी (वित्त) -I (आर)</p> <ol style="list-style-type: none"> 1. सीएस एवं वित्त प्रभाग में सचिवीय/टंकण कार्य 2. राजभाषा से संबंधित कार्य के लिए समन्वयक 3. बोर्ड आरेख एवं कार्यवृत्त का रिकॉर्ड रखना 4. मंत्रालय की फाइल (पत्राचार, पीक्यू, समीप संदर्भ) आदि) के रिकॉर्ड रखना 5. कंपनी सचिवालय से संबंधित फाइलें 6. डाक डायरी कार्य एवं फाइल मूवमेंट रजिस्टर 7. वार्षिक रिपोर्ट की तालिकाओं से संबंधित कार्य 8. सचिवीय मामलों के संबंध में जीएम (वित्त) एवं सीएस की सहायता करना <p>विभाग अध्यक्ष द्वारा समय-समय पर कोई अन्य कार्य जमा रजिस्टर, अनुदान रजिस्टर, चेक जारी करने का रजिस्टर, संवितरण रजिस्टर आदि का उचित रखरखाव संबंधित अधिकारियों द्वारा सुनिश्चित किया जाना चाहिए। टैली/वर्ड, एक्सेल, लोटस, लीप आदि का डेटा अप्रमाणिक संबंधित अधिकारियों द्वारा या एम (आईटी) की सहायता से दैनिक आधार पर नियमित रूप से सुनिश्चित किया जाना चाहिए कि कोई अन्य कार्य समय-समय पर किया गया हो।</p>

National Backward Classes Finance & Development Corporation

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

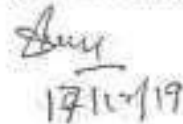
Dated 16.12.2019

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 (NBCFOC)/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 DDP. 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).

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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.

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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 in charge (Fin.) *Incharge (HR)	* In the absence of Incharge (Fin.)
1.3	PRP (All employees)	✓	—	As per Govt. guidelines & Boast 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 (DOP)	✓	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 (HR) 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. 5000/- in each case. [AL-Rs. 2,00]ish	—
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.</u> Skill Development Training & stipend.	✓	—	—
	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 / HOD	Remarks
38.	Depreciation	✓	Incharge (Fin.) Full Power	As per Companies Act.
39.	Provision on loan/waiver:			
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 (Admn) 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 (Admn.) & recommendation of local purchase Committee constituted by MD.

Note:- 1. AL means Annual Limit.

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निर्णय लेने की पद्धति में अपनाई जाने वाली प्रक्रिया [धारा 4(1)(बी) (iii)]

1.3	1.3.1. निर्णय लेने की प्रक्रिया में अपनाई जाने वाली प्रक्रिया [धारा 4(1)(बी) (iii)]	1.3.1 निर्णय लेने की प्रक्रिया में निर्णय लेने के प्रमुख बिंदुओं की पहचान करना।	निदेशक मण्डल को कंपनी, उसके अधिकारियों व सेवकों के व्यवसाय के नियमों के लिए उपनियम बनाने, बदलने और निरस्त करने का अधिकार है। तदनुसार, समय-समय पर निदेशक मंडल द्वारा नियम और कानून बनाए जाते हैं और कंपनी के अधिकारियों को प्रत्यायोजित की जाती हैं। निदेशक मण्डल की शक्तियां निगम के ज्ञापन ज्ञापन एवं संगम अनुच्छेद में विस्तृत रूप से दी गई हैं (लिंक https://nbcfdc.gov.in/moa-aoa/en है)। विवरण वेबसाइट: www.nbcfdc.gov.in में उपलब्ध हैं
		1.3.2 अंतिम निर्णय लेने का प्राधिकार	निदेशक मण्डल /और सक्षम प्राधिकारी द्वारा बनाए गए नियमों और विनियमों को ध्यान में रखते हुए, संबंधित विभाग द्वारा मामलों पर कार्रवाई की जाती है। सक्षम प्राधिकारी द्वारा दी गई स्वीकृति के आधार पर संबंधित विभाग द्वारा अपने कर्तव्यों के निर्वहन के लिए कार्रवाई की जाती है।
		1.3.3 संबंधित प्रावधान, अधिनियम, नियम आदि।	प्रावधानों, अधिनियमों, नियमों के अनुसार: एन.बी.सी.एफ.डी.सी. आचरण, अनुशासन और अपील नियम एन.बी.सी.एफ.डी.सी. भर्ती और पदोन्नति नियम एन.बी.सी.एफ.डी.सी. गृह निर्माण अग्रिम नियम एन.बी.सी.एफ.डी.सी. चिकित्सा नियम एन.बी.सी.एफ.डी.सी. एल.टी.सी. नियम एन.बी.सी.एफ.डी.सी. परिवार कल्याण योजना योजना एन.बी.सी.एफ.डी.सी. सामान्य प्रयोजन हेतु अग्रिम नियम एन.बी.सी.एफ.डी.सी. यात्रा भत्ता नियम एन.बी.सी.एफ.डी.सी. वाहन अग्रिम नियम, 1994 कंपनी अधिनियम आयकर अधिनियम सेवा कर अधिनियम एन.बी.सी.एफ.डी.सी. की कार्मिक नीतियां/मैनुअल
		1.3.4 निर्णय लेने की समय सीमा, यदि कोई हो	विभागीय प्रक्रिया के अनुसार (आईएसओ:9001:2015 द्वारा अनुमोदित) (तालिका के अनुसार) *
		1.3.5 निगरानी एवं जवाबदेही के चैनल	निदेशक मंडल - प्रबंध निदेशक - प्रकार्यात्मक विभागों के प्रमुख/प्रभारी और उनसे संबद्ध अधिकारी और कर्मचारी (https://nbcfdc.gov.in/organization-chart/en)

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1.3.4 निर्णय लेने की समय सीमा और एमओयू का लिंक दिया गया है

क्र.सं.	विभाग	प्रक्रिया	कार्यकलाप	प्रक्रिया दक्षता की विभागीय प्रक्रिया अनुसार समय सीमा मानदंड
1.	Finance	ऋण संवितरण एवं लेखांकन की प्रक्रिया	अग्रिम धनराशि का वितरण	3 दिन
			अग्रिम ऋण राशि का रूपांतरण	15 दिन
			मांग की नोटिस जारी करना	15 दिन, निश्चित तिथि से पूर्व
			प्राप्ति जारी करना	7 दिन
			वसूली का अभिलेखन	7 दिन
			टैली में तिमाही खातों का मिलान	30 दिन
			वार्षिक खातों का मिलान	वार्षिक तौर पर 31 मई से पूर्व
2.		वेतन एवं भत्ते की प्रक्रिया	वेतन बिल को तैयार करना	3 दिन
			वेतन बिल का सत्यापन, समीक्षा एवं अनुमोदन	3 दिन
			वेतन का प्रेषण	2 दिन
			सांविधिक विवरणी	संबंधित नियम के अनुसार
			लेजर को अद्यतन करना एवं सत्यापन	7 दिन
3.		एम.ओ.यू. तैयार करने और निगरानी करने की प्रक्रिया	समझौता ज्ञापन के प्रारूप को तैयार करना	15 नवंबर से पूर्व
			एम.ओ.यू. के प्रारूप को प्रशासनिक मंत्रालय के माध्यम से डी.पी.ई. को अग्रेषित करना	डी.पी.ई. की गाइडलाइन्स के अनुसार
			प्रबंध निदेशक की स्वीकृति के बाद संशोधित एम.ओ.यू. प्रारूप को डी.पी.ई. को भेजा जाना	डी.पी.ई. की गाइडलाइन्स के अनुसार
			समझौता ज्ञापन को हस्ताक्षरित करना	31 मार्च से पूर्व
4.		सामान्य लेखाकरण की प्रक्रिया	दावों का सत्यापन एवं समीक्षा	10 दिन
			चेक/भुगतान जारी करना	3 दिन
			टैक्स एवं सेवा टैक्स की कटौती	नियमानुसार
			टैक्स एवं सेवा टैक्स की विवरणी	नियमानुसार
			भ्रमण अग्रिम जारी करना	2 दिन

			यात्रा भत्ता बिल का सत्यापन, अनुमोदन एवं निस्तारण	15 दिन
			निधियों के आधिक्य का अनुमान	4 दिन
			दरों को आमंत्रित करना एवं प्राप्त करना	3 दिन
			बैठक आहूत करना एवं निधियों का नियोजन	4 दिन
5.		वार्षिक लेखे की प्रक्रिया	तुलन-पत्र के आलेख का अनुमोदन	30 जून
			सांविधिक लेखा परीक्षा	31 जुलाई/10 अगस्त
			निदेशक मण्डल को भारत के नियंत्रक एवं महालेखा परीक्षक तथा सांविधिक लेखा परीक्षा से अवगत करना	31 जुलाई
6	सी.वी.ओ.	सतर्कता/अनुशासनात्मक मामलों के निपटान की प्रक्रिया	<ul style="list-style-type: none"> • शिकायतों का पंजीकरण • शिकायतों की जांच • कार्रवाई 	3 दिन 3 दिन
			<ul style="list-style-type: none"> • अज्ञात/छद्म नाम से आई.ओ. द्वारा रिपोर्ट प्रस्तुत करना। • संबद्ध अधिकारी को उसके अभ्यावेदन हेतु जांच की प्रति तैयार करना • अपील का निस्पादन 	10 दिन 60 दिन 15 दिन 90 दिन
7.	कं.स.	निदेशक मण्डल की बैठक आहूत करने की प्रक्रिया	<ul style="list-style-type: none"> • निदेशक मण्डल की बैठक की तिथि का निर्धारण • बैठक की सूचना • कार्यसूची पहुंचाना • निदेशक मण्डल की बैठक का कार्यवृत्त 	कंपनी अधिनियम, 2013 में निर्धारित समय सीमा में यथोक्त यथोक्त यथोक्त
8.		वार्षिक सामान्य बैठक आहूत करने की प्रक्रिया	<ul style="list-style-type: none"> • तुलन-पत्र का अंकेक्षण एवं अनुमोदन • अंकेक्षण- भारत के नियंत्रक एवं महालेखा परीक्षक • निदेशक मण्डल की रिपोर्ट तैयार करना • वार्षिक सामान्य बैठक को आयोजित करना • वार्षिक सामान्य बैठक की सूचना जारी करना 	कंपनी अधिनियम, 2013/निगम के संज्ञम ज्ञापन एवं संगम अनुच्छेद में निर्धारित समय सीमा में यथोक्त यथोक्त यथोक्त यथोक्त

9.		<p>कंपनी अधिनियम के तहत शेयरों के आबंटन और अन्य अनुपालन की मिनट बुक वैधानिक रजिस्ट्रों का रख-रखाव</p>	<ul style="list-style-type: none"> • कार्यवृत्त बुक का रख-रखाव • शेयरों का आबंटन • शेयरों को दाखिल करना • विवरणी को दाखिल करना • वार्षिक प्रतिवेदन की प्रतियों को मंत्रालय को उपलब्ध कराना 	<p>कंपनी अधिनियम, 2013 में निर्धारित समय सीमा में यथोक्त यथोक्त यथोक्त वा.सा.बै. के तीन माह के भीतर</p>
10.		<p>कानूनी सलाह प्रदान करने और कानूनी मामलों/अदालती मामलों को संभालने की प्रक्रिया</p>	<ul style="list-style-type: none"> • No.NBCFDC/CS/P/04 की प्रक्रिया के अनुसार 	<p>संबंधित विभाग की केस फाइल</p>

11 .		आंतरिक/सांविधिक अंकेक्षण एवं सी.ए.जी. अंकेक्षण हेतु प्रक्रिया	<ul style="list-style-type: none"> • आंतरिक अंकेक्षण कार्यक्रम • सांविधिक अंकेक्षण • सी.एण्ड ए.जी. अंकेक्षण 	छमाही आधार पर वर्ष में 1 से 2 माह 15 दिन
12 .	परियोजना	वार्षिक कार्ययोजना की प्रक्रिया	परियोजना विभाग द्वारा रा.चै.ए. से प्राप्त वार्षिक कार्ययोजना का निस्पादन	Within one month after receiving AP, complete in all respects as per NBCFDC guidelines
13 .		ऋण वितरण हेतु प्रक्रिया	निधियों के वांछित आहरण का निस्पादन	Within one month after receiving the appropriate demand as per Guidelines
14 .		परियोजना प्रस्ताव स्वीकृति /वित्तीयन हेतु प्रक्रिया	ऋण नीति के अनुसार सभी प्रकार से पूर्ण परियोजना प्रस्ताव को मंजूरी देना	Within two months
15 .		तकनीकी उन्नयन योजना के कार्यान्वयन हेतु प्रक्रिया	प्रस्तावों की छटनी रा.चै.ए./संस्थानों को धनराशि जारी करना	With two months Within two months
16 .		विश्वास योजना के कार्यान्वयन हेतु प्रक्रिया	आंकड़ों की छटनी	Within two months
17 .	HR & CSR	कार्मिकों के प्रशिक्षण हेतु प्रक्रिया	<ul style="list-style-type: none"> • प्रशिक्षण प्रस्ताव के लिए विभिन्न वेबसाइटों और प्रतिष्ठित प्रशिक्षण संस्थानों से संस्थानों से प्राप्त प्रस्ताव के अनुसार प्रशिक्षण पाठ्यक्रम/संस्थानों की पहचान करना • प्रशिक्षण संस्थानों को सूचित करना • प्रशिक्षण फीडबैक/रिपोर्ट प्राप्त करना • प्रशिक्षण मूल्यांकन • एक सप्ताह के प्रशिक्षण के लिए • प्रशिक्षण की प्रभावशीलता 	<p>मार्च के अंतिम सप्ताह से दो सप्ताह पूर्व समय-समय पर प्रशिक्षण आयोजित किया जाना है</p> <p>प्रशिक्षण से एक सप्ताह पूर्व प्रशिक्षण पूर्ण होने से पहले 15 दिनों की भीतर प्रशि.के उपरांत एक सप्ताह के अंदर</p> <p>प्रशि.के उपरांत बीस दिनों के अंदर प्रशि.के छः माह के भीतर</p>

18 .		भर्ती/पदोन्नति/प्रतिनियुक्ति हेतु प्रक्रिया	<ul style="list-style-type: none"> रिक्त पदों का अनुमोदन छटनी समिति का गठन अभ्यर्थियों की छटनी 	<p>समय सीमा का निर्धारण नि.म./सक्षम अधिकारी द्वारा</p> <p>अंतिम तिथि से 15 दिन के भीतर</p> <p>30 दिन</p> <p>एक माह</p>
			<ul style="list-style-type: none"> अभिलेखों का सत्यापन 	कार्यभार ग्रहण से
19 .		मानव संसाधन से संबंधित मामलों की प्रक्रिया	<ul style="list-style-type: none"> कर्मचारियों का ए.पी.ए.आर. पुष्टि पत्र जारी करना प्रार्थना-पत्र अग्रेषित करना सेवा पुस्तिकाओं का रख-रखाव कार्मिकों को ऋण/अग्रिम अवकाश स्वीकृति पत्र जारी करना 	<p>प्रक्रिया के अनुसार 15 दिनों में निश्चित समय 30 दिनों में</p> <p>7दिनों में कम से कम 2 दिनों अवकाश पर जाने से पूर्व</p>
			<ul style="list-style-type: none"> एल.टी.सी. स्वीकृति आदेश जारी करना मानव संसाधन विकास से संबंधित परिपत्र/दिशानिर्देशों का कार्यान्वयन 	<p>5 दिनों में, एल.टी.सी. पर जाने से पहले</p> <p>संबंधित निकाय के निर्देशों के अनुसार</p>
20 .		सी.एस.आर. हेतु प्रक्रिया	<ul style="list-style-type: none"> सी.एस.आर. प्रस्तावों को आमंत्रित करना NGO/VOS की प्रतिभागिता आशय पत्र जारी करना कार्यक्रम का निरीक्षण परियोजना को पूर्ण करना 	<p>वित्तीय वर्ष के प्रथम माह में</p> <p>सी.एस.आर. प्रबंधन समिति के अनुमोदन के 15 दिनों में</p> <p>क्रियान्वयन के दौरान</p> <p>निर्धारित तिथि के अनुसार</p>
21 .	प्रदर्शनी	प्रदर्शनियाँ/मेला आयोजित करने की प्रक्रिया	<ul style="list-style-type: none"> प्रदर्शनियाँ/मेला आयोजन 	संबंधित विभाग/प्राधिकरण से प्राप्त कार्यक्रम के अनुसार
22	प्रशासन	कार्यालय उपकरणों/कंपनी की संपत्तियों/उपभोग्य सामग्रियों की खरीद और सेवाओं को किराए पर लेने की प्रक्रिया (जीईएम के अनुसार)	<ul style="list-style-type: none"> उपस्करों की समीक्षा वित्तीय अनुमान तैयार करना फाइल को प्रक्रियागत करना बिल को प्रक्रियागत करना 	<p>3 दिनों में</p> <p>10 दिनों में</p> <p>10 दिनों में</p> <p>7 दिनों के भीतर</p>

23		Procedure for evaluation of NBCFD C Schemes	<ul style="list-style-type: none"> बाहरी एजेंसी के माध्यम से मूल्यांकन अध्ययन आयोजित करना 	मूल्यांकन अध्ययन का आदेश प्राप्त होने के छह महीने के भीतर
24	कौशल विकास	एससीए/अन्य संस्थानों के माध्यम से एनबीसीएफडीसी की प्रशिक्षण योजनाओं की पद्धति	<ul style="list-style-type: none"> एनबीसीएफडीसी की प्रशिक्षण योजना को लागू करना और लक्ष्य समूह के कौशल विकास प्रशिक्षण/क्षमता निर्माण के लिए उपयुक्त प्रशिक्षण संस्थानों की पहचान करना 	चालू एवं पूर्ववर्ती वित्तीय वर्ष के दौरान प्रक्रिया पूरी की जायेगी

1.4. कार्य के निर्वहन के लिए मानदंड [धारा 4(1)(बी)(iv)]

<p>1.4</p>	<p>कार्य के निर्वहन के लिए मानदंड [धारा 4(1)(बी)(iv)]</p>	<p>1.4.1 प्रस्तावित कार्य/सेवाओं की प्रकृति</p>	<p>क. पृष्ठभूमि राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम (एन.बी.सी.एफ.डी.सी.), भारत सरकार का एक उपक्रम जो सामाजिक न्याय और अधिकारिता मंत्रालय के तत्वावधान में स्थापित किया गया है; जो चैनल सहभागियों (राज्य चैनलाइजिंग एजेंसियों (एस.सी.ए. /बैंकों) के माध्यम से पिछड़े वर्ग के गरीब सदस्यों को वित्तीय सहायता प्रदान करता है। निगम निम्नलिखित क्षेत्रों में उनके स्व-रोजगार अवसरों के लिए ऋण सहायता प्रदान करता है: -</p> <ol style="list-style-type: none"> 1) कृषि एवं संबद्ध कार्यकलाप 2) लघु व्यवसाय/दस्तकारी व पारंपरिक व्यवसाय 3) परिवहन क्षेत्र और सेवा क्षेत्र 4) तकनीकी एवं व्यावसायिक व्यवसाय/पाठ्यक्रम <p>ख. ऋण के लिए योग्यता एवं वांछित प्रमाणीकरण आवेदक को राज्य/केंद्र सरकार द्वारा समय-समय पर अधिसूचित अन्य पिछड़ा वर्ग की सूची के अंतर्गत आने वाली जाति से संबंधित होना चाहिए। प्रासंगिक जाति प्रमाण-पत्र जिला प्रशासन के संबंधित प्राधिकारी द्वारा जारी किया जाता है।</p> <p>(क) ग्रामीण या शहरी क्षेत्र की परवाह किए बिना वार्षिक पारिवारिक आय रु. 3.00 लाख तक होनी चाहिए। आवेदक द्वारा आय मानदंड स्थापित करने के लिए निम्नलिखित प्रमाणपत्रों का उपयोग किया जा सकता है:-</p> <ol style="list-style-type: none"> (i) राज्य सरकार/जिला प्रशासन के सक्षम प्राधिकारी द्वारा जारी आय का प्रमाण पत्र या अंत्योदय अन्न योजना (एएवाई) कार्ड या गरीबी रेखा से नीचे (बीपीएल) कार्ड। (ii) राज्य/केंद्र सरकार द्वारा अधिसूचित किसी राजपत्रित अधिकारी द्वारा लाभार्थियों के स्व-प्रमाणन का पृष्ठांकन होने पर एस.सी.ए./बैंकों द्वारा वार्षिक पारिवारिक आय प्रमाण-पत्र पर विचार किया जा सकता है। (iii) बैंक (चैनल सहभागी) में ऋण के लिए आवेदन किए जाने के मामले में, शाखा प्रबंधक द्वारा स्व-प्रमाणन मूल्यांकन एवं पृष्ठांकन का उपयोग ऋण प्रदान करने के लिए किया जा सकता है। <p>(iv) भूमिहीन कृषि श्रमिकों के लिए, बैंकों द्वारा अपनी मानक प्रक्रियाओं के माध्यम से मूल्यांकन किए गए सीमांत किसान (एक हेक्टेयर तक की भूमि वाले) और छोटे किसान (दो हेक्टेयर तक की भूमि वाले) और पिछड़े वर्ग से संबंधित किसानों को स्वतः रूप से निम्नलिखित विचारों के अनुसार लक्षित वर्ग माना जाएगा भाग के रूप में माना जाएगा:-</p> <ol style="list-style-type: none"> 1) भूमिहीन कृषि श्रमिक और एक हेक्टेयर से कम भूमि वाले हाशिए पर रहने वाले किसानों को रु. 1.50 लाख प्रति वर्ष से कम वार्षिक पारिवारिक आय वाला माना जाएगा। 2) छोटे किसान अर्थात जिनके पास एक से दो हेक्टेयर के बीच भूमि है, उनकी वार्षिक पारिवारिक आय रु. 3.00 लाख प्रति वर्ष से कम मानी जाएगी।
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ग. ऋण के प्रकार

1. सावधि ऋण योजना

(i) **सामान्य ऋण योजना:** इस योजना के तहत कृषि एवं संबद्ध क्षेत्र, लघु व्यवसाय/दस्तकारी तथा पारंपरिक क्षेत्र व परिवहन और सेवा क्षेत्र जैसे विभिन्न आय सृजन कार्यकलापों के लिए ऋण सहायता उपलब्ध है। प्रति लाभार्थी अधिकतम रू. 15.00 लाख की सीमान में परियोजना लागत का 85% तक ऋण दिया जाता है। रू. 5.00 लाख तक का ऋण 6% वार्षिक ब्याज दर पर प्रदान किया जाता है। रू. 5.00 लाख से अधिक और रू. 10.00 लाख तक के ऋण 7% वार्षिक ब्याज दर पर प्रदान किए जाते हैं। रू. 10.00 लाख से अधिक और रू. 15.00 लाख तक के ऋण 8% वार्षिक ब्याज दर पर प्रदान किए जाते हैं। ऋण वापसी की अवधि 8 वर्ष है।

(ii) **नई स्वर्णिमा योजना:** इस योजना के तहत पिछड़े वर्ग की महिलाओं में आत्मनिर्भरता की भावना पैदा करने के लिए ऋण सहायता उपलब्ध है। परियोजना लागत का 95% तक ऋण दिया जाता है। प्रति लाभार्थी अधिकतम ऋण सीमा रू. 2.00 लाख 5% वार्षिक ब्याज दर पर उपलब्ध है। ऋण वापसी की अवधि 8 वर्ष है।

(iii) **शैक्षिक ऋण योजना:** इस योजना के तहत पिछड़े वर्ग के छात्रों को ऋण सहायता उपलब्ध है। आवेदक को उचित एजेंसी जैसे ए.आई.सी.टी.ई., मेडिकल काउंसिल ऑफ इंडिया, यू.जी.सी. आदि द्वारा अनुमोदित किसी भी व्यावसायिक या तकनीकी पाठ्यक्रम के लिए विधिवत मान्यता प्राप्त / मान्यता प्राप्त संस्थान में प्रवेश प्राप्त करना चाहिए और योग्यता परीक्षा में न्यूनतम 50% अंक होने चाहिए। भारत में अध्ययन के लिए पाठ्यक्रम फीस का 90% तक और भारत से बाहर अध्ययन के लिए पाठ्यक्रम फीस का 85% तक ऋण दिया जाता है। भारत में अध्ययन के लिए प्रति छात्र अधिकतम ऋण सीमा रू. 15.00 लाख है, जो 4% वार्षिक (छात्राओं के लिए 3.5% वार्षिक) की ब्याज दर पर उपलब्ध है। विदेश में अध्ययन के लिए प्रति छात्र अधिकतम ऋण सीमा 20.00 लाख 4% वार्षिक (छात्राओं के लिए 3.5% वार्षिक) ब्याज दर पर प्रदान की जाती है। ऋण को 5 वर्ष की अधिस्थगन अवधि के साथ 15 वर्षों में पुनर्भुगतान करना होता है।

2. सूक्ष्म वित्त योजना

(i) **सूक्ष्म वित्त योजना:** इस योजना के तहत लक्ष्य समूह विशेष रूप से मिश्रित लाभार्थियों के समूह के लिए ऋण सुविधाएं प्रदान करने के लिए स्व-सहायता समूहों (एस.एच.जी.) को ऋण सहायता उपलब्ध है। परियोजना लागत का 90% तक ऋण दिया जाता है। प्रति समूह अधिकतम ऋण सीमा रू. 15.00 लाख है और एस.एच.जी. में प्रति लाभार्थी ऋण रू. 1.25 लाख 5% वार्षिक ब्याज दर पर है। इस योजना के तहत पुनर्भुगतान की अवधि 4 वर्ष है।

(ii) **महिला समृद्धि योजना:** इस योजना के तहत लक्ष्य समूह विशेषकर महिला लाभार्थियों को ऋण सुविधाएं प्रदान करने के लिए स्व-सहायता समूहों (एस.एच.जी.) को ऋण सहायता उपलब्ध है। परियोजना लागत का 95% तक ऋण दिया जाता है। प्रति समूह अधिकतम ऋण सीमा 15.00 लाख रुपये है और एसएचजी में प्रति लाभार्थी ऋण 4% की ब्याज दर पर 1.25 लाख रुपये है। पा. इस योजना के तहत पुनर्भुगतान की अवधि 4 वर्ष है।

(iii) **लघु ऋण:** इस योजना के तहत, लक्षित समूह के लिए ऋण सुविधा प्रदान करने के लिए व्यक्तियों को ऋण सहायता उपलब्ध कराई जाती है। परियोजना लागत का 85% तक ऋण दिया जाता है। प्रति लाभार्थी अधिकतम ऋण सीमा 6% वार्षिक ब्याज दर पर रू. 1.25 लाख है। इस योजना के तहत पुनर्भुगतान अवधि 4 वर्ष है।

(iv) **एन.बी.एफ.सी.-एम.एफ.आई. ऋण:** इस योजना के तहत, एस.एच.जी. को माइक्रो फाइनेंस इंस्टीट्यूशंस (एम.एफ.आई.) के माध्यम से ऋण सहायता उपलब्ध कराई जाती है। परियोजना लागत का 90% तक ऋण दिया जाता है। प्रति समूह अधिकतम ऋण सीमा रू. 15.00 लाख है और एस.एच.जी. में प्रति लाभार्थी ऋण 12% वार्षिक ब्याज दर पर रू. 1.25 लाख है। इस योजना के तहत पुनर्भुगतान अवधि 4 वर्ष है।

बैंकों के मामले में, एन.बी.सी.एफ.डी.सी. 100% तक ऋण उपलब्ध होगा, तथापि, वितरण बैंक की विशिष्ट मांग के अनुसार किया जाएगा।

* लक्षित समूह के विकलांग व्यक्तियों (40% या अधिक) के लिए ब्याज दर पर 0.25% की विशेष रियायत प्रदान की जाती है।

एन.बी.सी.एफ.डी.सी. की माइक्रो फाइनेंस और महिला समृद्धि योजना के तहत एस.एच.जी. का गठन:-

एन.बी.सी.एफ.डी.सी. स्व-सहायता समूहों (एस.एच.जी.) को मान्यता देता है जिसमें मुख्य रूप से (60% और उससे अधिक) सदस्य पिछड़े वर्ग के होते हैं, वशर्ते अन्य सदस्य अनुसूचित जाति/अनुसूचित जनजाति/अल्पसंख्यक सहित विकलांगता (पी.डब्ल्यू.डी.) के साथ कमजोर वर्गों (सरकार द्वारा निर्धारित आय या आर्थिक मानदंडों के अनुसार) से संबंधित हो सकते हैं।

II. एन.बी.सी.एफ.डी.सी. की कौशल विकास प्रशिक्षण योजना

एन.बी.सी.एफ.डी.सी. 100% अनुदान सहायता के माध्यम से पिछड़े वर्ग के पात्र सदस्यों के तकनीकी और उद्यमशीलता कौशल के उन्नयन के लिए कौशल विकास प्रशिक्षण कार्यक्रम की सुविधा प्रदान करता है। इस योजना का उद्देश्य लक्ष्य समूह को पारंपरिक और तकनीकी व्यवसायों के क्षेत्र में उचित कौशल और तकनीकी प्रशिक्षण के माध्यम से आत्मनिर्भर बनाने के लिए प्रशिक्षण प्रदान करना है। प्रशिक्षण के सफल समापन के बाद प्रशिक्षुओं को अपना व्यवसाय/स्वरोजगार उद्यम शुरू करने के लिए एन.बी.सी.एफ.डी.सी. की सामान्य ऋण योजना के तहत ऋण प्राप्त करने के लिए प्रोत्साहित किया जाता है।

कौशल विकास और उद्यमिता मंत्रालय द्वारा गठित सरकारी प्रशिक्षण संस्थानों और सेक्टर स्किल काउंसिलों (एस.एस.सी.) के माध्यम से तकनीकी और उद्यमशीलता कौशल के उन्नयन के लिए सामान्य मानदंडों के अनुरूप कौशल विकास प्रशिक्षण प्रदान करना, ताकि अन्य पिछड़े वर्गों के पात्र सदस्य विकासात्मक गतिविधियों से स्व-रोजगार या वेतन रोजगार के माध्यम से जुड़ सकें।

पात्र लाभार्थी पात्रता मानदंड, प्रशिक्षण की अवधि, जी.आई.ए. की राशि, रि-स्किलिंग और ब्रिज कोर्स आदि के लिए एन.बी.सी.एफ.डी.सी. की वेबसाइट-www.nbcfdc.gov.in पर जा कर जानकारी प्राप्त कर सकते हैं।

			<p>III. कार्यनिष्पादन से संबद्ध अनुदान योजना: योजना की विस्तृत जानकारी हेतु एन.बी.सी.एफ.डी.सी. की वेबसाइट- www.nbcfdc.gov.in के मुख्य पृष्ठ पर अन्य योजनाओं के अंतर्गत देख सकते हैं।</p> <p>IV. एन.बी.सी.एफ.डी.सी. की योजना के तहत समूहों तक तकनीकी उन्नयन: योजना की विस्तृत जानकारी एन.बी.सी.एफ.डी.सी. की वेबसाइट- www.nbcfdc.gov.in => other schemes पर प्राप्त की जा सकती है।</p>
	<p>1.4.2. कार्यो/सेवा वितरण के लिए मानदंड/मानक</p>		<p>ऋण के लिए योग्यता एवं वांछित प्रमाणीकरण: आवेदक को समय-समय पर राज्य/केंद्र सरकार द्वारा अधिसूचित अन्य पिछड़ा वर्ग की सूची के अंतर्गत आने वाली जाति से संबंधित होना चाहिए। वांछित जाति प्रमाण-पत्र जिला प्रशासन के संबंधित प्राधिकारी द्वारा जारी किया जाता है।</p> <p>a) ग्रामीण या शहरी क्षेत्र में विभेद किए बिना वार्षिक पारिवारिक आय रु. 3.00 लाख प्रति वर्ष से कम होनी चाहिए। आय मानदंड स्थापित करने के लिए निम्नलिखित प्रमाण-पत्र मान्यता प्राप्त हैं:</p> <p>i) राज्य सरकार/जिला के सक्षम प्राधिकारी द्वारा अंत्योदय अन्न योजना (ए.ए.वाई.) कार्ड या गरीबी रेखा से नीचे (बी.पी.एल.) कार्ड धारकों को जारी किया जाता है।</p> <p>ii) राज्य/केंद्र सरकार द्वारा अधिसूचित किसी भी राजपत्रित अधिकारी द्वारा पृष्ठांकन के साथ लाभार्थियों के स्व-प्रमाणन पर वार्षिक पारिवारिक आय प्रमाण-पत्र।</p> <p>iii) बैंक (चैनल सहभागी) में ऋण के लिए आवेदन किए जाने के मामले में, शाखा प्रबंधक द्वारा मूल्यांकन व पृष्ठांकन किए गए स्व-प्रमाणन को वैध प्रमाण माना जा सकता है।</p> <p>1. भूमिहीन कृषि श्रमिक, हाशिए पर रहने वाले किसान (जिनके पास एक हेक्टेयर तक की भूमि है) और</p> <p>2. छोटे किसान: एक से दो हेक्टेयर के बीच भूमि रखने वालों को प्रति वर्ष 3.00 लाख रुपये से कम वार्षिक पारिवारिक आय वाला माना जाएगा। बैंकों द्वारा उनकी मानक प्रक्रियाओं के माध्यम से मूल्यांकन व वे पिछड़े वर्ग से संबंधित हैं, उन्हें स्वतः रूप से पात्र माना जाएगा।</p>
	<p>1.4.3 प्रक्रिया जिसके द्वारा इन सेवाओं तक पहुँचा जा सकता है</p>		<p>ऋण नीति के अनुसार, राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम (एन.बी.सी.एफ.डी.सी.) रु. 3.00 लाख तक की वार्षिक पारिवारिक आय वाले अन्य पिछड़े वर्गों को संबंधित राज्य सरकार/ संघ राज्य क्षेत्र प्रशासन द्वारा नामित राज्य चैनलाइजिंग एजेंसियों (एस.सी.ए.) के माध्यम से आय सृजन योजनाओं एवं शैक्षिक ऋण हेतु वित्तीय सहायता ऋण के रूप में प्रदान करता है। लक्षित समूह अपनी आवश्यकताओं, योग्यताओं, मौजूदा कौशल और अनुभव के आधार पर एस.सी.ए. को अपने परियोजना प्रस्ताव व शैक्षिक ऋण आवेदन लागू प्रारूप के अनुसार प्रस्तुत करने होते हैं। एस.सी.ए. वार्षिक कार्य योजना प्रस्तुत करता है। आरंभिक आवंटन के आधार पर, जो एस.सी.ए. को सूचित किए गए हैं, के सापेक्ष एस.सी.ए. विवेकपूर्ण मानदंडों को पूरा करने के उपरांत ऋण राशि का आहरण कर सकते हैं और लाभार्थियों को धनराशि जारी की जा सकती है। एससीए की सूची www.nbcfdc.gov.in पर उपलब्ध है।</p> <p>वैकल्पिक रूप से, एनबीसीएफडीसी अन्य चैनलाइजिंग एजेंसियों (पीएसबी/आरआरबी/एनबीएफसी-एमएफआई आदि) के माध्यम से पुनर्वित्तीयन के माध्यम से भी ऋण प्रदान करता है। वित्तीय सहायता प्राप्त करने के लिए आवेदक निकटतम शाखा में जा सकता है। अन्य चैनलाइजिंग एजेंसियों की सूची www.nbcfdc.gov.in पर उपलब्ध है।</p> <p>कौशल विकास प्रशिक्षण कार्यक्रम एन.बी.सी.एफ.डी.सी. लक्षित समूहों के बेरोजगार व्यक्तियों के लिए कौशल विकास प्रशिक्षण कार्यक्रम भी प्रायोजित करता है। वेतन/स्वरोजगार की अच्छी संभावना वाले क्षेत्रों में अपस्किलिंग, ई.डी.पी., लघु और दीर्घकालिक कौशल प्रशिक्षण प्रदान किया जाता है, जिसमें लघु अवधि के लिए 200-600 घंटे, लंबी अवधि के लिए 6 महीने से 1 वर्ष, ई.डी.पी. के लिए 90 घंटे और 32- घंटे की अवधि रीस्किलिंग (आर.पी.एल.) के लिए 80 घंटे की अवधि के प्रशिक्षण कार्यक्रम आयोजित किए जाते हैं।</p> <p>इन कार्यक्रमों में, प्रशिक्षुओं को गैर-आवासीय, अल्पकालिक प्रशिक्षण कार्यक्रमों के मामले में, प्रत्येक माह में प्रशिक्षुओं की 80% उपस्थिति की दशा में, मुफ्त</p>

			<p>प्रशिक्षण और रू. 1000/- प्रति माह की दर से स्टाइपेंड प्रदान किया जाता है। अपस्किलिंग कार्यक्रमों के लिए नियोजित प्रशिक्षुओं को 80% और उससे अधिक उपस्थिति की दशा में प्रति माह रू. 2500/- की दर से वेतन मुआवजा प्रदान किया जाता है। ये कार्यक्रम मुख्य रूप से सरकारी प्रशिक्षण संस्थानों व अन्य विश्वसनीय प्रशिक्षण संस्थानों के माध्यम से आयोजित किए जाते हैं (कृपया www.nbcfdc.gov.in की वेबसाइट देखें)।</p> <p>प्रशिक्षण के सफल समापन पर, प्रशिक्षुओं को अपना स्वयं का उद्यम आरंभ करने के लिए प्लेसमेंट सहायता और/या उद्यमशीलता मार्गदर्शन भी प्रदान किया जाता है और राज्य चैनलाइजिंग एजेंसियों/चैनल सहभागियों के माध्यम से एन.बी.सी.एफ.डी.सी. से ऋण सहायता भी प्रदान की जा सकती है।</p> <p>एन.बी.सी.एफ.डी.सी. ने अपने कौशल प्रशिक्षण कार्यक्रमों को कौशल विकास और उद्यमिता मंत्रालय द्वारा जारी कौशल प्रशिक्षण के सामान्य मानदंडों के अनुरूप बनाया है।</p> <p>एन.बी.सी.एफ.डी.सी. द्वारा कौशल प्रशिक्षण के लिए सामाजिक न्याय और अधिकारिता मंत्रालय व सी.पी.एस.ई. के सी.एस.आर. फंड से धनराशि जुटाई जाती है।</p>
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		1.4.4. लक्ष्य प्राप्ति हेतु समय सीमा	एन.बी.सी.एफ.डी.सी. की विभागीय प्रक्रिया के अनुसार समयबद्ध तरीके से
		1.4.5. शिकायतों के निवारण की प्रक्रिया	<p>सभी संबंधित पक्षों से प्राप्त किसी भी शिकायत की जांच की जाती है और आवश्यकता के अनुसार कार्रवाई की जाती है। शिकायतें यहां भेजी जा सकती हैं:</p> <p>श्री वी.आर. चारी, वरिष्ठ महाप्रबंधक (मानव संसाधन एवं सीएसआर), राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम 5वीं मंजिल, एन.सी.यू.आई. बिल्डिंग, 3, सिरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली-16 फोन: 011-45854400 ई-मेल: nbcfdc@nbcfdc.gov.in</p>

1.5 कार्यो के निर्वहन हेतु नियम, विनियम, अनुदेश पुस्तिका एवं अभिलेख [धारा 4(1(बी) (वी)]

1.5	कार्य निर्वहन के लिए नियम, विनियम, निर्देश पुस्तिका और अभिलेख {धारा (1) (बी) (वी) }	1.5.1 रिपोर्ट/मैनुअल/निर्देशों का शीर्षक और प्रकृति	राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम की स्थापना कंपनी अधिनियम 1956 की धारा 25 (अब कंपनी अधिनियम, 2013 की धारा 8, आयकर अधिनियम, सेवा कर अधिनियम आदि के अंतर्गत) के तहत की गई है।
		1.5.2 नियमों, विनियमों, निर्देश पुस्तिकाओं और अभिलेखों की सूची	निगम का संज्ञम ज्ञापन एवं संज्ञम एसोसिएशन के अनुच्छेद <ul style="list-style-type: none"> ○ एनबीसीएफडीसी योजनाओं के कार्यान्वयन के लिए दिशानिर्देश ○ एनबीसीएफडीसी सेवाओं के सामान्य नियम और शर्तें ○ एनबीसीएफडीसी आचरण, अनुशासन और अपील नियम ○ एनबीसीएफडीसी भर्ती और पदोन्नति नियम ○ हाउस बिल्लिंग एडवांस नियम ○ एनबीसीएफडीसी चिकित्सा नियम ○ एनबीसीएफडीसी परिवहन अग्रिम नियम, 1994 ○ एनबीसीएफडीसी यात्रा भत्ता नियम ○ एनबीसीएफडीसी एल.टी.सी. नियम ○ एनबीसीएफडीसी परिवार कल्याण योजना योजना ○ एनबीसीएफडीसी सामान्य प्रयोजन अग्रिम नियम ○ सीएसआर नीति ○ जागरूकता शिविरों के लिए मानदंड ○ ओटीएस नीति
		1.5.3. अधिनियम/नियम पुस्तिका आदि।	कंपनी अधिनियम, आयकर अधिनियम, सेवा कर अधिनियम और कार्मिक नीतियां /एनबीसीएफडीसी का मैनुअल
		1.5.4. स्थानांतरण नीति और स्थानांतरण	हाँ, श्री. मुन्ना खालिद, कनि. कार्यकारी [परियोजना से अनुदान विभाग ओओ संख्या एनबीसीएफडीसी/एचआर/ओओ/2023/81 दिनांक 24.08.2023] श्री. बी.के. सिंह, फील्ड सहायक [संबई कार्यालय से एनबीसीएफडीसी एचओ को ओओ नंबर एनबीसीएफडीसी/एचआर/ओओ/2023/112 दिनांक 18.10.2023] श्री. सुरेश कुमार, म.प्र. (प्रशासन एवं आईटी) [अनुदान विभाग से प्रशासन विभाग ओओ संख्या एनबीसीएफडीसी/एचआर/ओओ/2023-24/106 दिनांक 10.10.2023] श्री. सुजय पी. जॉन, डीजीएम (अनुदान) [प्रशासन विभाग से अनुदान विभाग ओओ संख्या एनबीसीएफडीसी/एचआर/ओओ/2023- 24/108 दिनांक 10.10.2023] श्री अनिल कुमार वरिष्ठ प्रबंधक [एनबीसीएफडीसी मुख्यालय से मंत्रालय कार्यालय ओओ नंबर एनबीसीएफडीसी/एचआर/ओओ/2023- 24/121 दिनांक 05.12.2023]

1.6. प्राधिकरण द्वारा अपने नियंत्रण में रखे गए दस्तावेजों की श्रेणियाँ [धारा 4(1)(बी) (vi)]

1.6	प्राधिकारी द्वारा नियंत्रण में रखे गए दस्तावेजों की श्रेणियाँ (धारा 4(1)(बी) (vi))	1.6.1 दस्तावेजों की श्रेणियाँ	<p>i) परियोजना विभाग से संबंधित: विभिन्न सीपी, एएपी, मंजूरी, संवितरण और निधि उपयोग, लंबित प्रस्तावों से प्राप्त प्रस्तावों वाली फाइलें, जैसा भी मामला हो।</p> <p>कौशल विकास प्रशिक्षण कार्यक्रम विभाग संबंधित: एसएससी और प्रशिक्षण संस्थानों से प्राप्त प्रस्तावों, स्वीकृतियों, संवितरण और प्रशिक्षण पूरा होने आदि से संबंधित फाइलें। वित्त विभाग संबंधित: कंपनी के खातों की पुस्तकें और संबंधित दस्तावेज विभिन्न अधिनियमों, अर्थात् कंपनी अधिनियम, 1956 और आयकर अधिनियम के अनुसार बनाए गए दस्तावेज</p> <p>iv) कॉर्पोरेट एवं सतकता: कंपनी अधिनियम का अनुपालन, कॉर्पोरेट प्रशासन से संबंधित मामले।</p> <p>v) कार्मिक एवं प्रशासन: अपने कर्मचारियों से संबंधित सभी सेवा अभिलेख, अपने कर्मचारियों की सेवाओं को विनियमित करने के लिए बनाए गए नियम और विनियम, प्रशासनिक मामले और फाइलों की खरीद, निविदाएं आदि।</p> <p>vi) योजना, मूल्यांकन, पुनर्प्राप्ति, सीएसआर और प्रचार संबंधी फाइलें</p> <p>vii) राजभाषा विभाग: संसदीय समिति के सदस्यों के साथ राजभाषा निरीक्षण, त्रैमासिक एवं वार्षिक रिपोर्ट, हिंदी पखवाड़ा का आयोजन, राजभाषा से संबंधित फाइलों/पत्राचार के लिए अधिकारियों को प्रशिक्षण के लिए समन्वय एवं सहयोग करना।</p> <p>1.6.2. दस्तावेजों/श्रेणियों का संरक्षक</p> <p>प्रभागीय प्रमुख और/या संबद्ध अधिकारी/कर्मचारी</p>
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1.7 सार्वजनिक प्राधिकरण के भाग के रूप में गठित बोर्ड, परिषद, समितियां और अन्य निकाय [धारा 4(1)(बी) (vii)]

1.7	सार्वजनिक प्राधिकरण के भाग के रूप में गठित बोर्ड, परिषद, समितियां और अन्य निकाय [धारा 4(1)(बी) (vii)]	1.7.1. बोर्ड, परिषद, समिति आदि का नाम	<p><u>31.03.2024 तक एनबीसीएफडीसी के निदेशकों की सूची</u></p> <p>क) एनबीसीएफडीसी के निदेशक मंडल ख) लेखा परीक्षा समिति ग) बोर्ड स्तरीय सीएसआर समिति घ) पारिश्रमिक समिति</p> <table border="1" data-bbox="961 490 2003 1036"> <thead> <tr> <th>निदेशक का नाम</th> <th>पदनाम</th> <th>श्रेणी</th> <th>नियुक्ति की तिथि</th> <th>कार्यकला</th> </tr> </thead> <tbody> <tr> <td>Shri Rajan Sehgal</td> <td>MD, NBCFDC</td> <td>Whole time/Functional Director</td> <td>02.01.2023</td> <td>5 year/Date of superannuation which is earlier</td> </tr> <tr> <td>Shri Rajnish K. Jenaw</td> <td>Director</td> <td>Ex-Officio Director</td> <td>24.03.2021</td> <td>Co-Terminus</td> </tr> <tr> <td>Shri Amit Kumar Ghosh, AS(BC), SJ&E</td> <td>Director</td> <td>Govt. Nominee Director</td> <td>28.03.2024</td> <td>Co-Terminus</td> </tr> <tr> <td>Shri Sanjay Pandey, JS&FA, SJ&E</td> <td>Director</td> <td>Govt. Nominee Director</td> <td>15.05.2019</td> <td>Co-Terminus</td> </tr> <tr> <td>Dr. Subhransu Sekhar Acharya, GM SIDBI</td> <td>Director</td> <td>Ex-Officio Director</td> <td>21.11.2018</td> <td>Co-Terminus</td> </tr> <tr> <td>Shri S S Vaseeharan, GM, NABARD</td> <td>Director</td> <td>Ex-Officio Director</td> <td>27.10.2023</td> <td>Co-Terminus</td> </tr> <tr> <td>Smt. Pinki Kumari, NOD</td> <td>Director</td> <td>Non Official Director</td> <td>13.12.2021</td> <td>3 year</td> </tr> <tr> <td>Shri Sanjay Kumar Singh, NOD</td> <td>Director</td> <td>Non Official Director</td> <td>17.11.2021</td> <td>3 year</td> </tr> </tbody> </table>	निदेशक का नाम	पदनाम	श्रेणी	नियुक्ति की तिथि	कार्यकला	Shri Rajan Sehgal	MD, NBCFDC	Whole time/Functional Director	02.01.2023	5 year/Date of superannuation which is earlier	Shri Rajnish K. Jenaw	Director	Ex-Officio Director	24.03.2021	Co-Terminus	Shri Amit Kumar Ghosh, AS(BC), SJ&E	Director	Govt. Nominee Director	28.03.2024	Co-Terminus	Shri Sanjay Pandey, JS&FA, SJ&E	Director	Govt. Nominee Director	15.05.2019	Co-Terminus	Dr. Subhransu Sekhar Acharya, GM SIDBI	Director	Ex-Officio Director	21.11.2018	Co-Terminus	Shri S S Vaseeharan, GM, NABARD	Director	Ex-Officio Director	27.10.2023	Co-Terminus	Smt. Pinki Kumari, NOD	Director	Non Official Director	13.12.2021	3 year	Shri Sanjay Kumar Singh, NOD	Director	Non Official Director	17.11.2021	3 year
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		1.7.2. गठन	<u>उपरोक्त (क) के अनुसार</u>																																													
		1.7.3. गठन की तिथियाँ	<p>27.12.2021</p> <p><u>अंकेक्षण समिति: (2023-24)</u></p> <ol style="list-style-type: none"> 1. Sh. Sanjay Pandey, Chairman, JS&FA, M/o. SJ&E –, Chairman/ Member 2. Sh Rajan Sehgal, M,D, NBCFDC – Member 3. Shri S S Vaseeharan -Member[Ex-officio Director (Part Time)] 4. Mr. Sanjay Kumar Singh (NOD), Member <p><u>निदेशक मण्डल स्तरीय सी.एस.आर. समिति:</u></p> <ol style="list-style-type: none"> 1. Sh. Sanjay Pandey, JS&FA, M/o. SJ&E – Member 2. Sh. Rajan Sehgal, M.D., NBCFDC – Member 3. Dr. Subranshu Sekhar Acharya - Member[Ex-officio Director (Part Time)] 4. Smt. Pinki Kumari (NOD), Member <p><u>पारिश्रमिक समिति:</u></p> <ol style="list-style-type: none"> 1. Sh. Sanjay Pandey, JS&FA, M/o. SJ&E – Member 																																													

			2. Sh. Rajan Sehgal, MD, NBCFDC – Member
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			3. Mr. Sanjay Kumar Singh (NOD), Member
		1.7.4. Term/tenure	<p>Audit Committee - Term of Reference (ToR) of the Audit Committee shall be in line with Section 177 of the Companies Act, 2013 read with Rule 6 of the Companies (Meetings of Board and its Powers) Rules, 2014 and DPE guidelines, issued from time to time, including any statutory modification(s) or re-enactment thereof, for the time being in force.</p> <p>CSR Committee - Terms of Reference (ToR) of the Committee shall be as per Section 135 read with Schedule VII of the Companies Act, 2013 and the Companies (Corporate Social Responsibility Policy) Rules, 2014,</p> <p>Remuneration Committee - Terms of Reference (ToR) of the Committee shall be as per Companies Act 2013 and DPE guidelines issued from time to time, including any statutory modification(s) or re- enactment thereof, for the time being in force.</p> <p>Share Allotment Committee :</p> <ol style="list-style-type: none"> 1. Sh. Sanjay Pandey, JS&FA, M/o. SJ&E – Member 2. Sh Rajan Sehgal, M,D, NBCFDC – Member 3. Shri S S Vaseeharan -Member[Ex-officio Director (Part Time)]
		1.7.5. Powers and functions	Powers of Board of Directors as per Article of Association of the Corporation https://nbcfdc.gov.in/moa-aoa/en
		1.7.6. Whether their meetings are open to the public?	NBCFDC is a fully owned Government of India Company under Section 8 of the Companies Act, 2013 (previously Under Section 25 of the Companies Act, 1956) and therefore, as prescribed under Companies Act, 2013, they are not open to public.
		1.7.7. Whether the minutes of the meetings are open to the public?	Minutes of the meeting of the Board/Committee can be inspected by shareholder/director during period of Directorship only.
		1.7.8. Place where the minutes if open to the public are available?	<p>Board minutes books is kept at the registered office of the company.</p> <p>[In regard to the Shareholders Meeting, Minutes are opened to the General Public as per the Companies Act, 2013. About the Board and other Committee Meetings, these are available only to persons specified under the Companies Act, 2013 and Rules thereunder. (As per provisions of Act, the Minutes shall be opened for inspection only to the members of the Company)]</p>

1.8. अधिकारियों एवं कर्मचारियों की निर्देशिका 4(1)(बी) (ix)]

1.8	अधिकारियों एवं कर्मचारियों की निर्देशिका 4(1)(बी) (ix)]	1.8.1. नाम एवं पदनाम	जैसा कि नीची दिया गया है
		1.8.2. टेलीफोन, फैक्स एवं ई-मेल	जैसा कि नीची दिया गया है
क्र.सं.	नाम एवं पदनाम	संपर्क	
1.	Shri Rajan Sehgal Managing Director	45854410-11 (O) md@nbcfdc.gov.in	
2.	Sh.V.R.Chary Sr. General Manager (HR/CSR)	011-45854419(O) vrchary@nbcfdc.gov.in	
3.	Smt. Anupama Sood Sr. General Manager (Project)	011-45854417 (O) 011-27563803 (R) anupama.sood@nbcfdc.gov.in	
4.	Sh. Ajit Kumar Samal Sr. General Manager (Finance), Company Secretary & CVO	011-45854415 (O) cs@nbcfdc.gov.in	
5.	Sh. Suresh Kumar Sharma General Manager(SD)	011-45854418 (O) 0129-2417987 (R) suresh.sharma@nbcfdc.gov.in	
6.	Sh. Sujay P. John Chief Manager (Admn.&IT)	011-45854400 sujay@nbcfdc.gov.in	
7.	Sh. Naresh Kumar Sr.Manager (Finance)	011- 45854400 naresh@nbcfdc.gov.in	
8.	Smt. Seema SinghSr. Manager (SD)	011-45854400 seema@nbcfdc.gov.in	
9.	Sh. Anil KumarSr. Manager	011-45854400 anil@nbcfdc.gov.in	
10.	Sh.Sanjay Kumar Sharma Manager(IT)	011-45854400 it@nbcfdc.gov.in	
11.	Smt. Neelam Mudgal Manager (Finance)	011-45854400 Neelam.mudgal@nbcfdc.gov.in	
12.	Sh.Sanjeev Kumar Sharma Manager (Plg.)	011-45854400 sanjeev.sharma@nbcfdc.gov.in	
13.	Sh. Gagandeep Sharma Manager (Project)	011-45854400 gagandeep.sharma@nbcfdc.gov.in	
14.	Ms. Ranjana Manager (SD)	011-45854400 ranjana@nbcfdc.gov.in	
15.	Sh. Himanshu Nagal Manager (Finance)	011-45854400 himanshu.nagal@nbcfdc.gov.in	
16.	Smt Geeta Pandey Manager(HR)	011-45854400 geetap@nbcfdc.gov.in	
17.	Sh.Deepak Verma Asstt.Manager (Project)	011-45854400 deepak.verma@nbcfdc.gov.in	
18.	Sh.Girish Chand Asstt.Manager (HR)	011-45854400 girishc@nbcfdc.gov.in	
19.	Sh.Naresh Asstt. Manager (Planning)	011-45854400 naresh.kumar@nbcfdc.gov.in	

20.	Smt. Meenakshi Asstt. Manager (Finance)	011-45854400 meenakshi@nbcfdc.gov.in
21.	Sh.Bhanudev Roul Asstt. Manager (Finance)	011-45854400 bhanudev.raul@nbcfdc.gov.in
22.	Sh.Sukhdev Singh Asstt. Manager (Finance)	011-45854400 sukhdev.singh@nbcfdc.gov.in
23.	Sh. Md.Javed Ahmed Khan Asstt. Manager (OL)	011-45854400 javed@nbcfdc.gov.in
24.	Sh. Ashok Kumar Nagar Asstt. Manager (Planning)	011-45854400 aknagar@nbcfdc.gov.in
25.	Sh.Zafar Iqbal Asstt. Manager	011-45854400 Zafar.iqbal@nbcfdc.gov.in
26.	Sh. Harish Sati Officer (Admn.)	011-45854400 harish@nbcfdc.gov.in
27.	Sh. Ravinder Kumar Officer	011-45854400 ravinder@nbcfdc.gov.in
28.	Smt. Indu Thapa Officer (SD)	011-45854400 indu@nbcfdc.gov.in
29.	Sh. Hari Krishan Kher Officer (Fin.)	011-45854400 hari.krishan@nbcfdc.gov.in
30.	Sh. Sajid Akhter Officer	011-45854400
31.	Smt. Saramma Thomas Officer	011-45854400 mdoffice@nbcfdc.gov.in
32.	Sh.Surender Kumar Shaw Executive(SD)	011-45854400 surendra.shaw@nbcfdc.gov.in
33.	Sh. Ramesh Kumar Yadav Executive (IT)	011-45854400 ramesh@nbcfdc.gov.in
34.	Sh. Sudarshan D. Executive (Proj./Fin.)	011-45854400 sudharshan.d@nbcfdc.gov.in
35.	Sh. Dalbir Singh Sr. Office Assistant	011-45854400
36.	Sh. Ramsukh Yadav Sr. Driver	011-45854400
37.	Sh. Brij Kishore Singh Field Assistant	011-45854400
38.	Sh.Subrat Kumar Das Sr. Driver	011-45854400
39.	Sh. Sunil Kumar Sr. Driver	011-45854400
40.	Sh.Shravan Kumar Executive(D.R.)	011-45854400
41.	Sh.Rajendra Kumar Executive	011-45854400 rajendra.kumar@nbcfdc.gov.in
42.	Sh.Harvir Singh Executive	011-45854400
43.	Sh.Dhruwa Lal Gaur Executive(Admn)	011-45854400 dhruwa@nbcfdc.gov.in
44.	Sh.Chhotkanna Ali Executive(SD)	45854400 ali@nbcfdc.gov.in

45.	Sh.Banshraj Navik Executive(Planning)	45854400 banshraj@nbcfdc.gov.in
46.	Sh. Manoj Kumar Rout Executive(Finance)	45854400 manoj.rout@nbcfdc.gov.in
47.	Sh. Aamir Aziz Jr. Executive (Proj.)	45854400 aamir.aziz@nbcfdc.gov.in
48.	Sh. Munna Khalid Jr. Executive (Project)	45854400 munna.khalid@nbcfdc.gov.in
49.	Sh.Naresh Kumar Tyagi Assistant Executive(SD)	45854400
50.	Sh.Lal Chand Assistant Executive	45854400
51.	Sh.Gopal Singh Assistant Executive	45854400
52.	Sh. Ajay.M Asstt. Executive (HR)	45854400 ajaym@nbcfdc.gov.in
53.	Sh. Dilip Samad Asstt. Executive (Proj.)	45854400 dilip.samad@nbcfdc.gov.in
54.	Sh.Sudesh Kumar Office Assistant	45854400

1.9 अधिकारियों एवं कर्मचारियों द्वारा प्राप्त मासिक पारिश्रमिक जिसमें क्षतिपूर्ति प्रणाली भी शामिल है [धारा 4(1)(बी) (x)]

1.9	अधिकारियों एवं कर्मचारियों द्वारा प्राप्त मासिक पारिश्रमिक जिसमें क्षतिपूर्ति प्रणाली भी शामिल है [धारा 4(1)(बी) (x)]	1.9.1. सकल मासिक पारिश्रमिक वाले कर्मचारियों की सूची	जैसा कि नीचे दिया गया है
		1.9.2. इसके विनियमों में प्रदत्त क्षतिपूर्ति प्रणाली क्या है?	डीपीई द्वारा जारी किए गए आईडीए पैटर्न के अनुसार, पत्र संख्या W-02/0028/2017-DPE(WC)-GL-XIII/17 दिनांक 4.8.2017 https://dpe.gov.in/sites/default/files/OM_dated_4_8_17.pdf (सभी नियमित कर्मचारी डीपीई/भारत सरकार के मानदंडों/समय-समय पर जारी आदेशों के अनुसार एलटीसी, ग्रेच्युटी, एचआरए, चिकित्सा भत्ता आदि के लिए पात्र हैं)
क्र. सं.	नाम	पदनाम	वेतनमान
1	Shri Rajan Sehgal	Managing Director	160000-290000
2	Sh.V.R.Chary	Sr. General Manager (HR)	100000-260000
3	Smt. Anupama Sood	Sr. General Manager (Project)	100000-260000
4	Sh. Ajit Kumar Samal	Sr. General Manager (Finance), Company Secretary & CVO	100000-260000
5	Sh.Suresh Kumar	General Manager (Admn. &IT)	90000-240000
6	Sh. Sujay P John	Dy. General Manager (Grants)	80000-220000
7	Sh.Naresh Kumar	Chief Manager (Finance)	70000-200000
8	Smt. Seema Singh	Sr. Manager (SD)	60000-180000
9	Sh.Anil Kumar	Sr. Manager	60000-180000
10	Sh.Sanjay Kumar Sharma	Sr. Manager (IT)	60000-180000
11	Smt. Neelam Mudgal	Sr. Manager (Finance)	60000-180000
12	Sh.Sanjeev Kumar Sharma	Manager	50000-160000
13	Sh. Gagandeep Sharma	Manager (Project)	50000-160000
14	Ms. Ranjana	Manager (Skill Development)	50000-160000
15	Sh. Himanshu Nagal	Manager (Finance)	50000-160000
16	Smt. Geeta Pandey	Manager (HR)	50000-160000
17	Sh.Deepak Verma	Manager (Project)	50000-160000
18	Sh.Girish Chand	Asstt.Manager (HR)	40000-140000
19	Sh.Naresh	Asstt. Manager	40000-140000
20	Smt. Meenakshi	Asstt. Manager(Finance)	40000-140000
21	Sh. Bhanudev Roul	Asstt. Manager (Finance)	40000-140000

22	Sh.Sukhdev Singh	Asstt. Manager (Finance)	40000-140000
23	Sh.Mohd. Javed Ahmed Khan	Asstt. Manager (OL)	40000-140000
24	Sh.Ashok Kumar Nagar	Asstt. Manager (Planning)	40000-140000
25	Sh.Zafar Iqbal	Asstt. Manager	40000-140000
26	Sh.Harish Sati	Officer (Admn.)	30000-120000
27	Sh.Ravinder Kumar	Officer	30000-120000
28	Smt. Indu Thapa	Officer (SD)	30000-120000
29	Sh.Hari Krishan Kher	Officer (Fin.)	30000-120000
30	Sh.Sajid Akhter	Officer	30000-120000
31	Smt. Saramma Thomas	Officer	30000-120000
32	Sh. Surender Kumar Shaw	Sr.Executive (SD)	27000-100000
33	Sh. Ramesh Kumar Yadav	Sr.Executive (IT)	27000-100000
34	Sh. Surdarshan D	Sr. Executive (Proj./ Financing)	27000-100000
35	Sh.Dalbir Singh	Sr.Office Assistant	26500-95000
36	Sh.Ramsukh Yadav	Sr. Driver	26500-95000
37	Sh.Brij Kishore Singh	Sr. Driver	26500-95000
38	Sh.Subrat Kumar Das	Sr. Driver	26500-95000
39	Sh.Sunil Kumar	Sr. Driver	26500-95000
40	Sh.Shravan Kumar	Sr.Executive(D.R.)	27000-100000
41	Sh.Rajendra Kumar	Executive	26500-95000
42	Sh.Harvir Singh	Executive	26500-95000
43	Sh.Dhruwa Lal Gaur	Executive	26500-95000
44	Sh.Chhotkanna Ali	Executive	26500-95000
45	Sh.Banshraj Navik	Executive	26500-95000
46	Sh. Manoj Kumar Rout	Executive	26500-95000
47	Sh. Aamir Aziz	Jr. Executive	25500-90000
48	Sh. Munna Khalid	Jr. Executive	25500-90000
49	Sh.Naresh Kumar Tyagi	Assistant Executive	24000-85000

50	Sh.Lal Chand	Assistant Executive	24000-85000
51	Sh.Gopal Singh	Assistant Executive	24000-85000
52	Sh. Ajay.M	Jr. Executive (HR)	25500-90000
53	Sh. Dilip Samad	Asstt. Executive(Proj.)	24000-85000
54	Sh.Sudesh Kumar	Office Assistant	24000-85000

Note: Other Allowances viz. IDA, HRA & Perks (Cafeteria) are as per DPE directions from time to time

1.10 लोक सूचना अधिकारियों का नाम, पदनाम और अन्य विवरण [धारा 4(1)(बी) (xvi)]

1.10	लोक सूचना अधिकारियों का नाम	1.10.1. लोक सूचना अधिकारी (पीआईओ) का नाम और पदनाम			i) श्री इंदु थापा, पीआईओ (निगम के सीपीआईओ) ii) श्री वी आर चारी, अपीलीय प्राधिकारी
	लोक सूचना अधिकारियों का नाम				
	लोक सूचना अधिकारियों का नाम	सहायक लोक सूचना अधिकारी			
	लोक सूचना अधिकारियों का नाम	अपीलीय प्राधिकारी			
	लोक सूचना अधिकारियों का नाम	1.10.2. प्रत्येक नामित अधिकारी का पता, टेलीफोन नंबर और ईमेल आईडी			i) एनबीसीएफडीसी, 5वाँ मंजिल, एनसीयूआई बिल्डिंग, 3, सिरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली-110016
	लोक सूचना अधिकारियों का नाम				
	लोक सूचना अधिकारियों का नाम				
	लोक सूचना अधिकारियों का नाम				
	लोक सूचना अधिकारियों का नाम				
	लोक सूचना अधिकारियों का नाम				
				45854400,	
				IO Ph: 45854400 cpio@nbcfdc.gov.in	
				ii) PH: 45854426, vchary@nbcfdc.gov.in	

1.11 कर्मचारियों की संख्या जिनके विरुद्ध अनुशासनात्मक कार्रवाई प्रस्तावित/की गई है (धारा 4(2))

1.11	कर्मचारियों की संख्या जिनके विरुद्ध अनुशासनात्मक कार्रवाई प्रस्तावित/की गई है (धारा 4(2))	1.11.1. कर्मचारियों की संख्या जिनके विरुद्ध अनुशासनात्मक कार्रवाई (i) लघु दंड या बृहद दंड कार्यवाही के लिए लंबित है।	कोई नहीं.
		1.11.2 छोटे दंड या बड़े दंड की कार्यवाही लंबित है	कोई नहीं.
		ii) मामूली दंड या बड़े दंड की कार्यवाही के लिए अंतिम रूप दिया गया।	कोई नहीं.

1.12 आरटीआई की समझ को आगे बढ़ाने के लिए कार्यक्रम (धारा 26)

1.12	आरटीआई की समझ को आगे बढ़ाने के लिए कार्यक्रम (धारा 26)	1.12.1. शैक्षिक कार्यक्रम	सुश्री गीता पांडे, प्रबंधक (मानव संसाधन), आरटीआई से संबंधित मुद्दों पर ऑनलाइन सत्र 20-22 सितंबर, 2022 तक।
		1.12.2. सार्वजनिक प्राधिकरणों को इन कार्यक्रमों में भाग लेने हेतु प्रोत्साहित करने के प्रयास	2021-22 के दौरान आईएसटीएम द्वारा आयोजित आरटीआई कार्यक्रमों में भाग लेने के लिए दो अधिकारियों को भेजा गया। मंत्रालय/भारत सरकार से प्राप्त आरटीआई अधिनियम पर परिपत्रों को कर्मचारियों के बीच अधिनियम के बारे में जागरूकता के लिए प्रसारित किया जा रहा है। सीपीआईओ ने 14 सितंबर, 2023 और 12 जनवरी, 2024 को सभी कर्मचारियों के लिए आरटीआई जागरूकता पर 02 सत्र आयोजित किए।
	1.12.3. CPIO/APIO का प्रशिक्षण	आरटीआई पर 3 दिवसीय प्रशिक्षण-सचिवालय, प्रशिक्षण एवं प्रबंधन संस्थान, नई दिल्ली द्वारा 2018 में आयोजित किया गया। 4 दिसंबर, 2019 को स्कोप कॉम्प्लेक्स, लोधी रोड, नई दिल्ली में सीआईकॉन के साथ बातचीत में भाग लिया आईएसटीएम में अपीलिय प्राधिकरण के लिए एक दिवसीय प्रशिक्षण	
	1.12.4. संबंधित सार्वजनिक प्राधिकारी द्वारा आरटीआई पर दिशा-निर्देशों को अद्यतन एवं प्रकाशित करें	संगठन नियमित अंतराल पर अपडेट करता है। अंतिम अपडेट 31.03.2024 को किया गया।	

No. 1/32/2013-IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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North Block, New Delhi
Dated: the 28th November, 2013

OFFICE MEMORANDUM

Subject: Guide on the Right to Information Act, 2005 - updated Version.

Section 26 of the RTI Act requires the Government to compile a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in the Act. Further, it requires the Government to update the guide at regular intervals. Accordingly an updated Guide on the Act is hereby published online which would help all the stake-holders viz. information seekers in getting information, public information officers in dealing with the RTI applications, first appellate authorities in taking cogent decisions on appeals and the public authorities in implementing various provisions of the Act in right earnest.



(SANDEEP JAIN)

Director

Tel: 23092755

DISCLAIMER

Though all possible care has been taken to ensure accuracy and consistency, in the event of a conflict between the Guide and Government orders/ instructions on the subject, the latter will prevail.

Any information given herein cannot be cited in any dispute or litigation, nor is it a substitute for a legal interpretation/ evidence. The user will be solely responsible for any consequence of the decision taken on the basis of information contained in this Guide.

GUIDE ON RIGHT TO INFORMATION ACT,
2005

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for the citizens to secure information as a matter of right, the Indian Parliament enacted the Right to Information Act, 2005. This law is very comprehensive and covers almost all matters of governance. This Law has a wide reach, being applicable to Government at all levels- Union, State and Local as well as to the recipients of substantial government funds.

2. The present guide is an updated and consolidated guide for the use of all stakeholders. This guide contains five parts. Part I of the guide discusses some aspects of the Act which all the stakeholders are required to know. Rest of the four parts are specifically relevant to the public authorities, the information seekers, the public information officers and the first appellate authorities respectively.

3. Contents of this guide are specifically relevant in relation to the Central Government but are equally applicable to the State Governments except in relation to rules about payment of fee or deciding of appeals by the Information Commissions. It may be noted that this guide uses the term Public Information Officer in place of Central Public Information Officer/State Public Information Officer. Likewise Assistant Public Information Officer has been used for Central Assistant Public Information Officer/State Assistant Public Information Officer and Information Commission for Central Information Commission/State Information Commission except where it was considered necessary to make specific reference to the Central Public Information Officer/Central Information Commission etc.

Part I

FOR ALL STAKEHOLDERS

Object of the Right to Information Act

4. The basic object of the Right to Information Act is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption, and to enhance people's participation in democratic process thereby making our democracy work for the people in a real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act is a big step towards making the citizens informed about the activities of the Government.

What is Information

5. Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

What is a Public Authority

6. A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government are also public authorities. Non-Government organisations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The substantial financing by the Central Government or a State Government may be direct or indirect. The Act does not define substantial financing. Various courts/Information Commissions have been deciding on this issue on case to case basis, depending upon the merits of each case.

Public Information Officer

7. Public authorities have designated some of its officers as Public Information Officers. They are responsible to give information to a person who seeks information under the RTI Act.

Assistant Public Information Officer

8. These are the officers at sub-divisional level to whom a person can give his RTI application or appeal. These officers send the application or appeal to the Public Information Officer of the public authority or the concerned appellate authority. An Assistant Public Information Officer is not responsible to supply the information.

9. The Assistant Public Information Officers appointed by the Department of Posts in various post offices are working as Assistant Public Information Officers for all the public authorities under the Government of India.

Right to Information under the Act

10. A citizen has a right to seek such information from a public authority which is held by the public authority or which is held under its control. This right includes inspection of work, documents and records; taking notes, extracts or certified copies of documents or records; and taking certified samples of material held by the public authority or held under the control of the public authority. It is important to note that only such information can be supplied under the Act that is available and existing and is held by the public authority or is held under the control of the public authority. The Public Information Officer is not supposed to create information that is not a part of the record of the public authority. The Public Information Officer is also not required to furnish information which require drawing of inference and/or making of assumptions; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions.

11. A citizen has a right to obtain information from a public authority in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print-outs provided such information is already stored in a computer or in any other device.

12. The information to the applicants should ordinarily be provided in the form in which it is sought. However, if the supply of information sought in a particular form would

disproportionately divert the resources of the public authority or may cause harm to the safety or preservation of the records, supply of information in that form may be denied.

13. In some cases, the applicants expect the Public Information Officer to give information in some particular proforma devised by them on the plea that they have a right to get information in the form in which it is sought. It need be noted that the provision in the Act simply means that if the information is sought in the form of photocopy, it shall be provided in the form of photocopy, or if it is sought in the form of a floppy or in any other electronic mode, it shall be provided in that form, subject to the conditions given in the Act. It does not mean that the PIO shall re-shape the information.

14. Some Information Seekers request the Public Information Officers to cull out information from some document(s) and give such extracted information to them. A citizen has a right to get 'material' from a public authority which is held by or under the control of that public authority. The Act, however, does not require the Public Information Officer to deduce some conclusion from the 'material' and supply the 'conclusion' so deduced to the applicant. It means that the Public Information Officer is required to supply the 'material' in the form as held by the public authority, but not to do research on behalf of the citizen to deduce anything from the material and then supply it to him.

Right to Information Vis-a-Vis other Acts

15. The RTI Act has over-riding effect vis-à-vis other laws. It implies that if any of the provisions of the RTI Act are not consistent with any other law for the time being in force including the Official Secrets Act, 1923, the provisions of the RTI Act would have effect.

Supply of Information to Associations etc.

16. The Act gives the right to information only to the citizens of India. It does not make provision for giving information to Corporations, Associations, Companies etc. which are legal entities/persons, but not citizens. However, if an application is made by an employee or office-bearer of any Corporation, Association, Company, NGO etc. indicating his name and such employee/office bearer is a citizen of India, information may be supplied to him/her. In such cases, it would be presumed that a citizen has sought information at the address of the Corporation etc.

Fee for Seeking Information

17. A citizen who desires to seek some information from a public authority is required to send, along with the application, a demand draft or a bankers cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the public authority or to the Assistant Public Information Officer, against a proper receipt. The payment of fee to the Central

Ministries/departments can also be made online through internet banking of State Bank of India or through Master/Visa Debit/credit cards.

18. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the PIO as prescribed by the Right to Information Rules, 2012. Rates of fee as prescribed in the Rules are given below:

- (a) rupee two (Rs.2/-) for each page (in A-3 or smaller size paper);
- (b) actual cost or price of a photocopy in larger size paper;
- (c) actual cost or price for samples or models;
- (d) rupee fifty (Rs.50/-) per diskette or floppy; and
- (e) price fixed for a publication or rupee two per page of photocopy for extracts from the publication.
- (f) so much of postal charges involved in supply of information that exceeds fifty rupees.

19. A citizen has a right to inspect the records of a public authority. For inspection of records, the public authority shall charge no fee for the first hour. But a fee of rupees five (Rs.5/-) for each subsequent hour (or fraction thereof) shall be charged.

20. If the applicant belongs to the below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim as belonging to the below poverty line category. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line category, as the case may be, shall not be a valid application under the Act. It may be pointed out that there is no bar on the public authority to supply information in response to such applications. However, provisions of Act would not apply to such cases.

Format of Application

21. There is no prescribed format of application for seeking information. The application can be made on plain paper. The applicant should mention the address at which the information is required to be sent.

22. The information seeker is not required to give reasons for seeking information.

Information Exempted From Disclosure

23. Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interests.

24. The information which, in normal course, is exempt from disclosure under sub-section (1) of Section 8 of the Act, would cease to be exempted if 20 years have lapsed after occurrence of the incident to which the information relates. However, the following types of information would continue to be exempt and there would be no obligation, even after lapse of 20 years, to give any citizen-

- (i) Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interest of the State, relation with foreign state or lead to incitement of an offence;
- (ii) Information, the disclosure of which would cause a breach of privilege of Parliament or State Legislature; or
- (iii) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other Officers subject to the conditions given in proviso to clause (i) of sub-section(1) of Section 8 of the Act.

Record Retention Schedule and the Act

25. The Act does not require the public authorities to retain records for indefinite period. The records need be retained as per the record retention schedule applicable to the concerned public authority.

Assistance Available to the Applicant

26. If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Time Period for Supply of Information

27. In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. Further details in this regard are given in part IV viz. 'For the Public Information Officers.'

Appeals

28. If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal

within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

29. If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Complaints

30. If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Third Party Information

31. Third party in relation to the Act means a person other than the citizen making a request for information. The definition of third party includes a public authority other than the public authority to which the request has been made.

Disclosure of Third Party Information

32. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, is exempt from disclosure. Such information should not be disclosed unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.

33. In regard to a third party information which the third party has treated as confidential, the Public Information Officer should follow the procedure as given in part IV viz. '**FOR PUBLIC INFORMATION OFFICERS**'. The third party should be given full opportunity to put his case for non-disclosure if he desires that the information should not be disclosed.

RTIONLINE

34. Department of Personnel & Training has launched a web portal namely RTI online with URL www.rtionline.gov.in for all Central Ministries/Departments. This is a facility for the Indian citizens to file RTI applications and first appeals online to all Central Ministries/Departments. The prescribed RTI fees can also be paid online. Reply to the RTI applications and first appeals received online can also be given online by the respective PIOs/FAAs.

Compilation of OMs and notifications on RTI

35. Department of Personnel and Training has launched an online compilation of its Office Memorandums and Notifications on Right to Information Act, 2005, with topic based search facility. This compilation is available on the website of the Department namely www.persmin.nic.in and is beneficial to all the stake holders.

Part II

FOR PUBLIC AUTHORITIES

Public authorities are the repository of information which the citizens have a right to access under the Right to Information Act, 2005. The Act casts important obligations on public authorities so as to facilitate the citizens of the country to access the information held under their control.

Maintenance and Computerisation of Records

2. Proper management of records is of utmost importance for effective implementation of the provisions of the Act. A public authority should, therefore, maintain all its records properly. It should ensure that the records are duly catalogued and indexed in such a manner and form that it may facilitate the right to information.

Suo Motu Disclosure

3. Every public authority should provide as much information suo motu to the public through various means of communication so that the public have minimum need to use the Act to obtain information. Internet being one of the most effective means of communication, the information may be posted on the website.

4. Section 4(1)(b) of the Act, in particular, requires every public authority to publish following sixteen categories of information:

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice,

and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- (ix) directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers.

5. Besides the categories of information enumerated above, the Government has issued guidelines that the following categories of information may be published by the public authorities:

- i. Information relating to procurement
- ii. Public Private Partnerships
- iii. Transfer Policy and Transfer Orders
- iv. RTI Applications
- v. CAG & PAC paras
- vi. Citizens Charter
- vii. Discretionary and Non-discretionary grants
- viii. Foreign Tour of PM/Ministers and senior officers

6. In addition, the Government may prescribe other categories of information to be published by any public authority. It need be stressed that publication of the information as referred to above is not optional. It is a statutory requirement which every public authority is bound to meet.

7. Proactive disclosure should be done in the local language so that it remains accessible to public. It should be presented in a form that is easily understood and if technical words are used they should be carefully explained. As provided in section 4, disclosure should be made in as many mediums as feasible such as notice boards, newspapers, public announcements, media broadcast, the internet or any other means. The disclosures should be kept up to date. The disclosure of Information may be made keeping in mind the provisions of Section 8 to 11 of the RTI Act.

8. Every public authority should keep in view that Proactive disclosures on its website are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

9. Each Central Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. Such audit should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third party auditors on their website. For carrying out third party audit through outside consultants also, Ministries/Public Authorities should utilize their plan/non-plan funds.

10. Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure guidelines.

Designation of PIOs and APIOs etc.

11. Every public authority is required to designate Public Information Officers in all the administrative units or offices under it. Every public authority is also required to designate Assistant Public Information Officers at each sub-divisional level. The Government of India has decided that Central Assistant Public Information Officers (CAPIOs) appointed by the Department of Posts would act as CAPIOs for all the public authorities under the Government of India.

Designation of Appellate Authority

12. Sub-section (8) of Section 7 of the RTI Act provides that where a request for information is rejected, the Public Information Officer shall, inter-alia, communicate the particulars of the Appellate Authority to the person making the request. Thus, the applicant is informed about the particulars of the Appellate Authority when a request for information is rejected but there may be cases where the Public Information Officer does not reject the application, but the applicant does not receive a decision within the time as specified in the Act or he is aggrieved by the decision of the Public Information Officer. In such a case the applicant may like to exercise his right to appeal. But in absence of the particulars of the appellate authority, the applicant may face difficulty in making an appeal. All the public authorities should also designate the First Appellate Authorities and publish their particulars along with the particulars of the Public Information Officers.

Acceptance of Fee

13. According to the Right to Information Rules, 2012, an applicant can make payment of fee in cash to the public authority or CPIO or by demand draft or banker's cheque or Indian Postal Order payable to the Accounts Officer of the public authority. The payment of fee to the Central Ministries/departments can also be made online through internet banking of State Bank of India or through Master/Visa Debit/credit cards. The public authority should ensure that payment by any of the above modes is not denied or the applicant is not compelled to draw IPO etc. in the name of any officer other than the Accounts Officer. If any public authority does not have any Accounts Officer, it should designate an officer as such for the purpose of receiving fee under the RTI Act and Rules made thereunder.

Compliance of the Orders of the Information Commission

14. The decisions of the Commission are binding. The public authority should ensure that the orders passed by the Commission are implemented. If any public authority or a PIO is of the view that an order of the Commission is not in consonance with the provisions of the Act, it may approach the High Court by way of a Writ Petition.

Creation of RTI Cell

15. Sub-section (1) of Section 5 of the Right to Information Act, 2005 mandates all public authorities to designate as many Public Information Officers as necessary to provide information under the Act. Where a public authority designates more than one Public Information Officer (PIO), an applicant is likely to face difficulty in approaching the appropriate Public Information Officer. The applicants would also face problem in identifying the officer senior in rank to the Public Information Officer to whom an appeal under sub-section (1) of Section 19 of the Act can be made. Therefore all public authorities with more than one PIO should create a RTI Cell within the organisation to receive all the RTI applications and first appeals and to route them to the concerned PIOs/FAAs. Detailed instructions regarding setting up of RTI Cell, its functions and financial assistance in setting up RTI Cell have been issued by the Department.

Transfer of Applications

16. The Act provides that if an application is made to a public authority requesting for an information, which is held by another public authority; or the subject matter of which is more closely connected with the functions of another public authority, the public authority, to which such application is made, shall transfer the application or relevant part of it to that other public authority within five days from the receipt of the application.

The public authority should sensitize its officers about this provision of the Act lest the public authority is held responsible for delay.

17. If a person makes an application to a public authority for information, a part of which is available with that public authority and the rest of the information is scattered with more than one other public authorities, in such a case, the PIO of the public authority receiving the application should give information relating to it and advise the applicant to make separate applications to the concerned public authorities for obtaining information from them. If no part of the information sought, is available with it but is scattered with more than one other public authorities, the PIO should inform the applicant that information is not available with the public authority and that the applicant should make separate applications to the concerned public authorities for obtaining information from them. However, if the details of public authorities who may have the information sought by the applicant are available with the PIO, such details may also be provided to the applicant.

18. If a person makes an application to a public authority for some information which is the concern of a public authority under any State Government or the Union Territory Administration, the Central Public Information Officer (CPIO) of the public authority receiving the application should inform the applicant that the information may be had from the concerned State Government/UT Administration. Application, in such a case, need not be transferred to the State Government/UT Administration.

Annual Report of the CIC

19. The Information Commissions, after the end of each year, are required to prepare reports on the implementation of the provisions of the Act during that year. Each Ministry or Department is required, in relation to the public authorities within its jurisdiction, to collect and provide information to the concerned Information Commission for preparation of the report. The report of the Commission, inter-alia, contains following information in respect of the year to which the report relates—

- (a) the number of requests made to each public authority;
- (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of the Act under which these decisions were made and the number of times such provisions were invoked;
- (c) particulars of any disciplinary action taken against any officer in respect of the administration of the Act;
- (e) the amount of charges collected by each public authority under the Act; and
- (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of the Act.

20. Every public authority should send necessary material to its administrative Ministry/Department soon after the end of the year so that the Ministry/Department may send the information to the Commission and the Commission may incorporate the same in its report. For this purpose, a web based software called “RTI Annual Report Information System” is available on the website of CIC namely www.cic.gov.in through which public authorities are required to upload requisite reports on quarterly basis. It is important that all public authorities should get themselves registered with CIC for the purpose of this report and also upload their quarterly returns regularly and on time.

21. If it appears to the Information Commission that a practice of a public authority in relation to the exercise of its functions under the Act does not conform with the provisions or spirit of the Act, it may give a recommendation to the authority specifying the steps ought to be taken for promoting such conformity. The concerned public authority should take necessary action to bring its practice in conformity with the Act.

Part III

FOR INFORMATIONSEEKERS

MethodofSeekingInformation

A citizen, who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the RTI Rules, 2012. The applicant can send the application by post or through electronic means or can deliver it personally in the office of the public authority. The application can also be sent through an Assistant Public Information Officer.

ApplicationtotheconcernedPublicAuthority

2. The applicant should make application to the Public Information Officer of the concerned public authority. He should make all efforts to ascertain as to which the public authority is concerned with the information. If the information sought by an applicant is related to different PIOs in a Public Authority or is related to different Public authorities, the supply of information is likely to take a lot more time than if the information sought is related to a single PIO in one Public Authority.

3. The applicant should not list out his grievances in the RTI application but should clearly mention which information or record he would like to seek. Further, if the drafting of the application is such that it pin points towards the specific documents required in relation to the information sought, there would be less scope of ambiguity, thereby resulting in less chances of denial of information by the Public Information Officer. For example instead of simply asking why my area is not being cleaned, cleaning schedule of the area should be asked. Similarly, instead of asking when we will get water supply, water supply planning of the area should be asked.

FeeforSeekingInformation

4. Along with the application, the applicant should send application fee to the Public Information Officer. In case of Government of India, the prescribed application fee is Rs. 10/- which can be paid through a demand draft or a banker's cheque or an Indian Postal Order payable to the Accounts Officer of the public authority. The payment of fee

can also be made by way of cash to the public authority or to the Assistant Public Information Officer against proper receipt. In case of online applications to Central Ministries/departments, fee can be paid online through internet banking of State Bank of India or through Master/Visa credit/debit cards.

5. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the Public Information Officer. The fee so demanded can be paid the same way as application fee.

6. If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim as belonging to the below poverty line category. The application not accompanied by the prescribed application fee or proof of the applicant's belonging to below poverty line category, as the case may be, shall not be a valid application under the Act.

Format of Application

7. There is no prescribed format of application for seeking information. The application can be made on a plain paper. The applicant should mention the address at which the information is required to be sent. The information seeker is not required to give reasons for seeking information.

Filing of Appeal

8. An applicant can file an appeal to the first appellate authority if the information is not supplied to him within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him. Such an appeal should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The first appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

9. If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

10. The appeal made to the Central Information Commission should contain the following information: -

(i) Name and address of the appellant;

- (ii) Name and address of the Public Information Officer to whom the application was addressed;
- (iii) Name and address of the Public Information Officer who gave reply to the application;
- (iv) Name and address of the First Appellate Authority who decided the first appeal;
- (v) Particulars of the application;
- (vi) Particulars of the order including number, if any, against which the appeal is preferred;
- (vii) Brief facts leading to the appeal;
- (viii) Prayer or reliefs sought;
- (ix) Grounds for prayer or relief;
- (x) Any other information relevant to the appeal;
- (xi) Verification/authentication by the appellant.

11. The appeal made to the Central Information Commission should be accompanied by the following documents, duly authenticated and verified by the appellant, namely:

- (i) a copy of the application submitted to the CPIO;
- (ii) a copy of the reply received, if any, from the CPIO;
- (iii) a copy of the appeal made to the FAA;
- (iv) a copy of the order received, if any, from the FAA;
- (v) Copies of other documents relied upon by the appellant and referred to in his appeal; and
- (vi) an index of the documents referred to in the appeal.

Filing of Complaints

12. A person can make a complaint to the Information Commission if he is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case maybe; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information.

Part IV

FOR PUBLIC INFORMATION OFFICERS

The Public Information Officer of a public authority plays a pivotal role in making the right of citizens to information a reality. The Act casts specific duties on him and makes him liable for penalty in case of default. It is, therefore, essential for a Public Information Officer to study the Act carefully and understand its provisions correctly. Besides the issues discussed elsewhere in this document, a Public Information Officer should keep the following aspects in view while dealing with the applications under the Act.

Applications Received Without Fee

2. Soon after receiving the application, the Public Information Officer should check whether the applicant has made the payment of application fee or whether the applicant is a person belonging to a Below Poverty Line (BPL) category. If application is not accompanied by the prescribed fee or the BPL Certificate, it cannot be treated as an application under the RTI Act. It may, however, be noted that the Public Information Officer should consider such an application sympathetically and try to supply information sought by way of such an application.

3. A public authority may designate as many Public Information Officers for it, as it may deem necessary. It is possible that in a public authority with more than one Public Information Officer, an application is received by the Public Information Officer other than the concerned Public Information Officer. In such a case, the Public Information Officer receiving the application should transfer it to the concerned Public Information Officer immediately, preferably the same day. Time period of five days for transfer of the application applies only when the application is transferred from one public authority to another public authority and not for transfer from one Public Information Officer to another in the same public authority.

Rendering Assistance to Applicants

4. The RTI Act provides that the Public Information Officer has a duty to render reasonable assistance to the persons seeking information. As per provisions of the Act, a person, who desires to obtain any information is required to make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is made. If a person seeking information is not able to make such request in writing, the Public Information Officer should render reasonable assistance to him to reduce the same in writing.

5. Where access to a record is required to be provided to a sensorily disabled person, the Public Information Officer should provide assistance to such person to enable him to access the information. He should also provide such assistance to the person as may be appropriate for the inspection of records where such inspection is involved.

Assistance Available to PIO

6. The Public Information Officer may seek the assistance of any other officer as he or she considers necessary for the proper discharge of his or her duties. The officer, whose assistance is so sought by the Public Information Officer, would render all assistance to him. Such an officer shall be deemed to be a Public Information Officer and would be liable for contravention of any provisions of the Act the same way as any other Public Information Officer. It would be advisable for the Public Information Officer to inform the officer whose assistance is sought, about the above provision, at the time of seeking his assistance.

7. Some Public Information Officers, on the basis of above referred provision of the Act, transfer the RTI applications received by them to other officers and direct them to send information to the applicants as deemed Public Information Officer. Thus, they use the above referred provision to designate other officers as Public Information Officer. According to the Act, it is the responsibility of the officer who is designated as the Public Information Officer by the public authority to provide information to the applicant or reject the application for any reasons specified in Sections 8 and 9 of the Act. The Act enables the Public Information Officer to seek assistance of any other officer to enable him to provide information to the information seeker, but it does not give him authority to designate any other officer as Public Information Officer and direct him to send reply to the applicant. The import of the provision is that, if the officer whose assistance is sought by the Public Information Officer, does not render necessary help to him, the Information Commission may impose penalty on such officer or recommend disciplinary action against him the same way as the Commission may impose penalty on or recommend disciplinary action against the Public Information Officer.

Supply of Information

8. The answering Public Information Officer should check whether the information sought or a part thereof is exempt from disclosure under Section 8 or Section 9 of the Act. Request in respect of the part of the application which is so exempt may be rejected and rest of the information should be provided immediately or after receipt of additional fees, as the case may be.

9. Where a request for information is rejected, the Public Information Officer should communicate to the person making the request—

- (i) thereasonsfor such rejection;
- (ii) the period within which an appeal against such rejection may be preferred; and
- (iii) the particular of the authority to whom an appeal can be made.

10. If additional fee is required to be paid by the applicant as provided in the Fee and Cost Rules, the Public Information Officer should inform the applicant:

- (i) the details of further fees required to be paid;
- (ii) the calculations made to arrive at the amount of fees asked for;
- (iii) the fact that the applicant has a right to make appeal about the amount of fees so demanded;
- (iv) the particular of the authority to whom such an appeal can be made; and
- (v) the time limit within which the appeal can be made.

11. Though there is no hard and fast rule as to when exactly intimation about additional fees is to be given to the applicant, such intimation should be given soon after receipt of RTI application.

Supply of Part Information by Severance

12. Where a request is received for access to information which is exempt from disclosure but a part of which is not exempt, and such part can be severed in such a way that the severed part does not contain exempt information then, access to that part of the information/record may be provided to the applicant. Where access is granted to a part of the record in such a way, the Public Information Officer should inform the applicant that the information asked for is exempt from disclosure and that only part of the record is being provided, after severance, which is not exempt from disclosure. While doing so, he should give the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based.

Time Period for Supply of Information

13. The following table shows the **maximum** time (from the receipt of application) which may be taken to dispose off the applications in different situations:

Sr. No.	Situation	Time limit for disposing off applications
1.	Supply of information in normal course.	30 days
2.	Supply of information if the application is received through APIO.	05 days shall be added to the time period indicated
		at Sr. No. 1

3.	Supply of information if it concerns the life or liberty of a person	48 hours
4.	Transfer of application to other public authority under section 6(3) of the Act	05 days
5.	Supply of information if application/request is received after transfer from another public authority: (a) In normal course (b) In case the information concerns the life or liberty of a person.	(a) Within 30 days of the receipt of the application by the concerned public authority. (b) Within 48 hours of receipt of the application by the concerned public authority.
6.	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the receipt of such fee by the public authority shall be excluded for calculating the period of reply.
7.	Supply of information by organizations specified in the Second Schedule: (a) If information relates to allegations of violation of human rights (after approval of the Central Information Commission) (b) In case information relates to allegations of corruption.	(a) 45 days from the receipt of application. (b) Within 30 days of the receipt of application.

14. If the Public Information Officer fails to give decision on the request for information within the prescribed period, he shall be deemed to have refused the request. It is pertinent to note that if a public authority fails to comply with the specified time limit, the information to the concerned applicant would have to be provided free of charge.

Disclosure of Third Party Information

15. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, is exempt from disclosure. Such information shall not be disclosed unless the competent

authority is satisfied that a larger public interest warrants the disclosure of such information.

16. If an applicant seeks any information which relates to or has been supplied by a third party and that third party has treated that information as confidential, the Public Information Officer shall consider whether the information should be disclosed or not. The guiding principle in such cases is that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party. However, the Public Information Officer would have to follow the following procedure before disclosing such information.

17. If the Public Information Officer intends to disclose the information, he shall within five days from the receipt of the application, give a written notice to the third party that the information has been sought by the applicant under the RTI Act and that he intends to disclose the information. He shall request the third party to make a submission in writing or orally, regarding whether the information may be disclosed. The third party shall be given a time of ten days, from the date of receipt of the notice by him, to make representation against the proposed disclosure, if any.

18. The Public Information Officer shall make a decision regarding disclosure of the information keeping in view the submission of the third party. Such a decision should be taken within forty days from the receipt of the request for information. After taking the decision, the Public Information Officer should give a notice of his decision to the third party in writing. The notice given to the third party should include a statement that the third party is entitled to prefer an appeal under section 19 against the decision.

19. The third party can prefer an appeal to the First Appellate Authority against the decision made by the Public Information Officer within thirty days from the date of the receipt of notice. If not satisfied with the decision of the First Appellate Authority, the third party can prefer a second appeal to the Information Commission.

20. If an appeal has been filed by the third party against the decision of the Public Information Officer to disclose the third party information, the information should not be disclosed till the appeal is decided.

Imposition of Penalty

21. An applicant under the Act has a right to appeal to the Information Commission and also to make complaint to the Commission. Where the Information Commission at the time of deciding any complaint or appeal is of the opinion that the Public Information Officer has without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished

subject to the condition that the total amount of such penalty shall not exceed twenty-five thousand rupees. The Public Information Officer shall, however, be given a reasonable opportunity of being heard before any penalty is imposed on him. The burden of proving that he acted reasonably and diligently and in case of denial of a request that such denial was justified shall be on the Public Information Officer.

Disciplinary Action Against PIO

22. Where the Information Commission at the time of deciding any complaint or appeal is of the opinion that the Public Information Officer has without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it may recommend disciplinary action against the Public Information Officer.

Protection for Work Done in Good Faith

23. Section 21 of the Act provides that no suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under the Act or any rule made thereunder. A Public Information Officer should, however, note that it would be his responsibility to prove that his action was in good faith.

Part V

FOR FIRST APPELLATE AUTHORITIES

The first Appellate Authority has a very important role under the RTI Act, 2005. The independent and judicious examination of appeals by the First Appellate Authorities would lead to higher satisfaction to the appellants. This would, in turn, result in less number of second appeals to the Information Commission.

2. The information sought by an applicant should either be supplied to him by the Public Information Officer or his application should be rejected within the time prescribed under the Act. If additional fee need be charged from the applicant, timely communication in this regard should be sent to him.

First Appeal

3. If the applicant does not receive information or decision about rejection of request or communication about payment of additional fee within the specified time, he can make an appeal to the First Appellate Authority. Appeal can also be made if the applicant is aggrieved by the decision of the Public Information Officer regarding supply of information or the quantum of fee decided by the Public Information Officer. The applicant may prefer the first appeal within thirty days from the expiry of such period or from the receipt of such a decision of the Public Information Officer.

4. The First Appellate Authority may admit the appeal after expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

5. A third party can also prefer an appeal to the First Appellate Authority against the order of the Public Information Officer to disclose third party information. Such an appeal shall be made within thirty days from the date of the order.

Disposal of Appeal

6. While disposing off first appeals, the first Appellate Authorities should act in a fair and judicious manner. It is very important that the order passed by the first appellate authority should be a detailed and speaking order, giving justification for the decision arrived at.

7. If an appellate authority while deciding an appeal comes to a conclusion that the appellants should be supplied information in addition to what has been supplied by the

Public Information Officer, he may either (i) pass an order directing the Public Information Officer to give such information to the appellant; or (ii) he himself may give information to the appellant. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant immediately. It would, however, be better if the appellate authority chooses the second course of action and he himself furnishes the information along with the order passed by him in the matter.

8. If, in any case, the Public Information Officer does not implement the order passed by the appellate authority and the appellate authority feels that intervention of higher authority is required to get his order implemented, he should bring the matter to the notice of the officer in the public authority competent to take action against the Public Information Officer. Such competent officer shall take necessary action so as to ensure implementation of the provisions of the RTI Act.

Time limit for disposal of appeal

9. The first appellate authority should dispose off the appeal within 30 days of receipt of the appeal. In some exceptional cases, the Appellate Authority may take 45 days for its disposal. However, in such cases, the Appellate Authority should record, in writing, the reasons for not deciding the appeal within 30 days.

1.13 स्थानांतरण नीति एवं स्थानांतरण आदेश (एफ.सं.1/6/2011-आई.आर. दिनांक 15.4.2013)

1.13	स्थानांतरण नीति एवं स्थानांतरण आदेश (एफ.सं.1/6/2011- आई.आर. दिनांक	1.13.1	एनबीसीएफडीसी के पास कोई शाखा/क्षेत्रीय कार्यालय नहीं है, सिवाय एक एएम स्तर के अधिकारी के जो कोलकाता में प्रतिनियुक्त है और पश्चिम बंगाल बीसी निगम के कार्यालय से काम करता है। इसलिए, जरूरत के हिसाब से जॉब रोटेशन किया जा रहा है।
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2.1 बजट और कार्यक्रम-2023-24 प्रत्येक एजेंसी को आवंटित बजट जिसमें सभी योजनाएं, प्रस्तावित व्यय और किए गए संवितरण आदि पर रिपोर्ट शामिल हैं। [धारा 4(1)(बी) (xi)]

2.1	प्रत्येक एजेंसी को आवंटित बजट जिसमें सभी योजनाएं, प्रस्तावित व्यय और किए गए संवितरण आदि पर रिपोर्ट शामिल हैं। [धारा 4(1)(बी) (xi)]	2.1.1. सार्वजनिक प्राधिकरण के लिए कुल बजट	वर्ष 2023-24 के लिए राजस्व व्यय शीर्ष के अंतर्गत बजट अनुमान (आरई) 2883.85 लाख रुपये है। बजट अनुमान की राशि सहित व्यय शीर्ष इस प्रकार है:																																																	
		2.1.1.2. प्रत्येक एजेंसी एवं योजना एवं कार्यक्रम के लिए बजट	<ol style="list-style-type: none"> 1. प्रशासनिक एवं अन्य व्यय- 668.85 लाख रुपये 2. एससीए को अनुदान सहायता- 195.00 लाख रुपये 3. कर्मचारी लाभ व्यय- 1430.00 लाख रुपये 4. कॉर्पोरेट सामाजिक उत्तरदायित्व- 65.00 लाख रुपये 5. ऋण एवं ब्याज माफी का प्रावधान आकस्मिकताओं के लिए प्रावधान- 500 लाख रुपये 6. मूल्यह्रास एवं परिशोधन- 25.00 रुपये 7. कुल बजट (1 से 7) - 2883.85 रुपये <p>इसके अलावा, संशोधित अनुमान एवं वास्तविक व्यय के साथ वर्षवार बजट अनुमान अलग से संलग्न किया जा रहा है।</p>																																																	
		2.1.3. प्रस्तावित व्यय	<p style="text-align: right;">Rs.Lakhs</p> <table border="1"> <thead> <tr> <th>विवरण</th> <th>अनुमानित बजट</th> <th>व्यय (अंतिम)</th> </tr> </thead> <tbody> <tr> <td colspan="3">आय</td> </tr> <tr> <td>InterestOnLoans(Terms/MicroFinance)</td> <td>5350.00</td> <td>5373.02</td> </tr> <tr> <td>InterestonDeposited,advances&others</td> <td>270.00</td> <td>297.45</td> </tr> <tr> <td>OtherIncome</td> <td>5620.00</td> <td>5670.47</td> </tr> <tr> <td colspan="3">व्यय</td> </tr> <tr> <td>RevenueExpenditure</td> <td>2203.85</td> <td>1856.47</td> </tr> <tr> <td>TrainingExpenditure-Beneficiaries</td> <td>15.00</td> <td>-</td> </tr> <tr> <td>CSRExpenses</td> <td>65.00</td> <td>31.54</td> </tr> <tr> <td>IncentivetoChannelPartners&cluster</td> <td>-</td> <td>-</td> </tr> <tr> <td>Priorperiod/Exceptionalltems</td> <td>(25.00)</td> <td>-</td> </tr> <tr> <td>Depreciation&Amortization</td> <td>25.00</td> <td>-</td> </tr> <tr> <td>Developmental(Fair&Exhibition/Publicity/Cluster)Exp.</td> <td>100.00</td> <td>43.32</td> </tr> <tr> <td>ProvisionforBad&DoubtfulLoans&Expeditureonrecoveriesofloans fromdefaultingChannelPartners</td> <td>500.00</td> <td>460.91</td> </tr> <tr> <td>कुल व्यय</td> <td>2883.85</td> <td>2392.34</td> </tr> <tr> <td>व्यय से आय का आधिक्य</td> <td>2761.15</td> <td>3278.13</td> </tr> <tr> <td>परिचालन लाभ</td> <td>2466.15</td> <td>3278.13</td> </tr> </tbody> </table>	विवरण	अनुमानित बजट	व्यय (अंतिम)	आय			InterestOnLoans(Terms/MicroFinance)	5350.00	5373.02	InterestonDeposited,advances&others	270.00	297.45	OtherIncome	5620.00	5670.47	व्यय			RevenueExpenditure	2203.85	1856.47	TrainingExpenditure-Beneficiaries	15.00	-	CSRExpenses	65.00	31.54	IncentivetoChannelPartners&cluster	-	-	Priorperiod/Exceptionalltems	(25.00)	-	Depreciation&Amortization	25.00	-	Developmental(Fair&Exhibition/Publicity/Cluster)Exp.	100.00	43.32	ProvisionforBad&DoubtfulLoans&Expeditureonrecoveriesofloans fromdefaultingChannelPartners	500.00	460.91	कुल व्यय	2883.85	2392.34	व्यय से आय का आधिक्य	2761.15	3278.13	परिचालन लाभ
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		2.1. किए गए सुवितरणा पर रिपोर्ट तथा वह स्थान जहां संबंधित रिपोर्ट उपलब्ध है	अनुलग्नक-A पर संलग्न
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National Backward Classes Finance and Development Corporation

Statements showing Statewise/UTwise/PSBwise Disbursement and no. of beneficiaries assisted during 2023-24

SI.No	Name of State/UTs/PSBs	2023-24 (upto 31.03.2024)	
		Disbursement	
I	<u>STATES</u>	Financial (Rs./Lakh)	Physical (Nos)
1	Andhra Pradesh	2687.05	1910
2	Arunachal Pradesh		
3	Assam	36.68	34
4	Bihar	26.97	25
5	Chattisgarh	1414.74	666
6	Goa	159.62	25
7	Gujarat	538.91	401
8	Haryana	640.91	719
9	Himachal Pradesh	472.10	124
10	Jharkhand	3.62	3
11	Karnataka	3440.20	3763
12	Kerala	15801.93	22482
13	Madhya Pradesh	37.11	30
14	Maharashtra	321.7	267
15	Manipur	1.73	2
16	Meghalaya		
17	Mizoram		
18	Nagaland		
19	Odisha	35.36	53
20	Punjab	1743.78	1488
21	Rajasthan	7.70	5
22	Sikkim	201.47	49
23	Tamil Nadu	11662.26	20618
24	Telangana	664.84	717
25	Tripura	607.13	669
26	Uttar Pradesh	8221.58	5338
27	Uttarakhand	34.5	15
28	West Bengal	1.62	3
	Sub Total States (1 to 28)	48763.51	59406
II.	<u>UTs</u>		
29	A&N Islands		
30	Chandigarh		
31	D&N Haveli		
32	Daman & Diu		
33	NCT of Delhi		
34	Jammu & Kashmir	242.35	98
35	Lakshadweep		
36	Puducherry	3503.04	8868
	Sub Total (29 to 36)	3745.39	8966
	Total (I to II)	52508.90	68372

2.2 विदेशी और घरेलू दौरे

2.2	विदेशी और घरेलू दौरे (F.No.1/8/2012-IR dated 11.9.2012)	<p>2.2.1. बजट</p> <p>2.2.2. संयुक्त सचिव और उससे ऊपर के स्तर के मंत्रालयों और अधिकारियों तथा विभागाध्यक्षों द्वारा विदेश और घरेलू दौरे।</p> <p>a) दौरा किया गया स्थान b) यात्रा की अवधि c) आधिकारिक प्रतिनिधिमंडल में सदस्यों की संख्या d) यात्रा पर व्यय</p>	<p>वित्तीय वर्ष 2023-24 (1.4.2023 से 31.03.2024) के दौरान प्र.नि., एनबीसीएफडीसी के संबंध में यात्रा व्यय (अंतिम)</p> <p>अप्रैल, 2023 से मार्च, 2024 तक की अवधि के लिए पानीपत, सोलन, हैदराबाद, कोयंबटूर, आगरा, कोच्चि, अमृतसर, देहरादून आदि की यात्रा के लिए कुल 357092.00 रुपये का व्यय हुआ है। विदेशी आधिकारिक दौरे पर विभागाध्यक्ष के व्यय का विवरण शून्य है। वर्ष 2023-24 के दौरान विदेशी और घरेलू अधिकारियों के दौरों पर विभागाध्यक्ष के व्यय का विवरण।</p> <table border="1" data-bbox="1003 496 1782 1062"> <thead> <tr> <th>S.No.</th> <th>Officers</th> <th>Foreign Tour</th> <th>Amount</th> <th>Domestic Tour</th> <th>Amount *(Provisional)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Managing Director</td> <td>Nil</td> <td>0.00</td> <td>Official</td> <td>357092.00</td> </tr> <tr> <td>2.</td> <td>Sr. General Manager(HR)</td> <td>Nil</td> <td>0.00</td> <td>Official</td> <td>74923.00</td> </tr> <tr> <td>3.</td> <td>Sr. General Manager(Fin.)& CS</td> <td>Nil</td> <td>0.00</td> <td>Official</td> <td>71978.00</td> </tr> <tr> <td>4.</td> <td>Sr. General Manager(Proj.)</td> <td>Nil</td> <td>0.00</td> <td>Official</td> <td>167781.00</td> </tr> <tr> <td>5.</td> <td>General Manager(SD)</td> <td>Official</td> <td>0.00</td> <td>Official</td> <td>311733.00</td> </tr> </tbody> </table> <p>निगम के उद्देश्यों को पूरा करने के लिए निदेशकों/प्र.नि. और प्रभागों के प्रमुखों द्वारा वर्ष में केवल आवश्यकता आधारित व्यावसायिक दौरे किए जाते हैं। इसलिए, विदेशी मुद्रा के लिए कोई बजट नहीं बनाया जाता है।</p>	S.No.	Officers	Foreign Tour	Amount	Domestic Tour	Amount *(Provisional)	1.	Managing Director	Nil	0.00	Official	357092.00	2.	Sr. General Manager(HR)	Nil	0.00	Official	74923.00	3.	Sr. General Manager(Fin.)& CS	Nil	0.00	Official	71978.00	4.	Sr. General Manager(Proj.)	Nil	0.00	Official	167781.00	5.	General Manager(SD)	Official	0.00	Official	311733.00
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		<p>2.2.3 खरीद से संबंधित सूचना: क) नोटिस/निविदा पृष्ठताछ, और यदि कोई हो तो शुद्धिपत्र ख) प्रदान की गई बोलियों का विवरण जिसमें खरीदी जा रही वस्तुओं/सेवाओं के आपूर्तिकर्ताओं के नाम शामिल हैं ग) संपन्न कार्य अनुबंध - उपरोक्त के किसी भी संयोजन में - और घ) दर/दरें और कुल राशि जिस पर ऐसी खरीद या कार्य अनुबंध निष्पादित किया जाना है।</p>	<p>नोटिस/निविदाएं वेबसाइट (www.nbcfdc.gov.in) पर दी गई हैं। 2023-24 के दौरान बोलियों आदि का विवरण अनुलग्नक-1 पर उपलब्ध है।</p>																																				

Annexure – 1

2.2.3 Information related to procurement (2023-24)

INFORMATION RELATED TO PROCUREMENT (2023-24)				
NOTICE/TENDER/BID NO.	BID DATE	DETAILS OF BID AWARDED		RATE/TOTAL AMOUNT OF PROCUREMENTS
		SUPPLIER OF GOODS/SERVICES	GOODS/SERVICE BEING PROCURED	
GEM/2023/B/3534831	15/6/2023	M/S. MAX ENTRANCE AUTOMATION PVT. LTD.	MANPOWER SERVICES	68,65,888=00
GEM/2023/B/3900676	1/9/2023	M/S. PROMISING TRAVEL & MARKETING PVT. LTD.	STATIONERY ITEMES PROCUREMENT	1,38,6060=00
GEM/2024/B/4529491	24/1/2024	M/S. EDGE TOUR & TRAVEL PVT. LTD.	TAXI SERVICES	20-22 LAKH

2.3. छूट कार्यक्रम के क्रियान्वयन का तरीका [धारा 4(i)(b)(xii)]

2.3	छूट कार्यक्रम के क्रियान्वयन का तरीका [धारा 4(i)(b)(xii)]	2.3.1) कार्यक्रम का नाम	राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम कोई सब्सिडी कार्यक्रम क्रियान्वित नहीं करता है और एनबीसीएफडीसी के संबंध में लागू नहीं है।
		2.3.2.) कार्यक्रम का उद्देश्य	
		2.3.3) उपलब्ध लाभ की प्रक्रिया	
		2.3.4) कार्यक्रम/योजना की अवधि	
		2.3.5) कार्यक्रम के भौतिक और वित्तीय लक्ष्य	
		2.3.6) सब्सिडी की प्रकृति/पैमाना/राशि आबंटित	
		2.3.7) सब्सिडी के लिए पात्रता मानदंड	
		2.3.8) सब्सिडी कार्यक्रम के लाभार्थियों का विवरण (संख्या, प्रोफाइल आदि)	

2.4. विवेकाधीन एवं गैर-विवेकाधीन अनुदान [एफ.सं.1/6/2011-आईआर दिनांक 15.4.2013]

2.4	विवेकाधीन एवं गैर-विवेकाधीन अनुदान [एफ.सं.1/6/2011-आईआर दिनांक 15.4.2013]	2.4.1. राज्य सरकार/एन जीओ/अन्य संस्थाओं को विवेकाधीन और गैर-विवेकाधीन अनुदान/आवंटन	लागू नहीं.
		2.4.2. सभी कानूनी संस्थाओं के वार्षिक खाते जिन्हें सार्वजनिक प्राधिकरणों द्वारा अनुदान प्रदान किया जाता है	

2.5 बजट एवं कार्यक्रम – 2023-24

2.5	सार्वजनिक प्राधिकरण द्वारा दी गई रियायतों, परमिटों या प्राधिकरणों के प्राप्तकर्ताओं का विवरण {धारा 4 (1) (बी) (xiii)}	2.5.1. सार्वजनिक प्राधिकरण द्वारा दी गई रियायतें, परमिट या प्राधिकरण	वित्तीय वर्ष	रियायत/माफी की प्रकृति / प्रोत्साहन	योजना	धनराशि रू./लाख में
		2.5.2. प्रत्येक रियायत, परमिट या प्राधिकरण के लिए क) पात्रता मानदंड ख) रियायत/अनुदान और/या प्राधिकरण परमिट प्राप्त करने की प्रक्रिया ग) रियायत/परमिट या प्राधिकरण दिए जाने वाले प्राप्तकर्ताओं का नाम और पता घ) रियायत/परमिट या प्राधिकरण प्रदान किए जाने की तिथि	2023-24	दण्ड ब्याज की माफी	सावधि ऋण/सूक्ष्म ऋण	0.00
		निगम के निदेशक मंडल द्वारा अनुमोदित ओटीएस नीति के अनुसार				

"अतिदेय राशि के एकमुश्त निपटान के मानदंड" (2023-24)

1 आच्छादन

- i) उधारकर्ता (एससीए/एनजीओ), जिनके पास कट-ऑफ तिथि तक दंडात्मक ब्याज के अंतर्गत कुछ बकाया है, वे कवर किए जाने के पात्र होंगे।
- ii) दावे सामान्य ऋण योजना, सूक्ष्म वित्त योजना, महिला समृद्धि योजना और शिक्षा ऋण योजना आदि के अंतर्गत अलग-अलग या एक साथ प्रस्तुत किए जा सकते हैं।
- iii) उधारकर्ताओं द्वारा प्रस्ताव 31 मई, 2024 को या उससे पहले भेजे जाने आवश्यक हैं।

2 सेवा-शर्तें एवं प्रक्रिया:

प्रयुक्त प्रक्रिया:

कट-ऑफ तिथि: - यह वह तिथि है जिसके संदर्भ में निपटान राशि की गणना की जाती है।

निपटान राशि: - कुल अतिदेय राशि (मूलधन + साधारण ब्याज) में से कट-ऑफ तिथि तक माफ की जाने वाली राशि घटाई गई।

- (i) निपटान एनबीसीएफडीसी की खाता बही में प्रदर्शित खाते के विवरण के संदर्भ में किया जाएगा।
- (ii) उधारकर्ताओं से निपटान प्रस्ताव प्राप्त होने के बाद, एनबीसीएफडीसी नीति के अनुसार, विचार करेगा और स्वीकृति पत्र स्वीकार कर सकता है और जारी कर सकता है और उधारकर्ता स्वीकृति की शर्तों के अनुसार उसका अनुपालन करेंगे।
- (iii) इसके बाद, शर्तों के अनुसार निपटान राशि का भुगतान किए जाने के बाद, एनबीसीएफडीसी अपने खातों में दंडात्मक ब्याज की छूट के बारे में उधारकर्ताओं को पुष्टि करेगा।

S1.	छूट/प्रोत्साहन के विकल्प	भुगतानी की शर्तें
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निपटान सूत्र और भुगतान शर्तें:

I	i) कटऑफ तिथि को दंडात्मक ब्याज (प्राप्त करने योग्य) का 100% माफ किया जाता है। ii) एससीए को 6 महीने की अवधि के लिए निपटान राशि पर गणना की गई 3% प्रति वर्ष की दर से 'प्रोत्साहन' दिया जा सकता है, जिसका भुगतान निपटान राशि की पूरी चुकौती प्राप्त होने के बाद ही अलग से किया जाएगा।	i) एनबीसीएफडीसी द्वारा मंजूरी के 3 महीने के भीतर 'निपटान राशि' का 100% पुनर्भुगतान।
II	i) कटऑफ तिथि को दंडात्मक ब्याज (प्राप्ति योग्य) का 100% माफ कर दिया जाता है।	i) एनबीसीएफडीसी द्वारा निपटान प्रस्ताव स्वीकार किए जाने वाली तिमाही के बाद वाली तिमाही के अंत तक निपटान राशि का 10% पुनर्भुगतान। ii) एनबीसीएफडीसी द्वारा निपटान प्रस्ताव स्वीकार किए जाने वाली तिमाही के बाद वाली तिमाही के अंत तक निपटान राशि का 90% पुनर्भुगतान।

नोट: तीनों विकल्पों के अंतर्गत, 'छूट की पात्रता' और प्रोत्साहन की राशि, यदि कोई हो, किसी भी स्थिति में 'निपटान राशि' से अधिक नहीं होगी।

- कटऑफ तिथि पर अतिदेय राशि फ्रीज कर दी जाएगी और बकाया राशि के निपटान तक कोई और साधारण ब्याज/दंडात्मक ब्याज नहीं लगाया जाएगा, बशर्ते कि निपटान के संबंध में एनबीसीएफडीसी संतुष्ट हो।
- कटऑफ तिथि एनबीसीएफडीसी और उधारकर्ताओं के बीच पारस्परिक रूप से तय की जा सकती है।
- उधारकर्ताओं द्वारा निर्धारित समय के भीतर नियमों और शर्तों का आंशिक अनुपालन या गैर-अनुपालन के मामले में, दंडात्मक ब्याज माफ नहीं किया जाएगा और पहले से फ्रीज की गई अतिदेय राशि को बहाल कर दिया जाएगा।

2.2 बजट और कार्यक्रम – 2023-24

2.6	'सीएजी एवं पीएसी पैरा {एफ.सं.1/6/2011 -आईआर दिनांक 15.4.2013}	2.6.1सीएजी और पीएसी के पैरा तथा इनके बाद की गई कार्रवाई रिपोर्ट (एआरटीएस) संसद के दोनों सदनों के पटल पर रख दी गई है।	वित्त वर्ष 2022-23 C&AG द्वारा ऐसा कोई पैरा जारी नहीं किया गया वित्त वर्ष 2023-24 वित्त वर्ष 2023-24 के लिए NBCFDC के वार्षिक खाते प्रक्रियाधीन हैं।
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3.1. नीति निर्माण या उसके कार्यान्वयन के संबंध में जन सदस्यों से परामर्श या प्रतिनिधित्व के लिए किसी भी व्यवस्था का विवरण [धारा 4(1)(बी) (vii)] [एफ.सं. 1/6/2011-आईआर दिनांक 15.4.2013]

<p>3.1 नीति निर्माण या उसके कार्यान्वयन के संबंध में जन सदस्यों से परामर्श या प्रतिनिधित्व के लिए किसी भी व्यवस्था का विवरण [धारा 4(1)(बी) (vii)] [एफ.सं. 1/6/2011-आईआर दिनांक 15.4.2013]</p>	<p>3.1.1.) प्रासंगिक अधिनियम, नियम, प्रपत्र और अन्य दस्तावेज जो आम तौर पर नागरिकों द्वारा उपयोग किए जाते हैं</p>	<p>बोर्ड को कंपनी के कारोबार, उसके अधिकारियों और कर्मचारियों के विनियमन के लिए उपनियम बनाने, बदलने और निरस्त करने का अधिकार है। तदनुसार, समय-समय पर निदेशक मंडल द्वारा नियम और विनियम बनाए जाते हैं और कंपनी के अधिकारियों को अधिकार सौंपे जाते हैं। बोर्ड की शक्तियों का विस्तृत विवरण संगम ज्ञापन एवं संगम अनुच्छेद (एमओए और एओए) में दिया गया है। विस्तृत जानकारी वेबसाइट पर उपलब्ध है: https://nbcfdc.gov.in/moa-aoa/en</p>
	<p>3.1.2.) परामर्श या प्रतिनिधित्व की व्यवस्था क) नीति निर्माण/नीति कार्यान्वयन में जन सदस्य ख) आगंतुकों के लिए आवंटित दिन और समय ग) सूचना और सुविधा काउंटर (आईएफसी) का संपर्क विवरण, जो आरटीआई आवेदकों द्वारा अक्सर मांगे जाने वाले प्रकाशन उपलब्ध कराता है।</p>	<p>कंपनी के निदेशक मंडल में गैर-सरकारी सदस्यों के प्रावधान तथा संसदीय स्थायी एवं परामर्शदात्री समितियों द्वारा कंपनी की भूमिका, कार्यों और निष्पादन की समय-समय पर समीक्षा के माध्यम से निर्णय लेने की प्रक्रिया में जनता के प्रतिनिधित्व की व्यवस्था मौजूद है। 9.30 AM to 6.00 PM. राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम 3, एनसीयूआई बिल्डिंग, अगस्त क्रांति मार्ग, नई दिल्ली-110016 PH:011-45854400</p>
	<p>3.1.3. सार्वजनिक निजी भागीदारी (पीपीपी) विशेष प्रयोजन व्हकिल (एसपीवी) का विवरण, यदि कोई हो</p>	<p>लागू नहीं.</p>
	<p>3.1.4. सार्वजनिक निजी भागीदारी (पीपीपी) विस्तृत परियोजना रिपोर्ट (डीपीआर)</p>	<p>लागू नहीं.</p>
	<p>3.1.5 सार्वजनिक निजी भागीदारी (पीपीपी) रियायत समझौते</p>	<p>लागू नहीं.</p>
	<p>3.1.6. . सार्वजनिक निजी भागीदारी (पीपीपी) संचालन और रखरखाव मैनुअल</p>	<p>लागू नहीं.</p>
	<p>3.1.7 . सार्वजनिक निजी भागीदारी (पीपीपी) के कार्यान्वयन के भाग के रूप में तैयार किए गए अन्य दस्तावेज</p>	<p>लागू नहीं.</p>
	<p>3.1.8 शुल्क, टोल या अन्य प्रकार के राजस्व से संबंधित जानकारी जो सरकार से प्राधिकरण के तहत एकत्र की जा सकती है</p>	<p>लागू नहीं.</p>
	<p>3.1.9 . सार्वजनिक निजी भागीदारी (पीपीपी) आउटपुट और परिणामों से संबंधित जानकारी</p>	<p>लागू नहीं.</p>
	<p>3.1.10 . सार्वजनिक निजी भागीदारी (पीपीपी) - निजी क्षेत्र की पार्टी (रियायत आदि) के चयन की प्रक्रिया</p>	<p>लागू नहीं.</p>
	<p>3.1.11 . सार्वजनिक निजी भागीदारी (पीपीपी) - पीपीपी परियोजना के तहत किए गए सभी भुगतान।</p>	<p>लागू नहीं.</p>

3.2 क्या नीतियों/निर्णयों का विवरण, जो जनता को प्रभावित करता है, उन्हें सूचित किया जाता है (धारा 4(1) ©

3.2	क्या नीतियों/निर्णयों का विवरण, जो जनता को प्रभावित करता है, उन्हें सूचित किया जाता है (धारा 4(1) ©	3.2.1 महत्वपूर्ण नीतियों को तैयार करते समय या जनता को प्रभावित करने वाले निर्णयों की घोषणा करते समय सभी प्रासंगिक तथ्यों को प्रकाशित करें ताकि प्रक्रिया को अधिक संवादात्मक बनाया जा सके - पिछले एक वर्ष में लिए गए नीतिगत निर्णय/कानून	ऋण योजनाओं से संबंधित सभी संशोधनों को निदेशक मंडल द्वारा विधिवत अनुमोदित कर दिया गया है और उन्हें एनबीसीएफसी की आधिकारिक वेबसाइट यानी www.nnbcfdc.gov.in पर अपलोड कर दिया गया है।
		3.2.2 महत्वपूर्ण नीतियों को तैयार करते समय या जनता को प्रभावित करने वाले निर्णयों की घोषणा करते समय सभी प्रासंगिक तथ्यों को सार्वजनिक करें ताकि प्रक्रिया को और अधिक इंटरैक्टिव बनाया जा सके - सार्वजनिक परामर्श प्रक्रिया की रूपरेखा तैयार करें	लागू नहीं.
		3.3.3 महत्वपूर्ण नीतियों को तैयार करते समय या जनता को प्रभावित करने वाले निर्णयों की घोषणा करते समय सभी प्रासंगिक तथ्यों को सार्वजनिक करें ताकि प्रक्रिया को अधिक संवादात्मक बनाया जा सके - सार्वजनिक परामर्श प्रक्रिया की रूपरेखा तैयार करें - नीति निर्माण से पहले परामर्श की व्यवस्था की रूपरेखा तैयार करें	लागू नहीं.

3.3 सूचना का व्यापक रूप से और ऐसे रूप व तरीके से प्रसार करना जो जनता के लिए आसानी से सुलभ हो (धारा 4(3))

3.3	सूचना का व्यापक रूप से और ऐसे रूप व तरीके से प्रसार करना जो जनता के लिए आसानी से सुलभ हो (धारा 4(3))	संचार के सबसे प्रभावी साधनों का उपयोग (i) इंटरनेट (वेबसाइट)	i) इंटरनेट (www.nbcfdc.gov.in की वेबसाइट) ii) जागरूकता शिविर iii) राष्ट्रीय और अंतर्राष्ट्रीय महत्व की प्रदर्शनी और मेले iv) नोटिस बोर्ड
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3.4. सूचना मैनुअल/हैंडबुक की पहुंच का प्रारूप[धारा 4(1)(बी) }

3.4	सूचना मैनुअल/हैंडबुक की पहुंच का प्रारूप [धारा 4 (1) (बी)]	3.4.1. सूचना पुस्तिका/हैंडबुक इलेक्ट्रॉनिक प्रारूप में उपलब्ध है	जी हां, वेबसाइट पर उपलब्ध है.
		3.4.2. सूचना पुस्तिका/हैंडबुक मुद्रित प्रारूप में उपलब्ध है	जी हां, सीपीआईओ के पास उपलब्ध है.

3.5 सूचना पुस्तिका/हैंडबुक निःशुल्क उपलब्ध है या नहीं [धारा 4(1)(बी)]

3.5	सूचना पुस्तिका/हैंडबुक निःशुल्क उपलब्ध है या नहीं [धारा 4 (1) (बी)]	3.5.1. निःशुल्क उपलब्ध सामग्री की सूची	ऋण योजनाओं की विस्तृत जानकारी, फ्लायर, वार्षिक रिपोर्ट, मूल्यांकन अध्ययन रिपोर्ट, पूर्ण की गई सीएसआर परियोजनाएं, समझौता ज्ञापन दस्तावेज आदि।
		3.5.2 उचित लागत पर उपलब्ध सामग्रियों की सूची	जी हां, उपरोक्त सूचीबद्ध सामग्री की प्रमाणित हार्डकॉपी, आरटीआई अधिनियम, 2005 के तहत आरटीआई दिशानिर्देशों के अनुसार उचित मूल्य पर कार्यालय से प्राप्त की जा सकती है।

4. ई-गवरनेंस

सूचना मैनुअल/हैंडबुक जिस भाषा में उपलब्ध है [एफ.सं.1/6/2011-आईआर दिनांक 15.4.2013]

4.1	4.1. सूचना मैनुअल/हैंडबुक जिस भाषा में उपलब्ध है [एफ.सं.1/6/2011-आईआर दिनांक 15.4.2013]	4.1. अंग्रेजी	अंग्रेजी (https://nbcfdc.gov.in/sites/default/files/myimages/6.1%20Information%20Disclosed.pdf)
		4.1.2. देशज भाषा/स्थानीय भाषा	अंग्रेजी (https://nbcfdc.gov.in/sites/default/files/myimages/6.1%20Information%20Disclosed.pdf)

4.2 सूचना मैनुअल/हैंडबुक अंतिम बार कब अपडेट की गई थी?[फा.सं.1/6/2011-IRDATED15.4.2013]

4.2	सूचना मैनुअल/हैंडबुक अंतिम बार कब अपडेट की गई थी?[फा.सं.1/6/2011-IRDATED15.4.2013]	4.2.1. वार्षिक अद्यतन की अंतिम तिथि	अंतिम बार 25.8.2023 को अद्यतन किया गया।
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4.3 इलेक्ट्रॉनिक रूप में उपलब्ध जानकारी [धारा 4(1)(xiv)]

4.3	इलेक्ट्रॉनिक रूप में उपलब्ध जानकारी [धारा 4(1)(xiv)]	4.3.1. इलेक्ट्रॉनिक रूप में उपलब्ध जानकारी की तिथि	जनवरी, 2006. इलेक्ट्रॉनिक फॉर्म में उपलब्ध या उसके द्वारा रखी गई जानकारी के संबंध में विवरण संगठन, एसोसिएशन के ज्ञापन और योजनाओं के बारे में है जो वेबसाइट: www.nbcfdc.gov.in पर उपलब्ध है।
		4.3.2. दस्तावेज़/रिकॉर्ड/अन्य जानकारी का नाम/शीर्षक	ऋण योजनाएं, विपणन संपर्क, निगरानी और मूल्यांकन, सीएसआर गतिविधियां, व्यवसाय आचार संहिता, नीतियां, निविदाएं, आकांक्षी जिले/एमओयू/संस्थागत संपर्क सेट वेबसाइट पर उपलब्ध हैं: www.nbcfdc.gov.in
		4.3.2. स्थान जहां उपलब्ध है	वेबसाइट पर: www.nbcfdc.gov.in

4.4.4 जानकारी प्राप्त करने के लिए उपलब्ध सुविधाएं

क्र.सं.	संबंधित सूचना	संपर्क व्यक्तियों के नाम
1	योजनाएं	श्रीमती अनुपमा सूद, वरिष्ठ महाप्रबंधक, (परि.) एनबीसीएफडीसी, 3, एनसीयूआई बिल्डिंग, 5वीं मंजिल, अगस्त क्रांति मार्ग, नई दिल्ली-16 फोन: 011-45854417 ईमेल: anupama.sood@nbcfdc.gov.in
2	पी.एम.-दक्ष योजना	श्री सुजय पी. जॉन उप महाप्रबंधक (एसडी) एनबीसीएफडीसी, 3, एनसीयूआई बिल्डिंग, 5वीं मंजिल, अगस्त क्रांति मार्ग, नई दिल्ली-16 फोन: 011-45854418 ईमेल: suresh.sharma@nbcfdc.gov.in
3	आर.टी.आई.	श्रीमती इंदु थापा (सीपीआईओ) एनबीसीएफडीसी, 3, एनसीयूआई बिल्डिंग, 5वीं मंजिल, अगस्त क्रांति मार्ग, नई दिल्ली-16 फोन: 011-45854414 ईमेल: cpi@nbcfdc.gov.in

आगतक सभी कार्य दिवसों के दौरान सुबह 9:30 बजे से शाम 6:00 बजे तक पंजीकृत कार्यालय में आ सकते हैं

4.5. ऐसी अन्य जानकारी जो धारा 4(1)(बी) (xvii) के तहत निर्धारित की जा सकती है

4.5	ऐसी अन्य जानकारी जो धारा 4(1)(बी) (xvii) के तहत निर्धारित की जा सकती है	4.5.1. शिकायत निवारण तंत्र	पीजी पोर्टल पर शिकायतों सहित सभी शिकायतों का समय पर नामित अधिकारी श्री वी.आर.चारी, वरिष्ठ महाप्रबंधक (मानव संसाधन) एनबीसीएफडीसी, 3, एनसीयूआई बिल्डिंग, 5वीं मंजिल, अगस्त क्रांति मार्ग, नई दिल्ली-110016 द्वारा समाधान किया जाता है। फोन: 011-45858519 ईमेल: vrchary@nbcfdc.gov.in शिकायत निवारण तंत्र *			
	4.5.2. आरटीआई के तहत प्राप्त आवेदनों और दी गई जानकारी का विवरण	73प्राप्त 73निपटान				
	4.5.3. पूर्ण हो चुकी योजनाओं/परियोजनाओं/कार्यक्रमों की सूची	अनुलग्नक- 1				
	4.5.4. चल रही योजनाओं/परियोजनाओं/कार्यक्रमों की सूची	अनुलग्नक- 2				
	4.5.5 दर्ज किए गए सभी संपर्कों का विवरण जिसमें ठेकेदार का नाम	क्र. सं.	ठेकेदारों का विवरण	निष्पादन की तारीख	पूरा होने की तारीख	अनुबंध मूल्य (₹.)
	1	हाउसकीपिंग M/sMaxEntrance ऑटोमेशन प्राइवेट लिमिटेड	1/8/2023	31/7/2024	68,65,888=00	
	2	चाय और कॉफी वेंडिंग मशीन (मेसर्स कॉफी डे ग्लोबल लिमिटेड)	1/11/2023	31/10/2024	Maintenanc e Charges 3025=00p.m	
	3	फोटोकॉपी मशीन (मेसर्स वेबइन्फोकॉम)	1/4/2024	31/3/2025	0.42percop y	
	4	मेसर्स क्रेडिंटएंटसॉल्यूशनइंडिया प्राइवेट लिमिटेड	1/4/2024	31/3/2025	17,934=00	
	4.5.6. वार्षिक रिपोर्ट	एनबीसीएफडीसी वेबसाइट (www.nbcfdc.gov.in) पर उपलब्ध				
	4.5.7 अक्सर पूछे गए प्रश्न	अनुलग्नक-3				
	4.5.8 कोई अन्य जानकारी जैसे कि a) नागरिक चार्टर	नागरिक चार्टर ** https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3_1.pdf				

	b) परिणाम रूपरेखा दस्तावेज़	लागू नहीं
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	c) नागरिक चार्टर में निर्धारित बेचमार्क के मुकाबले प्रदर्शन पर छमाही रिपोर्ट	लागू नहीं
		लागू नहीं

शिकायत निवारण तंत्र*नागरिक चार्टर** (निम्नानुसार)

CHAPTER-II
PERSONNEL POLICIES

(C) Service Matters

11. Model Grievance Redressal Procedure for staff and officers in the Central Public Sector Enterprises

The undersigned is directed to say that the need for evolving a suitable grievance redressal machinery for the officers and staff in the Central public sector undertakings has been engaging the attention of the Government for quite some time. It has been noticed that whereas several forums, backed by legislation, are available to workers/workmen for redressal of grievances, an adequate mechanism does not exist in most of the public enterprises through which officers and other staff could make known their grievances and seek redress. A Model Grievance Redressal procedure has now been formulated. This will cover all officers and staff of the Central public sector enterprises excluding employees who are deemed to be workers/workmen under the Factories Act, 1948/Industrial Disputes Act, 1947 or any other similar legislation applicable to such categories.

2. Such Central public sector enterprises who are already having an established formal procedure which is working satisfactorily need not adopt the procedure indicated in the Model enclosed. However, adaptation may be made under special circumstances as those obtaining in the Defence undertakings, organizations having several regional offices/projects, etc.

3. The Ministry of Industry and Company Affairs, etc. are requested to advise the Public Enterprises under their administrative control to adopt the enclosed model procedure with or without modification as appropriate to the enterprise concerned. A copy of the grievance procedure so adopted by the enterprises may please be sent to the Bureau.

(BPE O.M. No. 16(84)/82-GM dated 5th September, 1985.)

ANNEXURE

MODEL FOR GRIEVANCES REDRESSAL PROCEDURE FOR STAFF AND OFFICERS IN CENTRAL PUBLIC SECTOR UNDERTAKINGS:

1. Objectives

The objective of the grievance redressal procedure is to provide an easily accessible machinery for settlement of grievances and to adopt measures in Central Public Sector Undertakings as would ensure expeditious settlement of grievances of staff and officers leading to increased satisfaction on the job and resulting in improved productivity and efficiency of the organization.

2. Applicability

The scheme will cover all staff and officers of the organisation except employees who are deemed to be workers/workmen under the Factories Act 1948/Industrial Disputes Act, 1947 or any other legislation applicable to such categories of employees.

3. Grievance

'Grievance' for the purpose of this scheme would only mean a grievance relating to any staff member/officer arising out of the implementation of the policies/rules or decisions of the organization. It can include matters relating to leave, increment, acting arrangements, non-extension of benefits under rules, interpretation of Service Rules, etc., of an individual nature.

4. Procedure for handling grievances

Subject to the above provisions, individual grievances of staff members and officers shall henceforth be processed and dealt within the following manner:

4.1 An aggrieved staff member or officer shall take up his grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week.

4.2 If the grievance is not satisfactorily redressed, the aggrieved staff member/officer may submit his grievance in writing to the Departmental Head concerned or to the Personnel Officer/Manager as may be determined by the Chief Executive of the organization. Such Nominated Authority will record his comments on the representation within seven days, and if need be refer it to the Grievance Redressal Committee in case the grievance is not resolved or settled amicably. The recommendation of the Grievance Redressal Committee will be conveyed within one month to the Deciding Authority to be nominated by the Chief Executive and the decision of the Deciding Authority will be final, subject to the provisions contained in para 4.3 below.

4.3 In exceptional cases, with the concurrence of the Grievance Redressal Committee, the aggrieved staff member/officer whose grievance has been considered and is not satisfied with the decision of the Deciding Authority, will have an option to appeal either to the Director concerned or to the Chief Executive. A decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the Director concerned or the Chief Executive, as the case may be, will be final and binding on the aggrieved staff member/officer and the management.

4.4 Grievances in respect of the following two categories of officers will not fall within the purview of the Grievance Redressal Committee. In their case, the procedure will be as under:

- i. In the case of officers who are one step below the Board level, the individual grievance may be taken up with the concerned Director.
- ii. Officers reporting directly to the Chief Executive may approach him for resolving their grievances.

5. Composition of the Redressal Committee

The Chief Executive of the organization may determine the composition and tenure of the Grievance Redressal Committee.

5.1 In the case of multi-unit organizations the Chief Executive may constitute Grievance Committees at the Regional level and also nominate the Deciding Authorities. However, if the supervisors/officers in such Regional units are not satisfied with the decision of the Deciding Authority, then they may prefer an appeal to the Grievance Redressal Committee at the

Headquarters. The committee should consider and take a decision on the grievances within a period of one month failing which it should be brought to the notice of the Director (Personnel) or the Chief Executive of the organization. The Grievance Redressal Committee should meet at least once a month.

6. Overall guidance and conditions

6.1 The Staff member/officer shall bring up his grievance immediately and in any case within a period of 3 months of its occurrence.

6.2 If the grievance arises out of an order given by the management the said order shall be complied with before the staff member / officer concerned invokes the procedure laid down herein for redressal of his grievance.

6.3 Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- a. Annual performance appraisals/Confidential Reports;
- b. Promotions including DPC's minutes and decisions;
- c. Where the grievance does not relate to an individual employee or officer; and
- d. In the case of any grievance arising out of discharge or dismissal of a staff member or officer.

6.4 Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channelled to the competent authority as laid down under the Conduct, Discipline and Appeal Rules of the organization and in such cases the grievance redressal procedure will not apply.

6.5 All grievances referred to the Grievance Redressal Committee/ Director (Personnel)/Chief Executive shall be entered in a Register to be maintained for the purpose by the designated officer(s). The number of grievances, settled or pending, will be reported to the Chief Executive every month.

PointNo.4.5

CITIZEN'S/CLIENT'S CHARTER – MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

National Backward Classes Finance and Development Corporation, New Delhi.

A. Introduction

National Backward Classes Finance and Development Corporation (NBCFDC), under the Ministry of Social Justice & Empowerment, extends concessional finance assistance to individuals or groups of OBCs for undertaking Income Generation Activities for their economic empowerment. The financial assistance is extended through State Channelising Agencies (SCAs), certain PSU Banks, RRBs and SHGs having refinance agreement with NBCFDC for eligible OBCs having annual family income of the applicants should not exceed Rs. 3.00 lakh p.a. both for rural and urban areas.

B. Mission, Objectives and Functions:

a. Mission

- To provide concessional financial assistance to the eligible members of the Backward Classes for self-employment ventures and Skill Development Training.

b. Objective:

- To promote economic & development activities for the benefit of Backward Classes.

- To assist, subject to such income and/or economic criteria as may be prescribed by government from time to time, individuals or groups of individuals belonging to Backward Classes by way of loans for economically and financially viable schemes and projects.
- To provide for gainful employment and skill development to the target group.
- To grant concessional finance in selected cases for poor persons belonging to Backward Classes as per an annual income criteria defined from time to time (presently 3.00 lakhs).
- To extend Educational loans to the Backward Classes for pursuing general/professional/vocational/technical education or training at graduate and higher level.
- To assist in the upgradation of technical and entrepreneurial skills of Backward Classes
- **c.Functions:**
- To generate awareness amongst the OBCs about NBCFDC concessional schemes.
- To implement training schemes of NBCFDC and to identify suitable training institutes for Skill Development Training/Capacity Building of the target group
- To provide concessional finance for viable income generation scheme through SCAs and other agencies for socio-economic development of eligible OBCS
- To assist in market linkage of OBC products.

C. MainServices/Transactions:

S.No.	MainServices/Transaction	ResponsiblePerson	Email	Phone No.	Process	DocumentRequired	FEES		
							Category	Mode	Amount
1.	Sanction and release of concessionalloans to SCAs/Banks	<p>a. SGM(Proj.)</p> <p>b. Manager(Proj.)</p> <p>c. Asstt.Manager</p> <p>d. Executive</p>			<p>Sanction: ApprovalofAnnual Action Plan on the basis of Notional Allocation & past performance</p> <p>Disbursement: Processing the request for compliance of the termsandconditions of sanction and the norms for disbursement</p>	<p>Sanction: Submission of Annual Action Plan (AAP) & otherdocuments in the format by State Channelising Agencies (SCAs) & Channel Partners(CPs)</p> <p>Disbursement: Drawal of receipt should be in the format. The SCAs and (CPs) are required to submit prospectivelistof beneficiaries and ensure the fulfilment of prudential norms.</p>	NOTAPPLICABLE		

2.	Sanction and release of grant to Trg. Institutes for Skill Development Training Prog./PM-Daksh Yojana	<ul style="list-style-type: none"> • Dy.General Manager • Manager • Officer • Sr.Executive • Executive 		<p>Sanction:</p> <p>a) Proposal invited from TIs by MOSJE for conducting Skill Trg. of NBCFDC target group under PM-Daksh Yojana based on past performance including placement record.</p> <p>b) Financial sanctions wise issued by the corporation to such selected TIs.</p> <p>c) Proposed job roles by Trg. Institutes to be uploaded on PM-Daksh portal.</p> <p>d) Portal to be open for registration by the candidates.</p> <p>Disbursement</p> <p>e) Release of funds to TIs as per T&C of sanction letter and release of stipend to Trainees through DBT Submission of UC by the training Instts. at the time of claim of 2nd & 3rd Instalment</p>	<p>Accepted sanction letter along with terms and conditions by the training Instts and required documents mentioned in sanction letter</p> <p>As per Sanction letter & T&C</p>
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D. Service Standards

Sl. No.	Main service or transactions	Service Standards	Unit	Data Source
1.	Sanction of concessional loans to clients in credit schemes for economic development of OBCs complete in all respects: a. within the powers of MD			NBCFDC records
2.	Disbursement of concessional loan to clients in credit schemes for economic development of backward classes, complete in all respects.	b.60	Days	As per NBCFDC prudential norms and subject to availability of funds.
3.	Sanction and release of Grant to Govt. training institutes or training institutes approved by various Ministries/departments	a. Process will be completed during the current and proceeding financial year as the long term trg. are of longer duration	Days	As per Quality procedure for training schemes of NBCFDC and PM Daksh through institutes.

E. Grievance Redressal System

Sl.No.	Name of the Public Grievance Officer	Landline	Email	Mobile
1.	Shri V.R. Chary, Nodal Officer, CPGRAM Sr. General Manager (HR & CSR)	011-45854419	vrchary@nbcfdc.gov.in	91-9811319445
2.	Sr. General Manager (Proj.), Presiding Officer Sexual Harassment of women at work place related grievances	011-48484417	anupama.sood@nbcfdc.gov.in	91-9968303803

F. LIST OF STAKEHOLDERS/CLIENTS

SL.No.	Stakeholders/clients
1.	Ministry of Social Justice & Empowerment, / State Govts.
2.	State Finance and Development Corporations owned by State Government (details are at Website of NBCFDC i.e. www.nbcfdc.gov.in)
3.	PSU/RRR Banks/Financial Institutions – details are available website of NBCFDC i.e. www.nbcfdc.gov.in
4.	Training Institutes – details are available at Website of NBCFDC i.e. www.nbcfdc.gov.in
5.	Service Providers – details are available at website of NBCFDC i.e. www.nbcfdf.gov.in
6.	Target Groups – see Dashboard of website of NBCFDC i.e. www.nbcfdc.gov.in

G. List of Responsibility Centres and Subordinate Organizations – NIL

Sl.No.	List of Zonal Offices	Tele.No./MobNo.
1.	National Backward Classes Finance & Development Corporation, West Bengal (North East) – Established Zonal Offices for the purpose of Liaison, inspection and coordination with the State Corporations / Govt. Institutes etc	91-9433519588
2.	National Backward Classes Finance & Development Corporation, Mumbai (East) – Established Zonal Offices for the purpose of Liaison, inspection and coordination with the State Corporations	91-8369437470

H. RIGHT TO INFORMATION ACT

For queries related to NBCFDC, the following officers are designated to receive application and to provide information to persons requested for information under the Right to Information Act, 2005.

1. Sh. V.R. Chary, Sr. General Manager and Appellate Authority
2. Sh. Sanjay Sharma, Nodal Officer, Sr. Manager (IT) for online RTI through RTI MIS portal
3. Sh. Anil Kumar, Sr. Manager & CPIO of Corporation

All the RTI applications/appeals received are disposed of as per the provisions of the RTI Act, 2005.

I. Indicative Expectations from Service Recipients

Sl.No.	Indicative Expectations from Service Recipients
1.	These agencies are expected to be familiar with the guidelines of NBCFDC and are to formulate/submit project proposals meeting the norms of NBCFDC, complete in all respects. (lending norms and other requisite formats are available at the NBCFDC Website www.nbcfdc.gov.in)
2.	The agencies are to give adequate time to assess/analyze the project proposals.
3.	SCAs (CPs) should maintain the prudential norms for seeking funds from NBCFDC
4.	SCAs (CPs) should utilize the funds only for targeted beneficiaries under the sanctioned scheme
5.	SCAs & CPs should depute senior level officers with complete information to attend the conferences/meetings convened by the NBCFDC
6.	SCAs/CPs and other implementing agencies should carefully go through the guidelines of the schemes and enclose all the requisite documents with their application
7.	As and when required/requested by NBCFDC, all implementation agencies/Ministries should participate in the workshops and other capacity building programmes
8.	SCAs/CPs should report the outcome of the schemes/programmes being implemented by them as and when required by the NBCFDC
9.	Clients are welcome to meet the officers of NBCFDC, however with prior permission.

J. ACCESS OF INFORMATION

Details and information on the activities of the Corporation as well as services offered is available on the website of NBCFDC.

Annexure-1

Performance Linked Grants-in-aid Scheme (PLGIA) for Channel Partners of National Backward Classes Finance and Development Corporation (NBCFDC)

1. Introduction:

The Scheme shall be called the 'Scheme for Grants-in-aid to Channel Partners (CPs) of National Backward Classes Finance and Development Corporation (NBCFDC).

2. Objectives:

The objective of the Scheme is to strengthen the infrastructure of Channel Partners in order to improve their delivery mechanism for better implementation of NBCFDC schemes as well as creating awareness, mobilization of eligible beneficiaries, timely utilization of allocated funds and strengthening the recovery system. Further, to ensure compliance of Govt. of India directives by the Channel Partners w.r.t. DBT & Digitization of records etc.

3. Quantum of Assistance:

Maximum Rs.10.00 lakh. Normally restricted to 1% of the released funds during current financial year subject to maximum of Rs. 10.00 lakh may be considered on the basis of past performance of the Channel Partners and availability of funds.

4. Eligibility Criteria for Channel Partners to claim PLGIA:

- (a)** All Channel Partners implementing NBCFDC scheme will be eligible except the Channel Partners which are dormant/non-functional or have not drawn funds from NBCFDC for implementing its lending schemes during the last three years.
- (b)** Where more than one Channel Partner has been nominated in any State/UT, all eligible Channel Partners can be funded under the grants-in-aid scheme.
- (c)** The basis of selection for releasing PLGIA is as under:
 - i) Timely submission of Annual Action Plan
 - ii) Drawal of allocated funds
 - iii) Timely utilization & submission of UC for earlier released funds in prescribed format.
 - iv) Timely recovery of dues from Channel Partners to NBCFDC.

- (d) The grants-in-aid will be provided on the basis of performance of the Channel Partners, subject to availability of funds.

The NBCFDC reserves the right to accept or reject the claim without citing any reason.

5. Permitted Activities which can be covered with GIA:

The assistance will be available for the following activities:-

- (a) Improvement in delivery mechanism
- (b) Hiring of vehicles for loan recovery during recovery season.
- (c) Outsourcing of staff for Data Entry Operator and Recovery staff etc.
- (d) Training to officials of channel partners.

Under the above mentioned heads, Channel Partners may submit their proposal along with information in prescribed format appended at **Annexure - A** and submit action plan to utilize proposed Grant-in-aid for following illustrative expenditure:-

(a) Training to Officials: (Normally upto Rs.3,00,000/- (Rupees Three Lakh))

To facilitate training to the officials of the Channel Partners dealing NBCFDC schemes in the field of, **Information Technology, Project formulation, Delivery Mechanism, Monitoring and Evaluation of NBCFDC scheme.**

(b) Improvement in Delivery System: (Normally upto Rs.5,00,000/- (Rupees Five Lakh))

- 1) Procurement of Computers/Printers/Internet Connectivity & related peripherals etc.
- 2) Computerization of beneficiary records & ensuring Digitization & DBT system and linking & synchronization with NBCFDC LEAP Software etc.
- 3) Toll-free Helpline etc.

(c) Recovery related expenditure: (Normally upto Rs.5,00,000/- (Rupees Five Lakh))

- 1) Outsourcing of staff for recovery and Data Entry Operator etc.
- 2) Hiring of vehicles during Recovery season (maximum for 60 days in a year) or purchase of motorcycle along with petrol charges for their recovery staff etc.

6. Funding Pattern:

Under the PLGIA scheme, 100% assistance will be provided to Channel Partners by NBCFDC.

The criterion of assistance shall be the performance of Channel Partners in terms of drawal of funds from NBCFDC for disbursement of loans to the target group.

The proposals would be examined and recommended by a nominated committee of officials of NBCFDC and funds would be released accordingly.

The Channel Partners will be responsible for evaluating the PLGIA proposal before submission to ensure that proposal is submitted as per guidelines of NBCFDC. The Channel Partners will consolidate Utilization Certificate of PLGIA and furnish to NBCFDC within 90 days of receipt of GIA in GFR 12 A (copy appended) duly signed by practicing Chartered Accountant and countersigned by Managing Director/CEO/Chairman of the Channel Partners/authorized signatory. In case the Channel Partners fails to submit the UC within stipulated period, the Channel Partners will be liable to refund the GIA with interest @ 10% p.a.

7. Monitoring and Review:

Implementation of the PLGIA scheme will be monitored by NBCFDC or Authorized Independent Agency. The Scheme will be reviewed annually.

8. Time Lines:

Channel Partners will be required to submit their proposals under this scheme by end of the year.

**National Backward Classes Finance and Development Corporation
Pradhan Mantri Dakshta Aur Kushalta Sampann Hitgrahi (PM-DAKSH) Yojana
Institute-wise list of sanctioned training programmes for the financial year 2023-24**

S. No	State	District	Institute Name	Type of training	Residential / Non-Residential (R/NR)	Job roles	Duration in Hrs.	Duration in Month	No. of trainees commenced
1	Andhra Pradesh	Chittoor	Apollo Medskills Ltd.	STT	NR	General Duty Assistant Trainee	420	4	30
2	Andhra Pradesh	Chittoor	Apollo Medskills Ltd.	LTT	Res	Phlebotomist	1000	7	30
3	Andhra Pradesh	Krishna	Central Institute Of Petrochemicals Engineering & Technology (CIPET)	STT	Res	Machine Operator Assistant-Plastics Processing	480	3	40
4	Andhra Pradesh	Krishna	Central Institute Of Petrochemicals Engineering & Technology (CIPET)	LTT	Res	Machine Operator - Plastics Processing/ CPC/Q 0104	960	6	20
5	Assam	Nalbari	Acme India Microsys Pvt Ltd	STT	NR	Domestic Data Entry Operator	450	4	30
6	Assam	Charaideo	Ambishine Skills Private Limited	STT	NR	Solar PV Installer (Suryamitra)	420	4	30
7	Assam	Kamrup Metro	Assam Professional Academy Society	STT	Res	Domestic Data Entry Operator	450	3	30
8	Assam	Kamrup Metro	Assam Professional Academy Society	STT	Res	Customer Care Executive- Domestic-Non-Voice	450	3	30
9	Assam	Morigaon	Assam Professional Academy Society	STT	NR	Assistant Electrician	390	3	30
10	Assam	Morigaon	Assam Professional Academy Society	STT	NR	Self Employed Tailor	420	4	30
11	Assam	Biswanath	Assam Professional Academy Society	STT	NR	Assistant Electrician	390	3	30
12	Assam	Biswanath	Assam Professional Academy Society	STT	NR	Make-Up Artist	390	3	30
13	Assam	Barpeta	Assam Professional Academy Society	STT	NR	Assistant Electrician	390	3	30
14	Assam	Barpeta	Assam Professional Academy Society	STT	NR	Domestic Data Entry Operator	450	4	30
15	Assam	Barpeta	Assam Professional Academy Society	STT	NR	Street Food Vendor-Standalone	450	4	30
16	Assam	Udalguri	Assam	STT	NR	Assistant	390	3	30

			Professional Academy Society			Electrician			
17	Assam	Udalguri	Assam Professional Academy Society	STT	NR	Make-Up Artist	390	3	30
18	Assam	Kamrup	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
19	Assam	Kamrup Metro	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	30
20	Assam	Dhemaji	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	59
21	Assam	Bongaigaon	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
22	Assam	Goalpara	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
23	Assam	Dibrugarh	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
24	Assam	Golaghat	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
25	Assam	Sivsagar	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
26	Assam	Jorhat	Indian Institute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
27	Assam	Cachar	Medhavi Foundation	Up-skilling	NR	Office Assistant	184	1	30
28	Assam	Hailakandi	Medhavi Foundation	STT	NR	Field Technician Other Home Appliances	600	6	30
29	Assam	Hailakandi	Medhavi Foundation	Up-skilling	NR	Office Assistant	184	1	30
30	Assam	Bongaigaon	Medhavi Foundation	STT	NR	CCTV Installation Technician	600	6	30
31	Assam	Kokrajhar	Medhavi Foundation	STT	NR	Plumber-General	450	4	30
32	Assam	Kokrajhar	Medhavi Foundation	STT	NR	Customer Care Executive-Domestic-Non-Voice	450	4	30
33	Assam	Kokrajhar	National Federation Of Farmers Procurement, Processing & Retailing Cooperatives Of India Ltd (Nacof)	STT	NR	Dairy Products Processor	540	5	120
34	Assam	Udalguri	National Federation Of Farmers Procurement, Processing &	STT	NR	Dairy Products Processor	540	5	120

			Retailing Cooperatives Of IndiaLtd(Nacof)						
35	Assam	Bongaigaon	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	STT	NR	DairyProducts Processor	540	5	120
36	Assam	Barpeta	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	STT	NR	DairyProducts Processor	540	5	87
37	Assam	Udalguri	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
38	Assam	Barpeta	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
39	Assam	Golaghat	NorthEastern Handicrafts& Handlooms Development Corporation	STT	NR	HandEmbroiderer (Addawala)	330	3	30
40	Assam	Kokrajhar	SheelBiotech Limited	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
41	Assam	Udalguri	SheelBiotech Limited	STT	NR	DairyProducts Processor	540	5	40
42	Assam	Udalguri	SheelBiotech Limited	LTT	NR	MultiSkill Technician(Food Processing)	880	8	30
43	Assam	Goalpara	SheelBiotech Limited	STT	NR	DairyProducts Processor	540	5	30
44	Assam	Goalpara	SheelBiotech Limited	LTT	NR	MultiSkill Technician(Food Processing)	880	8	30
45	Assam	Sivsagar	TBLEducation(I)Pvt.Ltd.	STT	NR	SelfEmployed Tailor	420	4	30
46	Assam	KamrupMetro	TBLEducation(I)Pvt.Ltd.	LTT	NR	FashionDesigner	735	7	30
47	Assam	Morigaon	TBLEducation(I)Pvt.Ltd.	LTT	NR	FashionDesigner	735	7	30
48	Assam	Morigaon	TBLEducation(I	STT	NR	StreetFood	450	4	30

)Pvt.Ltd.			Vendor- Standalone			
49	Bihar	Darbhanga	ApitcoLimited	EDP	NR	Entrepreneurship Development Programme	90	1	60
50	Bihar	Patna	ApitcoLimited	EDP	NR	Entrepreneurship Development Programme	90	1	60
51	Bihar	Patna	ApolloMedskills Ltd.	STT	NR	GeneralDuty AssistantTrainee	420	4	60
52	Bihar	Patna	APPAREL TRAINING& DESIGN CENTRE	LTT	NR	FashionDesigner	735	7	20
53	Bihar	Jamui	Medhavi Foundation	STT	NR	Plumber-General	450	4	30
54	Bihar	Jamui	Medhavi Foundation	LTT	NR	GeneralDuty Assistant	900	9	30
55	Bihar	Darbhanga	SHRI VISHWAMITRA SHIKSHAN SAMITI	STT	NR	Food & Beverage Service-Associate	420	4	60
56	Bihar	Darbhanga	SHRI VISHWAMITRA SHIKSHAN SAMITI	LTT	NR	HomeHealth Aide	1000	10	60
57	Bihar	Patna	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	LTT	NR	GeneralDuty Assistant- Advanced	900	9	60
58	Bihar	Patna	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	STT	NR	Food & Beverage Service-Associate	420	4	60
59	Bihar	Gaya	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	LTT	NR	HomeHealth Aide	1000	10	60
60	Bihar	Gaya	SKILLSROOT EDU TECH CONSULTING INDIAPVT. LTD.	STT	NR	Food & Beverage Service-Associate	420	4	60
61	Bihar	Khagaria	The Manav KalyanAvam VikasSanstha	LTT	NR	HomeHealth Aide	1000	10	60
62	Bihar	Banka	TheManav KalyanAvam VikasSanstha	STT	NR	GRAPHIC DESIGNER	540	5	60
63	Bihar	Muzafferpur	The Manav KalyanAvam VikasSanstha	LTT	NR	HomeHealth Aide	1000	10	60
64	Bihar	Patna	Tool Room And Training Centre, Patna (An ExtensionCentre Of Indo Danish	Up- skilling	NR	AutoCAD	96	1	23

			ToolRoom, Jamshedpur)						
65	Bihar	Patna	Tool Room And Training Centre, Patna (An ExtensionCentre Of Indo Danish Tool Room, Jamshedpur)	LTT	Res	CertificateCourse in CNC Turning	780	5	25
66	Bihar	Patna	Tool Room And Training Centre, Patna (An ExtensionCentre Of Indo Danish Tool Room, Jamshedpur)	Up-skilling	NR	Computer Hardware& Networking	96	1	16
67	Bihar	Patna	Tool Room And Training Centre, Patna (An ExtensionCentre Of Indo Danish Tool Room, Jamshedpur)	Up-skilling	NR	ElectricalCAD	96	1	12
68	Bihar	Patna	Tool Room And Training Centre, Patna (An ExtensionCentre Of Indo Danish Tool Room, Jamshedpur)	Up-skilling	NR	PLCProgramming	96	1	6
69	Chhattisgarh	Narayanpur	APPAREL TRAINING& DESIGN CENTRE	LTT	NR	FashionDesigner	735	7	25
70	Chhattisgarh	Mahasamund	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	STT	NR	DairyProducts Processor	540	5	118
71	Chhattisgarh	Rajnandgaon	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	STT	NR	DairyProducts Processor	540	5	60
72	Chhattisgarh	Balod	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	STT	NR	DairyProducts Processor	540	5	60
73	Chhattisgarh	Mahasamund	National FederationOf	LTT	NR	MultiSkill Technician(Food	880	8	30

			Farmers Procurement, Processing & Retailing Cooperatives Of India Ltd (Nacof)			Processing)			
74	Chhattisgarh	Mahasamund	SheelBiotech Limited	STT	NR	DairyProducts Processor	540	5	40
75	Chhattisgarh	Mahasamund	SheelBiotech Limited	LTT	NR	Multi Skill Technician(Food Processing)	880	8	22
76	Chhattisgarh	RajnandGaon	SheelBiotech Limited	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
77	Chhattisgarh	Balod	SheelBiotech Limited	STT	NR	DairyProducts Processor	540	5	25
78	Chhattisgarh	Balod	SheelBiotech Limited	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
79	Delhi	SouthDelhi	ApolloMedskills Ltd.	STT	NR	GeneralDuty AssistantTrainee	420	4	30
80	Delhi	NorthWestDelhi	APPAREL TRAINING& DESIGN CENTRE	LTT	NR	FashionDesigner	735	7	25
81	Gujarat	Vadodara	APPAREL TRAINING& DESIGN CENTRE	LTT	NR	FashionDesigner	735	7	25
82	Gujarat	Surat	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	EDP	NR	Entrepreneurship Development Programme	90	1	60
83	Gujarat	Ahmedabad	IndoGerman Tool Room Ahmedabad	Up-skilling	NR	ElectricalCAD	96	1	30
84	Gujarat	Ahmedabad	IndoGerman Tool Room Ahmedabad	LTT	NR	MasterCertificate Course in CAD/CAM	780	7	30
85	Gujarat	Ahmedabad	IndoGerman Tool Room Ahmedabad	LTT	NR	MastersCertificate Course in Mechatronics	780	7	30
86	Gujarat	Ahmedabad	IndoGerman Tool Room Ahmedabad	Up-skilling	NR	PLCProgramming	96	1	30
87	Gujarat	Rajkot	IndoGerman Tool Room Ahmedabad	Up-skilling	NR	RevitArchitecture	96	1	30
88	Gujarat	Ahmedabad	IndoGerman Tool Room Ahmedabad	Up-skilling	NR	Solidowrks	96	1	30
89	Gujarat	Rajkot	IndoGerman Tool Room Ahmedabad	Up-skilling	NR	Solidowrks	96	1	30
90	Haryana	Gurgaon	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	25
91	Haryana	Faridabad	APPAREL	STT	NR	SelfEmployed	420	4	25

			TRAINING& DESIGN CENTRE			Tailor			
92	Haryana	Karnal	CentralTool Room,Ludhiana	Up- skilling	NR	AutoCAD	96	1	25
93	Haryana	Karnal	Central Tool Room,Ludhiana	Up- skilling	NR	CNC Programming- Lathe	96	1	25
94	Haryana	Karnal	Central Tool Room,Ludhiana	Up- skilling	NR	CNC Programming- Milling	96	1	25
95	Haryana	Karnal	CentralTool Room,Ludhiana	Up- skilling	NR	Solidowrks	96	1	25
96	Haryana	Mewat	Leisure and LifestyleGlobal ServicesPvtLtd	STT	NR	SelfEmployed Tailor	420	4	60
97	Haryana	Rohtak	Msme Technology Centre,Rohtak	Up- skilling	NR	AutoCAD	60	1	20
98	Haryana	Rohtak	Msme Technology Centre,Rohtak	LTT	Res	CertificateCourse in CNC Turning	780	5	20
99	Haryana	Rohtak	Msme Technology Centre,Rohtak	LTT	NR	CertificateCourse in CNC Turning	780	7	20
100	Haryana	Rohtak	Msme Technology Centre,Rohtak	LTT	Res	MasterCertificate Course in CAD/CAM	780	5	18
101	Haryana	Rohtak	Msme Technology Centre,Rohtak	LTT	NR	MasterCertificate Course in CAD/CAM	780	7	4
102	Haryana	Rohtak	Msme Technology Centre,Rohtak	Up- skilling	NR	PLCProgramming	60	1	12
103	Haryana	PANCHKULA	ShapingCareers EducationSociety	STT	NR	Documentation Executive	450	4	84
104	Haryana	PANCHKULA	ShapingCareers EducationSociety	STT	NR	SewingMachine Operator	300	3	84
105	Haryana	Sonipat	ShivEducation Society	STT	NR	Checker-Inline& Measurement	400	4	30
106	Haryana	Hisar	ShivEducation Society	STT	NR	Checker-Inline& Measurement	400	4	30
107	Haryana	Rohtak	ShivEducation Society	STT	NR	TelecomCustomer Care Executive - RepairCenter	450	4	30
108	Haryana	Rohtak	ShivEducation Society	STT	NR	Checker-Inline& Measurement	400	4	
109	Haryana	Kurukshetra	ShivEducation Society	STT	NR	Checker-Inline& Measurement	400	4	30
110	Haryana	Mewat	ShivEducation Society	STT	NR	TelecomCustomer Care Executive - RepairCenter	450	4	
111	Haryana	Sonipat	ShivEducation Society	STT	NR	Housekeepercum Cook(Household and Small Establishment)	300	3	28
112	Haryana	Sonipat	ShivEducation Society	STT	NR	TVRepair Technician	420	4	30
113	Haryana	Sonipat	ShivEducation Society	STT	NR	Checker- Inline&Measuremen t	400	4	30

114	Haryana	Gurugram	ShivEducation Society	STT	NR	TVRepair Technician	420	4	30
115	Haryana	Yamunanagar	ShivEducation Society	LTT	NR	FashionDesigner	735	7	30
116	Himachal Pradesh	Mandi	Himachal Consultancy OrganizationLtd. (Himcon)	EDP	NR	Entrepreneurship Development Programme	90	1	60
117	Himachal Pradesh	Chamba	Himachal Consultancy OrganizationLtd. (Himcon)	EDP	NR	Entrepreneurship Development Programme	90	1	60
118	Himachal Pradesh	Kullu	Himachal Consultancy OrganizationLtd. (Himcon)	EDP	NR	Entrepreneurship Development Programme	90	1	60
119	Himachal Pradesh	Sirmour	Himachal Consultancy OrganizationLtd. (Himcon)	EDP	NR	Entrepreneurship Development Programme	90	1	60
120	Himachal Pradesh	Hamirpur	Leisure and LifestyleGlobal ServicesPvtLtd	STT	NR	Bridal,Fashion and Portfolio MakeupArtist	600	6	60
121	Himachal Pradesh	Chamba	Leisure and LifestyleGlobal ServicesPvtLtd	STT	NR	CustomerCare Executive	600	6	60
122	Jammu& Kashmir	Bandipora	AmbishineSkills Privatelimited	STT	NR	SolarPVInstaller (Suryamitra)	420	4	30
123	Jammu& Kashmir	Kupwara	Azaan International	STT	NR	DomesticIT Helpdesk Attendant	450	4	30
124	Jammu& Kashmir	Kathua	Himachal Consultancy OrganizationLtd. (Himcon)	EDP	NR	Entrepreneurship Development Programme	90	1	60
125	Jammu& Kashmir	Anantnag	IndianInstituteof Carpet Technology (IICT),Srinagar	STT	NR	CarpetWeaver	540	5	20
126	Jammu& Kashmir	Anantnag	IndianInstituteof Carpet Technology (IICT),Srinagar	STT	NR	CarpetWeaver	540	5	20
127	Jammu& Kashmir	Budgem	IndianInstituteof Carpet Technology (IICT),Srinagar	STT	NR	CarpetWeaver	540	5	20
128	Jammu& Kashmir	Baramulla	IndianInstituteof Carpet Technology (IICT),Srinagar	STT	NR	CarpetWeaver	540	5	20
129	Jammu& Kashmir	Bandipora	IndianInstituteof Carpet Technology (IICT),Srinagar	STT	NR	CarpetWeaver	540	5	20
130	Jammu& Kashmir	Ganderbal	IndianInstituteof Carpet Technology (IICT),Srinagar	STT	NR	CarpetWeaver	540	5	20
13	Jammu&	Kulgam	IndianInstituteof	STT	NR	CarpetWeaver	540	5	20

1	Kashmir		Carpet Technology (IICT), Srinagar						
132	Jammu & Kashmir	Kupwara	Indian Institute of Carpet Technology (IICT), Srinagar	STT	NR	Carpet Weaver	540	5	20
133	Jammu & Kashmir	Pulwama	Indian Institute of Carpet Technology (IICT), Srinagar	STT	NR	Carpet Weaver	540	5	20
134	Jammu & Kashmir	Srinagar	Indian Institute of Carpet Technology (IICT), Srinagar	STT	NR	Carpet Weaver	540	5	20
135	Jammu & Kashmir	Kupwara	INNOVISION LIMITED	STT	NR	Self Employed Tailor	420	4	30
136	Jammu & Kashmir	BUDGAM	Leisure and Lifestyle Global Services Pvt Ltd	STT	NR	Self Employed Tailor	420	4	60
137	Jammu & Kashmir	BUDGAM	Leisure and Lifestyle Global Services Pvt Ltd	STT	NR	CCTV Installation Technician	600	6	60
138	Jammu & Kashmir	Srinagar	Up Industrial Consultants Limited	LTT	NR	Guest Service Executive (Front Office)	690	6	60
139	Jammu & Kashmir	Ganderbal	Up Industrial Consultants Limited	LTT	NR	Guest Service Executive (Front Office)	690	6	60
140	Jammu & Kashmir	Bandipora	Up Industrial Consultants Limited	LTT	NR	Guest Service Executive (Front Office)	690	6	60
141	Jammu & Kashmir	Bandipora	Up Industrial Consultants Limited	LTT	NR	Phlebotomist	1000	10	60
142	Jammu & Kashmir	Ganderbal	Up Industrial Consultants Limited	LTT	NR	Phlebotomist	1000	10	60
143	Jharkhand	Hazaribagh	Medhavi Foundation	STT	NR	Electrician Domestic Solutions	360	3	30
144	Jharkhand	Hazaribagh	Medhavi Foundation	LTT	NR	General Duty Assistant	900	9	30
145	Jharkhand	Bokaro	Mpcon Ltd	STT	NR	Self Employed Tailor	420	4	25
146	Jharkhand	Hazaribagh	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	LTT	NR	General Duty Assistant-Advanced	900	9	60
147	Jharkhand	Hazaribagh	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	60
148	Jharkhand	Gharwa	SWAJAGRITI YOGSAMITI	STT	NR	Customer Care Executive	600	6	30
149	Jharkhand	Palamu	SWAJAGRITI YOGSAMITI	STT	NR	Customer Care Executive	600	6	60
15	Jharkhand	Bokaro	The Manav	LTT	NR	Dresser (Medical)	1000	10	60

0			KalyanAvam VikasSanstha						
15 1	Jharkhand	Ranchi	TheManav KalyanAvam VikasSanstha	LTT	NR	HomeHealth Aide	1000	10	60
15 2	Karnataka	Belagavi	Abhiyan Foundation	LTT	NR	SamplingTailor	745	7	60
15 3	Karnataka	Dharwad	Abhiyan Foundation	LTT	NR	Assistant Designer-Fashion, Home and Made- Ups	800	8	60
15 4	Karnataka	BangaloreUrban	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	25
15 5	Karnataka	GADAG	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SewingMachine Operator	300	3	25
15 6	Karnataka	KOLAR	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	25
15 7	Karnataka	CHIKKABALLAPU R	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	25
15 8	Karnataka	Mandya	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	25
15 9	Karnataka	Bangalore	Indianinstituteof Multimedia Animation Technology(Ii- MAT)	LTT	NR	Phlebotomist	1000	10	30
16 0	Karnataka	Bangalore	Indianinstituteof Multimedia Animation Technology(Ii- MAT)	STT	NR	GRAPHIC DESIGNER	540	5	30
16 1	Karnataka	Tumkur	Indianinstituteof Multimedia Animation Technology(Ii- MAT)	STT	NR	CourierExecutive -Operations	600	6	30
16 2	Karnataka	Tumkur	Indianinstituteof Multimedia Animation Technology(Ii- MAT)	LTT	NR	Dresser(Medical)	1000	10	30
16 3	Karnataka	Hubli	MedhaSkill Development TrainingCentre	STT	NR	GRAPHIC DESIGNER	540	5	30
16 4	Karnataka	Koppal	Medha Skill Development TrainingCentre	STT	NR	Multifunctional OfficeExecutive	570	5	30
16 5	Karnataka	Koppal	Medha Skill Development TrainingCentre	LTT	NR	Guest Service Executive(Front Office)	690	6	29

166	Karnataka	Vijayanagara	Mpcon Ltd	STT	NR	DomesticData EntryOperator	450	4	25
167	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	AutoCAD	60	1	
168	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	AutoCAD	60	1	
169	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	CATIA	60	1	
170	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	CATIA	60	1	
171	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	MasterCAM	80	1	
172	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	MasterCAM	80	1	
173	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	Solidowrks	60	1	
174	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	Solidowrks	60	1	
175	Karnataka	BengaluruUrban	Msme Technology Centre, Bengaluru	Up-skilling	NR	Unigraphics	60	1	
176	Karnataka	Yadgir	SriBalajiTrading	STT	NR	CounterSales Executive (Tourismand Hospitality)	600	6	90
177	Karnataka	Yadgir	SriBalajiTrading	STT	NR	DomesticIT Helpdesk Attendant	450	4	90
178	Karnataka	Yadgir	SriBalajiTrading	STT	NR	Customer Care Executive-Domestic-Non-Voice	450	4	90
179	Karnataka	Yadgir	SriBalajiTrading	STT	NR	DomesticData EntryOperator	450	4	90
180	Karnataka	Raichur	SriBalajiTrading	STT	NR	Customer Care Executive-Domestic-Non-Voice	450	4	60
181	Karnataka	Raichur	SriBalajiTrading	STT	NR	CustomerCare Executive-Domestic-Voice	450	4	60
182	Kerala	Ernakulam	CentralInstitute Of	LTT	Res	MachineOperator- InjectionMoulding	960	6	20

			Petrochemicals Engineering & Technology (CIPET)						
183	Kerala	Ernakulam	Central Institute Of Petrochemicals Engineering & Technology (CIPET)	STT	NR	Machine Operator Assistant-Plastics Processing	480	4	40
184	Kerala	Palakkad	Central Institute Of Petrochemicals Engineering & Technology (CIPET)	STT	Res	Machine Operator Assistant-Plastics Processing	480	3	25
185	Ladakh	Kargil	Evergreen Education Trust	STT	NR	Solar PV Installer (Suryamitra)	420	4	30
186	Madhya Pradesh	Singrauli	Acadecraft Private Limited	STT	NR	Self Employed Tailor	420	4	40
187	Madhya Pradesh	Mandla	Acadecraft Private Limited	STT	NR	Counter Sales Executive (Tourism and Hospitality)	600	6	30
188	Madhya Pradesh	Jabalpur	Acadecraft Private Limited	STT	NR	Self Employed Tailor	420	4	30
189	Madhya Pradesh	Narsinghpur	Acadecraft Private Limited	STT	NR	Self Employed Tailor	420	4	30
190	Madhya Pradesh	Narsinghpur	Acadecraft Private Limited	STT	NR	Counter Sales Executive (Tourism and Hospitality)	600	6	30
191	Madhya Pradesh	Narsinghpur	Acadecraft Private Limited	LTT	NR	Multi Skill Technician (Food Processing)	880	8	30
192	Madhya Pradesh	Chhindwara	Acadecraft Private Limited	STT	NR	Self Employed Tailor	420	4	30
193	Madhya Pradesh	Neemuch	Acadecraft Private Limited	STT	NR	Self Employed Tailor	420	4	30
194	Madhya Pradesh	Bhopal	Acadecraft Private Limited	STT	NR	Self Employed Tailor	420	4	30
195	Madhya Pradesh	Sagar	Acadecraft Private Limited	LTT	NR	Multi Skill Technician (Food Processing)	880	8	30
196	Madhya Pradesh	Rewa	Acadecraft Private Limited	LTT	NR	Multi Skill Technician (Food Processing)	880	8	30
197	Madhya Pradesh	Sagar	Acadecraft Private Limited	STT	NR	Self Employed Tailor	420	4	30
198	Madhya Pradesh	Sagar	Acadecraft Private Limited	LTT	NR	Multi Skill Technician (Food Processing)	880	8	30
199	Madhya Pradesh	Bhopal	Amulett Educational Services Pvt Ltd	LTT	NR	Fashion Designer	735	7	120
200	Madhya Pradesh	Sehore	Amulett Educational Services Pvt Ltd	STT	NR	Field Technician Other Home Appliances	600	6	120
201	Madhya Pradesh	Itarsi	Amulett Educational	STT	NR	Field Technician Other Home	600	6	120

			ServicesPvtLtd			Appliances			
20 2	Madhya Pradesh	Indore	Apna Prayas Youth Entrepreneur & Social Welfare Society	STT	NR	CustomerCare Executive	600	6	120
20 3	Madhya Pradesh	Harda	Apna Prayas Youth Entrepreneur & Social Welfare Society	STT	NR	SewingMachine Operator	300	3	120
20 4	Madhya Pradesh	HOSHANGABAD	Apna Prayas Youth Entrepreneur & Social Welfare Society	STT	NR	SewingMachine Operator	300	3	120
20 5	Madhya Pradesh	Guna	Apna Prayas Youth Entrepreneur & Social Welfare Society	STT	NR	CustomerCare Executive	600	6	90
20 6	Madhya Pradesh	Indore	Apna Prayas Youth Entrepreneur & Social Welfare Society	STT	NR	CustomerCare Executive	600	6	60
20 7	Madhya Pradesh	AgarMalwa	Auraedu Group LearningPrivate Limited	LTT	NR	Assistant Designer-Fashion, Home and Made- Ups	800	8	100
20 8	Madhya Pradesh	AgarMalwa	AuraeduGroup LearningPrivate Limited	STT	NR	MultiSkill Technician (Electrical)	600	6	100
20 9	Madhya Pradesh	Ujjain	Auraedu Group LearningPrivate Limited	STT	NR	MultiSkill Technician (Electrical)	600	6	100
21 0	Madhya Pradesh	Barwani	Auraedu Group LearningPrivate Limited	LTT	NR	Assistant Designer-Fashion, Home and Made- Ups	800	8	100
21 1	Madhya Pradesh	Ujjain	Auraedu Group LearningPrivate Limited	LTT	NR	Assistant Designer-Fashion, Home and Made- Ups	800	8	100
21 2	Madhya Pradesh	Indore	CareerTraining and Classes PrivateLimited	STT	NR	CustomerCare Executive	600	6	90
21 3	Madhya Pradesh	Bhopal	CentralInstitute Of Petrochemicals Engineering & Technology (CIPET)	STT	NR	MachineOperator Assistant - Blow Moulding	480	4	25
21 4	Madhya Pradesh	Bhopal	CentralInstitute Of Petrochemicals Engineering &Technology (CIPET)	STT	NR	Machine Operator Assistant-Plastics Extrusion	480	4	40
21	Madhya	Gwalior	CentralInstitute	STT	NR	MachineOperator	480	4	23

5	Pradesh		Of Petrochemicals Engineering & Technology (CIPET)			Assistant-Plastics Processing			
216	Madhya Pradesh	Panna	Computer Institution of Information Tutorial Society	STT	NR	Welder-(GTAW)	540	5	30
217	Madhya Pradesh	BHOPAL	Ganga Gyan Vikas Samiti	LTT	Res	Multi Skill Technician (Food Processing)	880	6	60
218	Madhya Pradesh	Khargone	Gayatri Sewa Sansthan	Up-skilling	NR	Domestic Data Entry Operator	60	1	30
219	Madhya Pradesh	Jabalpur	Give Education and Management Services Private Limited	LTT	NR	Phlebotomist	1000	10	30
220	Madhya Pradesh	Jabalpur	Give Education and Management Services Private Limited	LTT	NR	Guest Service Executive (Front Office)	690	6	30
221	Madhya Pradesh	Sehore	Give Education and Management Services Private Limited	STT	NR	Dairy Products Processor	540	5	30
222	Madhya Pradesh	Sehore	Give Education and Management Services Private Limited	STT	NR	Corn Processing Technician	520	5	30
223	Madhya Pradesh	SHIVPURI	Green Park Skills Foundation	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	30
224	Madhya Pradesh	Indore	Indo German Tool Room, Indore (Msme Technology Centre, Indore)	LTT	NR	Certificate Course in CNC Turning	780	7	30
225	Madhya Pradesh	Indore	Indo German Tool Room, Indore (Msme Technology Centre, Indore)	Up-skilling	NR	Certificate in financial accounting with Tally ERP	120	1	30
226	Madhya Pradesh	Indore	Indo German Tool Room, Indore (Msme Technology Centre, Indore)	Up-skilling	NR	Certificate in financial accounting with Tally ERP	120	1	30
227	Madhya Pradesh	Indore	Indo German Tool Room, Indore (Msme Technology Centre, Indore)	Up-skilling	NR	Solar Power Installation, Operation and Maintenance	80	1	30
228	Madhya Pradesh	Indore	Indo German Tool Room, Indore (Msme Technology Centre, Indore)	Up-skilling	NR	Solar Power Installation, Operation and Maintenance	80	1	30
22	Madhya	Bhind	LEKHRAJ	STT	NR	Customer Care	600	6	240

9	Pradesh		SINGH SHIKSHA SAMITI			Executive			
230	Madhya Pradesh	Ujjain	Madhya Pradesh State Cooperative Information And Advanced Technology Federation Ltd Bhopal	STT	NR	CustomerCare Executive	600	6	60
231	Madhya Pradesh	Singrauli	Madhya Pradesh State Cooperative Information And Advanced Technology Federation Ltd Bhopal	STT	NR	TelecomCustomer Care Executive - Call Center/Relationship Center	540	5	120
232	Madhya Pradesh	Khandwa	Madhya Pradesh State Cooperative Information And Advanced Technology Federation Ltd Bhopal	STT	NR	TelecomCustomer Care Executive - Call Center/Relationship Center	540	5	120
233	Madhya Pradesh	Singrauli	Madhya Pradesh State Cooperative Information And Advanced Technology Federation Ltd Bhopal	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
234	Madhya Pradesh	Khandwa	Madhya Pradesh State Cooperative Information And Advanced Technology Federation Ltd Bhopal	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
235	Madhya Pradesh	Khargone	Madhya Pradesh State Cooperative Information And Advanced Technology Federation Ltd Bhopal	STT	NR	ITCoordinatorIn School	600	6	30
236	Madhya Pradesh	Shajapur	Madhya Pradesh State Cooperative Information And Advanced Technology Federation Ltd Bhopal	STT	NR	ITCoordinatorIn School	600	6	60
237	Madhya Pradesh	Indore	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	30
238	Madhya Pradesh	Dhar	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	30

239	Madhya Pradesh	Ujjain	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	60
240	Madhya Pradesh	Shajapur	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	60
241	Madhya Pradesh	AgarMalwa	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	60
242	Madhya Pradesh	Khargone	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	60
243	Madhya Pradesh	Rajgarh	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	60
244	Madhya Pradesh	Barwani	Madhya Pradesh State Cooperative Union Limited Bhopal	EDP	NR	Entrepreneurship Development Programme	90	1	60
245	Madhya Pradesh	Barwani	Madhya Pradesh State Cooperative Union Limited Bhopal	Up-skilling	NR	Traditional Snack and Savoury Maker	120	1	30
246	Madhya Pradesh	Sehore	Madhya Pradesh State Cooperative Union Limited Bhopal	Up-skilling	NR	Traditional Snack and Savoury Maker	120	1	30
247	Madhya Pradesh	Narsinghpur	Madhya Pradesh State Cooperative Union Limited Bhopal	Up-skilling	NR	Traditional Snack and Savoury Maker	120	1	30
248	Madhya Pradesh	Mandla	Madhya Pradesh State Cooperative Union Limited Bhopal	Up-skilling	NR	Traditional Snack and Savoury Maker	120	1	30
249	Madhya Pradesh	Bhopal	Mathura Devi Shiksha Prasar Evam Samaj Kalyan Samiti	STT	NR	Welder-(GTAW)	540	5	20
250	Madhya Pradesh	Bhopal	Mathura Devi Shiksha Prasar Evam Samaj Kalyan Samiti	STT	NR	Customer Care Executive	600	6	20
251	Madhya Pradesh	Raisen	Mathura Devi Shiksha Prasar Evam Samaj Kalyan Samiti	STT	NR	Customer Care Executive	600	6	20
252	Madhya Pradesh	Raisen	Mathura Devi Shiksha Prasar Evam Samaj Kalyan Samiti	STT	NR	Self Employed Tailor	420	4	20
253	Madhya Pradesh	Morena	Mathura Devi Shiksha Prasar Evam Samaj Kalyan Samiti	STT	NR	Self Employed Tailor	420	4	20

25 4	Madhya Pradesh	Morena	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	Welder-(GTAW)	540	5	20
25 5	Madhya Pradesh	Morena	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	CustomerCare Executive	600	6	20
25 6	Madhya Pradesh	Gwalior	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	Jute Products StitchingOperator	510	5	20
25 7	Madhya Pradesh	Gwalior	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	CustomerCare Executive	600	6	20
25 8	Madhya Pradesh	Bhind	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	CustomerCare Executive	600	6	20
25 9	Madhya Pradesh	Bhind	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	SelfEmployed Tailor	420	4	20
26 0	Madhya Pradesh	KHANDWA	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	Jute Products StitchingOperator	510	5	20
26 1	Madhya Pradesh	KHANDWA	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	SelfEmployed Tailor	420	4	20
26 2	Madhya Pradesh	Ujjain	Mhahatma Gnadhi Statae Institute of Rural Developmentand Panchyatraj	LTT	NR	Multi Skill Technician(Food Processing) V2	880	8	13
26 3	Madhya Pradesh	Ujjain	Mhahatma Gnadhi Statae InstituteofRural Developmentand Panchyatraj	STT	NR	CustomerCare Executive V2	600	6	117
26 4	Madhya Pradesh	Bhopal	Mhahatma Gnadhi Statae Institute of Rural Developmentand Panchyatraj	LTT	NR	FashionDesigner	735	7	115
26 5	Madhya Pradesh	Bhopal	Mhahatma Gnadhi Statae Institute of Rural Developmentand Panchyatraj	STT	NR	SelfEmployed Tailor V3	420	4	24
26 6	Madhya Pradesh	Indore	Mhahatma Gnadhi Statae Institute of Rural Developmentand Panchyatraj	STT	Res	SelfEmployed Tailor V3	420	3	86
26 7	Madhya Pradesh	Indore	Mhahatma Gnadhi Statae InstituteofRural	STT	NR	CustomerCare Executive V2	600	6	90

			Developmentand Panchyatraj						
26 8	Madhya Pradesh	Indore	Mhahatma Gnadh Statae Institute of Rural Developmentand Panchyatraj	LTT	Res	FashionDesigner	735	5	83
26 9	Madhya Pradesh	Gwalior	Mhahatma Gnadh Statae InstituteofRural Developmentand Panchyatraj	STT	NR	CustomerCare Executive V2	600	6	120
27 0	Madhya Pradesh	Gwalior	Mhahatma Gnadh Statae Institute of Rural Developmentand Panchyatraj	LTT	NR	FashionDesigner	735	7	80
27 1	Madhya Pradesh	Jabalpur	Mhahatma Gnadh Statae Institute of Rural Developmentand Panchyatraj	STT	Res	CustomerCare Executive V2	600	4	120
27 2	Madhya Pradesh	Sagar	Mpcon Ltd	Up- skilling	NR	YogaWellness Trainer	80	1	30
27 3	Madhya Pradesh	Damoh	Mpcon Ltd	Up- skilling	NR	Assistanc Electrician	80	1	25
27 4	Madhya Pradesh	Panna	Mpcon Ltd	Up- skilling	NR	Assistanc Electrician	80	1	30
27 5	Madhya Pradesh	Bhind	PEOPELS GENERAL ASSOCIATION	STT	NR	CustomerCare Executive	600	6	180
27 6	Madhya Pradesh	Indore	PithampurAuto Cluster	LTT	Res	Assistanc Designer-Fashion, Home and Made- Ups	800	5	84
27 7	Madhya Pradesh	Indore	PithampurAuto Cluster	STT	Res	Automotive AccessoryFitter	328	2	30
27 8	Madhya Pradesh	Indore	PithampurAuto Cluster	STT	Res	CustomerCare Executive	600	4	30
27 9	Madhya Pradesh	Indore	PithampurAuto Cluster	STT	Res	CustomerCare Executive	600	4	90
28 0	Madhya Pradesh	Indore	PithampurAuto Cluster	STT	Res	MachineOperator & Programmer - CNCLathe	480	3	30
28 1	Madhya Pradesh	Betul	ShantiOverseas (India) LTD	LTT	NR	Warehouse Associate	780	7	180
28 2	Madhya Pradesh	Betul	ShantiOverseas (India)LTD	STT	NR	CourierExecutive -Operations	600	6	180
28 3	Madhya Pradesh	Harda	ShantiOverseas (India)LTD	STT	NR	Warehouse Executive	570	5	180
28 4	Madhya Pradesh	Jabalpur	SHRIVINAYAK CREATIVE FASHIONSPT LTD	LTT	NR	HomeHealth Aide	1000	10	120
28 5	Madhya Pradesh	JABALPUR	SHRI VISHWAMITRA SHIKSHAN SAMITI	LTT	NR	HomeHealth Aide	1000	10	90
28 6	Madhya Pradesh	JABALPUR	SHRI VISHWAMITRA	LTT	NR	GeneralDuty Assistant-	900	9	90

			SHIKSHAN SAMITI			Advanced			
287	Madhya Pradesh	SINGRAULI	SHRI VISHWAMITRA SHIKSHAN SAMITI	STT	NR	SolarLED Technician	600	6	90
288	Madhya Pradesh	SINGRAULI	SHRI VISHWAMITRA SHIKSHAN SAMITI	LTT	NR	GeneralDuty Assistant-Advanced	900	9	90
289	Madhya Pradesh	Sheopur	Shristi Educationaland Welfare Association	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	50
290	Madhya Pradesh	AshokNagar	Shristi Educationaland Welfare Association	STT	NR	SelfEmployed Tailor	420	4	50
291	Madhya Pradesh	AshokNagar	Shristi Educationaland Welfare Association	STT	NR	SelfEmployed Tailor	420	4	50
292	Madhya Pradesh	Guna	Shristi Educationaland Welfare Association	STT	NR	CustomerCare Executive	600	6	150
293	Madhya Pradesh	Rajgarh	Shristi Educationaland Welfare Association	STT	NR	CustomerCare Executive	600	6	150
294	Madhya Pradesh	Indore	SKILLSROOT EDU TECH CONSULTING INDIAPVT. LTD.	LTT	NR	HomeHealth Aide	1000	10	120
295	Madhya Pradesh	Indore	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	STT	NR	CustomerCare Executive	600	6	90
296	Madhya Pradesh	Narsinghpur	Startech jankalyan shikshan evam koushalvikasaur prabandhan sanstha	STT	NR	SelfEmployed Tailor	420	4	30
297	Madhya Pradesh	Balaghat	Startech jankalyan shikshan evam koushalvikasaur prabandhan sanstha	STT	NR	SelfEmployed Tailor	420	4	30
298	Madhya Pradesh	Indore	SumvednaShe WomanHealth CareSociety	STT	NR	CustomerCare Executive	600	6	30
299	Madhya Pradesh	Vidisha	SwamiAmbrish Chetanya Sewa Samiti	STT	NR	CCTVInstallation Technician	600	6	210
300	Madhya Pradesh	HOSHANGABAD	TBLEducation(I) Pvt.Ltd.	STT	NR	FieldTechnician OtherHome	600	6	30

						Appliances			
301	Madhya Pradesh	SHIVPURI	TRULYYOURS WELFARE SOCIETY	STT	NR	ITCoordinatorIn School	600	6	180
302	Madhya Pradesh	Damoh	UpIndustrial Consultants Limited	Up-skilling	NR	Documentation Executive	120	1	30
303	Madhya Pradesh	Barwani	UpIndustrial Consultants Limited	Up-skilling	NR	SelfEmployed Tailor	120	1	30
304	Madhya Pradesh	Sehore	UpIndustrial Consultants Limited	Up-skilling	NR	SelfEmployed Tailor	120	1	30
305	Madhya Pradesh	Betul	UpIndustrial Consultants Limited	Up-skilling	NR	SelfEmployed Tailor	120	1	30
306	Madhya Pradesh	Tikamgarh	UpIndustrial Consultants Limited	Up-skilling	NR	SelfEmployed Tailor	120	1	30
307	Madhya Pradesh	Sehore	Up Industrial Consultants Limited	Up-skilling	NR	SolarPanel Installation Technician	120	1	30
308	Madhya Pradesh	Hoshangabad	UpIndustrial Consultants Limited	Up-skilling	NR	SolarPanel Installation Technician	120	1	30
309	Madhya Pradesh	Bhind	VILLAGEINDIA KALYAN SANSTHAN	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	60
310	Madhya Pradesh	Dewas	VILLAGEINDIA KALYAN SANSTHAN	LTT	NR	Telehealth Services Coordinator	960	9	60
311	Maharashtra	Nashik	AartiEducare	STT	NR	AccountExecutive	450	4	30
312	Maharashtra	Nashik	AartiEducare	STT	NR	BeautyTherapist	510	5	30
313	Maharashtra	Washim	AcmeIndia MicrosysPvt Ltd	STT	NR	Draughtsman Mechanical	510	5	19
314	Maharashtra	Kolhapur	AcmeIndia MicrosysPvt Ltd	STT	NR	SelfEmployed Tailor	420	4	30
315	Maharashtra	Dhule	AkshayBaheti andCo.	STT	NR	CustomerCare Executive	600	6	90
316	Maharashtra	Dhule	AkshayBaheti andCo.	STT	NR	ITCoordinator In School	600	6	90
317	Maharashtra	Dhule	AkshayBaheti and Co.	LTT	NR	Guest Service Executive(Front Office)	690	6	60
318	Maharashtra	Buldhana	AkshayBaheti and Co.	LTT	NR	GuestService Executive(Front Office)	690	6	60
319	Maharashtra	Buldhana	AkshayBaheti and Co.	STT	NR	Bridal,Fashion and Portfolio MakeupArtist	600	6	60
320	Maharashtra	Solapur	AkshayBaheti andCo.	STT	NR	CustomerCare Executive	600	6	60
321	Maharashtra	Solapur	AkshayBaheti and Co.	LTT	NR	Guest Service Executive(Front Office)	690	6	60
322	Maharashtra	Solapur	AkshayBaheti and Co.	LTT	NR	Assistant Designer-Fashion,	800	8	60

						Homeand Made-Ups			
323	Maharashtra	Nandurbar	AkshayBaheti andCo.	STT	NR	CustomerCare Executive	600	6	60
324	Maharashtra	Dhule	AkshayBaheti and Co.	LTT	NR	Guest Service Executive(Front Office)	690	6	60
325	Maharashtra	Dhule	AkshayBaheti and Co.	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	30
326	Maharashtra	Dhule	AkshayBaheti andCo.	LTT	Res	FashionDesigner	735	5	30
327	Maharashtra	Chandrapur	Apna Prayas Youth Entrepreneur& SocialWelfare Society	STT	NR	CustomerCare Executive	600	6	120
328	Maharashtra	Thane	APPAREL TRAINING& DESIGN CENTRE	LTT	NR	FashionDesigner	735	7	25
329	Maharashtra	Gondia	CareerTraining and Classes PrivateLimited	STT	NR	CustomerCare Executive	600	6	90
330	Maharashtra	Ratnagiri	CareerTraining and Classes PrivateLimited	STT	NR	CustomerCare Executive	600	6	
331	Maharashtra	Ratnagiri	CareerTraining and Classes PrivateLimited	LTT	NR	FashionDesigner	735	7	
332	Maharashtra	Nandurbar	CareerTraining and Classes PrivateLimited	STT	NR	CustomerCare Executive	600	6	90
333	Maharashtra	Nandurbar	CareerTraining and Classes PrivateLimited	LTT	NR	FashionDesigner	735	7	60
334	Maharashtra	Nandurbar	CareerTraining and Classes PrivateLimited	LTT	NR	GeneralDuty Assistant	900	9	90
335	Maharashtra	Amravati	CareerTraining and Classes PrivateLimited	STT	NR	CustomerCare Executive	600	6	120
336	Maharashtra	Aurangabad	CentralInstitute Of Petrochemicals Engineering & Technology (CIPET)	STT	NR	Machine Operator Assistant - InjectionMoulding	480	4	18
337	Maharashtra	Nashik	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	STT	NR	CustomerCare Executive	600	6	120
338	Maharashtra	Nagpur	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	EDP	NR	Entrepreneurship Development Programme	90	1	60
33	Maharashtra	Nashik	CentreFor	EDP	NR	Entrepreneurship	90	1	30

9			Entrepreneurship Development MadhyaPradesh (Cedmap)			Development Programme			
340	Maharashtra	Pune	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	EDP	NR	Entrepreneurship Development Programme	90	1	30
341	Maharashtra	Nagpur	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	LTT	NR	Multi Skill Technician(Food Processing)	880	8	89
342	Maharashtra	Nagpur	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	STT	NR	SelfEmployed Tailor	420	4	120
343	Maharashtra	Pune	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	STT	NR	SelfEmployed Tailor	420	4	120
344	Maharashtra	Bhandara	GangaGyan VikasSamiti	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	60
345	Maharashtra	Nagpur	GangaGyan VikasSamiti	STT	NR	CustomerCare Executive	600	6	60
346	Maharashtra	Nagpur	GangaGyan VikasSamiti	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	60
347	Maharashtra	SAONER	GreenParkSkills Foundation	LTT	NR	HomeHealth Aide	1000	10	30
348	Maharashtra	SAONER	GreenParkSkills Foundation	STT	NR	SolarPanel Installation Technician	600	6	30
349	Maharashtra	Sangli	H2VFortune PrivateLimited	LTT	NR	FashionDesigner	735	7	120
350	Maharashtra	Pune	H2VFortune PrivateLimited	STT	NR	CustomerCare Executive	600	6	150
351	Maharashtra	Pune	H2VFortune PrivateLimited	LTT	NR	FashionDesigner	735	7	150
352	Maharashtra	Dhule	H2VFortune PrivateLimited	STT	NR	CustomerCare Executive	600	6	120
353	Maharashtra	Nandurbar	H2VFortune PrivateLimited	STT	NR	CustomerCare Executive	600	6	120
354	Maharashtra	Nagpur	ISHAAN EDUCATION SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
355	Maharashtra	Aurangabad	KongokzInfra PrivateLimited	Up-skilling	NR	Assistant Electrician	60	1	30
356	Maharashtra	Gadchiroli	Mpcon Ltd	STT	NR	SelfEmployed Tailor	420	4	25
357	Maharashtra	Aurangabad	MSME TECHNOLOGY CENTRE-INDO GERMANTOOL ROOM AURANGABAD	LTT	NR	CertificateCourse in CNC Turning	780	7	25

358	Maharashtra	Aurangabad	MSME TECHNOLOGY CENTRE-INDO GERMANTOOL ROOM AURANGABAD	EDP	NR	Entrepreneurship Development Programme	90	1	30
359	Maharashtra	Aurangabad	MSME TECHNOLOGY CENTRE-INDO GERMANTOOL ROOM AURANGABAD	EDP	NR	Entrepreneurship Development Programme	90	1	30
360	Maharashtra	Pune	MSME TECHNOLOGY CENTRE-INDO GERMANTOOL ROOM AURANGABAD	EDP	NR	Entrepreneurship Development Programme	90	1	30
361	Maharashtra	Pune	MSME TECHNOLOGY CENTRE-INDO GERMANTOOL ROOM AURANGABAD	EDP	NR	Entrepreneurship Development Programme	90	1	30
362	Maharashtra	Kolhapur	MSME TECHNOLOGY CENTRE-INDO GERMANTOOL ROOM AURANGABAD	EDP	NR	Entrepreneurship Development Programme	90	1	30
363	Maharashtra	Nashik	PithampurAuto Cluster	STT	NR	CustomerCare Executive	600	6	60
364	Maharashtra	Nagpur	PithampurAuto Cluster	STT	NR	CustomerCare Executive	600	6	60
365	Maharashtra	Nagpur	PithampurAuto Cluster	LTT	NR	FashionDesigner	735	7	60
366	Maharashtra	Nashik	PithampurAuto Cluster	LTT	NR	GeneralDuty Assistant	900	9	60
367	Maharashtra	Dhule	PithampurAuto Cluster	STT	NR	MachineOperator &Programmer-CNC Lathe	480	4	90
368	Maharashtra	Nagpur	Rightto EducationPrivate Limited	STT	NR	AccountExecutive	450	4	30
369	Maharashtra	Nagpur	Right to EducationPrivate Limited	LTT	NR	Guest Service Executive(Front Office)	690	6	90
370	Maharashtra	Nagpur	Rightto EducationPrivate Limited	LTT	NR	GuestService Executive(Front Office)	690	6	120
371	Maharashtra	Nagpur	Right to EducationPrivate Limited	LTT	NR	FashionDesigner	735	7	90
372	Maharashtra	Nagpur	Right to EducationPrivate Limited	STT	NR	Bridal,Fashion and Portfolio MakeupArtist	600	6	60
373	Maharashtra	Nagpur	Rightto EducationPrivate Limited	LTT	NR	GuestService Executive(Front Office)	690	6	30
37	Maharashtra	Dhule	Rightto	STT	NR	AccountExecutive	450	4	60

4			EducationPrivate Limited						
375	Maharashtra	Dhule	Rightto EducationPrivate Limited	STT	NR	DomesticData EntryOperator	450	4	60
376	Maharashtra	Dhule	Right to EducationPrivate Limited	LTT	NR	Guest Service Executive(Front Office)	690	6	90
377	Maharashtra	Dhule	Rightto EducationPrivate Limited	STT	Res	DomesticData EntryOperator	450	3	60
378	Maharashtra	Dhule	Rightto EducationPrivate Limited	STT	Res	CCTVInstallation Technician	600	4	58
379	Maharashtra	Dhule	Rightto EducationPrivate Limited	STT	Res	AccountExecutive	450	3	60
380	Maharashtra	Aurangabad	Right to EducationPrivate Limited	STT	NR	SelfEmployed Tailor	420	4	60
381	Maharashtra	Aurangabad	Right to EducationPrivate Limited	LTT	NR	Guest Service Executive(Front Office)	690	6	90
382	Maharashtra	THANE	ShapingCareers EducationSociety	STT	NR	TraditionalHand Embroiderer	600	6	
383	Maharashtra	THANE	Shaping Careers EducationSociety	LTT	NR	Multi Skill Technician(Food Processing)	880	8	
384	Maharashtra	Nagpur	SKILLSROOT EDU TECH CONSULTING INDIAPVT. LTD.	LTT	NR	HomeHealth Aide	1000	10	120
385	Maharashtra	Nagpur	SKILLSROOT EDU TECH CONSULTING INDIAPVT. LTD.	STT	NR	CustomerCare Executive	600	6	60
386	Maharashtra	Nagpur	SumvednaShe WomanHealth CareSociety	STT	NR	CustomerCare Executive	600	6	60
387	Maharashtra	Nagpur	SumvednaShe WomanHealth CareSociety	LTT	NR	FashionDesigner	735	7	60
388	Maharashtra	Raigad	TBLEducation(I)Pvt.Ltd.	LTT	NR	SamplingTailor	745	7	30
389	Maharashtra	Amravati	TBLEducation(I)Pvt.Ltd.	LTT	NR	FashionDesigner	735	7	30
390	Maharashtra	Beed	TBLEducation(I)Pvt.Ltd.	STT	NR	Bridal,Fashion and Portfolio MakeupArtist	600	6	30
391	Maharashtra	Chandrapur	Up Industrial Consultants Limited	LTT	NR	SamplingTailor	745	7	30
392	Maharashtra	Amravati	UpIndustrial Consultants Limited	STT	NR	SelfEmployed Tailor	420	4	90
393	Maharashtra	Amravati	VOCSKILLS	STT	NR	Dairy Farmer/Entrepreneur	360	3	30

394	Maharashtra	Bhandara	VOCSKILLS	STT	NR	AssistantBeauty Therapist	450	4	30
395	Odisha	Khurda	Central Tool Room&Training Centre, Bhubaneswar	LTT	Res	ADVANCE DIPLOMA IN CNC PROGRAMMING TECHNIQUES ANDPRACTICES	900	6	60
396	Odisha	Kendujhar	Central Tool Room&Training Centre, Bhubaneswar	LTT	Res	ADVANCE DIPLOMA IN CNC PROGRAMMING TECHNIQUES ANDPRACTICES	900	6	13
397	Odisha	Kalahandi	Central Tool Room&Training Centre, Bhubaneswar	LTT	Res	ADVANCE DIPLOMA IN CNC PROGRAMMING TECHNIQUES ANDPRACTICES	900	6	25
398	Odisha	Rayagada	Central Tool Room&Training Centre, Bhubaneswar	LTT	Res	ADVANCE DIPLOMA IN CNC PROGRAMMING TECHNIQUES ANDPRACTICES	900	6	6
399	Odisha	Khurda	Central Tool Room&Training Centre, Bhubaneswar	LTT	NR	AdvanceDiploma in Machine Maintenance& Automation	780	7	30
400	Odisha	Kendujhar	Central Tool Room&Training Centre, Bhubaneswar	LTT	NR	AdvanceDiploma in Machine Maintenance & Automation	780	7	12
401	Odisha	Rayagada	Central Tool Room&Training Centre, Bhubaneswar	LTT	NR	AdvanceDiploma in Machine Maintenance & Automation	780	7	11
402	Odisha	Khurda	Central Tool Room&Training Centre, Bhubaneswar	LTT	NR	MasterCertificate Course in CAD/CAM	780	7	49
403	Odisha	Kalahandi	Central Tool Room&Training Centre, Bhubaneswar	LTT	NR	MasterCertificate Course in CAD/CAM	780	7	13
404	Odisha	Koraput	GayatriSewa Sansthan	Up-skilling	NR	Mobile Phone HardwareRepair Technician	60	1	30
405	ODISHA	CUTTACK	MAA SAMALESWAR I EDUCATION ANDWELFARE TRUST	STT	NR	Assistant Electrician	390	3	30
406	ODISHA	DHENKANAL	MAA SAMALESWAR I EDUCATION ANDWELFARE TRUST	STT	NR	SelfEmployed Tailor	420	4	30
40	Odisha	Kendujhar	Madhyanchal	STT	NR	Broadband	510	5	30

7			Utkarsh Bahuuddeshiya Vikas Samiti			Technician			
408	Odisha	Kendujhar	Madhyanchal Utkarsh Bahuuddeshiya Vikas Samiti	STT	NR	OpticalFiber Splicer	420	4	30
409	Odisha	Kordha	SKILLSROOT EDU TECH CONSULTING INDIAPVT. LTD.	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
410	Odisha	Balangir	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
411	Odisha	Balangir	SKILLSROOT EDU TECH CONSULTING INDIA PVT. LTD.	STT	NR	CustomerCare Executive	600	6	60
412	Punjab	Jalandhar	CentralInstitute Of Hand Tools,Jalandhar	Up-skilling	NR	AutoCAD	96	1	30
413	Punjab	Jalandhar	CentralInstitute Of Hand Tools,Jalandhar	Up-skilling	NR	Solidowrks	96	1	30
414	Punjab	Jalandhar	CentralInstitute Of Hand Tools,Jalandhar	Up-skilling	NR	Unigraphics	96	1	30
415	Punjab	Amritsar	CentralInstitute Of Petrochemicals Engineering & Technology (CIPET)	STT	NR	Machine Operator Assistant - InjectionMoulding	480	4	40
416	Punjab	Ludhiana	Central Tool Room,Ludhiana	LTT	NR	AdvanceDiploma in Machine Maintenance & Automation	780	7	16
417	Punjab	Ludhiana	Central Tool Room,Ludhiana	Up-skilling	NR	CNC Programming-Lathe	96	1	25
418	Punjab	Ludhiana	CentralTool Room,Ludhiana	Up-skilling	NR	PLCProgramming	96	1	25
419	Punjab	Bathinda	Everest Educational Society	STT	NR	JuteProducts Artisan	530	5	28
420	Punjab	Amritsar	InstituteForSkill Development	STT	NR	Make-UpArtist	390	3	120
421	Punjab	Moga	InstituteForSkill Development	STT	NR	DomesticData EntryOperator	450	4	
422	Punjab	Ludhiana	Lord Ganesha Institute of Managementand Technology	STT	NR	Sampling Coordinator	500	5	55
423	Punjab	Sangrur	LordGanesha Institute of Managementand	STT	NR	Plumber-General	450	4	50

			Technology						
424	Punjab	Ludhiana	Lord Ganesha Institute of Management and Technology	STT	NR	Plumber-General	450	4	50
425	Punjab	Faridkot	Lord Ganesha Institute of Management and Technology	STT	NR	Sampling Coordinator	500	5	60
426	Punjab	Fazilka	Lord Ganesha Institute of Management and Technology	STT	NR	Housekeeper cum Cook (Household and Small Establishment)	300	3	10
427	Punjab	Ludhiana	Lord Ganesha Institute of Management and Technology	STT	NR	Field Technician Networking and Storage	600	6	30
428	Punjab	Fazilka	Lord Ganesha Institute of Management and Technology	STT	NR	Field Technician Networking and Storage	600	6	30
429	Punjab	Ludhiana	Shiv Education Society	STT	NR	Telecom Customer Care Executive - Call Center/Relationship Center	540	5	30
430	Punjab	Fazilka	Shiv Education Society	STT	NR	Telecom Customer Care Executive - Call Center/Relationship Center	540	5	30
431	Punjab	Patiala	Shiv Education Society	STT	NR	Assistant Chef	390	3	30
432	Punjab	Jalandhar	Shiv Education Society	STT	NR	Telecom Customer Care Executive - Call Center/Relationship Center	540	5	30
433	Punjab	Jalandhar	Shiv Education Society	STT	NR	Field Technician Networking and Storage	600	6	30
434	Punjab	Pathankot	TB Education (I) Pvt. Ltd.	STT	NR	IT Coordinator in School	600	6	30
435	Punjab	Ludhiana	TB Education (I) Pvt. Ltd.	STT	NR	Web Developer	390	3	30
436	Rajasthan	Kota	Apitco Limited	LTT	NR	General Duty Assistant - Advanced	900	9	120
437	Rajasthan	Jhalawar	Apitco Limited	STT	NR	Medical Equipment Assistant (Basic Clinical Equipment)	510	5	120
438	Rajasthan	Kota	Apitco Limited	STT	NR	Medical Equipment Assistant (Basic Clinical Equipment)	510	5	120
439	Rajasthan	Kota	Apitco Limited	EDP	NR	Entrepreneurship Development	90	1	60

						Programme			
440	Rajasthan	Jhalawar	Apitco Limited	EDP	NR	Entrepreneurship Development Programme	90	1	60
441	Rajasthan	Udaipur	APPAREL TRAINING & DESIGN CENTRE	STT	NR	Self Employed Tailor	420	4	25
442	Rajasthan	Jaipur	APPAREL TRAINING & DESIGN CENTRE	LTT	NR	Fashion Designer	735	7	25
443	Rajasthan	Barmer	APPAREL TRAINING & DESIGN CENTRE	LTT	NR	Fashion Designer	735	7	25
444	Rajasthan	Jaipur	APPAREL TRAINING & DESIGN CENTRE	LTT	NR	Fashion Designer	735	7	20
445	Rajasthan	Udaipur	Auraedu Group Learning Private Limited	STT	NR	Multi Skill Technician (Electrical)	600	6	100
446	Rajasthan	Udaipur	Auraedu Group Learning Private Limited	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	100
447	Rajasthan	Pratapgarh	Auraedu Group Learning Private Limited	STT	NR	Multi Skill Technician (Electrical)	600	6	100
448	Rajasthan	Jaipur	Centre For Entrepreneurship Development Madhya Pradesh (Cedmap)	LTT	NR	General Duty Assistant	900	9	90
449	Rajasthan	Kota	Centre For Entrepreneurship Development Madhya Pradesh (Cedmap)	STT	NR	Multi Skill Technician (Electrical)	600	6	79
450	Rajasthan	Kota	Centre For Entrepreneurship Development Madhya Pradesh (Cedmap)	STT	NR	Self Employed Tailor	420	4	83
451	Rajasthan	JAIPUR	Creative Brains Educational and Welfare Society	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	90
452	Rajasthan	Jaisalmer	Creative Brains Educational and Welfare Society	LTT	NR	General Duty Assistant-Advanced	900	9	90
453	Rajasthan	JAIPUR	Creative Brains Educational and Welfare Society	LTT	NR	Multi Skill Technician (Food Processing)	880	8	60
454	Rajasthan	Sirohi	Creative Brains Educational and Welfare Society	LTT	NR	General Duty Assistant-Advanced	900	9	60
455	Rajasthan	JAIPUR	Creative Brains Educational and Welfare Society	STT	NR	Yoga Trainer (B&W)	570	5	60

			Welfare Society						
456	Rajasthan	Churu	EmenStarPrivate Limited	Up-skilling	NR	SelfEmployed Tailor	60	1	30
457	Rajasthan	Bundi	Everest Educational Society	Up-skilling	NR	MillingTechnician	30	1	29
458	Rajasthan	Baran	GangaGyan VikasSamiti	STT	NR	CustomerCare Executive	600	6	60
459	Rajasthan	Bharatpur	GangaGyan VikasSamiti	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	60
460	Rajasthan	DHOLPUR	GreenParkSkills Foundation	LTT	NR	HomeHealth Aide	1000	10	30
461	Rajasthan	Kota	H2VFortune PrivateLimited	LTT	NR	FashionDesigner	735	7	90
462	Rajasthan	Kota	ISHAAN EDUCATION SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
463	Rajasthan	NAGAU	Krishna CharitableTrust	STT	NR	SewingMachine Operator	300	3	30
464	Rajasthan	JODHPUR	Krishna CharitableTrust	STT	Res	CCTVInstallation Technician	600	4	30
465	Rajasthan	CHURU	Krishna CharitableTrust	STT	Res	MultiSkill Technician (Electrical)	600	4	30
466	Rajasthan	SIKAR	Krishna CharitableTrust	STT	NR	TraditionalSnack and Savoury Maker	300	3	30
467	Rajasthan	Dholpur	Madhya Pradesh StateCooperative Information And Advanced Technology FederationLtd Bhopal	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
468	Rajasthan	Karauli	Madhya Pradesh StateCooperative Information And Advanced Technology Federation Ltd Bhopal	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
469	Rajasthan	Dholpur	Madhya Pradesh StateCooperative Information And Advanced Technology Federation Ltd Bhopal	STT	NR	SelfEmployed Tailor	420	4	150
470	Rajasthan	Karauli	Madhya Pradesh StateCooperative Information And Advanced Technology FederationLtd Bhopal	STT	NR	SelfEmployed Tailor	420	4	150
471	Rajasthan	Alwar	Msme Technology CentreBhiwadi	LTT	NR	AdvanceDiploma in Machine Maintenance& Automation	780	7	1

47 2	Rajasthan	Alwar	Msme Technology CentreBhiwadi	LTT	Res	AdvanceDiploma in Machine Maintenance& Automation	780	5	10
47 3	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	AutoCAD	80	1	20
47 4	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	CATIA	80	1	10
47 5	Rajasthan	Alwar	Msme Technology CentreBhiwadi	LTT	NR	CertificateCourse in CNC Turning	780	7	10
47 6	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	CNCMachining- Lathe	80	1	10
47 7	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	CNCMachining- Milling	80	1	10
47 8	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	Computer Hardware& Networking	80	1	20
47 9	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	DelCAM	80	1	10
48 0	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	MasterCAM	80	1	20
48 1	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	PLCProgramming	80	1	20
48 2	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	SCADA	80	1	10
48 3	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	Solidowrks	80	1	10
48 4	Rajasthan	Alwar	Msme Technology CentreBhiwadi	Up- skilling	NR	Unigraphics	80	1	10
48 5	Rajasthan	Kota	PithampurAuto Cluster	LTT	NR	Assistant Designer-Fashion, Home and Made- Ups	800	8	90
48 6	Rajasthan	Kota	PithampurAuto Cluster	STT	NR	CustomerCare Executive	600	6	90
48 7	Rajasthan	Kota	RIT EDUCATION& WELFARE SOCIETY	STT	NR	SolarPanel Installation Technician	600	6	30
48 8	Rajasthan	Jhalawar	RIT EDUCATION& WELFARE SOCIETY	LTT	NR	GeneralDuty Assistant- Advanced	900	9	30
48 9	Rajasthan	Baran	RIT EDUCATION& WELFARE SOCIETY	STT	NR	SelfEmployed Tailor	420	4	40
49 0	Rajasthan	Banswara	RIT EDUCATION&	STT	NR	SelfEmployed Tailor	420	4	40

			WELFARE SOCIETY						
49 1	Rajasthan	Pratapgarh	RIT EDUCATION & WELFARE SOCIETY	STT	NR	SelfEmployed Tailor	420	4	40
49 2	Rajasthan	JAIPUR	SANSKAR EDUCATION HUB	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
49 3	Rajasthan	JAIPUR	SANSKAR EDUCATION HUB	STT	NR	Finisher&Packer	480	4	30
49 4	Rajasthan	JAIPUR	SANSKAR EDUCATION HUB	STT	NR	Broadband Technician	510	5	30
49 5	Rajasthan	Bundi	SHRIVINAYAK CREATIVE FASHIONS PVT LTD	STT	NR	CustomerCare Executive	600	6	30
49 6	Rajasthan	Bundi	SHRIVINAYAK CREATIVE FASHIONS PVT LTD	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
49 7	Rajasthan	Tonk	SHRIVINAYAK CREATIVE FASHIONS PVT LTD	LTT	NR	GeneralDuty Assistant-Advanced	900	9	90
49 8	Rajasthan	Tonk	SHRIVINAYAK CREATIVE FASHIONS PVT LTD	STT	NR	CustomerCare Executive	600	6	60
49 9	Rajasthan	Kota	SumvednaShe WomanHealth Care Society	STT	NR	CustomerCare Executive	600	6	59
50 0	Rajasthan	Kota	SumvednaShe WomanHealth Care Society	LTT	NR	FashionDesigner	735	7	60
50 1	Rajasthan	Jaipur	SumvednaShe WomanHealth Care Society	STT	NR	CustomerCare Executive	600	6	60
50 2	Rajasthan	Jaipur	SumvednaShe WomanHealth Care Society	LTT	NR	FashionDesigner	735	7	60
50 3	Sikkim	WestSikkim	APPAREL TRAINING & DESIGN CENTRE	STT	NR	SewingMachine Operator	300	3	25
50 4	Tamilnadu	Salem	AmbishineSkills Privatelimited	STT	NR	SolarPV Installer (Suryamitra)	420	4	
50 5	Tamilnadu	Ariyalur	APPAREL TRAINING & DESIGN CENTRE	STT	NR	SewingMachine Operator	300	3	25
50 6	Tamilnadu	Erode	APPAREL TRAINING & DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	25
50 7	Tamilnadu	Chennai	APPAREL TRAINING & DESIGN	LTT	NR	FashionDesigner	735	7	25

			CENTRE						
508	Tamilnadu	Tirupur	APPAREL TRAINING& DESIGN CENTRE	LTT	NR	Production SupervisorSewing	800	8	30
509	Tamilnadu	Salem	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SewingMachine Operator	300	3	30
510	Tamilnadu	Chengelpet	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	30
511	Tamilnadu	Chennai	MaFoiStrategic Consultants Private Limited	LTT	NR	Merchandiser - Fashion,Made-Ups & Home Furnishings	800	8	100
512	Tamilnadu	Chennai	MaFoiStrategic Consultants PrivateLimited	STT	NR	FieldTechnician OtherHome Appliances	600	6	100
513	Tamilnadu	Virudhunagar	MaFoiStrategic Consultants Private Limited	LTT	NR	Merchandiser - Fashion,Made-Ups & Home Furnishings	800	8	100
514	Tamilnadu	Chennai	MaFoiStrategic Consultants PrivateLimited	STT	NR	FieldTechnician Other Home Appliances	600	6	50
515	Tamilnadu	Perambalur	MaFoiStrategic Consultants PrivateLimited	STT	NR	FieldTechnician Other Home Appliances	600	6	100
516	TAMILNADU	CHENNAI	SUN EDUCATION CHARITABLE TRUST	STT	NR	Manual Metal Arc Welding/ Shielded MetalArcWelding Welder	450	4	
517	Telangana	Hyderabad	ApolloMedskills Ltd.	STT	NR	GeneralDuty AssistantTrainee	420	4	30
518	Telangana	Mahaboobnagar	ApolloMedskills Ltd.	STT	NR	General Duty AssistantTrainee	420	4	30
519	Telangana	Bhadradri-kothagudem	ApolloMedskills Ltd.	STT	Res	GeneralDuty AssistantTrainee	420	3	30
520	Telangana	Hyderabad	CentralInstitute Of Petrochemicals Engineering &Technology (CIPET)	LTT	Res	MachineOperator - PlasticsProcessing/ CPC/Q 0104	960	6	20
521	Telangana	Hyderabad	SPURTHI RURAL DEVELOPMENT SOCIETY	LTT	Res	SamplingTailor	745	5	30
522	Telangana	Hyderabad	SPURTHI RURAL DEVELOPMENT SOCIETY	LTT	Res	GeneralDuty Assistant-Advanced	900	6	30
523	Telangana	Nalgonda	SPURTHI RURAL DEVELOPMENT SOCIETY	STT	Res	MultiSkill Technician (Electrical)	600	4	30
524	Telangana	Nalgonda	SPURTHI RURAL	LTT	Res	GuestService Executive(Front	690	5	30

			DEVELOPMENTSOCIETY			Office)			
525	Telangana	Suryapet	SPURTHIRURAL DEVELOPMENTSOCIETY	STT	NR	MultiSkill Technician (Electrical)	600	6	30
526	Telangana	Suryapet	SPURTHIRURAL DEVELOPMENTSOCIETY	STT	NR	CCTVInstallation Technician	600	6	30
527	Telangana	Bhoopalapally	SPURTHIRURAL DEVELOPMENTSOCIETY	LTT	NR	Guest Service Executive(Front Office)	690	6	30
528	Telangana	Vikarabad	SPURTHIRURAL DEVELOPMENTSOCIETY	STT	NR	SelfEmployed Tailor	420	4	30
529	Telangana	Rajannasircilla	SPURTHIRURAL DEVELOPMENTSOCIETY	STT	NR	SelfEmployed Tailor	420	4	30
530	Telangana	Rajannasircilla	SPURTHIRURAL DEVELOPMENTSOCIETY	STT	NR	Finisher&Packer	480	4	30
531	Tripura	WestTripura	CentralInstitute Of Petrochemicals Engineering &Technology (CIPET)	STT	NR	Machine Operator Assistant - InjectionMoulding	480	4	35
532	Tripura	WestTripura	IndianInstitute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	30
533	Tripura	NorthTripura	IndianInstitute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	60
534	Tripura	Khowai	IndianInstitute Of Entrepreneurship	EDP	NR	Entrepreneurship Development Programme	80	1	50
535	Tripura	Khowai	National Federation Of Farmers Procurement, Processing &Retailing CooperativesOf IndiaLtd(Nacof)	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
536	Tripura	Sepahijala	NorthEastern Handicrafts& Handlooms Development Corporation	STT	NR	BambooWork Artisan	570	5	30
537	Tripura	Khowai	SheelBiotech Limited	STT	NR	DairyProducts Processor	540	5	20
538	Tripura	Khowai	SheelBiotech Limited	LTT	NR	Multi Skill Technician(Food Processing)	880	8	17
53	Tripura	Dhalai	SheelBiotech	LTT	NR	MultiSkill	880	8	13

9			Limited			Technician(Food Processing)			
540	UttarPradesh	Jhansi	Amulett Educational ServicesPvtLtd	LTT	NR	FashionDesigner	735	7	120
541	UttarPradesh	Lalitpur	Amulett Educational ServicesPvtLtd	LTT	NR	KitchenSteward	624	6	120
542	UttarPradesh	Chandauli	Amulett Educational ServicesPvtLtd	STT	NR	FieldTechnician OtherHome Appliances	600	6	90
543	UttarPradesh	Agra	ApitcoLimited	EDP	NR	Entrepreneurship Development Programme	90	1	60
544	UttarPradesh	Lucknow	ApolloMedskills Ltd.	STT	NR	GeneralDuty AssistantTrainee	420	4	30
545	UttarPradesh	Barabanki	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SewingMachine Operator	300	3	25
546	UttarPradesh	Kanpur	Auraedu Group LearningPrivate Limited	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	100
547	UttarPradesh	Prayagraj	Auraedu Group LearningPrivate Limited	STT	NR	MultiSkill Technician (Electrical)	600	6	100
548	UttarPradesh	Bareilly	BASELINE MANAV UTTHAN SAMITI	LTT	NR	SamplingTailor	745	7	30
549	UttarPradesh	Bareilly	BASELINE MANAV UTTHAN SAMITI	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
550	UttarPradesh	BIJNOR	BASELINE MANAV UTTHAN SAMITI	LTT	NR	FashionDesigner	735	7	30
551	UttarPradesh	BIJNOR	BASELINE MANAV UTTHAN SAMITI	STT	NR	AccountExecutive	450	4	30
552	UttarPradesh	BIJNOR	BASELINE MANAV UTTHAN SAMITI	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
553	UttarPradesh	BIJNOR	BASELINE MANAV UTTHAN SAMITI	LTT	NR	FashionDesigner	735	7	30
554	UttarPradesh	BIJNOR	BASELINE MANAV UTTHAN SAMITI	STT	NR	AccountExecutive	450	4	30
555	UttarPradesh	BIJNOR	BASELINE MANAV UTTHAN SAMITI	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
55	UttarPradesh	AMROHA	BASELINE	STT	NR	AccountExecutive	450	4	60

6			MANAV UTTHAN SAMITI						
55 7	UttarPradesh	AMROHA	BASELINE MANAV UTTHAN SAMITI	LTT	NR	GeneralDuty Assistant- Advanced	900	9	30
55 8	UttarPradesh	MUZAFFARNAGAR	BASELINE MANAV UTTHAN SAMITI	LTT	NR	FashionDesigner	735	7	30
55 9	UttarPradesh	MUZAFFARNAGAR	BASELINE MANAV UTTHAN SAMITI	STT	NR	AccountExecutive	450	4	30
56 0	UttarPradesh	Sonbhadra	BASELINE MANAV UTTHAN SAMITI	LTT	NR	GeneralDuty Assistant- Advanced	900	9	30
56 1	UttarPradesh	LALITPUR	BHARTIYA VIKAS FOUNDATION	LTT	NR	FashionDesigner	735	7	90
56 2	UttarPradesh	LALITPUR	BHARTIYA VIKAS FOUNDATION	STT	NR	SelfEmployed Tailor	420	4	90
56 3	UttarPradesh	JHANSI	BHARTIYA VIKAS FOUNDATION	STT	NR	AccountExecutive	450	4	90
56 4	UttarPradesh	JHANSI	BHARTIYA VIKAS FOUNDATION	LTT	NR	GeneralDuty Assistant- Advanced	900	9	90
56 5	UttarPradesh	Lucknow	CentralInstitute Of Petrochemicals Engineering &Technology (CIPET)	STT	Res	Machine Operator Assistant-Plastics Processing	480	3	25
56 6	UttarPradesh	Varanasi	CentralInstitute Of Petrochemicals Engineering &Technology (CIPET)	STT	Res	Machine Operator Assistant-Plastics Processing	480	3	25
56 7	UttarPradesh	Lucknow	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	EDP	NR	Entrepreneurship Development Programme	90	1	30
56 8	UttarPradesh	Lucknow	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	LTT	NR	GeneralDuty Assistant	900	9	90
56 9	UttarPradesh	Lalitpur	Centre For Entrepreneurship Development MadhyaPradesh (Cedmap)	STT	NR	MultiSkill Technician (Electrical)	600	6	90
57 0	UttarPradesh	Lalitpur	CentreFor Entrepreneurship	STT	NR	SelfEmployed Tailor	420	4	120

			Development MadhyaPradesh (Cedmap)						
57 1	UttarPradesh	PRATAPGARH	GangaGyan VikasSamiti	STT	NR	CustomerCare Executive	600	6	60
57 2	UttarPradesh	VARANASI	GangaGyan VikasSamiti	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	60
57 3	UttarPradesh	Chandauli	GangaGyan VikasSamiti	STT	NR	CustomerCare Executive	600	6	60
57 4	UttarPradesh	Mathura	GangaGyan VikasSamiti	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	60
57 5	UttarPradesh	Farrukhabad	GayatriSewa Sansthan	STT	NR	SelfEmployed Tailor	420	4	30
57 6	UttarPradesh	Rampur	GayatriSewa Sansthan	STT	NR	SelfEmployed Tailor	420	4	30
57 7	UttarPradesh	Farrukhabad	GayatriSewa Sansthan	STT	NR	SelfEmployed Tailor	420	4	30
57 8	UttarPradesh	Farrukhabad	GayatriSewa Sansthan	STT	NR	SelfEmployed Tailor	420	4	30
57 9	UttarPradesh	SULTANPUR	GayatriSewa Sansthan	Up- skilling	NR	SelfEmployed Tailor	60	1	30
58 0	UttarPradesh	Varanasi	GayatriSewa Sansthan	Up- skilling	NR	SelfEmployed Tailor	60	1	30
58 1	UttarPradesh	Jaunpur	Give Education andManagement Services Private Limited	LTT	NR	Phlebotomist	1000	10	30
58 2	UttarPradesh	Jaunpur	Give Education andManagement ServicesPrivate Limited	LTT	NR	Guest Service Executive(Front Office)	690	6	30
58 3	UttarPradesh	Fatehpur	Give Education andManagement ServicesPrivate Limited	LTT	NR	Assistant Designer-Fashion, Home and Made- Ups	800	8	30
58 4	UttarPradesh	ETAWAH	Give Education andManagement ServicesPrivate Limited	STT	NR	ITCoordinatorIn School	600	6	30
58 5	UttarPradesh	ETAWAH	Give Education andManagement Services Private Limited	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	30
58 6	UttarPradesh	AURAIYA	Give Education andManagement Services Private Limited	STT	NR	CustomerCare Executive	600	6	30
58 7	UttarPradesh	AURAIYA	Give Education andManagement Services Private Limited	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	30
58 8	UttarPradesh	Jaunpur	Give Education andManagement ServicesPrivate Limited	STT	NR	DairyProducts Processor	540	5	30
58 9	UttarPradesh	LALITPUR	GreenParkSkills Foundation	LTT	NR	Assistant Designer-Fashion, Home and Made-	800	8	30

						Ups			
590	UttarPradesh	Mathura	GreenParkSkills Foundation	LTT	NR	HomeHealth Aide	1000	10	30
591	UttarPradesh	AGRA	GreenParkSkills Foundation	LTT	NR	HomeHealth Aide	1000	10	30
592	UttarPradesh	FIROZABAD	GreenParkSkills Foundation	LTT	NR	HomeHealth Aide	1000	10	30
593	UttarPradesh	FIROZABAD	GreenParkSkills Foundation	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	30
594	UttarPradesh	GautamBuddha Nagar	InsightCustomer Call Solutions Limited(ICCS)	STT	NR	CustomerCare Executive	600	6	334
595	UttarPradesh	Jaunpur	ISHAAN EDUCATION SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
596	UttarPradesh	ETAWAH	ISHAAN EDUCATION SOCIETY	STT	NR	CustomerCare Executive	600	6	30
597	UttarPradesh	AURAIYA	ISHAAN EDUCATION SOCIETY	STT	NR	CustomerCare Executive	600	6	30
598	UttarPradesh	Pratapgarh	ISHAAN EDUCATION SOCIETY	LTT	NR	SamplingTailor	745	7	30
599	UttarPradesh	Bareilly	ISHAAN EDUCATION SOCIETY	STT	Res	CustomerCare Executive	600	4	30
600	UttarPradesh	Farrukhabad	ISHAAN EDUCATION SOCIETY	LTT	NR	SamplingTailor	745	7	30
601	UttarPradesh	Meerut	KongokzInfra PrivateLimited	Up-skilling	NR	FashionDesigner	60	1	30
602	UttarPradesh	Prayagraj	Late Yagya Narayan Mishr MemorialSewa Samiti	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
603	UttarPradesh	Prayagraj	Late Yagya Narayan Mishr MemorialSewa Samiti	LTT	NR	FashionDesigner	735	7	30
604	UttarPradesh	Prayagraj	Late Yagya Narayan Mishr MemorialSewa Samiti	Up-skilling	NR	HomeHealth Aide	60	1	90
605	UttarPradesh	Prayagraj	Late Yagya Narayan Mishr MemorialSewa Samiti	Up-skilling	NR	RetailTeam Leader	60	1	90
606	UttarPradesh	Bareilly	LEKHRAJ SINGH SHIKSHA SAMITI	STT	NR	CustomerCare Executive	600	6	240
607	UttarPradesh	Bareilly	LEKHRAJ SINGH SHIKSHA SAMITI	LTT	NR	Telehealth Services Coordinator	960	9	240
608	UttarPradesh	Siddharthnagar	LEKHRAJ SINGH	STT	NR	CustomerCare Executive	600	6	240

			SHIKSHA SAMITI						
609	UttarPradesh	Bareilly	LEKHRAJ SINGH SHIKSHA SAMITI	LTT	NR	Telehealth Services Coordinator	960	9	240
610	UttarPradesh	Pilibhit	LEKHRAJ SINGH SHIKSHA SAMITI	STT	NR	ITCoordinatorIn School	600	6	150
611	UttarPradesh	Amroha	Manorama MahilaMandal	Up-skilling	NR	RetailSales Associate	60	1	30
612	UttarPradesh	Amroha	Manorama MahilaMandal	Up-skilling	NR	FashionDesigner	60	1	30
613	UttarPradesh	FARRUKHABAD	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	CustomerCare Executive	600	6	20
614	UttarPradesh	FARRUKHABAD	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	SelfEmployed Tailor	420	4	20
615	UttarPradesh	MORADABAD	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	AccountExecutive	450	4	20
616	UttarPradesh	MORADABAD	Mathura Devi ShikshaPrasar Evam Samaj KalyanSamiti	STT	NR	CustomerCare Executive	600	6	20
617	UttarPradesh	Kanpur	Mpcon Ltd	STT	NR	DomesticData EntryOperator	450	4	25
618	UttarPradesh	Amroha	Mpcon Ltd	Up-skilling	NR	SelfEmployed Tailor	80	1	30
619	UttarPradesh	Bagpat	MSME technology Development Centre(PPDC), Meerut	STT	NR	SelfEmployed Tailor	420	4	25
620	UttarPradesh	Mathura	MUSESTUDY EDUCATION SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
621	UttarPradesh	Mathura	MUSESTUDY EDUCATION SOCIETY	STT	NR	CustomerCare Executive	600	6	30
622	UttarPradesh	Sitapur	MUSESTUDY EDUCATION SOCIETY	LTT	NR	SamplingTailor	745	7	30
623	UttarPradesh	Sitapur	MUSESTUDY EDUCATION SOCIETY	STT	NR	CustomerCare Executive	600	6	30
624	UttarPradesh	Farrukhabad	NihitInfraconPvt Ltd	LTT	NR	HomeHealth Aide	1000	10	30
625	UttarPradesh	Shahjhanpur	PEOPELS GENERAL ASSOCIATION	LTT	NR	Telehealth Services Coordinator	960	9	180
626	UttarPradesh	Pilibhit	PEOPELS GENERAL ASSOCIATION	STT	NR	ITCoordinatorIn School	600	6	180
62	UttarPradesh	Kanpur	PEOPELS	LTT	NR	Telehealth	960	9	180

7			GENERAL ASSOCIATION			Services Coordinator			
628	UttarPradesh	Bareilly	PEOPELS GENERAL ASSOCIATION	LTT	NR	Telehealth Services Coordinator	960	9	180
629	UttarPradesh	Jhansi	PithampurAuto Cluster	LTT	NR	Assistant Designer-Fashion, Home and Made-Ups	800	8	120
630	UttarPradesh	Behraich	PithampurAuto Cluster	LTT	NR	GeneralDuty Assistant	900	9	180
631	UttarPradesh	Jhansi	PithampurAuto Cluster	STT	NR	SelfEmployed Tailor	420	4	120
632	UttarPradesh	Bareilly	RIT EDUCATION& WELFARE SOCIETY	STT	NR	YogaTrainer (B&W)	570	5	40
633	UttarPradesh	Chitrakoot	ShantiOverseas (India) LTD	LTT	NR	Multi Skill Technician(Food Processing)	880	8	174
634	UttarPradesh	Chandauli	SHRIVINAYAK CREATIVE FASHIONS PVT LTD	LTT	NR	HomeHealth Aide	1000	10	40
635	UttarPradesh	Chandauli	SHRIVINAYAK CREATIVE FASHIONS PVT LTD	LTT	NR	GeneralDuty Assistant-Advanced	900	9	30
636	UttarPradesh	Sonbhadra	SHRI VISHWAMITRA SHIKSHAN SAMITI	STT	NR	DairyProducts Processor	540	5	60
637	UttarPradesh	Sonbhadra	SHRI VISHWAMITRA SHIKSHAN SAMITI	LTT	NR	GeneralDuty Assistant-Advanced	900	9	90
638	UttarPradesh	Balrampur	SHRI VISHWAMITRA SHIKSHAN SAMITI	STT	NR	DairyProducts Processor	540	5	60
639	UttarPradesh	Balrampur	SHRI VISHWAMITRA SHIKSHAN SAMITI	LTT	NR	GeneralDuty Assistant-Advanced	900	9	60
640	UttarPradesh	Prayagraj	Shristi Educationaland Welfare Association	STT	Res	RetailStore Manager	350	2	90
641	UttarPradesh	Prayagraj	Shristi Educationaland Welfare Association	STT	Res	AutomotiveBody RepairTechnician	400	3	90
642	UttarPradesh	Jaunpur	StateInstituteOf Agriculture Extension And Training	STT	NR	DairyProducts Processor	540	5	120
643	UttarPradesh	Jhansi	StateInstituteOf Agriculture ExtensionAnd Training	STT	NR	DairyProducts Processor	540	5	60

644	UttarPradesh	Jaunpur	StateInstituteOf Agriculture ExtensionAnd Training	Up-skilling	NR	DairyProducts Processor	120	1	100
645	UttarPradesh	Chitrakoot	StateInstituteOf Agriculture Extension And Training	Up-skilling	NR	DairyProducts Processor	120	1	100
646	UttarPradesh	Raebareli	StateInstituteOf Agriculture ExtensionAnd Training	Up-skilling	NR	DairyProducts Processor	120	1	100
647	UttarPradesh	Jhansi	StateInstituteOf Agriculture Extension And Training	Up-skilling	NR	DairyProducts Processor	120	1	100
648	UttarPradesh	Jhansi	StateInstituteOf Agriculture ExtensionAnd Training	EDP	NR	Entrepreneurship Development Programme	90	1	100
649	UttarPradesh	Raebareli	StateInstituteOf Agriculture ExtensionAnd Training	EDP	NR	Entrepreneurship Development Programme	90	1	100
650	UttarPradesh	Chitrakoot	StateInstituteOf Agriculture ExtensionAnd Training	EDP	NR	Entrepreneurship Development Programme	90	1	100
651	UttarPradesh	Jaunpur	StateInstituteOf Agriculture ExtensionAnd Training	LTT	NR	Multi Skill Technician(Food Processing)	880	8	60
652	UttarPradesh	Jhansi	StateInstituteOf Agriculture Extension And Training	LTT	NR	Multi Skill Technician(Food Processing)	880	8	60
653	UttarPradesh	Pilibhit	STEP EDUCATION& TRAINING SERVICESPVT. LTD.	LTT	NR	Telehealth Services Coordinator	960	9	120
654	UttarPradesh	Pilibhit	STEP EDUCATION& TRAINING SERVICESPVT. LTD.	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	90
655	UttarPradesh	Shrawasti	STEP EDUCATION& TRAINING SERVICESPVT. LTD.	LTT	NR	Telehealth Services Coordinator	960	9	90
656	UttarPradesh	Budaun	STEP EDUCATION& TRAINING SERVICESPVT. LTD.	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	120
657	UttarPradesh	Bareilly	STEP EDUCATION& TRAINING SERVICESPVT.	LTT	NR	Telehealth Services Coordinator	960	9	120

			LTD.						
658	UttarPradesh	Lalitpur	SwamiAmbrish Chetanya Sewa Samiti	STT	NR	CCTVInstallation Technician	600	6	210
659	UttarPradesh	Jalaun	SwamiAmbrish Chetanya Sewa Samiti	STT	NR	CCTVInstallation Technician	600	6	210
660	UttarPradesh	KANPUR	TRULYYOURS WELFARE SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	180
661	UttarPradesh	AGRA	TRULYYOURS WELFARE SOCIETY	STT	NR	CustomerCare Executive	600	6	180
662	UttarPradesh	JHANSI	TRULYYOURS WELFARE SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	180
663	UttarPradesh	AGRA	TRULYYOURS WELFARE SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	180
664	UttarPradesh	Raebareli	Vikrant Educationaland SocialWelfare Society	STT	NR	InventoryClerk	360	3	30
665	UttarPradesh	Raebareli	Vikrant Educationaland SocialWelfare Society	STT	NR	SolarPanel Installation Technician	600	6	30
666	UttarPradesh	Sonbhadra	Vikrant Educationaland Social Welfare Society	STT	NR	DomesticData EntryOperator	450	4	30
667	UttarPradesh	Bareilly	VILLAGEINDIA KALYAN SANSTHAN	STT	NR	FieldTechnician NetworkingAnd Storage	600	6	90
668	UttarPradesh	Bareilly	VILLAGE INDIAKALYAN SANSTHAN	LTT	NR	Telehealth Services Coordinator	960	9	90
669	UttarPradesh	LakhimpurKheri	VILLAGEINDIA KALYAN SANSTHAN	STT	NR	CustomerCare Executive	600	6	90
670	UttarPradesh	Shahjhanpur	VILLAGEINDIA KALYAN SANSTHAN	LTT	NR	Telehealth Services Coordinator	960	9	90
671	UttarPradesh	Aligarh	VOCSKILLS	STT	NR	Electrician Domestic Solutions	360	3	30
672	Uttarakhand	UdhamSinghNagar	BASELINE MANAV UTTHAN SAMITI	LTT	NR	FashionDesigner	735	7	30
673	Uttarakhand	UdhamSinghNagar	BASELINE MANAV UTTHAN SAMITI	STT	NR	AccountExecutive	450	4	30
674	Uttarakhand	HARIDWAR	BASELINE MANAV UTTHAN SAMITI	STT	NR	AccountExecutive	450	4	60
675	Uttarakhand	HARIDWAR	BASELINE MANAV	LTT	NR	GeneralDuty Assistant-	900	9	60

			UTTHAN SAMITI			Advanced			
676	Uttarakhand	Roorkee	Himachal Consultancy Organization Ltd. (Himcon)	EDP	NR	Entrepreneurship Development Programme	90	1	60
677	Uttarakhand	UdhamSinghNagar	Krishna CharitableTrust	STT	NR	SewingMachine Operator	300	3	30
678	Uttarakhand	HARIDWAR	Krishna CharitableTrust	STT	NR	FoodSales Promoter	270	2	30
679	Uttarakhand	Almora	RIT EDUCATION& WELFARE SOCIETY	STT	NR	FieldTechnician Other Home Appliances	600	6	30
680	Uttarakhand	UdhamSinghNagar	RIT EDUCATION& WELFARE SOCIETY	LTT	NR	Multi Skill Technician(Food Processing)	880	8	30
681	Uttarakhand	Dehradun	RIT EDUCATION& WELFARE SOCIETY	STT	NR	Food & Beverage Service-Associate	420	4	40
682	Uttarakhand	Kashipur	RIT EDUCATION& WELFARE SOCIETY	STT	NR	TelecomCustomer Care Executive - Call Center/Relationship Center	540	5	27
683	Uttarakhand	Nainital	RIT EDUCATION& WELFARE SOCIETY	LTT	NR	GeneralDuty Assistant-Advanced	900	9	40
684	Uttarakhand	UdhamSinghNagar	RIT EDUCATION& WELFARE SOCIETY	STT	NR	Electrician	540	5	30
685	WestBengal	Darjeeling	AmbishineSkills Private limited	STT	NR	SolarPVInstaller (Suryamitra)	420	4	
686	WestBengal	Kolkata	APPAREL TRAINING& DESIGN CENTRE	LTT	NR	FashionDesigner	735	7	25
687	WestBengal	South24 Parganas	APPAREL TRAINING& DESIGN CENTRE	STT	NR	SelfEmployed Tailor	420	4	25
688	WestBengal	PurbaMedinipur	Medhavi Foundation	STT	NR	SolarPanel Installation Technician	600	6	30
689	WestBengal	PurbaMedinipur	Medhavi Foundation	LTT	NR	GeneralDuty Assistant	900	9	30
						Total			36590

A. Background

National Backward Classes Finance and Development Corporation (NBCFDC), a Government of India Undertaking has been established under the aegis of Ministry of Social Justice & Empowerment which provides financial assistance to the poor members of Backward Classes through Channel Partners (State Channelising Agencies (SCAs)/Banks). The Corporation provides loan assistance for their self-employment ventures in the following sectors:-

- | | |
|--------------------------------------|--|
| 1. Agriculture and Allied Activities | 2. Small Business/Artisan & Traditional Occupation |
| 3. Transport Sector & Service Sector | 4. Technical & Professional Trades/Courses |

Eligibility for Loan & Certification required

- a) The applicants should belong to a caste covering under the Other Backward Classes list as notified by State/Central Government from time to time. Relevant Caste Certificate to be issued by relevant authority of District Administration.
- b) Annual family income should be below Rs.3.00 Lakh per annum irrespective of rural or urban area. Following certifications to establish the income criteria can be used by the applicant :-
 - i) Certificate of income issued by Competent Authority of State Government/District Administration or Antyodaya Anna Yojana (AAY) Card or Below Poverty Line (BPL) Card
 - ii) Annual family income certificate may be considered by the SCAs/Banks/SSCs on self-certification of the beneficiaries with endorsement of the same by any Gazetted Officer notified by State/Central Government.
 - iii) In case of loan being applied at Bank (Channel Partner), Self-Certification assessed and endorsed by Branch Manager can be used for providing the loan.
 - iv) For Landless agriculture labour, marginalized farmers (those with upto One hectare land holding) and small farmers (those with upto Two hectare land holding), as assessed by the Banks through their standard processes and belonging to the Backward Classes will be automatically treated as part of the target group as per following considerations:-
 - 1) Landless agriculture labour and marginalized farmers with land holding less than One hectare will be deemed as having annual family income below Rs.1.50 Lakh per annum.
 - 2) Small farmers i.e. those with land holding between One and Two hectares will be deemed as having annual family income below Rs.3.00 Lakh per annum.

c. Types of Loans

1. Term Loan Scheme

- ⓐ **General Loan Scheme:** Under this scheme, loan assistance is available for various income generating activities in various sectors such as Agriculture and Allied Sector, Small Business/Artisan & Traditional Sector and Transport & Service Sector. Loans are given upto 85% of the project cost subject to a maximum of Rs.15.00 Lakh per beneficiary. Loans upto Rs.5.00 Lakh are provided at an interest rate of 6% per annum (p.a.). Loans above Rs.5.00 Lakh and upto Rs.10.00 Lakh are provided at an interest rate of 7% p.a. Loans above Rs. 10.00 Lakh and upto Rs. 15.00 Lakh are provided at an interest rate of 8% p.a. The loan repayment period is 8 years.
- ⓑ **New Swarnima Scheme:** Under this scheme, loan assistance is available for women of Backward Classes to inculcate the spirit of self-reliance among them. Loans are

given upto 95% of the project cost. The maximum loan limit per beneficiary is Rs. 2.00 Lakh at an interest rate of 5% p.a. The loan repayment period is 8 years.

- (i) **Education Loan Scheme:** Under this scheme, loan assistance is available to the students of Backward Classes. The applicants should have obtained admission for any professional or technical courses approved by appropriate agency such as AICTE, Medical Council of India, UGC etc. in a duly accredited/recognized institute and have minimum 50% marks in qualifying exam. Loans are given upto 90% of the course fees for studies in India and upto 85% of the course fees for studies outside India. Maximum loan limit per student is Rs. 15.00 Lakh for studying in India at an interest rate of 4% p.a. (3.5% p.a. for girl student). Maximum loan limit per student is Rs. 20.00 Lakh for studying abroad at an interest rate of 4% p.a. (3.5% p.a. for girl student). Loan is to be repaid in 15 years with moratorium period of 5 years.

2. Micro Finance Scheme

- (i) **Micro Finance Scheme:** Under this scheme, loan assistance is available to Self Help Groups (SHGs) to provide credit facilities for the target group especially for mixed group beneficiaries. Loans are given upto 90% of the project cost. Maximum loan limit per Group is Rs. 15.00 Lakh and loan per beneficiary in SHG is Rs. 1.25 Lakh at an interest rate of 5% p.a. Under this scheme repayment period is 4 years.
- (ii) **Mahila Samridhi Yojana:** Under this scheme, loan assistance is available to Self Help Groups (SHGs) to provide credit facilities for the target group especially women beneficiaries. Loans are given upto 95% of the project cost. Maximum loan limit per Group is Rs. 15.00 Lakh and loan per beneficiary in SHG is Rs. 1.25 Lakh at an interest rate of 4% p.a. Under this scheme repayment period is 4 years.
- (iii) **Small Loan:** Under this scheme, loan assistance is available to individuals to provide credit facilities for the target group. Loans are given upto 85% of the project cost. Maximum loan limit per beneficiary is Rs. 1.25 Lakh at an interest rate of 6% p.a. Under this scheme repayment period is 4 Years.
- (iv) **NBFC-MFI Loan:** Under this scheme, loan assistance is available through Micro Finance Institutions (MFIs) to SHGs. Loans are given upto 90% of the project cost. Maximum loan limit per Group is Rs. 15.00 Lakh and loan per beneficiary in SHG is Rs. 1.25 Lakh at an interest rate of 12% p.a. Under this scheme repayment period is 4 Years.

#In case of Banks, NBCFDC loan will be available upto 100%, however, disbursement will be made as per specific demand of Bank.

*** For Persons of the target group with Disabilities (40% or more) a special concession of 0.25% on rate of interest is provided.**

Formation of SHGs under NBCFDC's Micro Finance and Mahila Samridhi Yojana

NBCFDC recognizes Self Help Groups (SHGs) in which predominantly (60% and above) members belong to Backward Class provided other members belong to weaker sections (as per income or economic criteria prescribed by Govt.) including Scheduled Castes/Scheduled Tribes/Minorities and Person with Disabilities (PwD).

Awareness Camps & Publicity:

NBCFDC has taken effective steps for generating awareness amongst target group in various parts of the country. The Corporation sponsored/organized holding of Awareness Camps - cum - Credit camps from time to time with the objective of spreading awareness of Corporation's schemes and providing an opportunity to the target group to avail financial support at the Camp's. In addition, Corporation also spread information about its schemes through publicity material/social media/digital media etc. The Corporation provides upto Rs. 35,000/- per camp subject to maximum of Rs. 3.00 Lakh p.a. per Channel Partner under this scheme.

Technology Upgradation of Cluster Scheme:

In order to empower the members of primarily OBC artisan clusters, Corporation has introduced Technology Upgradation Scheme. Under this scheme, Corporation facilitates technological upgradation, capacity augmentation to clusters of target groups and to improve quality of the products and productivity thereby & to enable them to face the competition in domestic and international markets. Under this scheme, financial assistance is provided for following :-

- a) Upto Rs. 30,000/- per beneficiary for procurement of machinery/equipment with accessories for technology upgradation and/or capacity augmentation. NBCFDC share is 90% of the project cost.
- b) Upto Rs. 30,000/- per beneficiary for entrepreneurship development and other specialized training. NBCFDC share is 100%.
- c) Upto Rs. 6.00 Lakh per SHG (with minimum 10 members) for development of common infrastructure /establishing of marketing linkages etc. NBCFDC share is 80% of the project cost.

Skill Development Programmes

PRADHAN MANTRI DAKSHTA AUR KUSHALTA SAMPANN HITGRAHI (PM-DAKSH) YOJANA

Brief Introduction

Pradhan Mantri Dakshta Aur Kushalta Sampann Hitgrahi (PM-DAKSH) Yojana, launched in Financial Year 2020-21 by Ministry of Social Justice and Empowerment (MoSJE) is a Central Sector Scheme for skilling marginalized persons covering SCs, OBCs, EBCs, DNTs, Sanitation workers including waste pickers and others similar categories. The scheme is being implemented by following apex corporations of Ministry of Social Justice and Empowerment (MoSJE):

- ✚ National Scheduled Castes Finance and Development Corporation (NSFDC)
- ✚ National Backward Classes Finance and Development Corporation (NBCFDC) ✚
- National Safai Karamchari Finance and Development Corporation (NSKFDC)

100% cost of the training programmes under PM-DAKSH Yojana is borne by the Grant-in-aid from Ministry of Social Justice and Empowerment and training programmes are free of cost for the trainees.

Objective

It is a multi-pronged strategy to improve the all-round competency and adeptness of the following sections of the target group:

- artisans may improve their revenue generation capacities within their practicing vocations,
- women may enter into self-employment thereby financially empowering themselves without neglecting their domestic activities; and
- youth may acquire long-term training and specialization in employable vocations giving them better standing in the job market.

Target Group of under PM-DAKSH

- Scheduled Castes (SCs) (NSFDC)
- Other Backward Classes (OBCs) with annual family income upto Rs. 3.00 lakh, (NBCFDC)

- Economically Backward Classes (EBCs) with annual family income up to Rs. 1.00 lakh, (NBCFDC)
- De-notified, Nomadic and Semi-Nomadic Tribes without any annual family income criterion. (NBCFDC)
- Sanitation workers including waste pickers and others similar categories (NSKFDC)

Categories of Skill Training under PM-DAKSH

The skill development training programmes under PM-DAKSH yojana are conducted in four categories of training programmes, details of which is mentioned as under:

(A) Up-skilling/Recognition of Prior Learning (RPL):

- The training for rural artisans, domestic workers, sanitation workers etc. on the vocation of practice, such as pottery, weaving, carpentry, waste segregation, domestic workers, etc. along with financial and digital literacy.
- Duration: Spaced over up to one month
- Training cost will be limited to the extent of Common Cost Norms, besides Rs. 2,500/- to trainees towards compensation of wage loss.

(B) Short Term Trainings (focus on wage/self-employment)

- Training programmes as per National Skill Qualification Framework (NSQF)/ National Occupational Standard (NOS), issued by MSDE
- Focus on wage/self-employment opportunities such as self-employed tailors training, furniture making, food processing, etc. along with financial and digital literacy.
- Duration: Normally 2 to 5 months, as stipulated in National Occupational Standards (NOS) and Qualification Packs (QPs).
- Training cost will be limited to the extent of Common Cost Norms. Besides this stipend @ Rs. 1500/- per month per trainee in case of NSFDC & NSKFDC and @ Rs. 1000/- per month per trainee in case of NBCFDC to the eligible trainees of non-residential training programmes.

(C) Entrepreneurial Development Programmes (EDP):

- SC and OBC youth who have preferably undergone skill training under the PMKVY and are having an entrepreneurial bent of mind.
- Curriculum to be modelled on the programmes of MoRD being implemented by the RSETIs. To be conducted by RSETIs, NIESBUD, IIE and like.
- Sessions on Business Opportunity Guidance, Market Survey, Working Capital and its Management, Business Plan Preparation etc.
- Duration: Normally 10-15 days or as stipulated by MoRD.
- Training cost as per norms of MoRD/Common Cost Norms (CCN)

(D) Long Term Courses (focus on wage/self-employment)

- Training programmes will be as per NSQF, NCVT, AICTE, MSME etc. in areas such as production technology, plastic processing, apparel technology, health care sector, etc.
- Duration: Normally 6 months and above and usually up to 1 year, as stipulated by the concerned board/regulatory body of the training centre.
- Training cost as per CCN or as stipulated by concerned Board. Besides this stipend @ Rs. 1500/- per month per trainee in case of NSFDC & NSKFDC and @ Rs. 1000/- per month per trainee in case of NBCFDC to the eligible trainees of non-residential training programmes.

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PM-DAKSH Portal and App

In order to implement PM-DAKSH scheme effectively, PM-DAKSH Portal and App has been launched by Hon'ble Minister SJE on 7th August 2021. The portal and app has been developed by National e-Governance Division (NeGD). The link of PM-DAKSH portal - <https://pmdaksh.dosje.gov.in/>
The PMDAKSH app can be downloaded on android device through Play Store.

The key features of the portal and app are explained as under: 🚩

Complete coverage of the skilling lifecycle

- 🚩 Through PM-DAKSH Portal and App, candidates can register themselves online by getting information related to training like training programme offered, duration, location etc. and can submit their documents on the portal/app itself.
- 🚩 The trainees can give psychometric test on portal/app itself.
- 🚩 Attendance is recorded through Artificial Intelligence (AI) based facial scanning and its complete information is available on PM DAKSH portal.
- 🚩 The portal ensures transparency and better monitoring as the complete information about training programme is available on the portal.

Integration with PFMS for better tracking of funds and Stipend through DBT to trainees

Annexure-3

Frequently Asked Questions on RTI

Q.1 What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below povertyline.

Q.2 What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.3 What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organisations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interest.

Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.10 Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Whether Complaints can be made under this Act? If yes, under what conditions? If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.12 What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Is there any organization(s) exempt from providing information under RTI Act? Yes, certain intelligence and security organisations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.

Q.15 What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal

Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.16 What is the Fee for the BPL Applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q. 7 Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interest.

Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.22 Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.23 Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.24 Whether Complaints can be made under this Act? If yes, under what conditions? If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.25 What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.26 What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.27 Is there any organization(s) exempt from providing information under RTI Act? Yes, certain intelligence and security organisations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.

4.6. आरटीआई आवेदनों एवं अपीलों की प्राप्ति एवं निपटान [एफ.सं.1/6/2011-आईआर दिनांक 15.4.2013]

4.6	आरटीआई आवेदनों एवं अपीलों की प्राप्ति एवं निपटान [एफ.सं.1/6/2011-आईआर दिनांक 15.4.2013]	4.6.1. प्राप्त एवं निपटाए गए आवेदनों का विवरण	विस्तारपूर्वक जानकारी नीचे दी गई है
		4.6.2. प्राप्त अपीलों और जारी आदेशों का विवरण	विस्तारपूर्वक जानकारी नीचे दी गई है

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम
अप्रैल, 2019- मार्च, 2020 के दौरान (पहली तिमाही अप्रैल 2019 से जून, 2019)

क्र. सं.	आवेदक का नाम एवं पता	आरटीआई- एमआईएस (ऑनलाइन) / ऑफ लाइन	आवेदन की तिथि (आवेदक/ मंत्रालय)	आवेदन प्राप्ति की तिथि	निपटान की तिथि
1.	Sh. Aman Chahar, UP	Online No.NBCFD/R/2019/ 50011 dt. 20.4.10	22.4.2019	22.4.2019	19.5.2010
2.	Sh. Siddarth Prabhakar, Chennai-600017	Online No.NBCFD/R/2019/ 50012 dt. 21.4.19	22.4.2019	22.4.2019	26.4.2019
3.	Shri Dilip Solanki MP-458002	No.NBCFD/R/2019/ 00004 dt 24.9.19 Offline (Received in NBCFDC Office)	24.4.2019	24.4.2019	6.5.2019
4.	Sh. Vicky Kachhap, Jharkhand-835207 Offline Transfer from Ministry (SJ&E) vide Lr. No.MOSJE/R/2010/50296 dt 2.4.10	No.NBCFD/R/2019/ 00003 dt. 24.9.20	23.4.2019	24.4.2019	30.4.2019
5.	Ms. Nidhi Varanasi, uttar pradesh	Online NBCFD/R/2019/500 013 dt 6.5.19	6.5.2019	6.5.2019	10.5.2019 Transfer to DOPT
6.	Sh. Vicky Kachhap, Jharkhand Online Transfer from M/o. SJ&E Vide Regn. No. No.MOSJE/R/2019/80383 dt. 22.5.19	No.NBCFD/R/2019/ 80001 dt 23.5.19 dt 22.5.19	22.5.2019	22.5.2019	29.5.2019
7.	Sh. Arun Kumar Chauhan Distt. Mau, UP-221705	Online Vide Regn.No.NBCFD/R/ 2019/50014 dt. 26.5.19	27.5.2019	28.5.2019	25.6.2019
8. & 9	Sh. Mukesh, New Delhi Offline transferred from MOSJ&E vide Lr. No.20012/08/2018-BC.III dt 27.5.2019 NBCFD/R/2019/00005 dt. 30.5.19 (RTI No. 8 Dummy Rejected)	RTI No. 9 NBCFD/R/2019/000 6 dt 30.5.19	29.5.2019	29.5.2019	28.6.2019
10.	Sh. Dinesh Venkata, R/o. Guntur, Andhra Pradesh-522265	Online NBCFD/R/2019/500 15 dt. 1.6.19	4.6.2019	4.6.2019	18.6.2019
11.	Sh. Sarvanth Baratam R/o. Chennavari Street, Chennai	Online NBCFD/R/2019/500 16 dt. 2.6.19	4.6.2019	4.6.2019	10.6.2019 Transferred to NCBC
12.	Sh. Mukesh Purohit R/o. Jhadol, Rajasthan	Online NBCFD/R/2019/500 17 dt 15.6.19	17.6.2019	17.6.2019	28.6.2019
13.	Sh. S. Sridhar R/o. Manavalannagar Tiruvallur-602002	Online NBCFD/R/2019/500 18 dt. 21.6.19	1.7.20-19	1.7.2019	4.7.2019
14.	Sh. Francis Kujur, Jharkhand	Online NBCFD/R/2019/500 19 dt 21.6.19	1.7.2019	1.7.2019	15.7.2019

दूसरी तिमाही 2019 (जुलाई 2019 से सितंबर, 2019)

15.	Sh. Raju Ram Rajasthan	Online NBCFD/R/2019/500 20 dt 1.7.19	2.7.2019	2.7.2019	4.7.2019
16.	Ms. Isksha UP	Online NBCFD/R/2019/500 21 dt 3.7.19	4.7.2019	4.7.2019	12.7.2019
17.	Ms. Parul New Dehi-20	Offline received in NBCFDC vide Dy. No.1547 dt 15.7.19 NBCFD/R/2019/000 07 dt 15.7.19	15.7.2019	16.7.2019	23.7.2019
18.	Sh. Jainox Gujarat-382415	Online NBCFD/R/2019/202 2 dt 16.7.19	16.7.2019	16.7.2019	23.7.2019

19.	Sh. Binod Kumar Labh Patna-800001	Offline Received in NBCFDC vide Dy. No.1762 dt 1.8.19 Online Regn. No.NBCFDC/R/201 9/00008 dt.1.8.19	1.8.2019	1.8.2019	23.8.2019
20	Sh. Shkati Singh, UP-244225	Online NBCFD/R/2019/500 23 dt 5.8.19	5.8.2019	6.8.2019	26.8.2019
21.	Sh. Rajat Simele, Kamptee-441002, Mah	Online NBCFD/R.2019/500 24 dt. 17.8.19	17.8.2019	19.8.2019	26.8.2019
22	Sh. Subhash Kumar R/o. Distt. Nawada, Bihar	Online NBCFD/R/2019/500 25 dt. 18.8.19	18.8.2019	19.8.2019	26.8.2019
23.	Sh. M. Athikesvan R/o. Vyasarpadi, Chennai-600039 Offline Transferred from M/o. SJ&E vide Lr. No. KC(US)/CPIO/2019/07 dt 14.8.19	Online NBCFD/R/2019/000 09 dated 19.8.19	14.8.2019	19.8.2019	23.8.2019
24.	Sh. Thota Mahesh, Hyderabad, Telengana	Online NBCFD/R/2019/500 26 dt. 6.9.19	6.9.2019	9.9.2019	24.9.2019
25.	Sh. Pankaj Yadav, N.D.9	Online NBCFD/R/2019/500 27 dt. 9.9.19	9.9.2019	12.9.2019	24.9.2019
26.	Sh. Subrata Biswas Krishna Nagar, WB	Online NBCFD/R/2019/500 28 dt 14.9.19	14.9.2019	17.9.2019	24.9.2019
27.	Sh. Tarun Pal R/o. Udhamsingh Nagar, Uttrakhand	Online NBCFD/R/2019/500 29 dt 15.10.19	15.9.2019	17.9.2019	9.10.2019

तृतीय तिमाही (अक्टूबर, 2019 से दिसंबर, 2019)

28.	Ms. Kavita Verma Offline transferred from M/o.SJ&E vide Lr. No.KC(US)/CPIO/2019/12 dt 27.9.19	Online Regn. No.NBCFD/R/2019/ 00010 dt. 3.10.19	27.9.2019	3.X.2019	28.X.2019
29.	Sh. K. Kumar NH-24, U.P.	Online NBCFD/R/2019/500 30 dt 21.10.19	21.x.2019	24.x.2019	15.11.2019
30.	Sh. Anirudh Jain, Jaipur-30215 Offline transferred from M/o. SJ&E vide Lr. No.KC(US)/CPIO/2019/14 dt 23.10.19	NBCFD Online Regn. No.NBCFD/R/2019/ 00011 dt. 28.10.19	23.x.2019	28.x.2019	1-11-2019
31.	Sh. Ilsam K.P. R/o. Malappuram, Pin-673632	NBCFD Online Regn. No.NBCFD/R/2019/ 50031 dt 31.3.19	31.10.2019	1.12.2019	4.11.2019 Tfr to M/o.SJ&E
32.	Ms. Ritwika Mitra, R/o. Alaknanda, ND-19	NBCFD Online Regn. No.NBCFD/R/2019/ 50032 dt 5.11.19	5-11-2019	6.11.2019	15.11.2019
33.	Sh. Srinath Bollapally, R/o. Janagaon, Telengana	Online Regn. No.NBCFD/R/2019/ 50033 dt 13.11.2019	14.11.2019	14.11.2019	15-11-2019 TFR to DAF
34.	Sh. Naveen Malviya Distt. Betul, MP-460449	Online Regn. No.NBCFD/R/2019/ 50034 dt 16.11.19	16.11.19	18.11.2019	21.11.19 TFR to M/o. SJ&E
35.	Gadhula Hussainaiyah, R/o. Cumbum Prakasam Distt.- 523333, A.P.	Online Regn. No.NBCFD/R/2019/ 50035 dt. 5.12.19	5.12.2019	5.12.2019	12.12.2019
36.	Sh. Rajveer Singh Mahala, R/o. Distt. Jhunjhunu-333026	Online Regn. No.NBCFD/R/2019/ 50036 dt 25.12.19	25.12.19	25.12.19	30.12.2019
37.	Sh. Ramesh Madbavi, Press athani-592304, Karnataka	Online Regn. No.NBCFD/R/2019/ 50037 dt 25.12.17	27.12.2019	30.12.2019	30.12.2019

चतुर्थ तिमाही (जनवरी 2020 से मार्च 2020)

38.	Sh. Ashwini Srivastava ND-11001 Offline transferred from M/o SJE vide Lr. No.D- 41013/01/2017-Gen.I dt 17.12.2019	Online Regn. No.NBCFD/R/P/20/ 00001 dt 21.1.2020	16.12..2019	21.1.2020	3.2.2020
39.	Sh. Yogesh Yadav R/o.Distt. Rewari, Haryana	Online NBCFD/R/E/20/000 01 dt 22.1.20	22.1.2020	22/1/2020	3.2.2020
40.	Sh. Ved Prakash Dogra R/o. Distt. Kangra, HP Offline transferred from NCBC vide Lr. No.NCBC/7/19/2020 dt 17.1.20	Online Regn. No.NBCFD/R/P/20/ 00002 dt 23.1.2020	17.1.2020	23.1.2020	10.2.2020
41.	Sh. Gururaj Chawan, R/o. Mahim, Mumbai-400016	Online Regn. No. NBCFD/R/E/20/000 02 dt 2.2.20	2.2.2020	3.2.2020	4.2.2020
42.	Sh. Rahim Ahmed R/o.Tehri Garhwal, Uttrakhand-249121	Online Regn. No.NBCFD/R/E/20. 20/00003 dat 6.2.20	6-2-2020	10.2.2020	14.2.2020
43.	Sh. Amarjeet Kumar R/o. Ganesh Nagar-2 Shakarapur-92	Online Regn. No.NBCFD/R/E/20/ 00004 dt 13.2.20	13.2.20	18.2.20	20.2.20
44.	Ms. Jeba Kumar R/o. Mugalivakka,-600125, Tamil Nadu	Online Regn. No.NBCFD/R/E/20/ 00005 dt. 13.2.20	13.2.20	18.2.20	20.2.20 Tfr. to DOPT
45.	Sh. B. Ravinder R/o. Navi Mumbai Maharashtra	Online Regn. No.NBCFD/R/E/20/ 00006 dt. 17.2.20	17.2.20	18.2.20	20.2.20 Tfr to DOPT

46.	Sh. Deepak Kumar Sahu R/o. Distt. GPM-495119 Chattisgarh	Online Regn. No.NBCFD/R/E/2 0/00007 dt 20.2.20	20.2.20	21.2.20	25.2.20 Tfr to DOPT
47.	Sh. Kathula Madhu R/o. Nalgonda, Telengana	Online Regn. No.NBCFD/R/E/2 0/00008 dt 27.2.20	27.2.20	28.2.20	3.3.20
48.	Sh.Aakula Uday Kiran R/o. Rangareddy distt. Telengana	Online Regn. No.NBCFD/R/E/2 0/00009 dt 28.2.20	28.2.20	28.2.20	3.3.20
49.	Ms. Preeti Kumari Dhanbad-826001 Jharkhand	Online Regn. No.NBCFD/R/E/2 0/00010 dt 29.3.20	29.3.20	31.3.20	10.4.2020

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION

During April, 2020- September, 2020 (updated upto today)

Ist Quarter (April 2020 to June, 2020)

Sl.No.	Name & Address of Applicant	RTI-MIS (Online)/Offline	Date of Application (Applicant/ Ministry)	Date of receipt of application	Date of disposal
1.	Ishfaq Ahmad Najar, Beerwah, J&K	Online Regn. No.NBCFD/R/E/20/ 00011 dt 14.4.20	14.4.2020	15.4.2020	17.4.20
2.	Jatin Kumar, Distt. Chamba, HP	Online Regn. NBCFD/R/E/20/000 12 dated 19.4.20	19.4.20	19.4.20	6.5.20
3.	Sh. Vishvas Rai, Seohara, Bijnore, Uttar Pradesh	Online Regn. No.NBCFD/R/E/20/ 00013 dt 22.4.20	22.4.20	24.4.20	13.5.20
4.	Sh. Narender Singhvi Udaipur, Raj	Online Regn. No.NBCFD/R/E/20/ 00014 dt. 26.4.20	26.4.20	28.4.20	6.5.20
5.	Ms. Sadhvi Chhabra, Jodhpur, Rajasthan	Online Regn. No.NBCFD/R/E/00 015 dt. 27.5.20	27.5.20	28.5.20	1.6.20
6.	Sh. Manan Khetrapal, Karnal Road, Kaithal Haryana	Online Regn. No. NBCFD/R/E/20/000 16 dt 11.6.20	11.6.20	12.6.20	16.6.20
7.	Sh. Pankaj Singariya, Giri (Pali), Rajasthan-306102	Online Regn. No. NBCFD/R/E/20/000 17 dt. 11.6.20	11.6.20	12.6.20	18.6.20
8.	Sh. Pranay Mani Tripathi Distt. Fatehpur, U.P.	Online Regn. No.NBFD/R/E/20/0 0018 dt. 16.6.20	16.6.20	16.6.20	23.6.20
9.	Sh. Sushil Kumar R/o. N.R. Hospital, Lucknow, UP Online Transfer by M/o. SJ&E	NBCFD/R/X/20/000 01 dt 17.6.20	17.6.20	17.6.20	23.6.20

10.	Sh. Sachin Tyagi Roorkee-247667, Uttarakhand	Online Regn. No.NBCFD/R/E/20/ 00019 dt 17.6.20	17.6.20	18.6.20	6.7.20
11.	Sh. Golam Ahammad Masud, R/o. Distt. Purba Bardhaman-713125, WB	Online Regn. No.NBCFD/R/E/20/ 00020 dt 28.6.20	28.6.20	30.6.20	6.7.20

IInd Quarter, 2020 (July 2020 to Setember, 2020)

12.	Sh. Sachin Tyagi Roorkee, Uttarakhand	Online Regn. No.NBCFD/R/E/20/ 00021 dt 6.7.20	6.7.20	8.7.20	28.7.20
13.	Ms. Priyanka Burnwal, R/o. Post Charanpur, Paschim Bardhman-713330, WB	Online Regn. No.NBCFD/R/E/20/ 00022 dt 8.7.20	8.7.20	9.7.20	15.7.20
14.	Sh. Jai Bhagwan Jatav, R/o. Safdarjung Enclave, New Delhi-110029	Offline Received in NBCFDC vide Dy. No.374 dated 14.7.20 Online Regn. No.NBCFD/R/P/20/ 00003 dt 15.7.20	15.7.20	Registered on RTI MIS portal on 15.7.20	29.7.20
15.	Sh. Suhas V. Tawalare,, R/o. Amravati-444606 Maharashtra	Online Regn. No.NBCFD/R/E/20/ 00023 dt 13.7.20	13.7.20	16.7.20	28.7.20
16.	Sh. Sachin Tyagi Roorkee, Haridwar Uttarakhand	Online Regn. No.NBCFD/R/E/20/ 00024 dt 21.7.20	21.7.20	21.7.20	28.7.20
17.	Sh. Jagadeesh P. Vandavasi-604403 Tamil Nadu	Online Regn. No.NBCFD/R/E/20/ 00025 dt 26.7.20	26.7.20	30.7.20	5.8.20
18.	Er. P. Arun R/o. Thiruvarur-610001 Tamil Nadu Online Transferred from M/o. Skill Development	Online Regn. No. NBCFD/R/T/20/000 01 dt 7.8.20	7.8.20	7.8.20	21.8.20
19.	Ms. Neha Kumari Near Hanuman Mandir R/o. Saharsa, Bihar	Online Regn. No. NBCFD/R/E/20/000 26 dt. 9.8.20	9.8.20	11.8.20	21.8.20
20.	Ms. Neha Kumar Nr. Hanuman Mandir, Saharsa, Bihar-852201	Online Regn. No.NBCFD/R/E/20/ 00027 dt 9.8.20	9.8.20	11.8.20	21.8.20
21.	Sh. Rahim Ahmad R/o. Tehri Garhwal, Uttarakhand-249121	Online Regn. No NBCFD/R/E/20/000 28 dt 17.8.20	17.8.20	18.8.20	27.8.20
22.	Sh. Nitin Saini R/o. Distt. Saharanpur UP -247451	Online Regn. No.NBCFD/R/E/20/ 00029 dt. 18.8.20	18.8.20	19.8.20	21.8.20
23.	Sh. Chandan Gupta R/o. Distt. Raigarh, Maharashtra	Online Regn. No.NBCFD/R/E/20/ /000030 dt 19.8.20	19.8.20	20.8.20	21.8.20
24.	Advocate Vijay Hans R/o. Silver city, Zirakpur, PB Transferred from M/o. SJ&E	Online Regn. No.NBCFD/R/ T/20/00002 dt 20.8.20	20.8.20	24.8.20	8.9.20
25.	Sh. Narender Kumar R/o. Hisar Haryana-125001	Online Regn. No.NBCFD/R/E/20/ 00031 dt 21.8.20	21.8.20	24.8.20	8.9.20
26.	Sh. Korubilli Lakshman Rao R/o. Vizianagram Distt Andhra Pradesh-535183	Online Regn. No.NBCFD/R/E/20/ 00032 dt 21.8.20	21.8.20	25.8.20	8.9.20

27.	Sh. Uttam Kumar Distt. Aurangabad-824111, Bihar	Online Regn. No.NBCFD/R/E/20/ 00033 dt 27.8.20	27.8.20	27.8.20	7.9.20
28.	Sh. K. Govindan Nampoorthiry, Kochi-682002, Kerala	Online Regn. No. NBCFD/R/E/20/000 34 dt 14.9.20	14.9.20	22.9.20	8.10.20
29.	Sh. Aman, Nr. DAV Sr. School, Badra- 335501, Raj	Online Regn. NBCFD/R/E/20/000 35 dated 14.9.20	14.9.20	22.9.20	25.9.20
30.	Sh. Yogesh Kumar, R/o. Distt. Riwari-123401, Haryana	Online Regn. No. NBCFD/R/E/20/000 36 dt. 14.9.20	14.9.20	22.9.20	25.9.20
31.	Sh. Anil Kumar Maurya, R/o. Varanasi-221003 U.P.	Online Regn. No. NBCFD/R/E/20/003 7	15.9.20	22.9.20	30.9.20
32.	Sh. Shamlal Yadav R/o. Goutam Budh Nagar, U.P. Transfer from MSJE vide Regn. No. MOSJE/R.E.20/00740/1	NBCFD/R/T/20/000 3 dt. 21.9.20	21.9.20	21.9.20	30.9.20
33.	Sh. Satinder Kumar Wadhera, R.o. Nanital, Uttrakhand	Online Regn. No. NBCFDC/R/E/20/00 038 dt. 26.9.20	26.9.20	26.9.20	1.10.20
34.	Sh. Anil Kumar Maurya, R/o. Varanasi-221003 U.P.	Online Regn. No. NBCFD/R/E/20/000 39 dt. 30.9.20	30.9.20	3.10.20	6.10.20
35.	Sh. Neeraj Verma R/o. Pant Nagar Uttrakhand-263149	Online Regn. No. NBCFD/R/E/20/000 40 dt 3.10.20	30.9.20	3.10.20	6.10.20

IIIrd Quarter (September 2020 to December, 2020)

36.	Sh. Dilip Saini R/o. Sham Nagar, Rajpura, Punjab	Online Regn.No.NBCFD/R/ E/00041 dt. 8.10.20	8.10.20	13.10.20	13.10.20
37.	Ms. Raviteja Munukuti, R/o. Sullurepet-524121, Andhra Pradesh	Online Regn. No. NBCFD/R/E/20/000 42 dt. 16.10.20	16.10.20	20.10.20	20.10.20
38.	Sh. Venkata Charya, R/o. Boduppal-500092 Telengana	Online Regn. No. NBCFD/R/E/00043 dt. 19.10.20	19.10.20	20.10.20	20.10.20
39.	Ms. Deepanjalee Borah, Distt. Charaideo, Assam-875692	Online Regn. No. NBCFD/R/E/00044 20.11.20	20.11.20	23.11.20	24.11.20
40.	Sh. Adarsh Kumar R/o. Muzaffarpur-844120 Bihar	Online Regn. No. NBCFD/R/E/00045 Dt.22.11.20	23.11.20	23.11.20	24.11.20
41.	Sh. Prasant Kamalakar R/o. Manikbagh,-411051 Maharashtra	Online Regn. No. NBCFD/R/E/00046 Dt. 28.11.20	28.11.20	1.12.20	11.12.20
42.	Sh. Shubham R/o. Sonipat, Haryana-131001	Online Regn. No. NBCFD/R/E/00047 Dt. 2.12.20	2.12.20	3.12.20	11.12.20
43.	Sh. Deepak Singh PO Ratgaon,-246481 Uttrakhand	Online Regn. No. NBCFD/R/E/00048 Dt. 4.12.20	4.12.20	8.12.20	11.12.20
44.	Ms. Jyoti Rani, R/o. Rattan Nagar-147001 Punjab	Online Regn. No. NBCFD/R/E/00049 Dt. 20.12.20	20.12.20	21.12.20	23.12.20
45.	Sh. Prakash Keshri R/o.24, North Paraganas W.B.	Online Regn. No. NBCFD/R/E/00050 Dt. 26.12.20	26.12.20	29.12.20	30.12.20

IVTH Quarter (January, 2021 to March, 2021)

46.	Sh. Kundan Kumar, R/o. Distt. Arwal-804421 Bihar	Online Regn. No. NBCFD/R/E/21/000 01 dt.1.1.21	1.2.2021	4.1.2021	6.1.21
47.	Sh. Vadivel S.P. Salem, Salem-636010	Online No.NBCFD/R/E/21/ 00002 dt. 13.1.21	14.1.2021	14.1.21	27.1.21
48.	Apurba pal Distt. Hooghly, West Bengal	NBCFD/R/E/21/000 03 dt. 21.1.21	21.1.21	21.1.21	27.1.21
49.	Sh. Gundeboina Narasimha, Aadambakka, TN-600088	NBCFD/R/E/21/000 04 dt. 22.1.21	22.1.21	27.1.21	27.1.21
50.	Sh. Mahesh Kumara Hiriyur tq. Karnataka-577511	NBCFD/R/E/21/000 05 Dt. 23.1.21	23.1.21	27.1.21	27.1.21
51.	Sh. Vaishno Prasad, Kangan Heri, New Delhi-71	NBCFD/R/E/21/000 06 dt 5.2.21	8.2.21	15.2.21	15.2.21
52.	Sh. Arun G1 Zentiva Quarters Ankleshwar- 393001	NBCFD/R/E/21/000 007 dt. 8.2.21	8.2.21	10.2.21	15.2.21
53.	Nitumani Pathak R/o. Kamrup Rural, Assam- 781124	NBCFD/R/E/21/000 08 dt. 9.2.21	10.2.21	10.2.21	15.2.21
54.	Sh. Pankaj, R/o. Colony Pinjore, Haryana-134102	NBCFDC/R/E/21/00 009 dt. 11.2.21	11.2.21	11.2.21	15.2.21
55.	Sh. Rishi Kumr R/o. Nalanda Bihar	NBCFD/R/E/21/000 10 dt. 24.2.21	24.2.21	25.2.21	3.3.21
56.	SH. Bhaskar Dewangan Bachel, Chhattisgarh-494553	NBCFD/R/E/21/000 011 dt. 24.2.21	24.2.21	25.2.21	5.3.21
57.	Sh. Saikumar Eluru, West Godavari, AP-534002 dt. 3.3.21	NBCFD/R/E/21/000 012 dt. 3.3.21	3.3.21	3.3.21	9.3.21
58.	Sh. Rajkumar Katara Gram Panchayat Ghatau, Rajasthan-314034	NBCFD/R/E/21/000 13 dt. 15.3.21	15.3.21	15.3.21	18.3.21
59.	Sh. Nilesh Gorakh Thorat, Dombivali West-421202 Mah	NBCFD/R/E/21/000 14 dt. 21.3.21	22.3.21	22.3.21	24.3.21

AAAAA – Public Authority Code

B – R for Request and A for Appeal

C - E for online receipt

P – Physical Receipt

T – Transfer for Other Public Authority

X – Part transfer Cases

L – Legacy Receipt

DD - Last two digits of year

EEEE – Five digits serial No.

National Backward Classes Finance and Development Corporation

Status of Appeals for the Period ending (01.04.2020 to 31.03.2021) Year: 2020-21

S.No.	Name & Address of the Applicant	Date of Application (Applicant/Ministry)	Date of Receipt of Application	Date of Disposal	Month(s)
1.	Sh. Rahim Ahmed, H.No.1, Moli Sunaali Anjanisain, Tehri Garhwal, Uttarakhand-249121	19.07.2020	19.07.2020	06.08.2020	July, 2020 August, 2020
2.	Sh.Chandan Gupta, D-601, Silverstar chs, Plot 50/63/64/65, Sec.- 18, Kamothe, Distt-Raigad, Maharashtra-410209.	21.08.2020	21.08.2020	10.09.2020	August, 2020 September, 2020
3.	Anil Kumar Maurya, SH-8/45, Shivpur Kot, Varanasi, Uttar Pradesh-221003	08.10.2020	08.10.2020	03.11.2020	October, 2020 November, 2020
4.	Sh. Jai Bhagwan Jatav, President, Rashtriya Shoshit Parishad (Regd.), B-2 Extn./2 Safdarjung Enclave, New Delhi-110029.	06.11.2020	17.11.2020	24.11.2020	November, 2020
5.	Sh. Vadivel SP, 1/44N, Mettur Street Jari Kondalamapatty, Santhaihsalem, Tamil Nadu-636010	27.01.2021	27.01.2021	02.02.2021	January, 2021 February, 2021

National Backward Classes Finance and Development Corporation

Status of Appeals for the Period ending (01.04.2019 to 31.03.2020) Year: 2019-20 : Nil

National Backward Classes Finance and Development Corporation

Status of Appeals for the Period ending (01.04.2018 to 31.03.2019) Year: 2018-19

S.No.	Name & Address of the Applicant	Date of Application (Applicant/Ministry)	Date of Receipt of Application	Date of Disposal	Month(s)
1.	Sh. Ajay Kumar Yadav, R/o Shri Krishna Colony, Narnaul Road, Bhehror, Alwar-301701	04.07.2018	04.07.2018	19.07.2018	July, 2018
2.	Sh. Ram Prakash H.No. 114, Village-Ramgarh, Tehsil- Mandi Dabwali, Distt.- Sirsa.	05.12.2018	05.12.2018	24.12..2018	December, 2018
3.	Ms. S. Chauhan, 46A, SDF, Sec.-15A, Noida-201301.	24.12.2018	27.12.2018)	24.01.2019	December, 2018 January, 2019
4.	Sh. Chethan K, Sri Devi Krupa Greenpitch, Hosabettu Managlore-755026	11.01.2019	14.01.2019	31.01.2019	January, 2019

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION

FINANCIAL YEAR 2021-22 (Ist Quarter April 2021 to June, 2021)

Sl.No.	Name & Address of Applicant	RTI-MIS (Online)/Offline	Date of Application (Applicant/ Ministry)	Date of receipt of application	Date of disposal
1.	Sh. Kola Nagendra,, R/o. Post Rajampet Mandal, Kadapa, Andhra Pradesh-516126	Offline email transferred by A.D. DPE, M/o. Heavy Industry Vide letter No.27/1/2020-DPE(RTI) dt. 5.4.21 NBCFD/R/E/21/00001 dated 5.4.21	30.3.3.21	5.4.21	6.4.21
2.	Sh. Ravi Shankar Sharma R/o. Patel Nagar, New Delhi	Online NBCFD/R/E/21/00015 dated 12.4.21	12.4.21	12.4.21	16.4.21
3.	Sh. Arvind, R/o. Sigamani Nagar, Chennai- 600091	Online NBCFD/R/E/21/00016 Dated 15.4.21	15.4.21	15.4.21	30.4.21
4.	Sh. Jawahar Lal Jindal, Panchkula, Haryana-134113	Online NBCFD/R/E/21/00017 dated 24.4.21	23.4.21	26.4.21	18.5.21
5.	Sh. Suneel Kumar Yadava Hatawapar-232109 Uttar Pradesh	Online NBCFD/R/E/21/00018 Dated 23.4.21	26.4.21	26.4.21	11.5.21
6.	Sh. S. Praveen Kumar, Advo. Karimnagar Distt Telengana	Online NBCFD/R/21/00019 dated 27.4.21	27.4.21	27.4.21	18.5.21
7.	Ms. Kruti Ben Shah Sindhu Bhavan Rd, Thaltej, Ahmedabad-380059, Guj	Online NBCFD/R/E/21/00020 dated 12.5.21	12.5.21	12.5.21	15.5.21
8.	Sh. Quyatad Ali, NBCC Bhawan, Lodhi Road, New Delhi-110003	Email received/Offline From D/o. Pblc Enterprises dt. 8.3.21 NBCFD/R/P/21/00002 dt 17.5.21	14.5.21	14.5.21	2.6.21
9.	Sh. Amit Sharma Kota, Rajasthan	Online NBCFD/R/E/21/00021 dt. 19.5.21	20.5.21	20.5.21	26.5.21 Transferred to DOPT
10.	Sh. Rejimon C.K. R/o. Dwarka, Delhi-77	Offline transferred from M/o. SJE dt. 8.6.21 NBCFD/R/E/T/21/00001 Dt. 8.6.21	8.6.21	9.6.21	30.6.21
11.	Md. Saifuddin, R/o. Hooghly, WB	Online NBCFD/R/E/21/00022 Dated. 12.6.21	12.6.21	12.6.21	18.6.21
12.	Sh. Ankush Shah Distt. Nadia, West Bengal	Email sent from M/o.SJE dt.14.6.21 NBCFD/R/P/21/00003 dt 14.6.21	14.6.21	14.6.21	30.6.21
13.	Sh. Akhil, R/o. Adampur, Distt. Hisar, Haryana	Online NBCFD/R/E/21/00023 dt. 23.6.21	23.6.21	23.6.21	30.6.21

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION

FINANCIAL YEAR 2021-22 (2nd Quarter July 2021 to September, 2021)

Sl.No.	Name & Address of Applicant	RTI-MIS (Online)/Offline	Date of Application (Applicant/Ministry)	Date of receipt of application	Date of disposal
14	Kumari Arti, R/o. Hathras, Uttar Pradesh	Online NBCFD/R/E/21/00024 Dated 2.7.21	2.7.21	5.7.21	16.7.21
15.	Sh. Raj Kumar R/o. Distt. Sitamarhi Bihar	Online NBCFD/R/E/21/00025	8.7.21	9.7.21	16.7.21
16.	Sh. Mastan R/o. Proddatur, Andhra Pradesh	Online NBCFD/R/E/21/00026 10.7.21	10.7.21	12.7.21	23.7.21
17.	Sh. Sheikh Sartaj, Nr. Main Chowk Gulmarg Rd Magam-193401, JK	Offline/Hardy Copy Transferred by D/o.SJE (PD) NBCFDC Regn. No.NBCFD/R/O/21/00004 DATED 12.7.21	12.7.21	12.7.21	23.7.21
18.	Ms. Vijayalakxmi R/o. Venkateshwar Colony, Raichur, Karntaka	Offline/Hardy transferred by D/O. SJE(PD) NBCFD/R/p/21/00005 dated 13.7.21	13.7.21	13.7.21	29.7.21
19.	Sh. Rejimon C.K. Sector 22, Dwarka-77 New Delhi	Offline/Hardy copy transferred by D/O.SJE(PD) NBCFD/R/p/21/00006 DATED. 13.7.21	13.7.21	13.7.21	23.7.21
20.	SH. Ahmed Ali R/o. GT Road, Asansol-713301 W.Bengal	Online NBCFD/R/E/21/00027 Dt. 28.7.21	29.7.21	29.7.21	9.8.21
21	Sh. Jitender Rani R/o. Hisar, Haryana	Offline/Hard Copy Transferred from M/o. Skill Dev & Entre. NBCFD/R/P/21/00007 Dated 2.8.21	2.8.21	2.8.21	23.8.21 (Reply sent by Speed Post)
22.	Sh. Tarun Panwar R/o. Roorki, Haridwar Uttar Pradesh	Offline/hardcopy received NBCFDC NBCFD/R//P/21/00008 Dated 2.8.21	2.8.21	2.8.21	10.8.21
23.	Sh. Vivek Vishal Shram Shakti Bhawan, New Delhi-110001	Online transferred by M/o. SJ&E NBCFDC/R/T/00002 dated 5.8.21	5.8.21	6.8.21	10.8.21
24.	Ms. Jitender Rani R/o. Hisar, Haryana	Offline/Hardcopy transferred by US, D/OSJ&E(FC&rti) Dt. 11.8.21	19.8.21	19.8.21	23.8.21 (Reply sent by Post – Sl.no.8 & 10)
25.	Sh. Raju Pagolu, R/o. Vijayawada-520007, Andhra Pradesh	Online NBCFD/R/E/21/00028 Dt. 17.8.21	17.8.21	19.8.21	23.8.21
26.	Sh. Vivek Vishal R/o. Shram Shakti Bhawan, New Delhi-110001	Online transferred from M/o SJE NBCFD/R/T/21/00003 Dated 19.8.21	19.8.21	23.8.21	24.8.21
27.	Sh. Shubham Swami, Osmanabad, Maharashtra	Online NBCFDC/R/E/3/21/00029 Dt. 21.8.21	21.8.21	24.8.21	13.9.21
28.	Sh. Shubham Swami Osmanabad Maharashtra	Online NBCFD/R/E/21/00030 DT. 21.8.21	21.8.21	24.8.21	13.9.21
29.	Md. Mozahid, R/o. Distt. Bardhaman West Bengal	Online NBCFD/R/E/21/00031 DATED. 4.9.21	4.9.21	6.9.21	13.9.21
30.	SH Ravi Teja R/o. Nacgukuoatban0521001 Andhara Pradesh	Online NBCFD/R/E/21/00032	4.9.21	6.9.21	13.9.21
31.	Sh. Rajiv Khobragade, R/o. Nagpur, Maharashtr4ra	Online transferred by US (BC-I & III) vide Regn.No.MOSJE/R//E/00738/2 (NBCFD/R/E/T/21/00004), Offline (mosje/r/e/000738/4 & MOSJE/R/T/00062/2 D/o.SJE(PD) dt. 24.8..21 (received in NBCFD on 17.9.21	6.9.21	6.9.21	20.9.21

32.	Sh. Bharat Kumar Chittoor, Andhra Pradesh	Online NBCFD/R/E/21/00033 DT. 7.9.21	7.9.21	8.9.21	13.9.21
33.	Sh. Gajendra Afune R/o. Yavatmal Maharashtra-445204	Online NBCFD/R/E/21/00034 Dt. 10.9.21	10.9.21	13.9.21	13.9.21
34.	Sh. Ashok Kumar R/o. Sonebhardra, Uttar Pradesh-231223	Online NBCFD/R/E/21/00035 Dt. 13.9.21	13.9.21	16.9.21	29.9.21
35.	Sh. Avinash Kiran R/o. Patna, Bihar	Online NBCFD/R/E/21/00036 dT. 16.9.21	16.9.21	17.9.21	29.9.21
36.	SH. Ninad Bhojraj Patil R/o.Faizpur, Maharashtra	Online NBCFD/R/E/21/00037 Dt. 20.9.21	20.9.21	20.9.21	6.10.21
37.	Ms. Hena Firdos R/o. Aurangabad, Bihar-824143	ONLINE NBCFD/R/E/21/00038 Dt.22.9.21	22.9.21	27.9.21	6.10.21

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION

FINANCIAL YEAR 2021-22 (3rd Quarter October 2021 to December, 2021)

Sl.No.	Name & Address of Applicant	RTI-MIS (Online)/Offline	Date of Application (Applicant/ Ministry)	Date of receipt of application	Date of disposal
38.	Ms. Jitender Rani R/o. Hisar, Harayana	Offline/Hardcopy NBCFD/R/P/21/00010 Dated 1.10.21	1.10.21	1.10.21	21.1-.21
39.	Ms. Jitender Rani R/o. Hisar, Haryana	Offline/Hardcopy NBCFD/R/P/21/00011 dated 11.10.21	11.10.21	11.10.21	2.11.21
40.	Sh. Swarendu Sahu, R/o. Purba Bardhman West Bengal	Online NBCFD/R/E/21/00039	10.10.21	15.10.21	21.10.21
41.	Sh. Ajay Wamanrao Gore R/o. Samarth Colony Morshi Morshi-444905 Mah	Online NBCFD/R/E/21/00040 13.10.21	13.10.21	15.10.21	21.10.21
42.	Sh. Vivek Vishal R/o. Shram Shakti Bhawan, New Delhi	Online transferred by M/o SJE vide Regn. No.MOSJE/R/T/21/00774 dated 17.10.21 NBCFD/R/T/21/00005 dated 17.10.21	17.10.21	17.10.21	21.10.21
43.	Sh. Akash Kumar R/o.Near Railway Hindley Field,- 823001 Bihar	Online NBCFD/R/E/21/00041 Dated 28.10.21	28.10.21	28.10.21	11.11.21
44.	Sh. Rajiv Khobragde R/o. Old Thawre Colony, Near Gramin Police Post, Jaripatka, Nagpur-440014, Mah	Online Transferred from MOSJE vide Regn. No.MOSJE/R/T/21/00663/2 NBCFDC Regn. No.NBCFD/RT/21/00006 Dated 11.11.21	11.11.21	11.11.21	24.11.21
45.	Sh. V. Srinivasan R/o. CPWD Quarters, Indira Nagar, Adyar, Chennai-600020 Dated 24.11.21	Online NBCFD/R/E/21/00042 Dated 12.11.21	12.11.21	15.11.21	24.11.21
46.	Sh. Bhim Rao More, Near Balwadi, Solarpur-413222 Maharashtra	Online NBCFDC/R/E/21/00043 Dated 7.12.21	7.12.21	8.12.21	8.12.21
47.	Sh. Sourav Das Sikha Club, C.K. Sen Road West Bengal	Online NBCFD/R/E/21/00044 Dated 7.12.21	7.12.21	8.12.21	8.12.21
48.	Sh. Ashap Lama, Dr. Grahams Homes, Kalimpong-1,-734316 West Bengal	Online NBCFDC/R/E/21/00045 Dated 9.12.21	9.12.21	10.12.21	13.12.21
49.	Sh. Niti Harindran K. Kozhikode, Kerala-673570	Transferred through email by Deptt. of Public Enterprises Vide Regn. No.DPENT/R/E/21/00484 & NBCFDC Regn. No.NBCFD/R/EP/21/00012 DATED 16.12.21	16.12.21	16.12.21	27.12.21
50.	SH. Bhimasen Sahoo Ghitorni, New Delhi-30	Offline NBCFD/R/P/21/00013 Dated 17.12.21	17.12.21	17.12.21	12.1.22
51	Sh. Bharat Kumar R/o. Chittoor, Andhra Pradesh	Online transferred by MOSJE Vide Regn. No.MOSJE/R/T/21/00732 DATED 24.12.21 & NBCFD/R/T/00007 dated 24.12.21	24.12.21	24.12.21	10.1.22
52.	Sh. Jai Bhagwan Jatav Safdarjung Enclave, New Delhi- 20	Offline(Manual) received in NBCFDC vide Regn.No.NBCFD/R/P/21/00014 Dated 30.12.21	30.12.21	30.12.21	12.1.22
53.	Sh. Dipanshu Singh R.o. Govindpuri, Kalkaji-19	Online Transferred from SJE vide Regn. No.MOSJE/R/E/21/01111 to NBCFD/R/T/21/00008 DATED 28.12.21	28.12.21	28.12.21	10.1.22

54.	SH.Kalaiarasi R. R/o. Salem, Tamil Nadu	Online NBCFD/R/E/21/00046 Dated 25.12.21	25.12.21	28.12.21	3.01.21
55.	Sh. Raj Kamal R/o.Malad east-4, Mumbai	Online NBCFD/R/E/21/00047 Dated 28.12.21	28.12.21	31.12.21	3.01.22

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION

FINANCIAL YEAR 2021-22 (4th Quarter January 2022 to March 2022)

Sl.No.	Name & Address of Applicant	RTI-MIS (Online)/Offline	Date of Application (Applicant/Ministry)	Date of receipt of application from Nodal Office/OPA	Date of disposal
56.	Sh. Amit Kumar Mandal R/o. Nandigram-721631, W.B.	NBCFD/R/E/22/00001 DATED 5.1.22	5.1.22	6.1.22	10.1.22
57.	Sh. Yogesh Patil R/o. Buldhana-443402	NBCFD/R/E/00002 Dated 10.1.22	10.1.22	11.1.22	18.1.22
58.	Sh. Yogesh Patil R/o. Pune, Maharashtra	NBCFD/R/E/22/00003 Dated 19.1.22	19.1.22	20.1.22	2.2.22
59.	Sh. Ashutosh R/o.Pune, Maharashtra	NBCFD//R/E/22/00004 dated 19.1.22	19.1.22	20.1.22	4.2.22
60.	Sh. Narayan Verma, R/o. Dockyard Road, Mumbai	Offline (Manual) transferred by SJE vide OM No.17/FC&RTI/22 Date4d 10.1.22 & registered in NBCFDC vide Reng.No.NBCFD/R/P/22/00001 dated 24.1.22	24.1.22	24.1.22	25.1.22
61.	Sh. Satyabrata Barik, R/o. Odisha	Transferred (Email) by DPE on 24.1.22 to NBCFDC NBCFDC Regn.No.NBCFD/R/{/22/00002 Dated 25.1.22	24.1.22	25.1.22	4.2.22
62.	Sh. Abhishek Devnath R/o. Indore-452010, MP	Online NBCFD/R/E/22/00005 dated 27.1.22	27.1.22	28.1.22	1.2.22
63.	Ms. Mehajbee Quresh, R/o Uttarakhand	Online NBCFD/R/E/22/00006 Dated 29.1.22	29.1.22	29.1.22	3.2.22
64.	Md. Nemamuddin, Begusarai- 8511001	Online NBCFD/R/E/00007 Dated 4.2.22	4.2.22	4.2.22	8.2.22
65.	Sh. Kadiyam Veera Babu, R/o. East Godavari, A.P.	Online NBCFD/R/E/00008 dt.5.2.22	5.2.22	5.2.22	9.2.22
66.	Sh. Liyakat Hussain R/o.Uttarakhand	Online NBCFD/R/E/22/00010 Date4d 10.2.22	10.2.22	10.2.22	
67.	Sh.Md. Nezamuddin R/o. Begusarai, Bihar	Online NBCFD/R/E/22/00009 Dated 11.2.22	11.2.22	11.2.22	11.2.22
68.	Sh. Ashish Kumar R/o. Khagaul-801105	Online NBcFD/R/E/000048 Dated16.2.22	16.2.22	21.2.22	21.2.22
69.	Sh. Sanjay Kumar Yadav R/o.Jairamnagar Dabolim,-403801 Goa	Online NBCFD/R/E/0/00011 Dated 28.2.2	28.3.22	28.3.22	3.3.22
70.	Sh. Koushik Sahu R/o. Jhargram, West Bengal	Online NBCFD/R/E/22/00012	28.3.22	28.3.2022	30.3.22
71.	Ms. Trupti Vaghela R/o. Rajkot, Gujarat	Online NBCFD/R/E/22/00013	28.3.22	28.3.22	30.3.22
72.	Sh. Sanket Surendra Deshmukh R/o. Amravati, Mah	Online NBFd/R/E/22/00015	30.3.22	5.4.22	6.4.22
73.	Sh. Kaushik Sahu /R/o. Binpur, Jhargram, WB	Online NBCFD/R/E/22/00014 31.3.22	31.3.22	1.4.22	4.4.22

National Backward Classes Finance and Development Corporation

Status of Appeals for the Period ending (01.04.2021 to 31.03.2022)

Year: 2021-22 : Nil

NBCFDC**FY'2022-23 [1st Quarter (Apr 2022 to Jun, 2022)]**

S.N.	Name and Address of the Applicant	RTI-MIS (Online/ Offline)	Date of Application (Applicant/Ministry)	Date of Receipt in Application	Date of Disposal
1	Shri Sandeep, 10-3-7, First Floor, Refre Complex, Mehndipatnam, Telangana	Transferred from MoSJE	01.04.2022	01.04.2022	04.04.2022
2	Mohd. Rafi, 6/2, Double Storey, New Delhi	NBCFD/R/E/22/00016	06.04.2022	07.04.2022	08.04.2022
3	Saurabh Jyoti, Nahat Tiponia Gaon, Jorhat	NBCFD/R/E/22/00017	11.04.2022	13.04.2022	13.04.2022
4	Shri Arnab Kumar Neogi, Bally Durgapur, Howrah, West Bengal	NBCFD/R/E/22/00018	01.05.2022	01.05.2022	05.05.2022
5	Shri M. Surya Teja, Study Hall 2, near Victoria Café, Ashok Nagar, Hyderabad	transferrd from DPE	12.05.2022	12.05.2022	24.05.2022
6	Shir Pankaj Kumar Potiya, Sikar, Rajasthan	Transferred from DPE	12.05.2022	12.05.2022	24.05.2022
7	Shri Ahmed Kabeer, Lnin Nagar, Trichanoor Roadt, Tirupati	Transferred from DPE	12.05.2022	12.05.2022	24.05.2022
8	Shri Pradeep Kumar Basik, Govindpur Post, Kusharpur, Balasore	Transferred from NMDFC	18.05.2022	19.05.2022	19.05.2022

9	Shri Bhupendra Ramesh Kumar Prasad, A/44, Kalpatru Park Millenium Society, Gandhinagar	NBCFD/R/E/22/00019	24.05.2022	25.05.2022	26.05.2022
10	Shri Upash Shawl, Khajoori Khas, Delhi	Transferred from DPE	02.06.2022	02.06.2022	13.06.2022
11	Shri Raj Kumar Singh, IMS Law college, A-803, Sector-62, Noida	Transferred from DPE	02.06.2022	02.06.2022	13.06.2022
12	Shri Chitan KN , Karpanahalli village, Dodderi Hobli, Madhugiri TQ, Jumkur-572112	NBCFD/R/E/22/00020	13.06.2022	13.06.2022	15.06.2022
13	Shri Rajat Singla, S/o Sh. Surendre Kumar Nr. Purana Thana, W,No.11, Lehra Gaga	Transferred from DPE	10.06.2022	10.06.2022	14.06.2022
14	Sh. Vikky Kumar, S/o Sh.Chhatru Ram, Nr, Anokha Bachpan School, Sariyatola Patratv, Distt. Ramgarh	NBCFD/R/E/22/00021	16.06.2022	16.06.2022	20.06.2022
15	Sh. Vikky Kumar, S/o Sh.Chhatru Ram, Nr, Anokha Bachpan School, Sariyatola Patratv, Distt. Ramgarh	NBCFD/R/E/22/00022	16.06.2022	16.06.2022	20.06.2022

16	Sh. Shrikant Jakhar, GF-01, Bhagya Shree Enclave, Kkatiya School Road, Vishakhapatnam	NBCFD/R/E/22/00023	16.06.2022	16.06.2022	16.06.2022
17		Transferred from DPE	17.06.2022	17.06.2022	20.06.2022
18	Sh. Anil Kumar R, Prateeksha Plavilla Lane , Kallampally, Medical college, P.O- Thiruvanthapuram, Kerala	Transferred from DPE	17.06.2022	17.06.2022	20.06.2022
19	Sh.Rutwik Phatak, R/o T8-30,The Highlands Forest Trails Bhugaon Pune-4112115 , Maharastra	Transferred from DPE	23.06.2022	23.06.2022	--
20	Sh. B. Autul Kumar, 2 B/22, Kalpatru Area, LBS Road, Ghatkopar West, Mumbai-400086 Mah.	Transferred from DPE	27.06.2022	27.06.2022	30.06.2022
21	Sh.Vaivab Das, Das Mansion, Kaligali, Nr.High Court Kaligali Cuttack-753002	Transferred from SJ&E	04.07.2022	04.07.2022	21.07.2022
FY'2022-23 [2nd Quarter (Jul 2022 to Sep, 2022)]					
22	Sh. Someet Mattoo, 88, Janpath, First Floor, India Tourism Office, NewDelhi	Transferred from DPE	01.07.2022	01.07.2022	08.07.2022
23	Sh. Shashi Kumar S, Gadikoppa, Nr. Govt. School , Shimoga	NBCFD/R/E/22/00024	08.07.2022	08.07.2022	11.07.2022

24	Sh. Rajesh Gupta, R/o Q- No.217, Rehani Colony, Jammu- 180005 (J&K)	NBCFD/R/E/22/00025	11.07.2022	11.07.2022	11.07.2022
25	Ms. Nikita Chaudhary, H.No.632/B-4/3, Shankarpuri, Kavita Chinhat , Lucknow-226028	NBCFD/R/E/22/00026	14.07.2022	14.07.2022	15.07.2022
26	Dr. Gautam Kothari, Shreyas, 231, Saket Nagar, Indore-452018	Online	29.07.2022	29.07.2022	22.08.2022
27	Sh. Anil Dutta, Nazafgarh, Delhi-43	Transferred from DPE	05.08.2022	05.08.2022	--
28	Sh. Sohel Rana, Pondichery University Port Blair, Andman & Nikobar-74412	NBCFD/R/E/22/00027	10.08.2022	10.08.2022	12.08.2022
29	Sh. Kavita Saini, Chandar, Indore-307803	NBCFD/R/E/22/00028	16.08.2022	16.08.2022	23.08.2022
30	Sh. Suresh Kumar, V/P Kelware, The. Shahab ,Distt.- Baran, Baran- 325224	NBCFD/R/E/22/00029	22.08.2022	22.08.2022	24.08.2022
31	Sh. Ayansh Gupta, Delhi- 85	NBCFD/R/E/22/00030	25.08.2022	25.08.2022	12.09.2022
32	Sh. Ganesh Ramalingam, E/K Road, Ooty, Nilgiri, Tamil Nadu	NBCFD/R/E/22/00031	29.08.2022	29.08.2022	Tranf. To NCBC on 01.09.2022
33	Sh. Vivek sharma, Flat.No. 913, Towar No.34, Ashiana Town, Hill view Society, Bhiwandi- 301019	NBCFD/R/E/22/00032	01.09.2022	01.09.2022	30.09.2022

34	Sh.Rahim Ahmed, H.No.1, Moli sonali, Anjanisain, Tehri Garhwal, Utt.Khand- 249121	NBCFD/R/E/22/00033	06.09.2022	06.09.2022	13.09.2022
35	Sh. Honey Kumar, 12123, Honey Bhavan, Nr.Charan Street, Azad Nagar- 311001 Raj.	NBCFD/R/E/22/00034	06.09.2022	06.09.2022	09.09.2022
36	Sh. Liyakat Hussain, H.No. 1, Moli Sunali Anjani , sain Tkhri, Garwal, Utt.Khand- 249121	NBCFD/R/E/22/00035	06.09.2022	06.09.2022	13.09.2022
37	Shri Mohit Walia,	NBCFD/R/E/22/00036	13-09-2022	14-09-2022	10-10-2022
38	Shri Yogesh Kumar	NBCFD/R/E/22/00037	16-09-2022	20-09-2022	19-10-2022
39	Shri Sarvendra Mishra, Uttar Pradesh	Transferred to National Co	15-09-2022	15-09-2022	14-10-2022
40	Shri Sarvendra Mishra, Uttar Pradesh : forwarded by DPE		13-09-2022	13-09-2022	12-10-2022
41	Shri Punit Sharma, Rajasthan : forwarded by DPE	Through Mail	21-09-2022	21-09-2022	20-10-2022
FY'2022-23 [3rd Quarter (Sep 2022 to Dec, 2022)]					
42	Shri Liyakat Hussain, Moli Sunaali Anjanisain , Tehri Garhwal. Uttarakhand	NBCFD/R/E/22/00038	04.10.2022	06-10-2022	05-11-2022
43	Shri Sonal Kumar, Tower No.17, Flat No.308, Jaypee Aman Society, NOIDA, Uttar Pradesh	Through Mail	07.10.2022	07.10.2022	06.11.2022

44	Shri Sunil N.,Yoganna House, Ward No.1, First Floor, Devamma Badawane, Channapatna, Hassan, karnataka - 573201	Through Mail	10.10.2022	11.10.2022	10-11-2022
45	Shri Anjan Kumar Singh, 113 N, Near Mother Dairy, Pushp Vihar, New Delhi 110017		12.10.2022	12.10.2022	11.11.2022
46	Shri Ashish Kumar, 170, Civil Lines, Station Road, Bareilly, Uttar Pradesh 243001		18.10.2022	18.10.2022	17.11.2022
47	Shri Ajeet Kumar, Bhagwati Bagh Foundry Nagar, Uttar Pradesh	NBCFD/R/E/22/00039	26.10.2022	27.10.2022	26.11.2022
48	Shri Dhore Sharad Rambhau, Bhagwati Tal Sengaon, Kadoli, Hingoli, Maharashta		27.10.2022	27.10.2022	26.11.2022
49	Shri Charan Singh Verma, 9-1-C, Rail Vihar, Sector-9, Vidhyadhar Nagar, Jaipur, Rajasthan	NBCFD/R/E/22/00041	27.10.2022	27.10.2022	26.11.2022
50	Shri Charan Singh Verma, 9-1-C, Rail Vihar, Sector-9, Vidhyadhar Nagar, Jaipur, Rajasthan	Through Mail	27.10.2022	27.10.2022	26.11.2022

51	Ms.Dipika S., 5, Arumugam Street, Odikuppam Manawalanagar, Thiruvallur, Tamil Nadu	Through Mail	27.10.2022	27.10.2022	26.11.2022
52	Sri Harch Adwitiy, D-1/63, Refinery Township, Bihar	Through Mail	28.10.2022	31.10.2022	30.11.2022
53	Shri Karankumar Chaudhari, Dr. Ambedkar layout Gidada Road, Umred, Near Lumbini Buddha Vihar, Savitribai Fule Vachnalay	NBCFD/R/E/22/00040	08.11.2022	09.11.2022	08.12.2022
54	Shri Praveen Singh, Sultanpuri, Delhi 110086	Through Mail	15.11.2022	15.11.2022	14.12.2022
55	Shri Charan Singh Verma, 9-1-C, Rail Vihar, Sector-9, Vidhyadhar Nagar, Jaipur, Rajasthan	NBCFD/R/E/22/00041	21.11.2022	21.11.2022	20.12.2022
56	Shri Bhawani Shankar Nagar, 125 Nagar Basti Khera, Tehsil Khanpur, Jhalwar, Rajasthan	NBCFD/R/E/22/00042	27.11.2022	27.11.2022	26.12.2022
57	Shri Senthil Arasu MC, No.47, Govripuram Street East, Karur District, Karur, Tamil Nadu	NBCFD/R/E/22/00043	05.12.2022	06.12.2022	05.01.2023

58	Shri Nikhil Kumar, By Pass Road, Sudna IBP petrol Pump, Sudna, Jharkhand	NBCFD/R/E/22/00044	06.12.2022	06.12.2022	05.01.2023
59	Shri Koushik Sahu, Bhelaidiya, Binpur, Jhargram, West Bengal	NBCFD/R/E/22/00045	13.12.2022	13.12.2022	12.01.2023
60	Shri Shubham Kumar, Room No.94, Dr. CPR Ayyer Hostel, BHU, Varanasi, Uttar Pradesh	NBCFD/R/E/22/00046	15.12.2022	15.12.2022	14.01.2023
61	Ms. Iffat J., 35, Nadwa College Campus, Tagore Marg, Lucknow, Uttar Pradesh	NBCFD/R/E/22/00049	17.12.2022	20.12.2022	19.01.2023
62	Shri Sujit Kumar, Kodhar Jail Road, Ramgarh, Jharkhand	NBCFD/R/T/23/00009	22.02.2023	22.02.2023	9.03.2023
63	Shri Ajeet Kumar, Bhagwati Bagh Foundry Nagar, Uttar Pradesh	NBCFD/R/E/22/00055	20.12.2022	20.12.2022	18.01.2023
64	Shri Anant Vaibhav, Kandara, Azamgarh, Uttar Pradesh	NBCFD/R/E/22/00053	21.12.2022	23.12.2022	22.01.2023
65	Shri Hiranmoy Debnath, Village-Palashi, North 24 Parganas, West Bengal	NBCFD/R/E/22/00054	21.12.2022	23.12.2022	22.01.2023
66	Shri P. Prabhu, 5/161, Koodarmedy, Dasavilakku, Omalur, Tamil Nadu	NBCFD/R/E/22/00050	21.12.2022	23.12.2022	22.01.2023

67	Shri Senthil Arasu MC, No.47, Govripuram Street East, Karur District, Karur, Tamil Nadu	NBCFD/R/E/22/00052	17.12.2022	22.12.2022	16.01.2023
68	Shri Charan Singh Verma, 9-1-C, Rail Vihar, Sector-9, Vidhyadhar Nagar, Jaipur, Rajasthan		23.12.2022	23.12.2022	22.01.2023
69	Shri Anant Vaibhav, Kandara, Azamgarh, Uttar Pradesh	NBCFD/R/E/22/00053	23.12.2022	23.12.2022	22.01.2023
70	Shri Vangaveeti Srinivasrao, Siingavaram Village, Ananthagiri Mandal, Suryapeta District, Telangana	NBCFD/R/E/22/00056	24.12.2022	24.12.2022	23.01.2023
71	Shri Satyakumar Yadav, 501, Nukalas Residency, Jaihind Enclave, Madhapur, Hyderabad	NBCFD/R/E/22/00057	24.12.2022	24.12.2022	22.01.2023
72	Shri Kalam Hasnain Ashrafi, Village Semardih, PO Kisko, District- Lohardaga, Jharkhand	NBCFD/R/E/22/00059	27.12.2022	27.12.2022	26.01.2023
73	Shri Ramesh Babu L, 205, Athena C, Lodha Casa Paradiso, Sanath Nagar, Hyderabad, Telangana	NBCFD/R/E/22/00058	27.12.2022	27.12.2022	26.01.2023

74	Shri Tarun Panwar, Gali No.3L, South Civil Lines, Roorkee, Uttarakhand	NBCFD/R/E/22/00060	28.12.2022	28.12.2022	27.01.2023
FY'2022-23 [4th Quarter (Jan 2023 to Mar, 2023)]					
75	Shri Gadilingappa, 3rd Ward, Kadesh Ngar Near High School, Emmiganoor, Karnataka	NBCFD/R/E/23/00001	01.01.2023	01.01.2023	30.01.2023
76	Shri Devendra Nagayach, 128/111 Y 1 Block, Yashoda Nagar, Kanpur, Uttar Pradesh	NBCFD/R/E/23/00002	02.01.2023	02.01.2023	31.01.2023
77	Shri Sanjay Kumar Beniwal, Ward No.2, Sonari, Nohar, Hanumangarh, Rajasthan	NBCFD/R/E/23/00003	07.01.2023	07.01.2023	05.02.2023
78	Shri Pravesh Kumar, Durgajiya, Kiraon, Shahipur, Handia, Prayagraj, Uttar Pradesh	NBCFD/R/E/23/00009	13.01.2023	13.01.2023	11.02.2023
79	Shri Nagaraju Y, KR Circle, Bengaluru, Karnakata	NBCFD/R/E/23/00005	14.01.2023	14.01.2023	12.02.2023
80	Shri Vangaveeti Srinivasarao, Vayala Sigavaram Village, Ananthagiri Mandal, Suryapeta District, Telangana	NBCFD/R/E/23/00006	15.01.2023	16.01.2023	14.02.2023

81	Shri Ankit Saini, Village Govardhanpur Dhulani, Chilkhana, Saharanpur, Uttar Pradesh	NBCFD/R/E/23/00007	18.01.2023	18.01.2023	16.02.2023
82	Shri Avik Paul, 113/B, Kamalapur, Dum Dum, Kolkata, West Bengal	NBCFDC/R/E/23/00008	22.01.2023	22.01.2023	20.02.2023
83	Shri Tarun Panwar, Gali No.3L, South Civil Lines, Roorkee, Uttarakhand	NBCFDC/R/E/23/00001	24.01.2023	24.01.2023	22.02.2023
84	Liaison Humanity, Behind Old Post Office, Navapur, Maharashtra	Through Mail	20.01.2023	20.01.2023	18.02.2023
85	Shri Mukul Kumar, Sri Kunj, Roy Colony, Nutan Dih, Jagjiwan Nagar, Dhanbad, Jharkhand	Through Mail	20.01.2023	20.01.2023	18.02.2023
86	Shri Vinod Gangaram Daundkar, Pune Nagar Highway Road, Koregaonbhima, Maharashtra	Through Mail	20.01.2023	20.01.2023	18.02.2023
87	Shri Yogesh, 506/E6, Shidhhanta Niketan, Aurobindo Hospital, Indore, Madhya Pradesh	Through Mail	20.01.2023	20.01.2023	18.02.2023

88	Shri Puneet Sharma, 103, SIDBI Apartment, Ashok Marg, C- Scheme, Jaipur, Rajasthan	Through Mail	20.01.2023	20.01.2023	18.02.2023
89	Shri Pravesh Kumar, Durgajiya, Kiraon, Shahipur, Handia, Prayagraj, Uttar Pradesh	NBCFDC/R/E/23/00004	28.01.2023	28.01.2023	26.02.2023
90	MS. Manisha Kasana, Ganga Hostel, Jawaharlal Nehru University, New Delhi	NBCFDC/R/T/23/00004	30.01.2023	30.01.2023	28.02.2023
91	MS. Diksha Rani, IIPS Mumbai, Govandi Station Road, Opposite Sanjona Chamber, Deonar, Mumbai	NBCFDC/R/T/23/00006	30.01.2023	30.01.2023	28.02.2023
92	Ms. Sijina kp, Kinattingara parambath house, Palazhi, HILITE City-673014 , Kerela	NBCFDC/R/T/23/00002	30.01.2023	30.01.2023	28.02.2023
93	Shri Charan Singh Verma, Flat No-9-1-C, Rail Vihar, Sector-9, Vidhyadhar Nagar, Jaipur, Rajasthan-302039	NBCFDC/R/T/23/00003	30.01.2023	30.01.2023	14.02.2023
94	Shri Gadilingaa, 3rd ward, Jadeshnagar, Emmiganoor- 583113, Karnataka	NBCFDC/R/T/23/00005	30.01.2023	30.01.2023	14.2.2023

95	Ms. Alka Rani, H.No.141, Gali No.7, Additional Bata Colony, Sirsa-125055	NBCFDC/R/T/23/00011	02.02.2023	02.02.2023	03.03.2023
96	Ms. Deepika S, 8A, S1, Ayshwaryam Galaxy, Indira, Chennai-600062	NBCFD/R/E/23/00010	02.02.2023	02.02.2023	14.02.2023
97	Sh. Agilwarman R., Room No.17, NMRS Hostel, Central University of Tamil Nadu, Neelakudi, Thiruvapur, T.N-610005	NBCFD/R/E/23/00012	02.02.2023	02.02.2023	03.03.2023
98	Sh.Gyan Lok,Village- Basinpurwa , Post- sundhiyamau , Dist. -Barabanki , Pin:225305 UP	NBCFD/R/E/23/00013	07.02.2023	07.02.2023	06.03.2023
99	Sh. Resalayyan V., Thottathu Veedu, Marappalam, Thekkupara PO, Vellarada, Trivandrum-695505,	BY POST	07.02.2023	07.02.2023	16.02.2023
100	Sh Tamilarasu S., 1/233, Saamiyar Kottai, Paruvadhana Halli, , Pennagaram, Dharmapuri- 636813 (TN)	NBCFD/R/E/23/00014	08.02.2023	08.02.2023	07.03.2023
101	Sh.Tarun Panwar., C/o Satish Chaudhary, Gali no- 3L, South Civil Line, Roorkee, Uttarakhan, Roorkee, Pin:247666 (Uttrakhand)	NBCFDC/R/E/23/00001	20.02.2023	21.02.2023	20.02.2023

102	Sh. ANKUR PAL., MUHURIPUR, SANTIRBAZAR, SOUTHTRIPURA-799142 (TRIPURA)	NBCFD/R/E/23/00015	22.02.2023	22.02.2023	20.03.2024
103	Sh. Gyan Lok, Village- Basinpurwa, Post- sundhiyamau, District -Barabanki, 225305	NBCFDC/R/T/23/00011	7.2.2023	24.02.2023	24.02.2023
104	Sh. MADHU CHANDAN NRAMBHAU, No 369 opp flour mill lake road , Yelahanka north bengaluru , Pin:560064	NBCFD/R/E/23/00022	24.02.2023	24.02.2023	
105	Sh. KARVENDHAN A, SELEMBAGOUNDAN PALAYAM, Thottipalayam, Bhavani,-638312	NBCFD/R/T/23/00008	24.02.2023	24.02.2023	6.3.2023
106	Sh. SUJIT KUMAR, KOTHAR JAIL MOOD RAMGARH JHARKHAND, RAMGARH,-829122	NBCFD/R/E/22/00048	24.02.2023	24.02.2023	23.03.2024
107	Sh. DHORE SHARAD RAMBHAU, FLAT NO 10 , AKSHAY COMPLEX B, VITTHALWADI PUNE, Pin:411030	NBCFD/R/T/23/00010	24.02.2023	24.02.2023	9.3.2023

108	Sh. Pankaj, 1305, Sainiyan Mohalla, Near Kashmiri Aatta Chakki, Hisar, Haryana- 125001	Through Mail	27.02.2023	27.02.2023	27.03.2023
109	Sh. Dhiraj Kumar Village - Manganj West Post - Manganj West , Police station -Jadia Block - Triveniganj , District - Supaul State -Bihar , Pin:852214	NBCFD/R/E/23/00018	02.03.2023	02.03.2023	02.04.2024
110	Sh. Mousam Kumar Pradhan Tusra, Jagannath pada, Tusra, Pin:767030	NBCFD/R/E/23/00017	02.03.2023	02.03.2023	02.04.2023
111	Sh. Tarun Panwar, C/o Satish Chaudhary, Gali no-3L, South Civil Line, Roorkee, Uttarakhan, Roorkee, Pin:247666	NBCFDC/R/E/23/00012	14.03.2023	15.03.2023	13.04.2023
112	Sh.Krishna Kishor, VPO-Champi, PS-Petarwar, Distt. Bakaro, Jharkhand-829123	Through Mail	16.03.2023	16.03.2023	14.04.2023
113	SH. MUNEER M, KOOTATHUVILA, SANTHI NAGAR-185, AYATHIL, Kollam, Pin:691021	NBCFD/R/E/23/00019	17.03.2023	17.03.2023	15.04.2023

114	Sh. R. Machaiah, S/o Late. R. Venkata Ramana, 4/255-7, Dorasanipalli (v), Proddatur-516360, Distt. Ysr Kadapa (AP)	Through Mail and By post on 11.4.2023	17.03.2023	17.03.2023	11.04.2023
115	Sh.Anant Vaibhav Village Kandara, Post Mahul, Azamgarh, Pin:223225	NBCFD/R/E/23/00020	20.03.2023	20.03.2023	17.04.2023
116	Sh. MADHU CHANDAN N No 369 opp flour mill lake road, Yelahanka north bengaluru, 560064	Transferred to National Commission for Backward Classes	22.03.2023	22.03.2023	
117	Sh. Rahul Kumar 06 infront of surajmukhi inter college , Durga nagar , Bareilly , 243006	NBCFD/R/E/23/00021	22.03.2023	22.03.2023	20.04.2024
118	Sh. Budumuru Nageshwar Rao, 521, B C Colony, VandringiJunction, Ponduru, Srikakulam-532168 (Andhra Pradesh),	vide this office mail 24.4.2023	27.03.2023	27.03.2023	24.04.2023
119	डॉ. गौतम कोठारी, व्हेयस, 231, साके त नगर, इंदौर-452019 (म.उ)	Through Mail and By post on 27.4.2023	31.03.2023	31.03.2023	27.04.2023

4.7 संसद में पूछे गए प्रश्नों के उत्तर [धारा 4(1)(बी) (2)]

4.7	संसद में पूछे गए प्रश्नों के उत्तर [धारा 4(1)(बी) (2)]	4.71.1 पूछे गए प्रश्नों और दिए गए उत्तरों का विवरण	विभाग	प्राप्त	उत्तर दिए गए
			परियोजना	31	31
			अनुदान	17	17
			वित्त	0	0
			मानव ससाधन	02	02
			कुल	50	50

संसद के प्रश्नों की सूची
मानसून सत्र - 18 जुलाई से 12 अगस्त, 2023
परियोजना विभाग

क्र. सं.	राज्य सभा	लोक सभा	दिनांक	विषय
1	U1278		26.07.2023	राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम
2	S1630	-	26.07.2023	ओबीसी आयोग को संवैधानिक मान्यता दिए जाने के बाद उसमें नियुक्तियां
3	771	-	26.07.2023	ओबीसी आयोग को संवैधानिक मान्यता दिए जाने के बाद उसमें नियुक्तियां
4	-	1976	01.08.2023	एनबीसीएफडीसी से ऋण
5	U3896	-	09.08.2023	राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम
6	S4007	-	07.08.2023	गरीबों के जीवन स्तर को ऊपर उठाने के संबंध में
7	2376	-	09.08.2023	सामाजिक सुरक्षा योजनाओं का अनुदान
8	S4063	-	09.08.2023	महिला उद्यमिता को बढ़ावा देने के लिए कदम
	07	01		

LS Ques. (Nos.)	1
RS Ques. (Nos.)	7
Starred Ques.	3
Unstarred Ques.	5
Total PQs	8

अनुदान विभाग

01		1642	25.07.2023	पीएम-दक्ष योजना
02	S1729		26.07.2023	आजीविका और उद्यम के लिए हाशिए पर रहने वाले व्यक्तियों को सहायता।
		1976	01.08.2023	पीएम-दक्ष योजना
		6090	01.08.2023	NBCFDC से ऋण
03	S457		02.02.2023	पीएम-दक्ष योजना का विवरण
04	S138		02.08.2023	पीएम-दक्ष योजना
05		3122	08.08.2023	पीएम-दक्ष योजना
06	S4063		09.08.2023	महिला उद्यमियों को बढ़ावा देने के लिए कदम
	04	04		
कुल	11	05		

शीतकालीन सत्र - 4 दिसंबर से 22 दिसंबर, 2023

क्र. सं.	लोक सभा प्रश्न डायरी सं.	राज्य सभा प्रश्न डायरी सं.	तारांकित/ अतरांकित	दिनांक	विषय
1.	588		U	05.12.2023	एनबीसीएफडीसी द्वारा नई स्वर्णिमा ऋण योजना
2		S474, S652	U	05.12.2023	छोटे किसानों को आसान ऋण और असंगठित क्षेत्र में काम करने वाले लोगों को सामाजिक सुरक्षा प्रदान करने के लिए उठाए गए कदम
3.	492		U	04.12.2023	कृषि क्षेत्र में कार्यरत
4.		444	U	06.12.2023	एनबीसीएफडीसी द्वारा नई स्वर्णिमा ऋण योजना
5.	3790		U	12.12.2023	एनबीसीएफडीसी द्वारा नई स्वर्णिमा ऋण योजना
6.	3766		U	12.12.2023	ओबीसी के लिए राष्ट्रीय फेलोशिप
7.		112	S	13.12.2023	ओबीसी कल्याण के लिए आवंटित धनराशि
8.	1440		U	12, .12.2023	अनुसूचित जातियों के लिए आवंटन
9.		1247	U	13.12.2023	हाशिए पर रहने वाले और ईडब्ल्यूएस समुदायों के छात्रों को सहायता
10.	7277		U	19.12.2023	ओबीसी के लिए राष्ट्रीय फेलोशिप
11.		2050	U	20.12.2023	वंचित वर्गों के लिए सामाजिक कल्याण योजनाएँ
12.	2556		U	19.12.2023	एकीकृत वरिष्ठ नागरिक कार्यक्रम
13.	2649		U	19.12.2023	समर्थ योजना

LS Ques. (Nos.)	8
RS Ques. (Nos.)	5
Starred Ques.	1
Unstarred Ques.	12
Total PQs	13

मानव संसाधन विभाग

1		01	15.12.2023	Law and Justice
1	-	01	18.12.2023	Labour and employment

अनुदान विभाग

01		3646	12.12.2023	उत्तर प्रदेश में पीएम-दक्ष योजना
02		3849	12.12.2023	पीएम-दक्ष योजना का कार्यान्वयन
03	112		13.12.2023	ओबीसी कल्याण के लिए धन आवंटन
04		5755	18.12.2023	कार्यबल में समान भागीदारी

बजट सत्र - 31 जनवरी से 10 फरवरी, 2024

क्र. सं.	लोक सभा प्रश्न डायरी सं.	राज्य सभा प्रश्न डायरी सं.	तारांकित/अतरांकित	दिनांक	विषय
1.	1143	-	U	06.02.2024	नई स्वर्णिमा योजना की मुख्य विशेषताएं
2.	201	-	U	02.02.24	बेसहारा महिलाओं के लिए योजनाएँ (एनबीसीएफडीसी से संबंधित नहीं)
3.	84	-	U	02.02.24	स्वाधार गृह योजना (एनबीसीएफडीसी से संबंधित नहीं)
4.	596	-	U		छात्रों को वजीफे का लंबित रहना
5.	-	546	U	07.02.24	महाराष्ट्र में केंद्रीय सामाजिक कल्याण योजनाएं
6.	-	616	U	07.02.24	विभिन्न योजनाओं के अंतर्गत असम को धन आवंटन
7.	-	614	U	07.02.24	कर्नाटक को धन का आवंटन
8.	-	49	S	07.02.24	केरल को धन का आवंटन
9.	83	-	S	08.02.24	स्टार्टअप कंपनियां (सूचना शून्य)
10.	90	-	S	08.02.24	एनटीपीसी द्वारा सीएसआर गतिविधियां (लागू नहीं)

LS Ques. (Nos.)	6
RS Ques. (Nos.)	4
Starred Ques.	3
Unstarred Ques.	7
कुल प्रश्न	10

अनुदान विभाग

01		1111	06.02.2024	पीएम-दक्ष योजना
02	614		07.02.2024	विभिन्न योजनाओं के अंतर्गत कर्नाटक को धन आवंटन
03	616		07.02.2024	विभिन्न योजनाओं के अंतर्गत असम को धन आवंटन
04	49		07.02.2024	केरल को धन का आवंटन
05	546		07.02.2024	महाराष्ट्र में केंद्रीय सामाजिक कल्याण योजनाएं

5. निर्धारित जानकारी

ऐसी अन्य जानकारी जो निर्धारित की जा सकती है [एफ. सं. 1/2/2016-आईआर दिनांक 17.8.2016, एफ. सं. 1/6/2011-आईआर दिनांक 15.4.2013]

5.1	ऐसी अन्य जानकारी जो निर्धारित की जा सकती है [एफ. सं. 1/2/2016-आईआर दिनांक 17.8.2016, एफ. सं. 1/6/2011-आईआर दिनांक 15.4.2013]	5.1.1. नाम एवं विवरण a) वर्तमान CPIO & प्रथम अपीलीय अथारिटी b) पूर्व CPIO & प्रथम अपीलीय अथारिटी 1.1.2015 से	श्रीमती इंदु थापा, सीपीआईओ श्री वी आर चारी, प्रथम अपीलीय अधिकारी श्री वी.आर. चारी, सीपीआईओ श्री अरविंद कुमार कथूरिया, वरिष्ठ महाप्रबंधक (सेवानिवृत्त), एफएए श्री ए.के. पुनिया, महाप्रबंधक (सेवानिवृत्त), एफएए																												
		5.1.2 स्वैच्छिक प्रकटीकरण के तीसरे पक्ष द्वारा ऑडिट का विवरण लेखापरीक्षा की तिथियां किए गए लेखापरीक्षा की रिपोर्ट	ISTM कार्मिक 7.10.2 022 28.10.2022 को आईएसटीएम, नई दिल्ली से तृतीय पक्ष पारदर्शिता लेखापरीक्षा रिपोर्ट प्राप्त हुई (रिपोर्ट संलग्न)																												
		5.1.3. संयुक्त सचिव/अतिरिक्त विभागाध्यक्ष के पद से नीचे के नोडल अधिकारियों की नियुक्ति नहीं की जाएगी नियुक्ति की तिथि अधिकारियों के नाम एवं पदनाम	श्री संजय शर्मा, नोडल अधिकारी प्रबंधक (आईटी), एनबीसीएफडीसी																												
		5.1.4. स्वप्रेरणा प्रकटीकरण पर सलाह के लिए प्रमुख हितधारकों की परामर्श समिति क) गठन की तिथियां ख) अधिकारियों के नाम एवं पदनाम	31.7.2019 श्री वी.आर. चारी, वरिष्ठ महाप्रबंधक (मानव संसाधन/सीएसआर) श्री ए.के. सामल, महाप्रबंधक (वित्त) एवं सीएस																												
		5.1.5. आरटीआई के तहत बार-बार मांगी जाने वाली सूचना की पहचान करने के लिए आरटीआई में समृद्ध अनुभव वाले पीआईओ/एफएए की समिति a) क) गठन की तिथियाँ b) ख) अधिकारियों के नाम और पदनाम	श्री वी.आर. चारी, वरिष्ठ महाप्रबंधक (मानव संसाधन/सीएसआर) श्री ए.के. सामल, महाप्रबंधक (वित्त) एवं सीएस 28.3.2019 S.N. Name of RTI Training Institute where Date of Training taken <table border="1" data-bbox="874 1659 1485 1960"> <thead> <tr> <th></th> <th>Official</th> <th>training</th> <th>taken</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sh. V.R. Chary,</td> <td>SGM (HR)</td> <td>ISTM09 Apr 2021</td> </tr> <tr> <td>2</td> <td>Sh. Hari Krishan,</td> <td>AM</td> <td>ISTM 1-3 Sep, 2021</td> </tr> <tr> <td>3</td> <td>Smt. Indu Thapa,</td> <td>AMISTM</td> <td>-Do-</td> </tr> <tr> <td>4</td> <td>Sh. Munna Khalid,</td> <td>ISTM</td> <td>27-29 Sep, 2021</td> </tr> <tr> <td>5</td> <td>Sh. Dilip Samad,</td> <td>Asstt. ISTM</td> <td>-Do- Executive</td> </tr> <tr> <td>6</td> <td>Smt. Geeta Pandey,</td> <td>ISTM</td> <td>20-22 Sep 2022</td> </tr> </tbody> </table> Manager (HR)		Official	training	taken	1	Sh. V.R. Chary,	SGM (HR)	ISTM09 Apr 2021	2	Sh. Hari Krishan,	AM	ISTM 1-3 Sep, 2021	3	Smt. Indu Thapa,	AMISTM	-Do-	4	Sh. Munna Khalid,	ISTM	27-29 Sep, 2021	5	Sh. Dilip Samad,	Asstt. ISTM	-Do- Executive	6	Smt. Geeta Pandey,	ISTM	20-22 Sep 2022
	Official	training	taken																												
1	Sh. V.R. Chary,	SGM (HR)	ISTM09 Apr 2021																												
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5	Sh. Dilip Samad,	Asstt. ISTM	-Do- Executive																												
6	Smt. Geeta Pandey,	ISTM	20-22 Sep 2022																												

Name of the Public Authority: National Backward Classes Finance & Development Corporation (NBCFDC)

Summary:

It is observed by the audit team that the Public Authority had made sincere efforts to disclose information proactively. However, there is scope for improvement, especially in the background of nature of public functions being performed by the public authority. Some major observations are as follows:

1. On the landing page of the website, RTI tab may be displayed more prominently, preferably as part of one of the elements in the 'Head Bar' to enable the citizen to have access to all the information given under RTI along with details of the PIO and the FAA.
2. The purpose of proactive disclosure is to make citizens aware of the core functions of the public authority, how decisions are taken with respect to these core functions and how the services offered by the public authority can be availed by a common citizen. Information related to these items in the proactive disclosure may be strengthened.
3. The process to be followed by a citizen for making an application may be included under RTI Tab.
4. The details of each RTI application and appeal received and the reply given/order issued thereof is to be provided under proactive disclosure.
5. Public grievance redressal mechanism including the availability of channel for submission of grievances through the CPGRAMS portal may be indicated.
6. Details of all the audit paras and the action taken there on, irrespective of the year to which they pertain, should be given. If no such paragraphs are there, nil response may be given.
7. Though information was available on the website, some of the links provided in the 'self-audit' did not open at the time of audit. This may be examined.

Self appraisal report for Year (2021-22)

Auditor Agency: ISTM

Ministry Name: Ministry of Social Justice & Empowerment

Department Name:

Public Authority Name: National Backward Classes Finance & Development Corporation

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/1.1%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	Available
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/1.1%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	Available

Sr. No	Details of disclosure	Category	Marks	Obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/1.1%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	Available
1.1.4	Function and duties	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/1.1%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	The actual activities such as giving loans either by NBCFDC or state channels may also be indicated and links thereof may be provided.
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/1.1%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/1.1%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	Available
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Available
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Available
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCA	Fully Met	1.54	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					TION%20OF%20WORK-Final.pdf			
1.2.4	Exercised	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Available
1.2.5	Work allocation	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Available
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Partially Met	0.77	Procedure for performing major activities for which the public authority is formed i.e. support to the backward classes (disbursements of

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	auditor category	Auditor Marks	Auditor Remarks/URL
								loans etc.) may be included.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Partially Met	0.77	Procedure for performing major activities for which the public authority is formed i.e. support to the backward classes (disbursements of loans etc.) may be included.
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Fully Met	1.54	Available
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure	Fully Met	1.54	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					%20followed%20in%20decision%20making_3.pdf			
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Fully Met	1.54	Available
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Fully Met	1.54	Available
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Fully Met	1.54	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Fully Met	1.54	Available
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Partially Met	0.77	Time limit against 1.3.4 may be indicated here as well
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Partially Met	0.77	Name & Designation of Grievance Redressal Officer has been provided. However, various channels such as CPGRAMS for submitting grievances and the

Sr. No	Details of disclosure	Category	marks	Retained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
								process followed for redress may be indicated.
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.5)%20-%20Rules,%20regulations,%20instructions_0.pdf	Not Met	0	No reference to rules, regulations, instructions, manuals and records used for discharging functions of the public authority (disbursal of loans, economic development of backward classes etc.) has been provided.
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.5)%20-%20Rules,%20regulations,%20instructions_0.pdf	Not Met	0	No reference to rules, regulations, instructions, manuals and records used for discharging

Sr. No	Details of disclosure	Category	Marks	Obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
								functions of the public authority (disbursal of loans, economic development of backward classes etc.) has been provided.
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.5)%20-%20Rules,%20regulations,%20instructions_0.pdf	Not Met	0	No reference to rules, regulations, instructions, manuals and records used for discharging functions of the public authority (disbursal of loans, economic development of backward classes etc.) has been provided.
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/de	Fully Met	1.92	Available

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/(1.5)%20-%20Rules,%20regulations,%20instructions_0.pdf			
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.6)%20-%20Categories%20of%20documents%20held%20by%20the%20authority%20under%20its%20control_1.pdf	Fully Met	3.85	Relevant Documents have been listed
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.6)%20-%20Categories%20of%20documents%20held%20by%20the%20authority%20under%20its%20control_1.pdf	Fully Met	3.85	Available
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/(1.7)%20%20-%20Boards,%20Councils,%20Committees_2.pdf	Fully Met	0.96	Available
1.7.2	Composition	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/(1.7)%20%20-%20Boards,%20Councils,%20Committees_2.pdf	Fully Met	0.96	Available
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/(1.7)%20%20-%20Boards,%20Councils,%20Committees_2.pdf	Fully Met	0.96	Available
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/(1.7)%20%20-%20B	Fully Met	0.96	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					boards,%20Councils,%20Committees_2.pdf			
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/images/(1.7)%20-%20Boards,%20Councils,%20Committees_2.pdf	Fully Met	0.96	Available
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/images/(1.7)%20-%20Boards,%20Councils,%20Committees_2.pdf	Fully Met	0.96	The public authority should mention that meetings/minutes are not open to public
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/images/(1.7)%20-%20Boards,%20Councils,%20Committees_2.pdf	Fully Met	0.96	The public authority should mention that meetings/minutes are not open to public
1.7.8	Place where the minutes if open to the public are	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/images/(1.7)%20-%20Boards,%20Councils,%20Committees_2.pdf	Not Applicable	0	Not

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Director category	Auditor Marks	Auditor Remarks/URL applicable.
	available?				gov.in/sites/default/files/mymages/(1.7)%20%20-%20Boards,%20Councils,%20Committees_2.pdf			
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/mymages/HR%20(1.8)%20%20-%20Directory%20of%20Officers%20and%20employees_2.pdf	Fully Met	3.85	Available
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/mymages/HR%20(1.8)%20%20-%20Directory%20of%20Officers%20and%20employees_2.pdf	Fully Met	3.85	Available
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/de	Fully Met	3.85	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/HR%20(1.9)%20-%20Monthly%20remuneration%20received%20by%20officers%20&%20employees%20including%20system%20of%20compensation_1-converted_0.pdf			
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.9)%20-%20Monthly%20remuneration%20received%20by%20officers%20&%20employees%20including%20system%20of%20compensation_1-converted_0.pdf	Fully Met	3.85	Available
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.9)%20-%20Monthly%20remuneration%20received%20by%20officers%20&%20employees%20including%20system%20of%20compensation_1-converted_0.pdf	Fully Met	3.85	Available

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
	officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority				gov.in/sites/default/files/myimages/(1.10)%20%20-%20Name%20&%20Designation%20of%20PIO_FAA.pdf			
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.10)%20%20-%20Name%20&%20Designation%20of%20PIO_FAA.pdf	Fully Met	3.85	Available
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.11)%20%20-%20No.%20of%20employees%20against%20whom_0.pdf	Fully Met	3.85	Specific number even if it is NIL may be given
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.11)%20%20-%20	Fully Met	3.85	Specific number even if it is NIL may be given

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					No. of employees against whom_0.pdf			
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf	Fully Met	1.92	Available
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf	Fully Met	1.92	Available
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Program	Fully Met	1.92	Available

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					mes%20to%20advance%20understanding%20of%20RTI%20Section%202026.pdf			
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%202026.pdf	Fully Met	1.92	Available
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https://nbcfdc.gov.in/sites/default/files/myimages/HR%201.13.pdf	Fully Met	7.69	Even if transfers are need based, some guidelines for transfer within the organisation or from one division to another division, if any, may be spelt out.

Sr. No	Details of disclosure	Category	rks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Total			100	100		99	90	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/images/2.1%20Section%204%20(1)%20(b)%20(xi)%20%20-%20Budget%20allocated%20to%20each%20agency%20including%20all%20plans,%20proposed%20expenditure%20&%20report%20on%20disbursements%20etc._2.pdf	Fully Met	10.00	Available
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/images/2.1%20Section%204%20(1)%20(b)%20(xi)%20%20-%20Budget%20allocated	Fully Met	10.00	Available

Sr. No	Details of disclosure	Category	Marks	Obtained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					%20to%20each%20agency%20including%20all%20plans,%20proposed%20expenditures%20and%20report%20on%20disbursements%20etc._2.pdf			
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Section%204%20(1)%20(b)%20(xi)%20%20-%20Budget%20allocated%20to%20each%20agency%20including%20all%20plans,%20proposed%20expenditures%20and%20report%20on%20disbursements%20etc._2.pdf	Partially Met	5.00	The “details of disclosure required” are to be addressed specifically. The figures related to income and expenditure need clarity.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myi	Partially Met	5.00	The figures related to income and

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					images/2.1%20Section%20(1)%20(b)%20(xi)%20%20-%20Budge t%20allocated %20to%20eac h%20agency %20including %20all%20pla ns,%20propos ed%20expn% 20&%20report %20on%20dis bursements% 20etc._2.pdf			expenditure need clarity.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Section%20(1)%20(b)%20(xi)%20%20-%20Budge t%20allocated %20to%20eac h%20agency %20including %20all%20pla ns,%20propos ed%20expn% 20&%20report	Fully Met	10.00	Available

Sr. No	Details of disclosure	Category	marks	Actual marks	marks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					on%20disbursements%20etc._2.pdf			
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/images/2.2.%20Foreign%20&%20domestic%20tours%20(F.No_.1.8.2012-IR%20dt.%2011.9.2012)_1.pdf	Fully Met	16.67	Available
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/images/2.2.%20Foreign%20&%20domestic%20tours%20(F.No_.1.8.2012-IR%20dt.%2011.9.2012)_1.pdf	Fully Met	16.67	Available
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/images/2.2.%20Foreign%20&%20domesti	Partially Met	8.34	Except for notice inviting bids/ tender enquiries published on the website,

Sr. No	Details of disclosure	Category	Works	Contracted	Value	Contracted	Auditor Category	Auditor Marks	Auditor Remarks/URL
	above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.								no other details of bids awarded, details of goods/suppliers, work contracts concluded and the rate and the amount at which such procurement of works have been provided.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]								
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	0	Not Applicable	0	Not applicable as per the public authority
2.3.2	Objective of the programme	Not Applicable	0	0	empty	0	Not Applicable	0	Not applicable as per the public authority
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	0	Not Applicable	0	Not applicable as per the public authority
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	0	Not Applicable	0	Not applicable as per the public authority

Sr. No	Details of disclosure	Category	Marks	Obtained mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as per the public authority
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as per the public authority
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as per the public authority
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as per the public authority
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as per the public authority
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	Not applicable as per the public authority
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.5%20Section%204(1)9b(xiii)-fina	Not Met	0	No details of recipients of concessions / permits given.

Sr. No	Details of disclosure	Category	Marks	Obtained mark	Remarks	Auditor category	Auditor Marks	Auditor Remarks/URL
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.5%20Section%204(1)9b(xiii)-final.pdf	Not Met	0	No details of recipients of concessions / permits given.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.6%20CAG%20&%20PAC%20paras%20(F.No_.1.6.2011-IR%20dt.%2015.4.2013)_1.pdf	Not Met	0	Section 2.6 is regarding all CAG & PAC paras raised in respect of the public authority. It is mentioned that 'The comments of C&AG on Annual Account of NBCFDC for financial year 2021-22 is awaited from C&AG.' This is not adequate response to the issue. If there are

Sr. No	Details of disclosure	Category	Marks	Attained Mark	marks	Director Category	Auditor Marks	Auditor Remarks/URL paragraphs from previous years, those need to be mentioned along with the action taken reports.
Total			200	200		200	82	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Partially Met	6.25	The public authority has mentioned that representation by members of public in formulation of policy is through 'non-official members' on the Board of Directors of the Company and periodic review of the role, functions and performance

Sr. No	Details of disclosure	Category	Marks	Retained Mark	marks	Director Category	Auditor Marks	Auditor Remarks/URL of the Company by the 'Parliamentary Standing and Consultative Committees.' It is therefore presumed that there is no channel for general public to participate in policy making.
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Partially Met	6.25	The public authority has mentioned that representation by members of public in formulation of policy is through 'non-official members' on the Board of Directors of the Company and periodic

Sr. No	Details of disclosure	Category	Marks	Retained Mark	marks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								review of the role, functions and performance of the Company by the 'Parliamentary Standing and Consultative Committees.' It is therefore presumed that there is no channel for general public to participate in policy making.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	As per public authority, these are not applicable.
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/3.2.1%20New%20Microsoft%20Word%20Docu	Fully Met	16.67	Available

Sr. No	Details of disclosure	Category	Marks	Obtained mark	Document	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ment.pdf			
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	Not Applicable	0	As per public authority these are not applicable
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Not Applicable	0	As per public authority these are not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.3%20Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20-%20p lg.pdf	Fully Met	50.00	Available. But the link was not working at the time of audit.
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.4%20Form%20of%20accessibility%20of%20i	Fully Met	25.00	Gist of major schemes may also be given here.

Sr. No	Details of disclosure	Category	Marks	Weighted Marks	Information	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Information%20manualhandbook%20(Section%204%20(1)%20(b)_0.pdf			
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.4%20Form%20of%20accessibility%20of%20information%20manualhandbook%20(Section%204%20(1)%20(b)_0.pdf	Fully Met	25.00	Gist of major schemes may also be given here.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.5%20Whether%20information%20manualhandbook%20available%20free%20of%20cost%20or%20not%20[Section	Fully Met	25.00	Link provided could not be opened. However, information is downloadable from the website.

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					%20(1)%20(b)].pdf			
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.5%20Whether%20information%20manualhandbook%20available%20free%20of%20cost%20or%20not%20[Section%20(1)%20(b)].pdf	Fully Met	25.00	Annual Report available under 'Reports' tab on the home page. Given link could not be opened.
Total			192	192		192	179	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/myimages/4.1%20E-Governance.pdf	Fully Met	14.29	Available
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/myimages/4.1%20E-Governance.pdf	Fully Met	14.29	Available in Hindi other than English. It may be provided in some other vernacular

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	auditor category	Auditor Marks	Auditor Remarks/URL
								languages in future.
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.2%20when%20was%20the%20inf.%20manual-handbook%20last%20updated%20(F.No_.1.6.2011-IR%20dt.%2015.4.2013)_0.pdf	Fully Met	28.57	Available
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://nbcfdc.gov.in/sites/default/files/myimages/4.3%20Section%204(1)%20(b)%20(xiv)%20-%20%20Information%20available%20in%20electronic%20form%20(Section%204%20(1)%20(b)%20(xiv)_1.pdf	Fully Met	9.52	Available on the website. The links given could not be opened.

Sr. No	Details of disclosure	Category	Marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://nbcfdc.gov.in/sites/default/files/images/4.3%20Section%204(1)%20(b)%20(xiv)%20-%20%20Information%20available%20in%20electronic%20form%20(Section%204%20(1)%20(b)%20(xiv)_1.pdf	Fully Met	9.52	Available on the website. The links given could not be opened.
4.3.3	Location where available	Fully Met	9.52	9.52	https://nbcfdc.gov.in/sites/default/files/images/4.3%20Section%204(1)%20(b)%20(xiv)%20-%20%20Information%20available%20in%20electronic%20form%20(Section%204%20(1)%20(b)%20(xiv)_1.pdf	Fully Met	9.52	Available on the website. The links given could not be opened.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/images/4.3%20Section%204(1)%20(b)%20(xiv)_1.pdf	Fully Met	7.14	Available

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf			
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Fully Met	7.14	Available
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20	Fully Met	7.14	Available

Sr. No	Details of disclosure	Category	Marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					0obtaining%20information.pdf			
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Fully Met	7.14	Available
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Partially Met	1.79	Channels such as CPGRAMS and details of the mechanism followed by the Public Authority is not given.
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20	Partially Met	1.79	Only number of applications under RTI without any

Sr. No	Details of disclosure	Category	Marks	Attained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					0Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf			details of the subject matter of the applications and the replies there to has been provided.
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Not Met	0	The public authority has not given a link to the schemes / projects / programmes completed.
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	The public authority mentioned NA against this point. However, it is presumed that there would be schemes, projects/ programmes underway,

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Link/URL	Auditor Category	Auditor Marks	Auditor Remarks/URL which may be indicated.
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Fully Met	3.57	Available
4.5.6	Annual Report	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Fully Met	3.57	Available
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Fully Met	3.57	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					es%20available%20to%20citizen%20for%20obtaining%20information.pdf			
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/images/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information.pdf	Fully Met	3.57	Available
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/images/4.6%20LIST%20OF%20RTIS%20DURING_20-21_21-22.pdf	Partially Met	7.15	Details of the RTI application and the reply there to should be included against each RTI application.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/myi	Partially Met	7.15	Details of the RTI appeal and the prder

Sr. No	Details of disclosure	Category	marks	Actual marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					images/4.6%20LIST%20OF%20RTIS%20DURING_20-21_21-22.pdf			there to should be included against each RTI appeal.
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.7%20Replies%20to%20questions%20asked%20in%20the%20parliament%20(Section%204%20(1)%20(d)%20(2))_1.pdf	Partially Met	14.29	Only numbers have been given without any details of the questions and replies given there to.
Total			196	196		196	161	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_1.2.2016	Fully Met	20.00	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4.pdf			
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4.pdf	Fully Met	20.00	Available
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016	Fully Met	20.00	It is observed that Manager (IT) is the Nodal Officer. However, CIC has advised 'Appointment of Nodal Officers not below the

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Percentage	Auditor Category	Auditor Marks	Auditor Remarks/URL
								rank of Joint Secretary / Additional HoD.'
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	100%	Fully Met	20.00	Available
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Fully Met	20	20.00	100%	Fully Met	20.00	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Category	Auditor Marks	Auditor Remarks/URL
					dt.2017.8.2016%20&F.1.6.2011-Ir%20dt.2015.4.13_4.pdf			
Total			100	100		100	100	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/6.1%20Information%20Disclosed-compressed.pdf	Fully Met	25.00	Available
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/myimages/6.2.%20Guidelines%20for%20Indian%20Govt.%20Websites%20(GIGW)%20is%20followed%20(released%20in%20201	Fully Met	12.50	Available

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	auditor category	Auditor Marks	Auditor Remarks/URL
					9%20and%20included%20in%20CSMOP%20b_1.pdf			
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/images/6.2.%20Guidelines%20for%20Indian%20Govt.%20Websites%20(GIGW)%20is%20followed%20(released%20in%202019%20and%20included%20in%20CSMOP%20b_1.pdf	Fully Met	12.50	Available
Total			50	50		50	50	
Grand Total			838	838		837	662	

Self appraisal report for Year (2022-23)

Auditor Agency: SUNIL DUTT(NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH)

Ministry Name: Ministry of Social Justice & Empowerment

Department Name:

Public Authority Name: National Backward Classes Finance & Development Corporation

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation,functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20of%20functions%20and%20duties_0.pdf	Fully Met	1.28	https://nbcfdc.gov.in/ ; https://nbcfdc.gov.in/rti/en
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20of%20functions%20a	Fully Met	1.28	https://nbcfdc.gov.in/key-executives/en ; https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					nd%20duties_0.pdf			of%20organisation,%20functions%20and%20duties_0.pdf
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	https://nbcfdc.gov.in/vision/en ; https://nbcfdc.gov.in/objective/en ; https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf	Fully Met	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20functions%20and%20duties_0.pdf

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Marks	Auditor Category	Auditor Marks	Auditor Remarks/URL	
					gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20of functions%20and%20duties_0.pdf			gov.in/organization-chart/en	
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.1)%20-%20Particulars%20of%20organisation,%20of functions%20and%20duties_0.pdf	Partially Met	0.64	NBCFDC, New Delhi is advised to provide/upload complete detail	
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]								
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf; https://nbcfdc.gov.in/sites/default	

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
								/files/myimages/Final%20%20-%20(1.5)%20-%20Rules,%20regulations,%20instructions_0%20(1).pdf
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Same as above
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Same as above
1.2.4	Exercised	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	Marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
1.2.5	Work allocation	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/1.2.1.%20ALLOCATION%20OF%20WORK-Final.pdf	Fully Met	1.54	Same as above
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Fully Met	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf ; https://nbcfdc.gov.in/sites/default/files/myimages/Final%20%20-%20(1.5)%20-%20Rules,%20regulations,%20instructions_0%20(1).pdf
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					20Procedure %20followed %20in%20dec ision%20maki ng_3.pdf			
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Fully Met	1.54	Same as above
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Fully Met	1.54	Same as above
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.3)%20Procedure%20followed%20in%20decision%20making_3.pdf	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	rks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Fully Met	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6%20%20-%20Final.pdf
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Fully Met	1.54	Same as above
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Fully Met	1.54	Same as above
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/de	Fully Met	1.54	Same as above

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf			
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6.pdf	Fully Met	1.54	https://nbcfdc.gov.in/sites/default/files/myimages/(1.4)%20%20-%20Norms%20for%20discharge%20of%20functions_6%20%20-%20Final.pdf; https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.5)%20-%20Rules,%20regulation	Fully Met	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20%20-%20(1.5)%20-%20R

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					s,%20instructions_0.pdf			ules,%20regulations,%20instructions_0%20(1).pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.5)%20-%20Rules,%20regulations,%20instructions_0.pdf	Fully Met	1.92	Same as above
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.5)%20-%20Rules,%20regulations,%20instructions_0.pdf	Fully Met	1.92	Same as above
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.5)%20-%20Rules,%20regulations,%20instructions_0.pdf	Fully Met	1.92	Same as above
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myi	Fully Met	3.85	https://nbcfdc.gov.in/sites/default/files/myi

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					images/(1.6)%20-%20Categories%20of%20documents%20held%20by%20the%20authority%20under%20its%20control_1.pdf			images/(1.6)%20-%20Categories%20of%20documents%20held%20by%20the%20authority%20under%20its%20control_1.pdf
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.6)%20-%20Categories%20of%20documents%20held%20by%20the%20authority%20under%20its%20control_1.pdf	Fully Met	3.85	Same as above
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/1.7%20-%20Boards,%20Councils,%20Committees%20-%20Final.pdf	Fully Met	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20-%20201.7.7%20-%20Boards,%20Councils,%20Committees%20-%20Final.pdf

Sr. No	Details of disclosure	Category	Marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
								l.pdf
1.7.2	Composition	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/1.7%20%20Boards,%20Councils,%20Committees%20%20-%20Final.pdf	Fully Met	0.96	Same as above
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/1.7%20%20Boards,%20Councils,%20Committees%20%20-%20Final.pdf	Fully Met	0.96	Same as above
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/1.7%20%20Boards,%20Councils,%20Committees%20%20-%20Final.pdf	Fully Met	0.96	Same as above
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/1.7%20%20Boards,%20Councils,%20Committees%20%20-%20Final.pdf	Fully Met	0.96	Same as above

Sr. No	Details of disclosure	Category	Marks	Weighted Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					0%20Boards, %20Councils, %20Committees%20%20-%20Final.pdf			
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/images/1.7%20%20Boards,%20Councils,%20Committees%20%20-%20Final.pdf	Fully Met	0.96	Same as above
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/images/1.7%20%20Boards,%20Councils,%20Committees%20%20-%20Final.pdf	Fully Met	0.96	Same as above
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://nbcfdc.gov.in/sites/default/files/images/1.7%20%20Boards,%20Councils,%20Committees%20%20-%20Final.pdf	Partially Met	0.48	Same as above; NBCFDC, New Delhi is advised to provide/upload complete detail

Sr. No	Details of disclosure	Category	rks	tained rk	marks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.8)%20%20-%20Directory%20of%20Of%20ficers%20and%20employee%20s_2_0.pdf	Fully Met	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.8)%20%20-%20Directory%20of%20Of%20ficers%20and%20employee%20s_2_0.pdf
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.8)%20%20-%20Directory%20of%20Of%20ficers%20and%20employee%20s_2_0.pdf	Fully Met	3.85	Same as above
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.9)%20-%20Monthly%20r%20em%20u%20n%20e%20r%20a%20t%20i%20o%20n%20r%20e%20c%20e%20i%20v%20e%20d%20b%20y%20o%20f%20o%20f%20f%20i%20c%20e%20r%20s%20&%20e	Fully Met	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.9)%20-%20Monthly%20r%20em%20u%20n%20e%20r%20a%20t%20i%20o%20n%20r%20e%20c%20e%20i%20v%20e%20d%20b%20y%20o%20f%20o%20f%20f%20i%20c%20e%20r%20s%20&%20e

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					employees%20including%20system%20of%20compensation_1-converted_0_0.pdf			employees%20including%20system%20of%20compensation_1-converted_0_0.pdf
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/HR%20(1.9)%20-%20Monthly%20remuneration%20received%20by%20officers%20&%20employees%20including%20system%20of%20compensation_1-converted_0_0.pdf	Fully Met	3.85	Same as above
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.10)%20-%20Name%20&%20Designation%20of%20PIO_FAA_0.pdf	Fully Met	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.10)%20-%20Name%20&%20Designation%20of%20PIO_FAA_0%20

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
								%20%20Final.pdf
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.10)%20%20-%20Name%20&%20Designation%20of%20PIO_FAA_0.pdf	Fully Met	3.85	Same as above
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.11)%20%20-%20No.%20of%20employees%20against%20whom_0_0.pdf	Fully Met	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.11)%20%20-%20No.%20of%20employees%20against%20whom_0_0.pdf
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://nbcfdc.gov.in/sites/default/files/myimages/(1.11)%20%20-%20No.%20of%20employees%20against%20whom_0_0.pdf	Fully Met	3.85	Same as above

Sr. No	Details of disclosure	Category	rks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf	Partially Met	0.96	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20(1.12.4)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf ; NBCFDC, New Delhi is advised to provide/upload complete detail
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf	Fully Met	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20(1.12.4)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf	Fully Met	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20(1.12.4)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf			gov.in/sites/default/files/myimages/Final%20%20(1.12.4)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/(1.12)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf	Fully Met	1.92	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20%20(1.12.4)%20Programmes%20to%20advance%20understanding%20of%20RTI%20Section%2026.pdf
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]							
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https://nbcfdc.gov.in/sites/default/files/myimages/HR%201.13.pdf	Fully Met	7.69	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20%20-%20(1.5)%20-%20Rules,%20regulations,%20ins

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Instructions_0%20(1).pdf
Total			100	100		100	98	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Budget%20and%20Programme-Annexure-A.pdf	Fully Met	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Budget%20and%20Programme-Annexure-A.pdf ; https://nbcfdc.gov.in/annual-report/en
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Budget%20and%20Programme-Annexure-A.pdf	Fully Met	10.00	Same as above
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Budget%20and%20Programme-Annexure-A.pdf	Fully Met	10.00	Same as above

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					A.pdf			
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Budget%20and%20Programme-Annexure-A.pdf	Fully Met	10.00	Same as above
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.1%20Budget%20and%20Programme-Annexure-A.pdf	Fully Met	10.00	Same as above
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/2.2%20%20Budget%20and%20Programme%202022-23.pdf	Fully Met	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/Final%20-%202.2.1%20%20Foreign%20Budget%20and%20Programme%202022-23.pdf
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/2.2%20	Fully Met	16.67	Same as above

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
	period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit				0%20Budget%20and%20Programme%202022-23.pdf			
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/2.2%20Budget%20and%20Programme%202022-23.pdf	Fully Met	16.67	Same as above; https://meet.google.com/ckx-ptnn-pju?authuser=1
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/default/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf	Not Applicable	0	As per NBCFDC, New Delhi, it is NOT applicable
2.3.2	Objective of the programme	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/de	Not Applicable	0	Same as above

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf			
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/default/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf	Not Applicable	0	Same as above
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/de	Not Applicable	0	Same as above

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf			
2.3.5	Physical and financial targets of the programme	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/default/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf	Not Applicable	0	Same as above
2.3.6	Nature/ scale of subsidy /amount allotted	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/de	Not Applicable	0	Same as above

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf			
2.3.7	Eligibility criteria for grant of subsidy	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/default/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf	Not Applicable	0	Same as above
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Fully Met	6.25	6.25	https://nbcfdc.gov.in/sites/de	Not Applicable	0	Same as above

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	auditor category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/2.3%20Section%204%20(1)%20(b)%20(xi)%20-%20Manner%20of%20execution%20of%20subsidy%20progr.%20(Section%204%20(1)%20(b)%20(xii).pdf			
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.4%20(fnal)_merged_0.pdf	Not Applicable	0	As per NBCFDC, New Delhi, it is NOT applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.4%20(fnal)_merged_0.pdf	Not Applicable	0	Same as above
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.5%20	Fully Met	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.5%20

Sr. No	Details of disclosure	Category	marks	Actual marks	Weightage	Auditor Category	Auditor Marks	Auditor Remarks/URL
								0%20Budget %20and%20P rogramme%2 02022-23-OT S%20Norms.p df
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.5%20%20Budget%20and%20P%20rogramme%202022-23-OT%20S%20Norms.pdf	Fully Met	25.00	Same as above
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.6%20%20Budget%20and%20P%20rogramme%202022-23.pdf	Fully Met	50.00	https://nbcfdc.gov.in/sites/default/files/myimages/2.6%20%20Budget%20and%20P%20rogramme%202022-23.pdf ; https://nbcfdc.gov.in/annual-report/en
Total			300	300		200	200	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							

Sr. No	Details of disclosure	Category	Marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Fully Met	12.50	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Fully Met	12.50	Same as above
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	As per NBCFDC, New Delhi, it is NOT applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	Same as above

Sr. No	Details of disclosure	Category	Marks	Attained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf			
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	Same as above
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	Same as above
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20	Not Applicable	0	Same as above

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					0Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf			
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	Same as above
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	Same as above
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	Same as above

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	auditor category	Auditor Marks	Auditor Remarks/URL
					20arrangements%20for%20consultation_0.pdf			
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Fully Met	2.78	2.78	https://nbcfdc.gov.in/sites/default/files/myimages/3.1%20Particulars%20of%20any%20arrangements%20for%20consultation_0.pdf	Not Applicable	0	Same as above
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/3.2.1%20New%20Microsoft%20Word%20Document.pdf	Fully Met	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/3.2.1%20New%20Microsoft%20Word%20Document.pdf
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/3.2.1%20New%20Microsoft%20Word%20Document.pdf	Partially Met	8.34	NBCFDC, New Delhi is advised to provide/upload complete detail
3.2.3	Publish all relevant facts while formulating	Fully Met	16.67	16.67	https://nbcfdc.gov.in/sites/default/files/myimages/3.2.1%20New%20Microsoft%20Word%20Document.pdf	Partially Met	8.34	NBCFDC,

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	auditor category	Auditor Marks	Auditor Remarks/URL
	important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy				gov.in/sites/default/files/myimages/3.2.1%20New%20Microsoft%20Word%20Document.pdf			New Delhi is advised to provide/upload complete detail
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.3%20Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20-%20p lg.pdf	Fully Met	50.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.3%20Dissemination%20of%20information%20widely%20and%20in%20such%20form%20and%20manner%20-%20p lg.pdf
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.4%20Form%20of%20accessibility%20of%20information%20manualhandbook%20(Sec	Fully Met	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.4%20Form%20of%20accessibility%20of%20information%20manualhandbook%20(Sec

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					tion%204%20(1)%20(b)_0.pdf			tion%204%20(1)%20(b)_0.pdf
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.4%20Form%20of%20accessibility%20of%20information%20manualhandbook%20(Section%204%20(1)%20(b)_0.pdf	Fully Met	25.00	Same as above
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.5%20Whether%20information%20manualhandbook%20available%20free%20of%20cost%20or%20not%20[Section%204(1)%20(b)].pdf	Fully Met	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.5%20Whether%20information%20manualhandbook%20available%20free%20of%20cost%20or%20not%20[Section%204(1)%20(b)].pdf
3.5.2	List of materials available At a reasonable cost of	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/3.5%20Whether%20information%20manualhandbook%20available%20free%20of%20cost%20or%20not%20[Section%204(1)%20(b)].pdf	Fully Met	25.00	Same as

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
	the medium				gov.in/sites/default/files/myimages/3.5%20Whether%20information%20manualhandbook%20available%20free%20of%20cost%20or%20not%20[Section%204(1)%20(b)].pdf			above
Total			250	250		225	208	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/myimages/4.1%20E-Governance.pdf	Fully Met	14.29	https://nbcfdc.gov.in/rti/en#
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/myimages/4.1%20E-Governance.pdf	Partially Met	7.15	NBCFDC, New Delhi is advised to provide/upload complete detail
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://nbcfdc.gov.in/sites/default/files/myi	Fully Met	28.57	25.08.2023

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					images/4.2.%20when%20was%20the%20inf.%20manual-handbook%20last%20updated%20(F.No_.1.6.2011-IR%20dt.%2015.4.2013)_0.pdf			
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://nbcfdc.gov.in/sites/default/files/myimages/4.3%20Section%204(1)%20(b)%20(xiv)%20-%20%20Information%20available%20in%20electronic%20form%20(Section%204%20(1)%20(b)%20(xiv)_1.pdf	Fully Met	9.52	https://nbcfdc.gov.in/sites/default/files/myimages/4.3%20Section%204(1)%20(b)%20(xiv)%20-%20%20Information%20available%20in%20electronic%20form%20(Section%204%20(1)%20(b)%20(xiv)_1.pdf
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://nbcfdc.gov.in/sites/default/files/myimages/4.3%20Section%204(1)%20(b)%20	Fully Met	9.52	Same as above

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Marks	Auditor Category	Auditor Marks	Auditor Remarks/URL	
					(xiv)%20-%20%20Information%20available%20in%20electronic%20form%20(Section%204%20(1)%20(b)%20(xiv)_1.pdf				
4.3.3	Location where available	Fully Met	9.52	9.52	https://nbcfdc.gov.in/sites/default/files/images/4.3%20Section%204(1)%20(b)%20(xiv)%20-%20%20Information%20available%20in%20electronic%20form%20(Section%204%20(1)%20(b)%20(xiv)_1.pdf	Fully Met	9.52	Same as above	
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]								
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/images/4.4.%20Particulars%20of%20facilities%20availabl	Fully Met	7.14	https://nbcfdc.gov.in/sites/default/files/images/4.4.%20Particulars%20of%20facilities%20availabl	

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					e%20to%20citizen%20for%20obtaining%20information_0_0.pdf			e%20to%20citizen%20for%20obtaining%20information_0_0.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information_0_0.pdf	Fully Met	7.14	Same as above
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/myimages/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information_0_0.pdf	Fully Met	7.14	Same as above
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://nbcfdc.gov.in/sites/default/files/myi	Fully Met	7.14	Same as above

Sr. No	Details of disclosure	Category	marks	Attained mark	Images	Auditor category	Auditor Marks	Auditor Remarks/URL
					images/4.4.%20Particulars%20of%20facilities%20available%20to%20citizen%20for%20obtaining%20information_0_0.pdf			
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf	Fully Met	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf	Fully Met	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf ; https://nbcfdc.gov.in/sites/default/files/myimages/7-RECEIPT%20AND%20DISPOSAL%20RTI

Sr. No	Details of disclosure	Category	Marks	Attained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								%20Final.pdf
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf	Partially Met	1.79	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf ; NBCFDC, New Delhi is advised to provide/upload complete detail
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf	Partially Met	1.79	NBCFDC, New Delhi is advised to provide/upload complete detail
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf	Fully Met	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf
4.5.6	Annual Report	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/de	Fully Met	3.57	https://nbcfdc.gov.in/annual-

Sr. No	Details of disclosure	Category	marks	Attained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					fault/files/myimages/4.5.5%20such%20other%20information%20final.pdf			report/en; https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf	Fully Met	3.57	https://nbcfdc.gov.in/faq/en; https://nbcfdc.gov.in/faq/en
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf	Fully Met	3.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.5.5%20such%20other%20information%20final.pdf
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/myimages/4.6%20LIST%20OF%20RTIS%20upto%202022	Fully Met	14.29	https://nbcfdc.gov.in/sites/default/files/myimages/4.6%20LIST%20OF%20RTIS%20upto%202022

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	auditor category	Auditor Marks	Auditor Remarks/URL
								-23.pdf; https://nbcfdc.gov.in/sites/default/files/myimages/7-RECEIPT%20AND%20DISPOSAL%20RTI%20Final.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://nbcfdc.gov.in/sites/default/files/myimages/4.6%20LIST%20OF%20RTIS%20upto%202022-23.pdf	Fully Met	14.29	Same as above
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.6%20LIST%20OF%20RTIS%20upto%202022-23.pdf	Fully Met	28.57	https://nbcfdc.gov.in/sites/default/files/myimages/4.7%20Replies%20to%20questions%20asked%20in%20the%20parliament%20(Section%204%20(1)%20(d)%20(2))_1_0.pdf
Total			200	200		200	189	

Sr. No	Details of disclosure	Category	marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf	Fully Met	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf	Partially Met	10.00	NBCFDC, New Delhi is advised to provide/upload complete detail

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	015.4.13_4_0.pdf https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf	Fully Met	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf	Fully Met	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf

Sr. No	Details of disclosure	Category	marks	obtained mark	marks	Auditor category	Auditor Marks	Auditor Remarks/URL
					015.4.13_4_0.pdf			015.4.13_4_0.pdf
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Fully Met	20	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf	Fully Met	20.00	https://nbcfdc.gov.in/sites/default/files/myimages/5.1.%20Such%20other%20infor%20as%20may%20be%20prescribed%20(F.No_.1.2.2016%20dt.%2017.8.2016%20&%20F.1.6.2011-Ir%20dt.%2015.4.13_4_0.pdf
Total			100	100		100	90	
6	Information Disclosed on own Initiative							
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://nbcfdc.gov.in/sites/default/files/myimages/6.1.%20Information%20Disclosed-compressed.pdf	Fully Met	25.00	https://nbcfdc.gov.in/
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							

Sr. No	Details of disclosure	Category	Marks	Obtained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/certificate/Security Audit Certificate-Apr23.pdf	Not Met	0	NBCFDC, New Delhi is advised to initiate the process of obtaining STQC certification and upload the same on its website
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://nbcfdc.gov.in/sites/default/files/certificate/Security Audit Certificate-Apr23.pdf	Not Met	0	Same as above
Total			50	50		50	25	
Grand Total			1000	1000		875	811	

6. स्वयं की पहल पर प्रकट की गई जानकारी

वस्तु/सूचना का खुलासा किया गया ताकि जनता को सूचना प्राप्त करने के लिए आरटीआई अधिनियम का कम से कम सहारा लेना पड़े।

6.1	वस्तु/सूचना का खुलासा किया गया ताकि जनता को सूचना प्राप्त करने के लिए आरटीआई अधिनियम का कम से कम सहारा लेना पड़े।	6.1.1. मद संबंधी जानकारी का खुलासा किया गया है ताकि जनता को सूचना प्राप्त करने के लिए आरटीआई अधिनियम का कम से कम सहारा लेना पड़े।	योजनाओं/ब्रोशर आदि के संबंध में जानकारी नीचे दी गई है
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GUIDELINES FOR IMPLEMENTATION OF INTEREST SUBVENTION SCHEME – VANCHIT IKAI SAMOOH AUR VARGON KO AARTHIK SAHAYTA (VISVAS) YOJANA FOR SC & OBC SHGs/BENEFICIARIES

1. OBJECTIVES:

During the year 2020-21, the Ministry of Social Justice and Empowerment (MoSJ&E), Government of India, is implementing a new Interest Subvention – **Vanchit Ikai SamooH aur Vargon ki Aarthik Sahayta (VISVAS) Yojana** for the SHGs comprising exclusively of SC and/or OBC beneficiaries with loans/borrowings up to Rs.4.00 Lakh and for SC and OBC individual beneficiaries with loan/borrowing up to Rs.2.00 Lakh. This model will give a quick interest benefit to the standard accounts of borrowing SHGs/beneficiaries.

The objective of the proposed Scheme is to provide direct benefit of lower rate of interest to the eligible Self-Help Groups (SHGs) formed under National Rural Livelihood Mission (NRLM) or National Urban Livelihood Mission (NULM) or NABARD/ individual beneficiaries who have availed loans through Public Sector Banks (PSBs), Regional Rural Banks (RRBs) and similar financial institutions hereinafter referred to as Lending Institutions.

2. IMPLEMENTING AGENCIES:

- a.** National Scheduled Castes Finance and Development Corporation (NSFDC) (for SC SHGs/beneficiaries).
- b.** National Backward Classes Finance and Development Corporation (NBCFDC) (for OBC SHGs/beneficiaries).

3. PERIOD OF SCHEME:

Year 2020-21.

4. GUIDELINES FOR IMPLEMENTATION:

For SHGs

All SHGs which have been formed under NRLM or NULM and fulfilling following eligibility will be eligible for interest subvention on loan/credit up to Rs. 4.00 Lakh at 5% interest per annum, subject to the following:

- a) All members of SHG must be belonging to either SC or OBC.
- b) SHG must be registered with NRLM/NULM or NABARD.
- c) SHG must be having two years credit history.
- d) SHG members must be having annual family income less than Rs.3.00 Lakh.
- e) SHG should have history of timely repayment of installments.
- f) SHGs should not have availed interest subvention under any other scheme for the said loan account.

For Individual beneficiaries

All individual members having annual family income less than Rs.3.00 lakh belonging to either SC or OBC will be eligible for interest subvention on loan up to Rs.2.00 Lakh at 5% interest per annum. Individuals should not have availed interest subsidy in their existing loan under any other scheme.

Eligibility & Role of Lending Institutions (LIs)

- a) The interest subsidy can be claimed for the eligible SHGs/beneficiaries initially by the LIs who exist as Channel Partners of NSFDC & NBCFDC after signing an addendum to the existing MoA. Other LIs interested in providing subvention benefits to SHGs/individuals under this scheme will have to enter into an agreement with the Corporations.
- b) In order to avail the Interest Subvention on credit extended to SHGs/Individual Beneficiaries @ 5%, all LIs are required to upload the details of SHGs beneficiaries in the VISVAS portal which will be hosted by NSFDC/NBCFDC website. The information must be provided on quarterly basis to facilitate calculation and disbursement of the Interest Subvention amount to individuals.
- c) The summary of quarterly claims must be made in the format of Annexure-I & III (certified by authorized signatory of LI) and submitted to NSFDC/NBCFDC. This should be periodically certified by Statutory Auditor of LI in the format at Annexure-II & IV certifying the claims to be as true and correct in compliance of the Scheme.
- d) The details of the SHG/individual beneficiary account uploaded in the dedicated VISVAS portal of the Corporations should be

confirmed for the correctness of data by the LI.

- e) The interest subvention will be directly credited into the operating bank account of SHG/beneficiary account through Direct Beneficiary Transfer(DBT) mode. In case the transfer of subvention amount is not successful due to any reason, the LI shall provide the alternate account information for the same so that subvention amount can be credited.

5. Modalities for Transfer of Interest Subvention

Interest subvention @ 5% p.a. will be released on receipt of quarterly claim from the Lending Institution in the prescribed format for the eligible SHGs/individual accounts and uploading of the bank details of the SHGs/Beneficiaries in the VISVAS portal being designed for the scheme which will be hosted in NBCFDC website (www.nbcfdc.gov.in/) / NSFDC website (<https://www.nsfdc.nic.in/>).

The transfer of subvention will be carried out directly into the account of beneficiaries through the Public Financial Management System (PFMS) or similar platform. The workflow chart for transfer of funds is described at **Annexure-V**.

6. Monitoring & Evaluation

The scheme shall be monitored by the Ministry of Social Justice and Empowerment at the central level. NBCFDC in respect of OBC beneficiaries and NSFDC in respect of SC beneficiaries, will supervise the implementation by regular field level inspections.

- a) **Physical Evaluation:** NSFDC/NBCFDC and its respective authorized State agencies will carry out field level inspections to assess impact of the scheme in respect of proper utilization of the benefits and subsequent socio-economic gains derived by the beneficiaries. The LIs will provide all necessary facilitation for the smooth conduct of these inspections.
- b) **Third party Evaluation:** The impact assessment/evaluation of the scheme will be carried out by MoSJ&E and/or NSFDC/NBCFDC who will be given necessary facilitation by the concerned LIs for the same.

NBCFDC LENDING POLICY FOR PUBLIC SECTOR BANKS/REGIONAL RURAL BANKS

1. ORGANISATION

National Backward Classes Finance & Development Corporation (NBCFDC) is a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment. NBCFDC was incorporated under Section 25 of the Companies Act 1956 on 13th January 1992 (now section 8 of Companies Act 2013) as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Other Backward Classes (OBCs) and to assist the poorer section of these classes in skill development and self-employment ventures.

2. BROAD OBJECTIVE

- To Promote economic & development activities for the benefit of Backward Classes.
- To assist, subject to such income and/or economic criteria as may be prescribed by government from time to time, individuals or groups of individuals belonging to Backward Classes by way of loans and advances for economically and financially viable schemes and projects.
- To provide for gainful employment and skill development to the target group.
- To grant concessional finance in selected cases for poor persons belonging to Backward Classes as per an annual income criteria defined from time to time (presently Rs. 3.00 lakh).
- To extend loans to the Backward Classes for pursuing general/professional/vocational/technical education or training at graduate and higher level.
- To assist in the upgradation of technical and entrepreneurial skills of Backward Classes for proper and efficient management of production units

3. OPERATIONS

NBCFDC provides financial assistance through State Channelizing Agencies (SCAs) nominated by the State Governments/UTs and Banks (RRBs & PSBs). NBCFDC also provides **Micro Financing** through SCAs/ Self Help Groups (SHGs). The Corporation can assist in a wide range of income generating activities to assist the poorer section of these classes in self-employment ventures under following broad sectors:

- **Agriculture and Allied Activities**
- **Small Business/Artisan and Traditional Occupation**
- **Transport and Service Sector etc.**
- **Technical, Vocational and Professional Trades/Courses**

The Corporation additionally facilitates skill development of poor persons belonging to OBCs, persons of Economically Backward Classes (EBCs), De-notified Nomadic and Semi-Nomadic Tribe, Sr. Citizen, Beggars and Transgender etc.

4. NBCFDC-BANK RELATIONSHIP

The associated Bank is to act as Channelizing Agency (CA) of NBCFDC in respective State/UT. The relationship between NBCFDC and the Channelising Agency shall be governed and guided by contractual relationship between the parties strictly in accordance with the NBCFDC Lending Policy and the terms and conditions of the Agreement.

5. ELIGIBILITY CRITERIA & CERTIFICATION REQUIRED

- a. The applicant should belong to a caste covering under the Other Backward Classes list as notified by State/Central Government from time to time. Relevant Caste Certificate to be issued by relevant authority of District Administration.
- b. Annual family income should be below Rs.3.00 Lakh per annum irrespective of rural or urban area. Following certifications to establish the income criteria can be used by the applicant :-
 - i) Certificate of income issued by Competent Authority of State Government/Distt. Administration or Antyodaya Anna Yojana (AAY) Card or Below Poverty Line (BPL) Card
 - ii) Annual family income certificate may be considered by the SCAs/Banks/SSCs on self-certification of the beneficiaries with endorsement of the same by any Gazetted Officer notified by State/Central Government.
 - iii) In case of loan being applied at Bank (Channel Partner), Self-Certification assessed and endorsed by Branch Manager can be used for providing the loan.
 - iv) For Landless agriculture labour, marginalized farmers (those with upto One hectare land holding) and small farmers (those with upto Two hectare land holding), as assessed by the Banks through their standard processes and belonging to the Backward Classes will be automatically treated as part of the target group as per following considerations:-
 - 1) Landless agriculture labour and marginalized farmers with land holding less than One hectare will be deemed as having annual family income below Rs.1.50 Lakh per annum.
 - 2) Small farmers i.e. those with land holding between One and Two hectares will be deemed as having annual family income below Rs.3.00 Lakh per annum

Note: The verification of eligibility criteria shall be the sole responsibility of the Banks. NBCFDC shall, however, be entitled to re-verify the eligibility of the applicants, if it so desires.

6. QUANTUM OF ASSISTANCE

NBCFDC provides loan as per pattern of finance appended.

7. **SECTORAL PRIORITIES**

The Banks shall endeavour to achieve sectoral priorities as per need of the area and choice of beneficiaries. Some of the sectors for illustrative purpose are listed below:-

	Sectors
(a)	Agriculture & Allied
(b)	Small Business / Artisan & Traditional Occupation
(c)	Transport Sector & Service Sector
(d)	Technical and Professional Trades/Courses

8. **PROCEDURE FOR AVAILING ASSISTANCE**

Banks may avail funds under both the modes, i.e. re-financing/reimbursement or advance funds for implementation of the NBCFDC schemes:

- a) **Under re-financing/reimbursement** mode, the Banks shall send the project/scheme-wise details of beneficiaries financed by the Banks in the prescribed format who fulfill the eligibility criteria for lending under the NBCFDC schemes. NBCFDC shall appraise the proposals as per its lending policy revised from time to time. NBCFDC may disburse the funds to the Banks for the sanctioned proposals. In order to become eligible for re-finance, the Banks shall follow procedure given below:
- i) Under re-financing/reimbursement, Banks can avail funds under the Schemes of NBCFDC.
 - ii) Banks shall select the applicants as per the eligibility criteria of NBCFDC.
 - iii) Selection/rejection of the loan applications shall be communicated to the applicants.
 - iv) In selection of assets (within the sanctioned parameters), choice of beneficiaries shall be a prime consideration.
 - v) Banks shall appraise the proposal with a view to ensure that the project/activity is viable and the beneficiary has entrepreneurial capabilities to manage the business activity.

- vi) The Banks shall give preference to the proposals that have provision of convergence with on-going schemes of the Central/State Government that allows beneficiaries to take advantage of subsidies/other benefits flowing from various schemes. In other words, group proposals from areas having concentration of population of the target group, Self-Help Groups (SHGs) of Women and collectives/Clusters etc. would be preferred.
 - vii) Banks shall submit scheme-wise details of the projects/activities financed under NBCFDC schemes in the prescribed format.
 - viii) NBCFDC shall appraise the proposals, issue Letter of Intent (LOI) for approved proposals and disburse funds to the Banks on completion of pre-requisite formalities for disbursement of funds given at para 10 of this Lending Policy.
 - ix) The Banks shall switch-over the individual loan accounts of the beneficiaries under NBCFDC schemes within 10 days from the date of disbursement by NBCFDC. The Banks shall inform the same to NBCFDC in the prescribed format .The amount re-financed by NBCFDC shall be treated as funds utilized.
 - x) Switch-over of the individual loan accounts shall be communicated to the beneficiaries on receipt of funds from NBCFDC.
 - xi) The Banks shall recover the installments from the beneficiaries after allowing them stipulated moratorium period if any.
 - xii) The Banks shall repay to NBCFDC as per repayment schedule/Demand notices issued on quarterly basis irrespective of recovery from beneficiaries.
- b) **Under project-based financing**, the following procedures shall be adopted:
- i) The Banks shall sponsor project proposals to NBCFDC covering unit cost, means of finance, technical feasibility, financial viability, quotations, wherever applicable, etc. for loans as per NBCFDC schemes.
 - ii) The NBCFDC shall scrutinize and appraise the project proposals as per the Lending Policy and issue Letter of Intent.
 - iii) The Banks shall request NBCFDC for disbursement of funds. The NBCFDC shall disburse funds to the Banks on completion of pre-requisite formalities given at Para 10 of this Lending Policy.

- iv) Banks shall implement the schemes as sanctioned by NBCFDC.
- v) Funds disbursed by NBCFDC shall be utilized by the Banks as per the Para 12 of this Lending Policy.
- vi) Selection of the beneficiaries shall be made by Banks in proportion to the sanctioned units with adequate wait-listing on first come first served basis.
- vii) Banks shall issue a Sanction Letter to the beneficiaries concurrently with the disbursement of funds by NBCFDC/issuance of LOI by NBCFDC, provided all the prudential norms for disbursement of funds are duly complied by the Banks.
- viii) The Banks shall recover the installments from the beneficiaries after allowing them stipulated moratorium as stated in the LOI.
- ix) In selection of assets (within the sanctioned parameters), choice of beneficiaries shall be a prime consideration.
- x) The Banks shall give preference to the proposals that have provision of convergence with on-going schemes of the Central/State Government that allows beneficiaries to take advantage of subsidies/other benefits flowing from various schemes. In other words, group proposals from areas having concentration of population of the target group, Self-Help Groups (SHGs) of Women and collectives/Clusters etc. would be preferred.
- xi) The Banks shall endeavour to link subsidy from concerned authorities with NBCFDC loan component to reduce the loan burden on beneficiaries eligible for such subsidy from time to time.
- xii) Banks shall disburse funds to the beneficiaries after receipt of funds from NBCFDC.
- xiii) Banks shall charge interest rate from the beneficiaries as per norms of NBCFDC.
- xiv) Banks shall widely publicize the schemes sanctioned by NBCFDC.

9. DISBURSEMENT OF FUNDS

Funds for the sanctioned projects/schemes shall be disbursed by NBCFDC subject to fulfillment of the following conditions: Submission of Annual Action Plan (AAP) for current financial year and its approval by NBCFDC.

- a) Requisition by the Banks for disbursement of funds for the implementation of the scheme as per AAP approved.
- b) Submission of Accepted Copy of Letter of Intent (LOI) for AAP, duly signed and stamped by an authorized signatory of the Banks on all the pages as token of acceptance of all terms and conditions stipulated in the LOI.
- c) Submission of status of overall/scheme-wise utilization of funds (as per prescribed format), already disbursed by NBCFDC.
- d) There should not be any overdues payable to NBCFDC at the time of disbursement.
- e) Besides above, the following conditions are to be fulfilled by the Public Sector Banks/Regional Rural Banks based on their Audited Annual Accounts for the preceding financial years:

For Public Sector Banks

- (i) Net Non-performing Assets (NPA) of the Banks should be less than 10% in at least 3 years out of last 6 years.
- (ii) Banks should have net profit in at least 3 years out of last 6 years.
- (iii) In case of amalgamations/ merger, the financial results of the dominant partner/anchor bank that retain the same name may be considered.
- (iv) Banks should not be defaulter of any Regulatory Body.
- (v) The cumulative utilization level of earlier disbursements shall be 100%
- (vi) There shall be no overdue in payments against demand of earlier disbursements.

For Regional Rural Banks

- (i) Net Non-performing Assets (NPA) of the Banks should be less than 15% in at least 3 years out of last 6 years preceding to the year of disbursement.
- (ii) Banks should have net profit in at least 3 years out of last 6 years.
- (iii) In case of amalgamations/ merger, the financial results of the dominant partner/anchor bank that retain the same name may be considered.
- (iv) Banks should not be defaulter of any Regulatory Body.
- (v) The cumulative utilization level of earlier disbursements shall be 90%
- (vi) There shall be no overdue in payments against demand of earlier disbursements.

10. IMPLEMENTATION OF THE APPROVED SCHEME(S)

Under both the modes of financing, i.e. re-financing/reimbursement and project-based financing, schemes are to be implemented strictly as per the terms and conditions given in the LOI.

11. FUNDS UTILISATION

- (a) Banks shall utilize funds disbursed as per NBCFDC Lending Policy as amended from time to time. Presently, the fund utilization period for the funds drawn from the NBCFDC is 120 days from the date of disbursement of funds and should refund entire un-utilized amount in case not utilized within 180 days.
- (b) Under refinancing/reimbursement mode, Banks shall switch-over the individual loan accounts of the beneficiaries under NBCFDC schemes within 10 days from the date of disbursement by NBCFDC. The Banks shall inform the same to NBCFDC in the prescribed format. The amount refinanced by NBCFDC shall be treated as funds utilized.

12. RIGHT TO RECALL THE LOAN

If at any time, in the opinion of NBCFDC, Banks has failed to observe or fulfill any of the terms and conditions stipulated in the Agreement on the occurrence of any event or circumstances which, in the opinion of NBCFDC would or is likely to prejudicially or adversely affect in any manner the capacity of Banks to repay the amount of the said assistance and interest thereon, in the manner aforesaid notwithstanding any provisions contained herein in connection with the time/period of the repayment of the amount of the said assistance and interest, Banks shall be liable to repay to NBCFDC in one lump-sum the outstanding principal of the said assistance and interest thereon and NBCFDC shall be entitled to recall the entire outstanding amount of principal and interest from Banks.

14. REPAYMENT OF LOAN

NBCFDC shall send quarterly/half yearly demand notice to Banks to facilitate prompt repayment of the amount of assistance as per the Lending Policy/repayment norms. It shall be the responsibility of Banks to ensure repayment of the amount of assistance and payment of interest due by the due dates. Non-receipt of a demand notice from NBCFDC shall not be a reason for non-payment of the amount of assistance and interest thereon in the manner aforesaid by the due date.

15. DEFAULT IN REPAYMENT

The Banks shall agree that notwithstanding anything stipulated in the signed Agreement, NBCFDC shall have the right by notice in writing to require Banks forthwith to discharge in full or in part its liabilities to NBCFDC in respect of any of the said financial assistance provided by the NBCFDC whether due or not upon the happening of any of the following events viz:

- a) Banks has committed any default in making any payment or repayment in accordance with the Agreement.
- b) Banks has committed any breach or default in the performance or observance of the Agreement and/or Bank's application and/or the provisions of financing schemes of NBCFDC and or any instructions issued by the NBCFDC from time to time.
- c) Banks application or any enclosure thereto contained any false or untrue statement or information or the same turned out to be wrong or untrue as a result of supervening circumstances or even otherwise. On this question whether any of the above events has happened, the decision of the NBCFDC shall be final, conclusive and binding on the Banks.
- d) If there is reasonable apprehension that Bank is unable to repay its debts or proceedings for taking it into liquidation may be commenced in respect thereof.
- e) Banks shall be liable to pay NBCFDC all costs, legal charges and other expenses, whatsoever NBCFDC may incur in the realization of the amount of the said assistance from Banks.

16. LIQUIDITY DAMAGES ON DEFAULTED PAYMENTS (LDDP)

Defaults in the repayment of NBCFDC dues (principal as well as interest) beyond the stipulated/agreed dates of repayment shall attract further interest @ 1% per annum over and above normal rate of interest applicable on the dues as per the Lending Policy of the NBCFDC. It shall be levied on Banksh basis quarterly through a separate demand.

17. APPROPRIATION OF REPAYMENTS

Banks shall remain always liable as a principal debtor to the NBCFDC for the due repayment of any financial assistance granted by the NBCFDC in respect of the said financial assistance. Banks shall agree that in case it fails to repay on the due date(s), the installment of principal and/or interest (without rebate) shall be compounded as per schedule of payment/repayment and NBCFDC shall be entitled to appropriate the repayment received from the Banks, first towards the interest and then towards the principal amounts outstanding for the longest period, without any prior intimation to the Banks.

18. HIGHER RATE OF INTEREST (HRI) ON FUNDS REFUNDED

- a) *Higher Rate of Interest (HRI) on funds not utilized within stipulated time period and refunded shall be applicable as per policy over and above the normal rate of interest charged by NBCFDC from Banks and it shall be applicable from the date of disbursement to date of refund.*

19. STANDARD CONDITIONS OF LOANS

In both the modes of financing, i.e. refinancing/reimbursement and project-based financing, the standard conditions shall be as follows:-

- a) For any change in the parameters and terms and conditions of the scheme, prior approval of NBCFDC shall be obtained by the Banks.
- b) The Banks shall form a Project Implementation Committee for monitoring the implementation of the project where NBCFDC's nominee would invariably be included.
- c) The Banks shall ensure that beneficiaries are selected strictly as per the eligibility criteria of NBCFDC.
- d) Cost over-run, if any, in the scheme shall be borne by the Banks/Beneficiary(ies) to the satisfaction of NBCFDC.
- e) The funds disbursed for implementation of the scheme shall be utilized for the same scheme only and shall not be diverted to any other scheme. The unutilized amount under the scheme, if any, shall be refunded to NBCFDC.
- f) NBCFDC funds disbursed by the Banks to the beneficiaries or advanced towards procurement of assets under the projects shall alone be considered as funds utilized. However, funds transferred by the Banks to its Branch/District Offices are not considered as funds utilized.
- g) The Banks shall ensure effective monitoring and periodic flow of information to NBCFDC relating to the scheme during the currency of the loan.
- h) The Banks shall avail disbursements under sanctioned schemes as per AAP in quarterly installments within current financial year and remaining units/funds, if any, shall be treated as cancelled and the AAP shall be closed.
- i) Advertisements for the scheme should carry the message that NBCFDC is one of the financiers of the scheme.
- j) Banks shall ensure that prior to sanction of financial assistance to beneficiary(ies), the names of legal heir(s) of the beneficiary(ies) are obtained so that assets/liabilities are taken over by legal heir(s) in the event of death of the beneficiary(ies). The beneficiaries and their assets should be insured at the time of disbursement of loan.

- k) Banks shall maintain separate accounts for loan assistance received under various schemes.
- l) The Banks shall also comply with special conditions stipulated in Letter of Intent (LOI) and any other condition(s) that the Managing Director of NBCFDC may deem fit to stipulate during the currency of the loan.

20. GENERAL

- a) The Banks shall take measures to generate adequate awareness amongst the prospective beneficiaries in their service areas by making use of local media and public bodies.
- b) Second time loan facility subject to the condition that (a) earlier loan is fully repaid in time; and (b) submission of Field Report on actual asset creation and successful running of the business and fulfilling of annual income criteria.
- c) Those who own the assets under NBCFDC assistance alone are considered as beneficiaries.
- d) Under Transport Sector schemes, only one vehicle per beneficiary/ institution shall be considered. The Commercial License shall be a compulsory requirement for such beneficiaries.
- e) All necessary documents will be maintained on the records of Banks. Further, the documents shall be kept in the custody of Banks for making available under Right to Information Act, 2005 as and when need arises, and shall be open to inspection by NBCFDC or its authorized representative, if required.
- f) The Banks shall ensure carrying out concurrent monitoring of funded units on regular basis to analyze various parameters of the Schemes such as the asset creation, asset retention, operational assets, repayment performance, crossing of poverty line by beneficiaries, their satisfaction level, etc.
- g) The interpretation of any or all provisions of the Lending Policy by the Board of Directors of NBCFDC shall be final and binding as to its terms, content, purport and/or implementation.
- h) The Board of Directors of NBCFDC may from time to time add to, substitute, alter, amend and/or any terms and conditions of the Lending Policy.
- i) In case of any disputes or claims under or arising out of the Lending Policy, Courts only at Delhi, to the exclusion of all other Courts, shall have the exclusive jurisdiction.

ANNEXURE-I

DETAILS OF BENEFICIARIES ASSISTED

NAME OF CHANNELIZING AGENCY : _____

NAME OF THE SCHEME: _____

(Rupees in lakh)

Sl No.	Name & Address	Age	Bankst e Certifi cate	Ann ual Fami ly Inco me	Unit Cost	Propos ed NBCF DC Share	Disbursement of Funds				Beneficiaries				Remarks
							Che que/ DD/ UTR No.	Da te	A mt	In Favour of	Rur al		Urban		
											M	F	M	F	
TOTAL															

Certified that all the beneficiaries covered under the scheme were eligible for assistance as per the eligibility criteria of NBCFDC.

(Signature)
Authorized Signatory
Name & Designation

ANNEXURE-II

**CERTIFICATE OF SWITCH OVER OF LOAN UNDER NBCFDC FINANCED
SCHEMES**

This is to certify that the loan accounts have been switched over for the funds of Rs. _____ lakh received from NBCFDC under _____ Scheme (NBCFDC LOI No. _____) for _____ beneficiaries/units.

(Signature)
**Authorized Signatory
Name & Designation**

Place:

Date:

ANNEXURE-III

AFFIDAVIT
(on Stamp Paper of appropriate value)

I _____ son/daughter/wife _____ of _____ residing at _____ do hereby solemnly affirm and state on oath as follows:-

1. I, submit that I belong to _____ (Banks Name) which comes under Backward Classes in the State of _____.
2. Further, I submit that I am not an Income Tax Assesses and that my Annual Family Income is Rs. _____ (in words) _____ from all sources. My family comprises of _____, _____, _____, _____.
3. The above declaration is given by me for the purpose of obtaining loan under the scheme of _____ (CA) and National Backward Classes Finance and Development Corporation (NBCFDC). In Banks any of the facts declared by me as above are found incorrect, I fully understand that I am liable for action in accordance with the Lending Policy of CA & NBCFDC.

DEPONENT

Identified by me

SWORN TO, BEFORE ME

Place :

Stamp

Date :

(NAME & ADDRESS OF NOTARY)

[Separate Affidavits of each Member of a Partnership Firm/Co-operative Society etc.]

ANNEXURE-IV

DETAILS OF BENEFICIARIES ASSISTED

NAME OF CHANNELIZING AGENCY : _____

NAME OF THE SCHEME (LOI NO.) : _____

(Rupees in lakh)

Sl. No.	Name & Address	Age	Bankste Certificate	Annual Family Income	Unit Cost	Proposed NBCF DC Share	Disbursement of Funds				Beneficiaries		Category Code*	Remarks		
							Cheque/DD/UT R No.	Date	Amt	In Favour of	Rural				Urban	
											M	F			M	F
TOTAL (A)																

(B). Add (+): Reported in previous Quarters: Rs. _____ lakh

GRAND TOTAL (A+B): Rs. _____ lakh

Certified that all the beneficiaries covered under the scheme were eligible for assistance as per the eligibility criteria of NBCFDC.

(Signature)
Authorized Signatory
Name & Designation

NBCFDC LENDING POLICY FOR NBFC-MFIs

1. ORGANISATION

National Backward Classes Finance and Development Corporation (NBCFDC) (An ISO 9001:2015 Certified Company as well as MoU signing company) is a wholly owned Government of India Undertaking under the Ministry of Social Justice and Empowerment, Government of India and is managed by a Board of Directors. NBCFDC is a Section-8 Company (not for profit) registered under the Companies Act, 2013 (formerly Section 25 Company under the Companies Act, 1956) that was set up by the Government of India in January, 1992 with the objective of working for economic empowerment of persons belonging to Backward Classes, having income less than Rs. 3.00 lakh per annum.

2. BROAD OBJECTIVE

The broad objective of NBCFDC is to provide financial assistance for the economic empowerment of persons belonging to the Backward Class families having income less than Rs. 3.00 lakh per annum.

3. ELIGIBILITY CRITERIA FOR NBFC-MFI

The Last Mile Financier i.e. NBFC-MFI fulfilling the following norms shall be considered eligible to avail financial assistance from NBCFDC:

- a) The NBFC-MFI should be registered with the RBI as Non-Banking Financial Company-Micro Finance Institution (NBFC-MFI).
- b) The NBFC-MFI should be following all RBI norms related to Micro Finance.
- c) The NBFC-MFI should have 3 years of continuous profit track record.
- d) The NBFC-MFI should have Gross Non-Performing Assets (NPA) less than 2% and net NPA below 0.5% as per their Annual Accounts at the end of the preceding financial year.
- e) The NBFC-MFI should be a member of a Credit Bureau.
- f) The NBFC-MFI should have minimum Capacity Assessment Rating of mfr5 by CRISIL or its equivalent.
- g) The NBFC-MFI should not have defaulted in repayment of outside borrowings in the last three years or undergone a corporate debt re-structuring.
- h) The NBFC-MFI should have proper system for internal accounting, risk management, internal audit, MIS, cash management, etc. and its annual accounts should have been audited in the last three years.

- i) It will be desirable for the NBFC-MFI to have undergone Code of Conduct Assessment (COCA) with a minimum score of 60 or equivalent.

Further with a view to promoting Startups in consonance with Government of India focus new MFIs may also be considered subject to their complying to above criteria except sub clause (c) and after due diligence/assessment by reputed certification agencies. However, the extent of funding to such Startup will be limited to recommendation of the certification body.

4. ELIGIBILITY CRITERIA FOR TARGET GROUP

- a) The beneficiary(ies) should be from the Backward Class community.
- b) The applicant should belong to a caste covering under the Other Backward Classes list as notified by State/Central Government from time to time. Relevant Caste Certificate to be issued by relevant authority of District Administration.
- c) Annual family income should be below Rs.3.00 Lakh per annum irrespective of rural or urban area. Following certifications to establish the income criteria can be used by the applicant :-
 - i) Certificate of income issued by Competent Authority of State Government/Distt. Administration.
 - ii) Annual family income certificate may be considered by the SCAs/Banks/SSCs on self-certification of the beneficiaries with endorsement of the same by any Gazetted Officer notified by State/Central Government.
 - iii) In case of loan being applied at Bank (Channel Partner), Self-Certification assessed and endorsed by Branch Manager can be used for providing the loan.
 - iv) For Landless agriculture labour, marginalized farmers (those with up to One hectare land holding) and small farmers (those with up to Two hectare land holding), as assessed by the Banks through their standard processes and belonging to the Backward Classes will be automatically treated as part of the target group as per following considerations:-
 - I. Landless agriculture labour and marginalized farmers with land holding less than One hectare will be deemed as having annual family income below Rs.1.50 Lakh per annum.
 - II. Small farmers i.e. those with land holding between One and Two hectares will be deemed as having annual family income below Rs.3.00 Lakh per annum.

NBCFDC recognizes Self Help Groups (SHGs) in which predominantly (60% and above) members belong to Backward Class provided other members belong to weaker sections (as per income or economic criteria prescribed by Govt.) including but not limited to Scheduled Castes/Scheduled Tribes/Minorities and Person with Disabilities (PwD).

Note: The verification of eligibility criteria shall be the sole responsibility of the NBFC-MFI. NBCFDC shall, however, be entitled to re-verify the eligibility of the applicants, if it so desires.

5. NBCFDC & NBFC-MFI RELATIONSHIP

The shortlisted NBFC-MFI fulfilling the eligibility criteria of NBCFDC may be appointed to act as Channelizing Agency (CA) of NBCFDC in the selected State/UT. The relationship between NBCFDC and the NBFC-MFI shall be governed and guided by contractual relationship by signing an Agreement between the parties strictly in accordance with the NBCFDC Lending Policy and the terms and conditions of the Agreement.

6. QUANTUM OF ASSISTANCE

NBCFDC provides loans upto 90% of the Project Cost for units costing upto Rs.1,00,000/- per beneficiary member. The balance 10% share shall be contributed by the NBFC-MFIs and/or beneficiaries. Maximum Loan limit per SHG is Rs. 15.00 lakh

7. INTEREST RATE

The pattern of charging interest under the scheme shall be as follows;

NBCFDC to NBFC-MFI	Interest Spread to NBFC-MFI	NBFC-MFI to Beneficiaries
4% p.a.	8% p.a.	12% p.a.

8. REPAYMENT PERIOD

The loan amount shall be repaid in quarterly installments within a maximum period of four years from the date of each disbursement including the moratorium period of Six months. There shall not be any moratorium period for payment of interest.

9. SECOND LOAN

On repayment of loan, the eligible beneficiaries can avail further loan under NBCFDC scheme(s) from NBFC-MFI or other channelising agencies of the NBCFDC.

10. SOCIAL PRIORITIES

The Channelising Agency shall endeavor to cover 40% female beneficiaries in physical as well financial terms.

11. PROCEDURE FOR AVAILING ASSISTANCE

The following procedure shall be adopted by the NBFC-MFI for availing funds:

- i) The NBFC-MFI shall sponsor viable project proposals to NBCFDC covering unit cost, means of finance in separate group for Male and Female.
- ii) The proposals submitted would be for the need based economic activities preferably in which the target group has practical experience or required capability to manage the business.
- iii) The NBCFDC may sanction the proposal as per policy and guidelines of the Corporation.
- iv) After receipt of the sanction letter, the NBFC-MFI shall request NBCFDC in writing for disbursement of funds. The NBCFDC shall disburse funds to the NBFC-MFI on fulfillment of conditions laid down in the agreement between NBFC-MFI and NBCFDC and NBCFDC's Lending Policy.
- v) NBFC-MFI shall implement the schemes as per NBCFDC Lending Policy and the terms and conditions stipulated in LOI.
- vi) Funds disbursed by NBCFDC shall be utilized by the NBFC-MFI as per the Para 14 of this Lending Policy.
- vii) Selection of the beneficiaries shall be made by NBFC-MFI as per NBCFDC Lending Policy.
- viii) NBFC-MFI shall issue Sanction Letter(s) to the applicants selected for the loans.
- ix) The NBFC-MFI shall endeavor to link subsidy from concerned authorities if any for eligible beneficiaries with NBCFDC loan component to reduce the burden loan on the beneficiaries.
- x) NBFC-MFI shall charge interest rate from the beneficiaries not more than the rate stipulated by NBCFDC.
- xi) NBFC-MFI shall widely publicize the schemes sanctioned by NBCFDC.

12. DISBURSEMENT OF FUNDS BY NBCFDC

Funds for the sanctioned projects/schemes shall be disbursed by NBCFDC subject to fulfillment of the following conditions:

- a) Acceptance of the LOI by returning a copy thereof duly signed and stamped on all the pages by an authorized signatory of the NBFC-MFI as token of acceptance of all terms and conditions stipulated in the LOI.
- b) Written request by the NBFC-MFI for disbursement of funds for the implementation of the scheme.
- c) All unutilized funds at the end of preceding year to be refunded as per the NBCFDC lending policy, if any.
- d) Overall cumulative utilization percentage of funds disbursed by NBCFDC should not be less than 80% at the time of subsequent demand of credit.
- e) No overdues payable to NBCFDC at the time of disbursement.
- f) The disbursement to NBFC-MFIs shall be subject to Security.

13. SECURITY

While seeking disbursement from NBCFDC, NBFC-MFI shall provide the Bank Guarantee and/or Fixed Deposits issued by Scheduled Commercial Banks in the name of "NBFC-MFI account NBCFDC" equivalent to the amount to be disbursed to them as security to NBCFDC for timely repayment of installments of the loan sanctioned under this Agreement together with interest thereon. The validity period of the Bank Guarantee/Fixed Deposit shall continue until all the dues of the NBCFDC have been paid in full or otherwise fully discharged by the NBFC-MFI. In case NBFC-MFI has provided Fixed Deposit to the NBCFDC, the interest thereon shall be payable to the NBFC-MFI. In the event of default by NBFC-MFI either for the whole or part amount advanced under this Agreement, the Bank Guarantee shall be invoked/the Fixed Deposits shall be encashed by NBCFDC.

14. FUNDS UTILISATION

- (i) NBFC-MFI shall utilize funds within 120 days from the date of release of funds by NBCFDC. The NBFC-MFI shall send Quarterly Progress Report (QPR) on the utilization of the NBCFDC funds as per the prescribed format (**Appendix-I**).
- (ii) NBCFDC funds actually disbursed by the NBFC-MFI to the beneficiaries under the approved sector shall only be considered as funds utilized.

15 RIGHT TO RECALL THE LOAN

If at any time, in the opinion of NBCFDC, NBFC-MFI has failed to observe or fulfill any of the terms and conditions stipulated in the Agreement on the occurrence of

any event or circumstances which, in the opinion of NBCFDC would or is likely to prejudicially or adversely affect in any manner the capacity of NBFC-MFI to repay the amount of the said financial assistance and interest thereon, in the manner aforesaid notwithstanding any provisions contained herein in connection with the time/period of repayment of the amount of the said financial assistance and the interest thereon, NBFC-MFI shall be liable to repay to NBCFDC the outstanding principal of the said assistance and interest(s) thereon as per demand of NBCFDC and NBCFDC shall be entitled to recall the entire outstanding amount of principal and interest from NBFC-MFI .

16. REPAYMENT OF LOAN

NBCFDC shall send quarterly demand notice to NBFC-MFI to facilitate prompt repayment of the amount of assistance as per the Lending Policy/repayment norms. It shall be the responsibility of NBFC-MFI to ensure repayment of the amount of assistance and payment of interest due by the due dates. Non-receipt of a demand notice from NBCFDC shall not be a reason for non-payment of the amount of assistance and interest thereon in the manner aforesaid by the due date.

17. DEFAULT IN REPAYMENT

The NBFC-MFI shall agree that notwithstanding anything stipulated in the signed Agreement, NBCFDC shall have the right by notice in writing to require NBFC-MFI forthwith to discharge in full or in part its liabilities to NBCFDC in respect of any of the said financial assistance provided by the NBCFDC whether due or not upon the happening of any of the following events viz:

- a) NBFC-MFI has committed any default in making any payment or repayment in accordance with the Agreement.
- b) NBFC-MFI has committed any breach or default in the performance or observance of the Agreement and/or NBFC-MFI's application and/or the provisions of financing schemes of NBCFDC and or any instructions issued by the NBCFDC from time to time.
- c) NBFC-MFI's application or any enclosure thereto contained any false or untrue statement or information or the same turned out to be wrong or untrue as a result of supervening circumstances or even otherwise. On this question whether any of the above events has happened, the decision of the NBCFDC shall be final, conclusive and binding on the NBFC-MFI.
- d) If there is reasonable apprehension that NBFC-MFI is unable to repay its debts, proceedings for taking it into liquidation may be commenced in respect thereof.
- e) NBFC-MFI shall be liable to pay NBCFDC all costs, legal charges and other expenses, whatsoever as may be incurred by NBCFDC in the realization of the amount of the said financial assistance from NBFC-MFI.

18. DEFAULT IN REPAYMENTS

Defaults in the repayment of NBCFDC dues (principal as well as interest) beyond the stipulated/agreed dates of repayment shall attract further interest @1% per annum over and above normal rate of interest applicable on the dues as per the Lending Policy of the NBCFDC.

19. APPROPRIATION OF REPAYMENTS

NBFC-MFI shall remain always liable as a principal debtor to the NBCFDC for the due repayment of any financial assistance granted by the NBCFDC in respect of the said financial assistance. NBFC-MFI shall agree that in case it fails to repay on the due date(s), the installment of principal and/or interest (without rebate) shall be compounded as per schedule of payment/repayment and NBCFDC shall be entitled to appropriate the repayment received from the NBFC-MFI, first towards the interest and then towards the principal amounts outstanding for the longest period, without any prior intimation to the NBFC-MFI.

20. HIGHER RATE OF INTEREST (HRI)

In case of non-utilization of funds within stipulated period, the rate of interest limit on NBFC-MFI will be as under:-

- a) **Upto 120 days** - **4% p.a.**
- b) **121 days – 180 days** - **6% p.a.**
- c) **After 180 days refund@ 8% p.a. on entire unutilized funds.**

21. STANDARD CONDITIONS OF LOANS

The standard conditions shall be as follows:-

- a) For any change in the parameters and terms and conditions of the scheme, prior approval of NBCFDC shall be obtained in writing by the NBFC-MFI.
- b) The NBFC-MFI shall form a Project Implementation Committee for monitoring the implementation of the project in which NBCFDC may nominate its representative.
- c) The NBFC-MFI shall ensure that beneficiaries are selected strictly as per the eligibility criteria of NBCFDC.
- d) Cost over-run, if any, in the scheme shall be borne by the NBFC-MFI/Beneficiary(ies).

- e) The funds disbursed for implementation of the scheme shall be utilized within the sector. The unutilized amount under the scheme, if any, shall be refunded to NBCFDC.
- f) Funds transferred by the NBFC-MFI to its Branch/District Offices are not considered as funds utilized.
- g) The NBFC-MFI shall ensure effective monitoring and periodic flow of information to NBCFDC relating to the scheme during the currency of the loan.
- h) The Letter of Intent (LoI) issued by NBCFDC to NBFC-MFI will be valid only till the end of financial year of issue and no disbursements will be made against the said LoI after the lapse of the financial year.
- i) Advertisements for the scheme should carry the message that NBCFDC is one of the financiers of the scheme.
- j) NBFC-MFI shall ensure that prior to sanction of financial assistance to beneficiary(ies), the names of legal heir(s) of the beneficiary(ies) are obtained so that assets/liabilities are taken over by legal heir(s) in the event of death of the beneficiary(ies). It is desirable that adequate insurance cover be obtained for all the beneficiaries.
- k) NBFC-MFI shall maintain separate accounts for loan assistance received from NBCFDC.
- l) The NBFC-MFI shall also comply with special conditions stipulated in Letter of Intent (LOI) and any other condition(s) that the NBCFDC may deem fit to stipulate during the currency of the loan.

22. GENERAL

- a) The NBFC-MFI shall take measures to generate adequate awareness amongst the prospective beneficiaries in their jurisdiction by making use of local media and public bodies.
- b) All necessary documents shall be maintained by NBFC-MFI and shall be made available for inspection by NBCFDC or by any authority. NBFC-MFI shall also place required information on performance under NBCFDC funded schemes on their website.
- c) The NBFC-MFI shall carry out concurrent monitoring of funded units on regular basis.
- d) The interpretation of any or all provisions of the Lending Policy by NBCFDC shall be final and binding as to its terms, content, purport and/or implementation.
- e) The NBCFDC may from time to time add to, substitute, alter, amend and/or any terms and conditions of the Lending Policy.
- f) In case of any disputes or claims under or arising out of the Lending Policy, Courts of New Delhi shall have the sole and exclusive jurisdiction.

Quarterly Progress Report (QPR) on Utilization of Funds

Name of MFI : _____

(Rs. in lakh)

Sl. No.	Beneficiaries Particulars								Project's Particulars		Disbursement particulars of NBCFDC Share			Remarks
	Name & Address	Caste	Gender (M/F)	Rural/Urban	Aadhaar No.	Annual Family Income	A/c No.	Mobil e No.	Unit Cost	NBCFD C Share	Date	Amt.	By DBT Y/N	
TOTAL														

Certified that all the beneficiaries covered under the scheme were eligible for assistance as per the eligibility criteria of NBCFDC and funds have been transferred through DBT to their bank accounts as mentioned above.

Date: _____

(Signature)

**Authorized Signatory
Name & Designation**

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम की योजनाओं को
क्रियान्वित करने की मार्गदर्शिका

Guidelines for Implementation of National Backward Classes Finance &
Development Corporation Schemes



एन बी सी एफ डी सी
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राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम

(भारत सरकार का उपक्रम, सामाजिक न्याय और अधिकारिता मंत्रालय)

NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)





खण्ड—क

योजनाओं का सामान्य अवलोकन

राज्य चैनेलाइजिंग एजेंसियों (एस.सी.ए.), सार्वजनिक क्षेत्र के बैंकों (पी.एस.बी.) और क्षेत्रीय ग्रामीण बैंकों (आर.आर.बी.) द्वारा योजनाओं के कार्यान्वयन के लिए दिशानिर्देश :

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम (एन.बी.सी.एफ.डी.सी.), सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार के तत्वावधान में कंपनी अधिनियम, 1956 की धारा-25 (अब कंपनी अधिनियम, 2013 की धारा-8 के अंतर्गत) के अंतर्गत एक बिना लाभ की कंपनी है। निगम का मुख्य उद्देश्य पिछड़े वर्गों के निर्धनतम सदस्यों को व्यक्तिगत रूप से अथवा समूहों में संबंधित राज्य सरकार/संघ राज्य क्षेत्र द्वारा नामित राज्य चैनेलाइजिंग एजेंसियों (SCAs), सार्वजनिक क्षेत्र की बैंकों एवं क्षेत्रीय ग्रामीण बैंकों के माध्यम से उनके सामाजिक-आर्थिक विकास के लिए रियायती वित्तीय सहायता प्रदान करना एवं उनके तकनीकी व उद्दमनीय कौशल को उन्नत करना है।

1. पृष्ठभूमि

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम (एन.बी.सी.एफ.डी.सी.) को कंपनी अधिनियम, 1956 (अब कंपनी अधिनियम, 2013 की धारा 8 के तहत) दिनांक 13 जनवरी, 1992 को एक बिना लाभ की कंपनी के रूप में निगमित किया गया था। कंपनी का उद्देश्य पिछड़े वर्गों के लाभ के लिए आर्थिक और विकासात्मक कार्यकलापों को बढ़ावा देना एवं इन वर्गों के निर्धनतम वर्ग को स्व-रोजगार अवसरों एवं कौशल विकास में सहायता करना है।

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम, सामाजिक न्याय और अधिकारिता मंत्रालय के तत्वावधान में भारत सरकार का उपक्रम है।

2. दृष्टि

निगम को पिछड़ा वर्ग के लक्षित समूह की आर्थिक स्थिति के उत्थान में अग्रणी भूमिका निभाने की दृष्टि के साथ स्थापित किया गया है।

3. लक्ष्य एवं उद्देश्य

एन.बी.सी.एफ.डी.सी. का उद्देश्य पिछड़े वर्ग के पात्र व्यक्तियों जिनकी वार्षिक परिवार आय रु. 3.00 लाख से कम है, को स्व-रोजगार और कौशल विकास के लिए रियायती वित्तीय सहायता प्रदान करना है। इसका मुख्य उद्देश्य तकनीकी उद्यमीय कौशल के उन्नयन हेतु व्यावहारिक परियोजनाओं के लिए रियायती ऋणों एवं अग्रिमों के माध्यम से सहायता करके स्व-रोजगार को बढ़ावा देकर आर्थिक और विकासात्मक कार्यकलापों को प्रोत्साहित करना है।

4. ऋण हेतु पात्रता एवं प्रमाणीकरण की आवश्यकता

क. आवेदक समय-समय पर केंद्र/राज्य सरकार द्वारा अधिसूचित अन्य पिछड़ा वर्ग की सूची के अंतर्गत आने वाली जाति से संबंधित होना चाहिए। जिला प्रशासन के संबंधित प्राधिकारी द्वारा जाति से संबंधित प्रमाण-पत्र या तो मूल अधिवास के स्थान पर अथवा आवास के स्थान पर जारी किए जाते हैं।



ख. वार्षिक पारिवारिक आय ग्रामीण या शहरी क्षेत्र को ध्यान में रखे बिना प्रतिवर्ष रु. 3.00 लाख से कम होनी चाहिए। आवेदक द्वारा आय मानदंड के लिए निम्न प्रमाण-पत्र का उपयोग किया जा सकता है:-

- (I) राज्य सरकार/जिला प्रशासन के सक्षम प्राधिकारी द्वारा जारी आय प्रमाण-पत्र या अंत्योदय अन्न योजना (ए.ए.वाई.) कार्ड या गरीबी रेखा से निचले (बी.पी.एल.) कार्ड।
- (II) लाभार्थी द्वारा स्व-सत्यापित वार्षिक पारिवारिक आय प्रमाण-पत्र को राज्य/केन्द्र सरकार द्वारा अधिसूचित राजपत्रित अधिकारी से पृष्ठांकित होने पर एस.सी.ए./बैंक/सेक्टर स्किल काउंसिल विचार कर सकते हैं।
- (III) बैंकों (चैनल सहभागी) में ऋण हेतु आवेदन करने के मामले में शाखा प्रबंधक द्वारा लाभार्थी के स्व-प्रमाणीकरण के मूल्यांकन एवं पृष्ठांकन को ऋण उपलब्ध कराने हेतु प्रयोग किया जा सकता है।
- (IV) भूमिहीन कृषि श्रमिक व सीमांत किसान (जिनके पास एक हेक्टेयर भूमि है) एवं छोटे किसानों (जिनके पास दो हेक्टेयर भूमि है), जैसा कि बैंकों द्वारा उनकी मानक प्रक्रिया के तहत मूल्यांकन किया जाता है एवं पिछड़े वर्ग से संबंधित हैं, निम्नानुसार स्वतः लक्षित वर्ग माने जाएंगे:
 - 1) भूमिहीन कृषि श्रमिक एवं सीमांत किसान जिनके पास एक हेक्टेयर से कम भूमि है, की वार्षिक पारिवारिक आय रु. 1.50 लाख से कम मानी जाएगी।
 - 2) छोटे किसान वे हैं जिनके पास एक से दो हेक्टेयर के बीच भूमि है, की वार्षिक पारिवारिक आय रु. 3.00 लाख से कम मानी जाएगी।

5. ऋण के प्रकार एवं वित्तीय पद्धति

i) सावधि ऋण: अधिकतम ऋण सीमा: रु. 15,00,000/- प्रति लाभार्थी।

एन.बी.सी.एफ.डी.सी. ऋण: परियोजना लागत का 85% तक। शेष 15% एस.सी.ए./लाभार्थी द्वारा वहन किया जाता है।

ii) सूक्ष्म वित्त: अधिकतम ऋण सीमा: रु. 15,00,000/- प्रति समूह तथा रु. 1,00,000/- प्रति लाभार्थी/स्वयं सहायता समूह सदस्य।

एन.बी.सी.एफ.डी.सी. ऋण: परियोजना लागत का 85% से 95% तक। शेष 5%-15% एस.सी.ए./लाभार्थी द्वारा वहन किया जाता है।

(क) कार्यकलाप जिनके अंतर्गत वित्त पोषण किया जा सकता है

निगम निम्न प्रमुख क्षेत्रों में आय उत्पन्न करने वाले विभिन्न कार्यकलापों हेतु ऋण सहायता प्रदान करता है:

1. कृषि एवं सहायक कार्यकलाप
2. लघु व्यापार/दस्तकारी एवं परंपरागत व्यवसाय
3. परिवहन एवं सेवा क्षेत्र
4. तकनीकी एवं व्यावसायिक ट्रेड/पाठ्यक्रमों हेतु शैक्षिक ऋण

राज्य चैनेलाइजिंग एजेंसियों को चाहिए कि उपरोक्त प्रमुख क्षेत्रों में लाभार्थियों की जरूरत और पसंद के अनुसार ऋणों का वितरण करें।



(ख) ऋण के प्रकार: लक्ष्य समूह को विभिन्न प्रकार के ऋण प्रदान किए जाते हैं, जिनका संक्षिप्त विवरण निम्न है:

- (i) **सामान्य ऋण योजना:** इस योजना के तहत, विभिन्न आय सृजन करने वाले कार्यकलापों के लिए ऋण सहायता उपलब्ध है। परियोजना लागत का 85% तक ऋण प्रति लाभार्थी अधिकतम रु. 15.00 लाख तक दिया जाता है। रु. 5.00 लाख तक के ऋण 6% वार्षिक की ब्याज दर पर प्रदान किए जाते हैं। रु. 5.00 लाख से अधिक और रु. 10.00 लाख तक के ऋण 7% वार्षिक की ब्याज दर पर प्रदान किए जाते हैं। रु. 10 लाख से अधिक के ऋण और रु. 15 लाख तक के ऋण 8% प्रति वर्ष की ब्याज दर पर प्रदान किए जाते हैं। ऋण चुकाने की अवधि 8 वर्ष है।
- (ii) **नई स्वर्णिमा:** इस योजना के अंतर्गत, पिछड़ा वर्ग की महिलाओं के लिये ऋण सहायता उपलब्ध है जो उनके बीच आत्मनिर्भरता की भावना पैदा करती है। एन.बी.सी.एफ.डी.सी. परियोजना लागत का 95% धनराशि उपलब्ध कराता है। प्रति लाभार्थी अधिकतम सीमा रु. 2.00 लाख 5% की वार्षिक ब्याज दर पर उपलब्ध है। ऋण चुकाने की अवधि 8 वर्ष है।
- (iii) **शैक्षिक ऋण योजना:** इस योजना के अंतर्गत पिछड़े वर्गों के विद्यार्थियों के लिए ऋण सहायता उपलब्ध कराई जाती है। आवेदक ने किसी व्यावसायिक/तकनीकी/वोकेशनल पाठ्यक्रम हेतु प्रवेश पा लिया हो तथा ये पाठ्यक्रम उचित अभिकरण जैसे—ए.आई.सी.टी.ई., मेडिकल काउंसिल ऑफ इण्डिया, एवं यू.जी.सी. इत्यादि से विधिवत् संबद्ध/मान्यता प्राप्त होने चाहिए तथा योग्यता परीक्षा में कम से कम 50% अंक प्राप्त करने चाहिए। भारत में अध्ययन हेतु 90% एवं विदेश में अध्ययन हेतु 85% धनराशि उपलब्ध कराई जाती है। भारत में अध्ययन हेतु अधिकतम ऋण रु. 15 लाख तथा ब्याज दर 4% वार्षिक है (छात्राओं के लिए 3.5% वार्षिक) तथा विदेश में अध्ययन हेतु रु. 20 लाख प्रति लाभार्थी है तथा ऋण पर लाभार्थी द्वारा देय ब्याज 4% वार्षिक (छात्राओं के लिए 3.5% वार्षिक) है। 5 वर्ष की मोरेटोरियम अवधि सहित ऋण चुकाने की अवधि 15 वर्ष है।
- (iv) **सूक्ष्म वित्त योजना:** इस योजना के अंतर्गत ऋण सहायता लक्षित वर्ग के स्वयं सहायता समूहों खासकर मिश्रित समूहों को ऋण सहायता उपलब्ध कराई जाती है। परियोजना लागत के 90% तक ऋण प्रदान किए जाते हैं। प्रति समूह अधिकतम ऋण सीमा रु. 15.00 लाख एवं समूह में प्रति लाभार्थी रु. 1.00 लाख ब्याज दर 5% वार्षिक पर प्रदान की जाती है। ऋण चुकाने की अवधि 4 वर्ष है।
- (v) **महिला समृद्धि योजना :** इस योजना के अंतर्गत ऋण सहायता लक्षित वर्ग की महिला स्वयं सहायता समूहों को उपलब्ध कराई जाती है। परियोजना लागत के 95% तक ऋण प्रदान किए जाते हैं। प्रति समूह अधिकतम ऋण सीमा रु. 15.00 लाख एवं समूह में प्रति लाभार्थी रु. 1.00 लाख ब्याज दर 4% वार्षिक पर प्रदान की जाती है। ऋण चुकाने की अवधि 4 वर्ष है।
- (vi) **लघु ऋण:** इस योजना के अंतर्गत लक्षित वर्ग के व्यक्तियों को ऋण सहायता उपलब्ध कराई जाती है। ऋण की अधिकतम सीमा रु. 1.00 लाख प्रति लाभार्थी 6% वार्षिक ब्याज दर पर उपलब्ध कराई जाती है। ऋण चुकाने की अवधि 8 वर्ष है।
- (vii) **एन.बी.एफ.सी.—एम.एफ.आई. ऋण:** इस योजना के तहत सूक्ष्म वित्त संस्थानों द्वारा स्वयं सहायता समूहों को ऋण उपलब्ध कराया जाता है। परियोजना लागत का 90% तक ऋण दिया जाता है। प्रति समूह अधिकतम ऋण सीमा रु. 15.00 लाख है और स्वयं सहायता समूह में प्रति लाभार्थी ऋण रु. 1.00 लाख 12% वार्षिक ब्याज दर पर उपलब्ध कराया जाता है। ऋण चुकाने की अवधि 4 वर्ष है।



बैंकों के मामले में पुनर्वितीयन प्रक्रिया को आसान बनाने के दृष्टिगत एन.बी.सी.एफ.डी.सी. ऋणों के अंतर्गत उपरोक्त सभी योजनाओं में गैर-वसूले गए 100% बकाया धनराशि उपलब्ध कराया जाता है। तथापि बैंक से विशिष्ट मांग प्राप्त होने के बाद ही वितरण किया जाएगा।

लक्षित वर्ग के विकलांग (40% अथवा अधिक) को ब्याज दर पर 0.25% की विशेष रियायत उपलब्ध कराई जाती है। योजनाओं का विवरण **संलग्नक- 'क'** में दिया गया है।

(ग) एन.बी.सी.एफ.डी.सी. की सूक्ष्म वित्त और महिला समृद्धि योजना के तहत एस.एच.जी. का गठन:

एन.बी.सी.एफ.डी.सी. स्वयं सहायता समूहों (एस.एच.जी.) को मान्यता देता है जिसमें मुख्य रूप से (60% और ऊपर) सदस्य पिछड़े वर्ग के होते हैं, बशर्ते अन्य सदस्य कमजोर वर्गों (केंद्रीय/राज्य सरकार द्वारा निर्धारित मानदंड की सीमा में) के अनुसार समय-समय पर सम्मिलित हों, किन्तु अनुसूचित जाति/अनुसूचित जनजाति/अल्पसंख्यकों और विकलांग व्यक्ति (PwDs) तक सीमित नहीं होंगे।

6. कौशल विकास (कौशल भारत की प्रोन्नति)

एन.बी.सी.एफ.डी.सी. कौशल विकास और उद्यमिता मंत्रालय द्वारा गठित सरकारी प्रशिक्षण संस्थानों (टी.आई.) और सेक्टर स्किल काउंसिलों (एस.एस.सी.) के माध्यम से तकनीकी और उद्यमशीलता कौशल उन्नयन के लिए सामान्य मानदंडों की व्यापक अनुरूपता में कौशल विकास प्रशिक्षण प्रदान करता है ताकि पिछड़े वर्ग के योग्य सदस्य स्व-रोजगार या वेतन रोजगार के माध्यम से विकास कार्यकलापों से जुड़ सकें।

लक्ष्य समूह के लिए कौशल प्रशिक्षण का कार्य विभिन्न प्रशिक्षण संस्थानों द्वारा किया जाता है जैसे-केंद्रीय प्लास्टिक इंजीनियरिंग और प्रौद्योगिकी संस्थान (CIPET), अपैरल ट्रेनिंग एण्ड डिजाइन सेंटर, सेंटर फॉर द डेवलपमेंट ऑफ ग्लास इण्डस्ट्री, फिरोजाबाद, भारतीय कालीन प्रौद्योगिकी संस्थान (IICT), श्रीनगर, कौशल विकास निदेशालय, त्रिपुरा, NIESBUD, MPCON, NITCON, HIMCON, HARDICON के अलावा कपड़ा, रबर, फर्नीचर, सौंदर्य और कल्याण, लॉजिस्टिक्स के सेक्टर स्किल काउंसिल्स/प्रशिक्षण संस्थानों के साथ लिंगेज का विवरण हमारी वेबसाइट www.nbcfdc.gov.in पर उपलब्ध है।

नए पाठ्यक्रमों के प्रशिक्षण की न्यूनतम अवधि 200 घण्टे या प्रासंगिक योग्यता पैक/(क्यू.पी.एस.), नेशनल ऑक्यूपेशन स्टैंडर्ड (एन.ओ.एस.) के अनुसार है। यह मानते हुए कि एस.एस.सी. और प्रशिक्षण संस्थानों के परामर्श से निगम के लक्षित समूह के अनुभवी दस्ताकारों की बड़ी संख्या को कौशल उन्नयन/रिस्कलिंग के लिए आर.पी.एल. और ब्रिज कोर्स भी मानदंडों के अनुसार उपलब्ध कराए जाते हैं। प्रशिक्षण कार्यक्रम की कुल प्रशिक्षण लागत या पाठ्यक्रम शुल्क का 100% एन.बी.सी.एफ.डी.सी. द्वारा प्रदान किया जाता है। निधियों की उपलब्धता के अधीन, उन प्रशिक्षुओं को प्रशिक्षण की समाप्ति पर एन.बी.सी.एफ.डी.सी. के दिशा-निर्देशों के अनुसार प्रति माह प्रति लाभार्थी निर्धारित राशि रु. 1000/- प्रति माह की छात्रवृत्ति देय होगी, जिन प्रशिक्षुओं की उपस्थिति 80% या उससे अधिक होगी।

7. विपणन संयोजन

अन्य विकासात्मक कार्यकलापों के अतिरिक्त, निगम भारत अंतर्राष्ट्रीय व्यापार मेला, दिल्ली हाट, सूरजकुंड अंतर्राष्ट्रीय शिल्प मेला के साथ-साथ देश के प्रमुख मेलों में संबंधित राज्यों में प्रदर्शनी/मेले में भाग लेने के अवसर प्रदान कर के लक्षित समूह के दस्ताकारों के लिए विपणन संयोजन सुविधाओं को बढ़ावा दे रहा है। इन आयोजनों से न केवल विपणन प्रदर्शन का अवसर मिलता है अपितु उन्हें अपने उत्पादों को बाजार में अच्छी कीमत पर बेचने का अवसर भी प्राप्त होता है, इन बाजारों में उन्हें जो कीमत आमतौर पर प्राप्त होती है वह उनके



अपने स्थानों पर मुश्किल से ही प्राप्त हो पाती है। सभी दस्तकार लाभार्थियों को स्टॉलों का आबंटन निःशुल्क किया जाता है एवं उन्हें यात्रा व्यय व अन्य सुविधा भी उपलब्ध कराई जाती हैं।

जिन प्रतिभागियों को उनके संबंधित राज्य चैनेलाइजिंग एजेंसी (SCA)/चैनल सहभागियों (CPs)/प्रशिक्षण सहभागियों (TPs) द्वारा पहली/दूसरी बार नामित किया जाता है, वे निम्नलिखित प्रतिपूर्ति के हकदार होंगे:

- एन.बी.सी.एफ.डी.सी. प्रतिभागिता करने वाले लाभार्थी के साथ-साथ एक सहायक हेतु आने-जाने के द्वितीय श्रेणी के ट्रेन किराए की प्रतिपूर्ति करेगा।
- जहाँ रेल सेवा उपलब्ध नहीं है, वहाँ वास्तविक बस का किराए की प्रतिपूर्ति की जाएगी।
- उत्पादों के भाड़े का वास्तविक चार्ज की प्रतिपूर्ति की जाएगी जो अधिकतम रु. 1000/- की सीमा में होगा।
- प्रतिभागी सहित सहायक, यदि कोई हो, हेतु संयुक्त दैनिक भत्ता रु. 500/- प्रति दिन।

8. समूहों के लिए तकनीकी उन्नयन

कार्यक्रम का उद्देश्य तकनीकी उन्नयन, समूहों की क्षमता वृद्धि की सुविधा प्रदान करना जिससे समूहों की उत्पादकता, उत्पादों की गुणवत्ता में सुधार हो सके और इस तरह उन्हें घरेलू और अंतर्राष्ट्रीय बाजारों में प्रतिस्पर्धा का सामना करने हेतु सक्षम बनाया जा सके।

सहायता की मात्रा

- क) प्रौद्योगिकी उन्नयन के लिए सहायक उपकरण के साथ मशीनरी/उपकरण की खरीद के लिए और/या धन की उपलब्धता के अधीन क्षमता वृद्धि, परियोजना की स्थिरता के लिए प्रमाण आदि हेतु रु. 30,000/- तक प्रति लाभार्थी।
- ख) उद्यमिता विकास और अन्य विशेष प्रशिक्षण के लिए प्रति लाभार्थी रु. 30,000/- तक।
- ग) सामान्य बुनियादी ढांचे के विकास/विपणन लिंकेज आदि की स्थापना के लिए प्रति एस.एच.जी. (न्यूनतम 10 सदस्यों के साथ) हेतु रु. 6 लाख तक। एक एस.एच.जी. में कम से कम 60% ओ.बी.सी. व शेष अन्य कमजोर वर्गों से हो सकते हैं।

हस्तक्षेप	वित्तीय सीमा	एन.बी.सी.एफ.डी.सी. अंश (%)
i) परिसंपत्तियों की खरीद	रु. 30,000/- प्रति लाभार्थी	90%
ii) उद्यमिता विकास	रु. 30,000/- प्रति लाभार्थी	100%
iii) स्वयं सहायता समूह हेतु सामान्य अवसंरचना	रु. 6 लाख प्रति एस.एच.जी.	80%

उपरोक्त ऊपरी सीमाएँ हैं एवं स्वीकृत धनराशि का वास्तविक मूल्यांकन/निर्धारण प्रचलित प्रवृत्तियों, बाजार दरों, तुलनात्मक सरकारी दरों आदि के आधार पर किया जाएगा।



9. कार्यनिष्पादन से जुड़ी अनुदान सहायता (PLGIA) योजना

i) उद्देश्य:

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम (एन.बी.सी.एफ.डी.सी.) के चैनल सहभागियों के बुनियादी ढांचे को मजबूत करना।

ii) ऋण की मात्रा:

सामान्यतः एक वर्ष में जारी धनराशि के 1% तक सीमित जो वर्ष में अधिकतम रू. 10.00 लाख तक होगी। यह बजट की उपलब्धता के अधीन संशोधित किया जा सकता है।

iii) चयन का आधार:

- क) वार्षिक कार्य योजना का समय पर प्रस्तुत किया जाना
- ख) आबंटित धनराशि का आहरण
- ग) अवमुक्त धनराशि का समय पर उपभोग
- घ) बकाया का समय पर पुनर्भुगतान

iv) अनुमत कार्यकलाप:

सहायता का उपयोग किया जाएगा :

- क) वितरण तंत्र में सुधार के लिए (रू. 5.00 लाख तक)
- ख) वसूली तंत्र को सुदृढ़ करने के लिए (रू. 5.00 लाख तक)
- ग) चैनल सहभागियों के कार्मिकों को प्रशिक्षण के लिए (रू. 3.00 लाख तक)



खण्ड—ख

वार्षिक कार्य योजना (ए.ए.पी.) के प्रस्तुत करने के लिए विशिष्ट प्रक्रियाएं, संबंधित नियम एवं ऋण से संबंधित लेखा प्रणाली

1. वार्षिक आबंटन योजना

एन.बी.सी.एफ.डी.सी. वित्तीय वर्ष के आरंभ में सभी चैनल सहभागियों (राज्य चैनेलाइजिंग एजेंसियों, सार्वजनिक क्षेत्र के बैंकों और क्षेत्रीय ग्रामीण बैंकों) को आरंभिक आबंटन प्रदान करता है। हालाँकि, आवंटित धनराशि को जारी करने हेतु चैनल सहभागियों से वार्षिक कार्य योजना (ए.ए.पी.) प्राप्त होने पर ही विचार किया जाता है, एन.बी.सी.एफ.डी.सी. द्वारा इसका मूल्यांकन किया जाता है और चैनल सहभागियों द्वारा विभिन्न विवेकपूर्ण मानदंडों की पूर्ति के साथ चैनल सहभागियों द्वारा स्वीकृति की जाती है। ए.ए.पी. को तैयार करने के दिशा-निर्देश नीचे दिए गए हैं: —

- i. वार्षिक कार्य योजना को कृषि और संबद्ध कार्यकलापों, लघु व्यवसाय / दस्तकार और पारंपरिक व्यवसाय, परिवहन क्षेत्र और सेवा क्षेत्र, तकनीकी और व्यावसायिक व्यापार / पाठ्यक्रम जैसे विभिन्न क्षेत्रों के तहत एन.बी.सी.एफ.डी.सी. की सभी योजनाओं को शामिल करना चाहिए। चैनल सहभागी को वार्षिक कार्य योजना प्रस्तुत करने, आहरण अनुरोध और उपभोग प्रमाण-पत्र प्रस्तुत करने के लिए लीप सॉफ्टवेयर में डेटा दर्ज करने की सलाह दी जाती है।
- ii. पिछड़ों और अगड़ों के संपर्क को ध्यान में रखते हुए तकनीकी रूप से उपयुक्त और वित्तीय रूप से व्यवहार्य योजनाओं के लिए धन का उपयोग सुनिश्चित करने हेतु वार्षिक कार्य योजना तैयार की जा सकती है। बैंकों और अन्य वित्तीय संस्थानों द्वारा विशेष क्षेत्रों में लागू किए जा रहे आर्थिक कार्यकलापों को भी ए.ए.पी. बनाते समय ध्यान में रखा जा सकता है। यह भी सुझाव दिया गया है कि राज्य स्तरीय बैंकर्स समिति (SLBC) की बैठकों में राज्य में उच्चतम मंच पर एन.बी.सी.एफ.डी.सी. योजनाओं को प्रचारित करने के लिए प्रबंध निदेशक / एस.सी.ए. / बैंक के वरिष्ठ अधिकारियों द्वारा भाग लिया जा सकता है।
- iii. वार्षिक कार्ययोजना निगम के सावधि ऋण / सूक्ष्म वित्त योजना, सामान्य ऋण योजना, शैक्षिक ऋण योजना और / या नई स्वर्णिमा योजना के तहत ऋण के वितरण के लिए तैयार की जाएगी जिसका उल्लेख विशेष रूप से उपलब्ध कराए गए प्रारूप में किया जाना चाहिए, जो एन.बी.सी.एफ.डी.सी. की वेबसाइट www.nbcfdc.gov.in पर उपलब्ध है। एन.बी.सी.एफ.डी.सी. द्वारा निर्धारित मूल्य सीमा रु. 1,00,000 /— प्रति लाभार्थी तक के प्रति व्यक्ति व्यक्तिगत या सूक्ष्म ऋण योजना के अंतर्गत समूह में ऋणों को 'छोटे ऋण' के रूप में माना जाएगा। यह आर.बी.आई. द्वारा विनिर्धारित एवं अन्य संबंधित तथ्यों के आधार पर परिवर्तित किया जा सकता है।
- iv. एन.बी.सी.एफ.डी.सी. की 'महिला समृद्धि योजना' के तहत महिला एस.एच.जी. के आच्छादन को प्राथमिकता के आधार पर सूक्ष्म ऋण कार्यकलापों में विचार किया जाना चाहिए।
- v. वार्षिक कार्य योजना को तैयार करते समय अन्य वित्तीय संस्थानों और विकासात्मक एजेंसियों जैसे विकास आयुक्त (हथकरघा), विकास आयुक्त (हस्तशिल्प), राज्य कृषि विभागों / विश्वविद्यालयों के विस्तार विभाग आदि के साथ संस्थागत संपर्क करते समय उपलब्ध संसाधनों के इष्टतम उपयोग के लिए विचार किया जाए ताकि केन्द्र / राज्य सरकार के विकासात्मक कार्यक्रम का अभिसरण हों और जमीनी स्तर पर दोहराव की प्रक्रिया से बचा जा सके।



- vi. वार्षिक कार्य योजना को तैयार करते समय प्रशिक्षण कार्यक्रमों और लक्षित समूह को सब्सिडी के साथ संमिलन, यदि कोई है, केंद्र/राज्य सरकार की अन्य विकासात्मक योजनाओं के तहत उपलब्ध है, को भी जानने का प्रयास करना चाहिए जिससे कि एन.बी.सी.एफ.डी.सी. के रियायती ऋणों के साथ लक्षित समूह को संभावित सीमा तक लाभ प्रदान किया जा सके।
- vii. संभावित लाभार्थियों की प्रशिक्षण आवश्यकताओं की पहचान की जाए और परियोजना से जुड़े प्रशिक्षण कार्यक्रमों को सुविधाजनक बनाने के लिए एन.बी.सी.एफ.डी.सी. के साथ पात्र संभावित प्रशिक्षुओं के डेटा को साझा किया जाए। इस संबंध में चैनल सहभागियों को सलाह दी जाती है कि वे ग्रामीण स्वरोजगार प्रशिक्षण संस्थानों (RSETI)/ग्रामीण विकास और स्वरोजगार प्रशिक्षण संस्थान (RUDSETI) के साथ योग्य और वित्तीय कार्यकलापों से परिचित लाभार्थियों को ऋण देने के लिए समन्वय करें।
- viii. वार्षिक कार्य योजना (ए.ए.पी.) का अनुमोदन एवं एन.बी.सी.एफ.डी.सी. द्वारा अनुमोदित कार्य योजना के अनुसार ऋणों का वितरण धनराशि की उपलब्धता एवं चैनल सहभागियों (एस.सी.ए./बैंक) द्वारा आवश्यक औपचारिकताओं को पूरा करने की दशा में किया जाएगा। निगम द्वारा समय-समय पर जारी दिशा-निर्देशों एवं नीति के अनुसार जैसे-पूर्व में जारी धनराशि का उपभोग, ऋण का पुनर्भुगतान, धनराशि को विनिर्धारित अवधि में उपयोग करने की क्षमता एवं अवसंरचना, राज्य में आयोजित मूल्यांकन अध्ययन हेतु कृत कार्रवाई रिपोर्ट को जमा करने की तत्परता, एन.बी.सी.एफ.डी.सी. योजनाओं के क्रियान्वयन के संबंध में चैनल सहभागी का पिछला प्रदर्शन इत्यादि के अनुसार आबंटित धनराशि आहरण किया जाएगा।
- ix. चैनल सहभागियों से आशा की जाती है कि अनुमोदित वार्षिक कार्य योजना की सीमा में ही धनराशियों का आहरण करेंगे जो माँग पर आधारित होगा एवं सहभागियों के विवेकपूर्ण मापदण्डों के समुचित अनुसरण की दशा में होगा। एन.बी.सी.एफ.डी.सी. अतिरिक्त वार्षिक कार्य योजना को भी अनुमोदन प्रदान कर सकता है।

2. चैनल सहभागियों द्वारा वार्षिक कार्य योजना के अनुसार आहरण (ए.ए.पी.)

एन.बी.सी.एफ.डी.सी. की ऋण नीति के अनुसार, चैनल सहभागियों (सी.पी.) को वित्तीय वर्ष के आरंभ में सूचित आरंभिक वार्षिक कार्य योजना के अनुसार वार्षिक कार्य योजना को हार्ड कॉपी के साथ-साथ लीप साफ्टवेयर पर प्रस्तुत करना होता है। वार्षिक कार्य योजना (ए.ए.पी.) को वित्तीय वर्ष के पहले महीने में प्रस्तुत किया जाना चाहिए। सहभागी को पिछले अनुभव और मांग को ध्यान में रखते हुए वार्षिक कार्य योजना तैयार करने की आवश्यकता होती है। वार्षिक कार्य योजना को यथार्थवादी आधार पर समय पर तैयार किया जाए ताकि ऋण की मांग के लिए तिमाही के अंत में ऋण की मांग की व्यस्तता से बचा जा सके। एन.बी.सी.एफ.डी.सी. द्वारा चैनल सहभागियों को स्वीकृत ऋण अनुमोदित वार्षिक कार्य योजना (ए.ए.पी.) के अनुसार सी.पी. से विशिष्ट अनुरोध के सापेक्ष निम्नलिखित शर्तों के पूरा होने पर वितरित किया जाता है :

- क) नामांकित सीपी द्वारा सामान्य ऋण समझौते (जीएलए) का निष्पादन। प्रारूप एनबीसीएफडीसी की वेबसाइट (नए नामांकित सीपी के लिए) पर उपलब्ध है।
- ख) ऋण की पूरी अवधि के लिए पूरी ब्याज सहित पूरी ऋण राशि को कवर करने के लिए पर्याप्त ब्लॉक सरकार गारंटी की उपलब्धता। प्रारूप एन.बी.सी.एफ.डी.सी. की वेबसाइट पर उपलब्ध है।
- ग) ए.ए.पी. के आशय-पत्र की सेवा-शर्तों की स्वीकृति।
- घ) अतीत में चैनल सहभागियों को जारी की गई निधियों के उपयोग का संतोषजनक स्तर और एन.बी.सी.एफ.डी.सी. के बकाया की चुकौती।



- ड) चैनल सहभागियों द्वारा लाभार्थियों की पहचान की प्रक्रिया के लिए इच्छित धनराशि आहरण पूर्ण हो।
- च) चैनल खातों के अंकेक्षण पूरा होने की स्थिति के बारे में जानकारी।
- छ) चैनल सहभागी सुनिश्चित करें कि लाभार्थियों को भुगतान/वितरण सीधे अंतरण लाभ डी.बी.टी. के माध्यम से किया जाए एवं इस संबंध में सरकार द्वारा जारी किए गए सभी दिशा-निर्देशों का सख्ती से पालन करेंगे।

ऋण आहरण का प्रारूप एन.बी.सी.एफ.डी.सी. की वेबसाइट— www.nbcfdc.gov.in पर उपलब्ध है। चैनल सहभागियों को लीप साफ्टवेयर में केवल निर्धारित प्रारूप में अपनी ऋण मांग प्रस्तुत करने हेतु अनुरोध किया जाता है।

3. अवमुक्त धनराशि का समय पर एवं समुचित उपभोग

- i. राष्ट्रीय पिछड़ा वर्ग वित्त और विकास निगम (एन.बी.सी.एफ.डी.सी.) धनराशि के आहरण के लिए सभी औपचारिकताओं को पूरा करने के लिए संबंधित चैनल सहभागी से उचित मांग की प्राप्ति के तुरंत बाद ऋण के वितरण पर विचार करता है।
- ii. उपभोग की प्रक्रिया में तेजी लाने के लिए, चैनल सहभागियों को यह सुझाव दिया जाता है कि एन.बी.सी.एफ.डी.सी. से ऋण मांगने से पहले लाभार्थियों की पहचान एवं प्रपत्रीकरण व औपचारिकताओं को पूरा करना चाहिए। यह एन.बी.सी.एफ.डी.सी. से धन प्राप्त करने के बाद लाभार्थियों की पहचान में लगने वाले समय को कम करेगा और जारी किए गए धन के उपयोग में देरी से भी बचाएगा।
- iii. उपभोग प्रमाण-पत्र निर्धारित प्रारूप में अग्रिम के ऋण में शीघ्र परिवर्तित करने के लिए लाभार्थियों को वास्तविक वितरण के तुरंत बाद लीप साफ्टवेयर में प्रस्तुत किया जाना चाहिये/उपभोग प्रमाण-पत्र का प्रारूप एन.बी.सी.एफ.डी.सी. की वेबसाइट पर उपलब्ध है अर्थात् www.nbcfdc.gov.in।
- iv. लाभार्थी द्वारा ऋण के समुचित उपयोग और समय पर पुनर्भुगतान सुनिश्चित करने के लिए ऋण देने से पूर्व और वितरण के बाद में परामर्श आयोजित करने का सुझाव दिया जाता है।

v. उपभोग प्रमाण-पत्र :

चैनल सहभागियों को उपयुक्त तंत्र तैयार करने की सलाह दी जाती है ताकि एन.बी.सी.एफ.डी.सी. योजना के अनुसार समय पर उपभोग के लिए प्रोत्साहन का लाभ उठाया जा सके। उपभोग प्रमाण-पत्र को स्पष्ट रूप से निर्धारित प्रारूप में सारणीबद्ध किया जाना चाहिए, जैसे कि रु. 5.00 लाख और रु. 10.00 लाख से ऊपर के ऋण के लिए, ताकि उचित ब्याज की गणना की जा सके।

इसके अतिरिक्त, उपभोग प्रमाण-पत्र और लाभार्थियों का विवरण चैनल सहभागियों द्वारा लीप साफ्टवेयर पर अपलोड किया जाना है।

vi. बैंक खातों से मिलान :

मुख्यालय और जिला कार्यालय, दोनों जगहों पर बैंक खातों को साप्ताहिक आधार पर मिलान किया जाना चाहिए, जिससे खातों को ठीक रखा जा सके। यह बाउंस किए गए किसी भी चेक की निगरानी करने की सुविधा भी देगा, जिसके लिए समय पर उपचारात्मक कानूनी कार्रवाई की जा सके। सी.पी. को एन.बी.सी.एफ.डी.सी. योजना के लिए बैंक खाता खोलने की सलाह दी जाती है।



चैनल सहभागी एन.बी.सी.एफ.डी.सी. से लाभार्थियों के लिए आहरित एवं ऋण के वितरण से उपभोग के मध्य समय अंतराल को कम करने के अन्य तरीकों और साधनों का सुझाव दे सकते हैं।

4. जागरूकता एवं प्रचार-प्रसार

- i. चैनल सहभागी अपने राज्यों के पिछड़े वर्गों की अधिकता वाले जिलों में जागरूकता शिविरों का आयोजन कर सकती है और लक्षित वर्ग के बीच एन.बी.सी.एफ.डी.सी. योजनाओं का व्यापक प्रचार किया जा सकता है।
- ii. यह आशा की जाती है कि प्रत्येक चैनल सहभागी अपने कार्यकलापों के बारे में जानकारी प्रसार के लिए अपनी वेबसाइट पर उपलब्ध करेगा। लाभार्थियों को लाभ उठाने के लिए वेबसाइट पर योजनाओं और जिला कार्यालयों के पते के बारे में विवरण प्रदर्शित होना चाहिए। आवेदकों द्वारा ऑन-लाइन आवेदन जमा करने के लिए चैनल सहभागियों को प्रयास करना चाहिए। यह भी सुझाव दिया जाता है कि एस.सी.ए./बैंकों की वेबसाइट पर लाभार्थियों के मूल विवरण और लाभार्थियों के सत्यापन मूल्यांकन अध्ययनों की रिपोर्ट का डेटा होना चाहिए।
- iii. एन.बी.सी.एफ.डी.सी. ने ऋण के इच्छुक आवेदकों का ऑनलाइन पंजीकरण शुरू किया है। ऐसे आवेदकों की सूची संबंधित चैनल सहभागियों के साथ साझा की जा रही है, जिससे सी.पी. आवेदक की क्रेडिट योग्यता स्थापित कर नियत प्रक्रिया को अंजाम दे सकते हैं।

5. लाभार्थी से चैनल सहभागियों को चैनल सहभागियों से एन.बी.सी.एफ.डी.सी. को ऋणों की वसूली

- i. एन.बी.सी.एफ.डी.सी. योजनाओं के ऋण कार्यक्रम को जारी रखने के लिए चैनल सहभागियों से वसूली का बहुत महत्व है। तथापि, यह देखा गया है कि ऋण की वसूली अनुसूची के अनुसार प्रभावित नहीं होती है। चैनल सहभागियों को लाभार्थियों से वसूली बढ़ाने के लिए पर्याप्त कदम उठाने चाहिए।
- ii. एन.बी.सी.एफ.डी.सी. ने चैनल सहभागियों को मुख्यालय और साथ ही जिला स्तर पर वसूली प्रकोष्ठ स्थापित करने का सुझाव दिया है ताकि समय पर लाभार्थियों से वसूली की गहन रूप से निगरानी की जा सके। चैनल सहभागियों को लीप सॉफ्टवेयर पर पुनर्भुगतान का प्रमाण अपलोड करने की सलाह दी जाती है।
- iii. बैंकिंग उद्योग में अग्रिम हेतु नवीनतम प्रौद्योगिकी का लाभ उठाने के उद्देश्य से, निगम ने एन.बी.सी.एफ.डी.सी. और सी.पी. के बीच निधियों के हस्तांतरण की एक प्रणाली शुरू की है, जिसके तहत सी.पी., एन.बी.सी.एफ.डी.सी. से वितरण प्राप्त कर सकते हैं और आर.टी.जी.एस. के माध्यम से एन.बी.सी.एफ.डी.सी. को पुनर्भुगतान कर सकते हैं।
- iv. लाभार्थियों द्वारा चूक को रोकने की दृष्टि से चैनल सहभागियों को सलाह दी जाती है कि वे वेबसाइट में चूककर्ता लाभार्थियों के विवरण को अपडेट करें, ताकि इसे सार्वजनिक रूप से देखा जा सके। क्रेडिट सूचना कंपनियों के साथ ऋण संवितरण के लिंक को भी खोजा जा सकता है।
- v. हमारे वर्तमान बैंक खातों का विवरण जहां चैनल सहभागियों को वसूली जमा करना है :
 1. केनरा बैंक
 2. पंजाब नेशनल बैंक



6. ऋणों और उनके कार्यों के निपटान के लिए स्वीकृत कार्यों / लेखा प्रक्रिया का रखरखाव

i. खातों का मिलान:

खातों के विवरण नियमित रूप से तिमाही आधार पर मांग नोटिस के साथ चैनल सहभागियों को भेजे जाते हैं और चैनल सहभागियों से अनुरोध किया जाता है कि वे अपने खातों के साथ मिलान करें। चैनल सहभागियों से अनुरोध किया जाता है कि वे इस निगम के साथ अपने विवरणों का मिलान करें और जल्द से जल्द इसकी पुष्टि करें, ताकि वित्तीय वर्ष के लिए सांविधिक अंकेक्षण किए जाने से पहले, इसे ठीक किया जा सके, यदि आवश्यक हो।

ii. जिला कार्यालयों और लाभार्थियों के साथ राज्य निगम के खातों के साथ मिलान:

जिले के लाभार्थियों के खातों को मुख्यालय के साथ मिलान किया जाना चाहिए ताकि यह देखा जा सके कि सभी वसूली मुख्यालय में दर्ज हो गई है और खातों में कोई गड़बड़ी या गलत प्रविष्टि तो नहीं है। परीक्षण जांच के आधार पर, लाभार्थियों को मुख्यालयों से सीधे बकाया की पुष्टि करने के लिए कहा जा सकता है। लाभार्थी ऋण कार्ड को फील्ड अधिकारियों द्वारा अद्यतन रखा जाना चाहिए, जिसे निरीक्षण के समय सत्यापित किया जा सकता है। यथा संभव लाभार्थी के नजदीक संग्रहण खाता खोलने के प्रयास किए जा सकते हैं।

राज्य को वितरण और वसूली के लक्ष्य निर्धारित करने के लिए जिला कार्यालयों के साथ घनिष्ठ समन्वय भी बनाए रखना चाहिए और राज्य मुख्यालय को उपयोग और वसूली की मासिक रिपोर्टिंग प्रणाली स्थापित करनी चाहिए। एस.सी.ए. के प्रबंध निदेशक द्वारा विधिवत हस्ताक्षरित उपभोग प्रमाण-पत्र को निर्धारित प्रारूप में मासिक आधार पर भेजा जाना चाहिए।

iii. आंतरिक अंकेक्षण, सांविधिक अंकेक्षण:

प्रत्येक सी.पी. द्वारा लेखा परीक्षकों की नियुक्ति लक्ष्य समूह को सेवाएं देने के लिए उचित लेखांकन, सामंजस्य और व्यवस्था में सुधार सुनिश्चित करने के लिए की जा सकती है। सांविधिक अंकेक्षण को अद्यतन किया जा सकता है और एन.बी.सी.एफ.डी.सी. को नवीनतम स्थिति से अवगत कराया जाना चाहिये। चैनल सहभागियों से यह भी अनुरोध किया जाता है कि वे एन.बी.सी.एफ.डी.सी. के प्रतिनिधि/लेखा परीक्षकों को उनके खातों की पुस्तक की उपलब्धता सुनिश्चित करें।

7. चल रही योजनाओं का मूल्यांकन एवं कृत कार्रवाई रिपोर्ट

विभिन्न राज्यों में समय-समय पर एन.बी.सी.एफ.डी.सी. द्वारा मूल्यांकन अध्ययन स्वतंत्र रूप से किया जा रहा है और रिपोर्ट के अनुसार उपचारात्मक कार्रवाई करने के लिए मूल्यांकन एजेंसियों द्वारा की गई सिफारिश और सुझाव संबंधित एस.सी.ए. को भेजे जाते हैं। राज्य चैनेलाइजिंग एजेंसियों को सार्थक मूल्यांकन अध्ययन के लिए मूल्यांकन एजेंसियों को सभी आवश्यक सहायता प्रदान करना आवश्यक है।

i. यह सुझाव दिया जाता है कि चैनल सहभागियों को समय-समय पर एन.बी.सी.एफ.डी.सी. योजनाओं के तहत सहायता प्राप्त लाभार्थियों का दौरा करने के लिए वरिष्ठ अधिकारियों की प्रतिनियुक्ति करनी चाहिए। रिपोर्ट सहित यात्राओं का प्रपत्रीकरण किया जा सकता है और एस.सी.ए./बैंकों के निदेशक मंडल की बैठक के दौरान चर्चा की जा सकती है।



- ii. चैनल सहभागियों को सरकारी योजनाओं के मूल्यांकन के लिए उपयुक्त राज्य सरकार के विभागों द्वारा अपनी योजनाओं का मूल्यांकन करना चाहिए। मूल्यांकन अध्ययनों की आवृत्ति में यह सुनिश्चित करना चाहिए कि सभी ऋण योजनाएं 3 से 5 वर्षों में कम से कम एक बार कवर हो जानी चाहिए।
- iii. एन.बी.सी.एफ.डी.सी. नियमित रूप से लाभार्थियों के सत्यापन और हमारे स्तर पर किए गए मूल्यांकन अध्ययन के निष्कर्षों एस.सी.ए. स्तर पर आवश्यक कार्रवाई हेतु आगे बढ़ा रहा है। सहभागी (एस.सी.ए./बैंक) से एक बार फिर से अनुरोध किया जाता है कि वे मूल्यांकन अध्ययन की अनुशंसा पर सुधारात्मक उपाय करें और कृत कार्रवाई रिपोर्ट (ATR), एन.बी.सी.एफ.डी.सी. को भेजें। अपेक्षित कार्रवाई के लिए सी.पी. द्वारा एक उचित अनुवर्ती तंत्र तैयार किया जाना चाहिए और कार्रवाई रिपोर्ट निदेशक मंडल के साथ-साथ एन.बी.सी.एफ.डी.सी. को नियमित रूप से प्रस्तुत की जाती है जबतक कि सी.पी. के स्तर पर इच्छित कार्रवाई न कर ली जाए।

8. प्रबंधन सूचना तंत्र (एम.आई.एस.)

प्रबंधन सूचना प्रणाली (एम.आई.एस.) किसी भी संगठन की रीढ़ की हड्डी है। एम.आई.एस. न केवल शीर्ष संस्थानों को उचित प्रतिक्रिया देने में मदद करता है, बल्कि चल रही परियोजनाओं के मूल्यांकन में भी महत्वपूर्ण भूमिका निभाता है। एन.बी.सी.एफ.डी.सी. ने रिपोर्ट के कुछ प्रारूप विकसित किए हैं। हमने सभी राज्य निगमों को मासिक प्रगति रिपोर्ट का प्रारूप परिचालित किया है और रिपोर्ट को समय पर प्रस्तुत करने का अनुरोध किया है। मासिक प्रगति रिपोर्ट प्रत्येक माह की 25 तारीख तक एन.बी.सी.एफ.डी.सी. को भेजी जानी चाहिए।

लाभार्थियों के विवरण चैनल सहभागियों की वेबसाइट पर अपलोड किया जाना चाहिए और www.nbcfdc.gov.in पर लीप सॉफ्टवेयर के माध्यम से अपनी साइट तक पहुंचने के लिए चैनल सहभागियों के स्तर पर आवश्यक कार्रवाई की जानी चाहिए।



संलग्नक – क

एन.बी.सी.एफ.डी.सी. की ऋण योजनाओं के अंतर्गत वित्तीय पद्धति

क्र. सं.	योजना का नाम	प्रति लाभार्थी अधिकतम ऋण सीमा	वित्तीय पद्धति #		वार्षिक ब्याज दर ##		पुनर्भुगतान अवधि (छ: माह की मोराटोरियम अवधि सहित)
			एन.बी.सी.एफ.डी.सी.	एस.सी.ए./लाभार्थी	एस.सी.ए./बैंक	लाभार्थी	
1.	सावधि ऋण						
(क)	सामान्य ऋण योजना	रु. 15.00 लाख	85%	15%	रु. 5 लाख तक		8 वर्ष
					3%	6%	
					रु. 5 लाख से अधिक रु. 10 लाख तक		
					4%	7%	
					रु. 10 लाख से अधिक रु. 15 लाख तक		
(ख)	शिक्षा ऋण [^]						अधिकतम 15 वर्ष
	i) भारत में	रु. 15.00 लाख	90%	10%	1%	4%*	
	ii) विदेश में	रु. 20.00 लाख	85%	15%	1%	4%*	
(ग)	नई स्वर्णिमा योजना	रु. 2.00 लाख	95%	05%	2%	5%	8 वर्ष
2.	सूक्ष्म ऋण						
(क)	सूक्ष्म ऋण योजना	रु. 1.00 लाख**	90%	10%	2%	5%	4 वर्ष
(ख)	महिला समृद्धि योजना, महिलाओं के लिए	रु. 1.00 लाख**	95%	05%	1%	4%	4 वर्ष
(ग)	व्यक्तियों के लिए छोटे ऋण	रु. 1.00 लाख**	85%	15%	3%	6%	8 वर्ष
(घ)	एन.बी.एफ.सी.-एम.एफ.आई. ऋण	रु. 1.00 लाख**	90%	10%	4%	12%	4 वर्ष

बैंकों के मामले में, एन.बी.सी.एफ.डी.सी. ऋण 100% तक उपलब्ध होगा, हालांकि, वितरण उनकी विशिष्ट मांग के अनुसार किया जाएगा।

लक्षित समूह के दिव्यांग व्यक्तियों (40% या अधिक) को 0.25% की विशेष रियायत प्रदान की जाती है।

^ आवेदकों को विधिवत मान्यता प्राप्त संस्थानों में प्रवेश प्राप्त और योग्यता परीक्षा में न्यूनतम 50% अंक प्राप्त करने चाहिए। शिक्षा ऋण के लिए अधिस्थगन अवधि 5 वर्ष है।

* छात्राओं के लिए वार्षिक ब्याज दर 3.5%

** अधिकतम रु. 15.00 लाख प्रति समूह

क. अग्रिम धनराशि : अग्रिम धनराशि का उपयोग 120 दिनों के भीतर किया जाना चाहिए और उपयोग प्रमाण पत्र तदनुसार प्रस्तुत किया जाना चाहिए।

ख. पुनर्वित्तीयन : पुनर्वित्तन की राशि एन.बी.सी.एफ.डी.सी. योजना की ब्याज दर के अनुसार एन.बी.सी.एफ.डी.सी. से आहरण के 10 कार्य दिवसों के भीतर लाभार्थियों के आधार ऋण खाते में विनियोजित की जानी चाहिए।

• ऋण वितरण के वर्ष को ध्यान में रखे बिना बैंक शिक्षा ऋण के अंतर्गत बकाया धनराशि का दावा कर सकती है।

• अन्य योजनाओं के लिए मात्र चालू वित्तीय वर्ष में वितरित किए गए ऋणों के पुनर्वित्तीयन का दावा किया जा सकता है।

रुलैब-वार ब्याज:-

उपभोग (दिनों की सं.)

ब्याज दर (वार्षिक)

1-120 दिन

3%

121-180 दिन

6%

चैनल सहभागियों को चाहिए कि वे अनुपभुक्त अग्रिम धनराशि को वापस कर दें यदि धनराशि अवमुक्ति के 180 दिनों के भीतर उपभोग न किया गया हो एवं 180 दिनों से वापसी की तिथि तक 8% वार्षिक ब्याज प्रभार्य किया जाएगा।



राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम

राज्य चैनेलाईजिंग एजेंसियों की सूची

आंध्र प्रदेश

1. आंध्र प्रदेश बैकवर्ड क्लासेज को-ऑपरेटिव फाइनेंस कॉरपोरेशन लि., चौथा तल, विशाल रेजीडेंसी, सिद्धार्थ इजीनियरिंग कॉलेज के सामने पदमजा नगर, एन.टी.आर. रोड, टडीगडपा, विजयवाड़ा-521134, आंध्र प्रदेश

असम

2. असम एपेक्स वीवर्स एण्ड आर्टिसेज को-ऑपरेटिव फेडरेशन लि., प्रथम तल, आर.एच.एम.सी. (आर्टिफेड रेखाबरी कॉम्प्लेक्स), ए.के. आजाद रोड, रेहाबरी गुवाहाटी, असम-781001
3. असम स्टेट डेवलपमेंट कॉरपोरेशन फॉर ओ.बी.सी. लि., डॉ. बी. के. काकोटी रोड, गोपीनाथ नगर, गुवाहाटी, असम-781016
4. नॉर्थ ईस्टर्न डेवलपमेंट फाइनेंस एण्ड कॉरपोरेशन लि., नेडफी हाउस, जीएस रोड, दिसपुर, गुवाहाटी, असम-781006

बिहार

5. बिहार स्टेट बैकवर्ड क्लासेज फाइनेंस एण्ड डेवलपमेंट कॉरपोरेशन, चौथा तल, सोन भवन, वीर चन्द पटेल मार्ग, पटना, बिहार-800001

चण्डीगढ़

6. चण्डीगढ़ एस. सी./बी.सी. एण्ड माइनॉरिटीज फाइनेंसियल एण्ड डेवलपमेंट कॉरपोरेशन, एडिशनल टाउन हॉल बिल्डिंग, तीसरा तल, सेक्टर-17 सी, चण्डीगढ़-160017

छत्तीसगढ़

7. छत्तीसगढ़ स्टेट अन्त्यावसाई सहकारी वित्त एवं विकास निगम, दूसरा एवं चौथा तल, हाउसिंग बोर्ड कॉम्प्लेक्स, सेक्टर-27, नया रायपुर, छत्तीसगढ़-492001

दिल्ली

8. दिल्ली एस.सी./एस.टी./ओ.बी.सी./माइनॉरिटीज एंड डेवेलपमेंट फाइनेंसियल एंड डेवलपमेंट कॉरपोरेशन, अम्बेडकर भवन, इस्टीट्यूशनल एरिया, सेक्टर-16, रोहिणी, दिल्ली-110089

गोवा

9. गोवा स्टेट शेड्यूल्ड कास्ट एण्ड ओ.बी.सी. फाइनेंस एण्ड डेवलपमेंट कॉरपोरेशन लि., चौथा तल, पाद्रो सेक्टर, के.टी.सी. बस स्टेशन के पास, पणजी, गोवा-403001

गुजरात

10. गुजरात बैकवर्ड क्लासेज डेवलपमेंट कॉरपोरेशन, ब्लॉक नं. 11, दूसरा तल, डॉ. जीवराज मेहता भवन, सेक्टर-10, गांधी नगर, गुजरात-382010
11. गुजरात गोपालक डेवलपमेंट कॉरपोरेशन लि., ब्लॉक सं. 7, तीसरा तल, डॉ. जीवराज मेहता भवन, पुराना सचिवालय, सेक्टर-10, गांधी नगर, गुजरात-382010
12. गुजरात टाकुर एवं कोली विकास निगम, ब्लॉक नं. 16, भूल, डॉ. जीवराज मेहता भवन, गांधी नगर, गुजरात-382010
13. गुजरात नोमेडिक एंड डीनोटीफाईड ट्राइब्स डेवलपमेंट कॉरपोरेशन, ब्लाक सं. 19/2, डॉ. जीवराज मेहता भवन, गांधी नगर, गुजरात-382010

हरियाणा

14. हरियाणा बैकवर्ड क्लासेज एण्ड इकोनोमिकली वीकर सेवधानस कल्याण निगम, एस.सी.ओ. सं. 813-14, सेक्टर-22ए, चण्डीगढ़, हरियाणा-160022

हिमाचल प्रदेश

15. हिमाचल बैकवर्ड क्लासेज फाइनेंस एण्ड डेवलपमेंट कॉरपोरेशन, पुरानी एस.डी.एम. बिल्डिंग, कांगडा, हिमाचल प्रदेश-176001

आंध्र प्रदेश

1. आंध्र प्रगती ग्रामीण बैंक, मरियापुरम चर्च के पास, मरियापुरम, कडपा-516003
2. द डिस्ट्रिक्ट को-ऑपरेटिव सेंट्रल बैंक लि., डोर नं-46-1-सी, बुधवारपत्ता, गवर्नमेंट रीजनल आई हॉस्पिटल के सामने, कुरनूल-518 002

असम

3. लांगपी देहांगी रूरल बैंक, मुख्य कार्यालय दिफू, कारवी अंगलॉग-782460

बिहार

4. दक्षिण बिहार ग्रामीण बैंक, मुख्य कार्यालय श्री विष्णु कमर्शियल कॉम्प्लेक्स, नेशनल हाईवे पेट्रोल पंप के पास, अशोक, एन.एच-30, पटना-800016

छत्तीसगढ़

5. छत्तीसगढ़ राज्य ग्रामीण बैंक, महादेवघाट रोड सुन्दर नगर, रायपुर-492013

गुजरात

6. सोराष्ट्र ग्रामीण बैंक, मुख्य कार्यालय, विंग-2, प्रथम तल, LIC जीवन प्रकाश बिल्डिंग, टैगोर रोड, राजकोट-360001
7. बड़ोदा गुजरात ग्रामीण बैंक, 101 ए.बी.एन. चौम्बर, प्रथम तल, वेलकम होटल के सामने, आर.सी. दत्त रोड, अलकापुरी, बड़ोदा-390005

हरियाणा

8. सर्व हरियाणा ग्रामीण बैंक, मुख्य कार्यालय एस.एच.जी.बी. हाउस, प्लाट नं-1, सेक्टर-3, रोहताक-124001

जम्मू एण्ड कश्मीर

16. जम्मू एण्ड कश्मीर एसी.सी./एस.टी. एण्ड ओ.बी.सी. डेवलपमेंट कॉरपोरेशन लि.

जम्मू

- 715-ए, लारट मोड, गाँधी नगर, जम्मू-180004

श्रीनगर

- जम्मू एण्ड कश्मीर एस.सी./एस.टी. एण्ड एण्ड ओ.बी.सी. डेवलपमेंट कॉरपोरेशन लि., एक्सचेंज रोड, रेड क्रॉस ऑफिस के पास, श्रीनगर-190001

17. जम्मू एण्ड कश्मीर स्टेट वीमेंस डेवलपमेंट कॉरपोरेशन

जम्मू

- हॉल नं. 6 -बी, द्वितीय तल, एक्वाफ कॉम्प्लेक्स, गांधी नगर जम्मू-180004

श्रीनगर

- जम्मू एण्ड कश्मीर स्टेट वीमेंस डेवलपमेंट कॉरपोरेशन ए-प्लॉक, प्रथम तल, पुराना सचिवालय, श्रीनगर-180001

झारखण्ड

18. झारखण्ड स्टेट ट्राइबल कोऑपरेटिव डेवलपमेंट कॉरपोरेशन, प्रथम तल, कल्याण कॉम्प्लेक्स, बलिहार रोड, मोराबादी, रांची, झारखण्ड-834008

कर्नाटक

19. डी देवराज उर्स बैकवर्ड क्लासेज डेवलपमेंट कॉरपोरेशन, सं. 16 डी, चौथा तल, देवराज उर्स भवन, मिलर टैंक बेड एरिया, वसन्तनगर, बैंगलोर, कर्नाटक-560052

20. कर्नाटक विश्वकर्मा कम्युनिटीज डेवलपमेंट कॉरपोरेशन लि., सं. 16 डी, पंचम तल, देवराज उर्स भवन, मिलर टैंक बेड एरिया, वसन्तनगर, बैंगलोर, कर्नाटक-560052

केरल

21. केरल स्टेट आर्टिसेज डेवलपमेंट कॉरपोरेशन लि., स्वागथ, टी.सी. 12/755 गवर्नमेंट लां कॉलेज रोड, वांचूर पी.ओ. शिरुअनन्तपुरम, केरल-695035

22. हैंडीक्राफ्ट डेवलपमेंट कॉरपोरेशन ऑफ केरल लि., पोस्ट वॉक्स सं. 171, पुणेनचन्नई, शिरुअनन्तपुरम, केरल-695001

23. केरल स्टेट बैकवर्ड क्लासेज डेवलपमेंट कॉरपोरेशन लि., 'सेन्टीनेल', द्वितीय तल, टी.सी. 27x588 (7) एवं (8), पडूर, वांचूर पी.ओ., शिरुअनन्तपुरम, केरल-659035

24. केरल स्टेट कोऑपरेटिव फेडरेशन फॉर फिशरीज डेवलपमेंट लि. (मत्स्यफेड), कमलेश्वरम, मनाकोड पी.ओ., शिरुअनन्तपुरम, केरल-695009

25. केरल स्टेट डेवलपमेंट कॉरपोरेशन फॉर क्रिश्चियन कन्वर्ट्स फ्रॉम एस.सी. एण्ड रिफॉर्मिड कम्युनिटीज (लि.), रेलवे स्टेशन के पास, नागमवदन, कोट्टायम, केरल-686002

26. केरल स्टेट पत्नीरा प्रोडक्ट डेवलपमेंट एण्ड वर्कर्स वेलफेयर कॉरपोरेशन लि., 'केलम', कुमुग्गिला, अरायूर, पी.ओ., कोट्टायम, केरल-695122

27. केरल स्टेट वीमेंस डेवलपमेंट कॉरपोरेशन लि., 'बसंत', टी. सी. 20/2170, ननमोहन नगले के सामने, कोडियार पी.ओ. शिरुअनन्तपुरम, केरल-695003

महाराष्ट्र

28. महाराष्ट्र राज्य इतर मागस वर्गीय वित्त एणि विकास महामण्डल लि., एडमिनिस्ट्रेटिव बिल्डिंग, चौथा तल, रामकृष्ण कैम्पूकर मार्ग, वैम्बूर (पूर्व) मुम्बई, महाराष्ट्र-400071

महाराष्ट्र

29. बसंतराय नाइक विमुक्त जाती एण्ड नोमेडिक ट्राइबल डेवलपमेंट कॉरपोरेशन लि., 25एन, जुहु सुप्रीम शापिंग सेन्टर, गुलमोहर क्रॉस रोड नं.-9, जे.पी.पी.डी. स्कीम, विले पारले (पश्चिम), मुम्बई, महाराष्ट्र-400049

उड़ीसा

30. द उड़ीसा बैकवर्ड क्लासेज फाइनेंस एण्ड डेवलपमेंट को-ऑपरेटिव कॉरपोरेशन लि., क्वाटर सं. ए/6 यूनिट-5, राजीव भवन के पास, मुवनेश्वर, उड़ीसा-751001

पुडुचेरी

31. पुडुचेरी बैकवर्ड क्लासेज एण्ड माइनॉरिटीज डेवलपमेंट कॉरपोरेशन लि., सं. 1, VIII क्रॉस स्ट्रीट, अन्ना नगर, नेल्लीथोप, पुडुचेरी-605005

पंजाब

32. पंजाब बैकवर्ड क्लासेज लैण्ड डेवलपमेंट एण्ड फाइनेंस कॉरपोरेशन, एस.सी.ओ. नं. 60-61, सेक्टर 17ए, चण्डीगढ़, पंजाब-160017

राजस्थान

33. राजस्थान ओ.बी.सी. फाइनेंस एण्ड डेवलपमेंट कॉरपोरेशन लि., द्वितीय तल, नेहरू सहकार भवन, 22 गोदाम के पास, जयपुर, राजस्थान-302005

सिक्किम

34. सिक्किम शेड्यूल्ड कास्ट, शेड्यूल्ड ट्राइब एण्ड ओ.बी.सी. कॉरपोरेशन लि., सोनम टेशरिंग मार्ग (काजी रोड), गंगटोक, सिक्किम-737101

तमिलनाडु

35. तमिलनाडु बैकवर्ड क्लासेज इकोनोमिक डेवलपमेंट कॉरपोरेशन, 1/1 (1), मेयर रामानाथन सलाई (ईस्ट), एम्पौर, (गंगुरेडी सव्य के पास), चेन्नई, तमिलनाडु-600008

तेलंगाना

36. स्त्री निधि क्रेडिट कोऑपरेटिव फेडरेशन लि., पंचम तल, 502, हुडा बिल्डिंग, हमिटेज ऑफिस कॉम्प्लेक्स, हिल फोर्ट रोड, हैदराबाद, तेलंगाना-500004

त्रिपुरा

37. त्रिपुरा ओ.बी.सी. को-ऑपरेटिव डेवलपमेंट कॉरपोरेशन लि., सुपारी भवन, कृष्णा नगर, लेक चौमुहानी ट्राइबल रिसर्व भवन, त्रिपुरा (वेस्ट), अगरतला, त्रिपुरा-799001

उत्तर प्रदेश

38. उत्तर प्रदेश पिछड़ा वर्ग वित्त एवं विकास निगम लि., चौथा तल (साउथ विंग), पी.सी.एफ बिल्डिंग, 32, स्टेशन रोड, लखनऊ, उ० प्र०-226001

39. उ० प्र० सहकारी ग्राम विकास बैंक लि., 10, माल एवेन्यू, लखनऊ, उत्तर प्रदेश-226001

उत्तराखंड

40. उत्तराखंड बहुउद्देशीय वित्त एवं विकास निगम, डायरेक्टरेट, ट्राइबल वेलफेयर प्रेमिसेस, भात सिंह कॉलोनी, अशोद्याला, देहरादून, उत्तराखंड-248001

पश्चिम बंगाल

41. वेस्ट बंगाल एस.सी.एस.टी. एण्ड ओ.बी.सी. डेवलपमेंट एण्ड फाइनेंस कॉरपोरेशन, मुख्य कार्यालय, ब्लाक सी.एफ, 217/ए/1, सेक्टर-1, साटल लैंक सिटी, कोलकाता, पश्चिम बंगाल-700064

42. वेस्ट बंगाल माइनॉरिटीज डेवलपमेंट एण्ड फाइनेंस कॉरपोरेशन, 'अम्बर', डी.डी-27/ई, सेक्टर-1, साटल लैंक सिटी, कोलकाता, पश्चिम बंगाल-700064

क्षेत्रीय ग्रामीण बैंक एवं सार्वजनिक क्षेत्र के बैंक

हिमाचल प्रदेश

9. हिमाचल प्रदेश ग्रामीण बैंक, आई.टी. डिबीजन, मुख्य कार्यालय एच.पी.जी.डी. जेल रोड, मंडी-17500

झारखण्ड

10. झारखण्ड राज्य ग्रामीण बैंक (पुराना नाम-झारखण्ड गरगिन बैंक), मुख्य कार्यालय राजेंद्र प्लेस, 5 मैन रोड, ओवर ब्रिज के पास, रांची-834001

मध्य प्रदेश

11. मध्य प्रदेश ग्रामीण बैंक (पुराना नाम-नर्मदा डाबुआ ग्रामीण बैंक), 201, आर्कड सिल्वर, द्वितीय तल, 56 दुकान के पास, नया पलारिया, इंदौर-452001

12. मध्यांचल ग्रामीण बैंक, मुख्य कार्यालय, पोद्दार रोड, तिल्ली रोड सागर-470001

पंजाब

13. पंजाब ग्रामीण बैंक, मुख्य कार्यालय जालंधर रोड, कपूरथला-144601

राजस्थान

14. राजस्थान मरुधारा ग्रामीण बैंक, तुलसी टावर, 9वां बी. रोड, सरदारपुरा, जोधपुर-342003

तेलंगाना

15. तेलंगाना ग्रामीण बैंक, 2-1-520, द्वितीय तल, विजय श्री साई सलेरिटीया, नं-9, शंकरमठ रोड, हैदराबाद-500044

त्रिपुरा

16. त्रिपुरा ग्रामीण बैंक, वी.आई.पी. रोड, अमोयनगर अगरतला पश्चिमी त्रिपुरा-799005

उत्तर प्रदेश

17. आर्यवर्त बैंक (पुराना नाम-ग्रामीण बैंक ऑफ आर्यवर्त), मुख्य कार्यालय ए-2/46, विजय खंड, गोमती नगर, लखनऊ-226010

18. काशी गौमती सम्युत ग्रामीण बैंक, मुख्य कार्यालय सी-19/40, फातमान रोड, सिंगरा, वाराणसी-221002

19. प्रथमा यूपी ग्रामीण बैंक (पुराना नाम-सर्व यूपी ग्रामीण बैंक), मुख्य कार्यालय राम गंगा विहार, फेज-II, पोस्ट वॉक्स नं-446, सुरदादाबाद-244001

20. पूर्वांचल बैंक, बुद्ध विहार कमर्शियल स्कीम, तारामंडल, गोरखपुर-273018

उत्तराखंड

21. उत्तराखंड ग्रामीण बैंक, मुख्य कार्यालय, 18, नया रोड, देहरादून-248001

पै न इंडिया

22. बैंक ऑफ बड़ौदा (पुराना नाम-विजया बैंक), बड़ौदा भवन, सातवीं तल, आर.सी. दत्त रोड, बड़ौदा-390007, गुजरात (मुख्य कार्यालय)

- बड़ौदा कोर्पोरेट सेंटर, प्लाट नं 0 सी-26, ब्लाक-जी, बांद्रा कुर्ली कॉम्प्लेक्स, बांद्रा (पू.), मुंबई-400051 (कोर्पोरेट कार्यालय)

23. पंजाब नेशनल बैंक, प्लाट नं. 4, सेक्टर-10, द्वारका, नई दिल्ली-110075

24. केनरा बैंक, मुख्य कार्यालय 112 जे.सी. रोड, बैंगलोर-560002, कर्नाटक





राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम

(भारत सरकार का उपक्रम, सामाजिक न्याय और अधिकारिता मंत्रालय)

NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)

5th Floor, N.C.U.I. Building, 3, Siri, Institutional Area, August Kranti Marg, New Delhi-110 016

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राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम की योजनाओं को
क्रियान्वित करने की मार्गदर्शिका

Guidelines for Implementation of National Backward Classes Finance &
Development Corporation Schemes



राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम

(भारत सरकार का उपक्रम, सामाजिक न्याय और अधिकारिता मंत्रालय)

NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION

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SECTION-A GENERAL OVERVIEW OF SCHEMES

Guidelines for Implementation of Schemes by State Channelizing Agencies (SCAs), Public Sector Banks (PSBs) & Regional Rural Banks (RRBs):

The National Backward Classes Finance & Development Corporation (NBCFDC) under the aegis of Ministry of Social Justice & Empowerment, Government of India is a company not for profit under section-25 of the Companies Act, 1956 (now section-8 of companies Act, 2013). Main objective of the Corporation is to provide concessional financial assistance to the members of the Backward Classes for their socio-economic development and upgradation of their technological and entrepreneurial skills through State Channelising Agencies (SCAs) nominated by respective State Government/UT, Public Sector Banks (PSBs) and Regional Rural Banks (RRBs).

1. BACKGROUND

National Backward Classes Finance and Development Corporation (NBCFDC) was incorporated on 13 January, 1992 under Section 25 of the Companies Act, 1956 (now Section 8 of Companies Act 2013) as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in self-employment ventures and skill development.

2. VISION

The Corporation has been established with a vision to play a leading role in upliftment of economic status of the target group of Backward Classes.

3. MISSION AND OBJECTIVES

NBCFDC aims to provide concessional financial assistance to eligible members of Other Backward Classes having annual family income less than Rs. 3.00 Lakh for self-employment and skill development. Its main objectives are to promote economic and developmental activities, to assist in the upgradation of technical entrepreneurial skills, to assist by way of concessional loans and advances for viable projects and to promote self-employment.

4. ELIGIBILITY FOR LOAN & CERTIFICATION REQUIRED

- a. The applicant should belong to a caste covered under the Other Backward Classes list as notified by State/Central Government from time to time. Relevant Caste Certificate to be issued by relevant authority of District Administration either at place of original domicile or at place of residence.



- b. Annual family income should be below Rs. 3.00 Lakh per annum irrespective of rural or urban area. Following certifications to establish the income criteria can be used by the applicant :-
- i) Certificate of income issued by Competent Authority of State Government/ Distt. Administration or Antyodaya Anna Yojana (AAY) Card or Below Poverty Line (BPL) Card.
 - ii) Annual family income certificate may be considered by the SCAs/Banks/SSCs on self-certification of the beneficiaries with endorsement of the same by any Gazetted Officer notified by State/Central Government.
 - iii) In case of loan being applied at Public Sector or Regional Rural Banks, Self-Certification duly assessed and endorsed by Branch Manager can be used for providing the loan.
 - iv) For Landless agriculture labour, marginalized farmers (those with up to One hectare land holding) and small farmers (those with up to Two hectare land holding), as assessed by the Banks through their standard processes and belonging to the Backward Classes will be automatically treated as part of the target group as per following considerations:-
 - 1) Landless agriculture labour and marginalized farmers with land holding less than One hectare will be deemed as having annual family income below Rs.1.50 Lakh per annum.
 - 2) Small farmers i.e. those with land holding between One and Two hectares will be deemed as having annual family income below Rs.3.00 Lakh per annum.

5. TYPES OF LOAN & PATTERN OF FINANCE

- i) Term Loan: Maximum loan limit: Rs. 15,00,000/- per beneficiary.
NBCFDC Loan: upto 85% of the project cost. Balance 15% to be shared by SCA/Beneficiary.
- ii) Micro Finance: Maximum loan limit: Rs. 1,00,000/- per beneficiary/member of the SHG.
NBCFDC Loan: upto 85% to 95% of the project cost. Balance 5%-15% to be shared by SCA/Beneficiary.

(a) ACTIVITIES WHICH CAN BE FINANCED

The Corporation can assist in a wide range of income generating activities under following broad sectors:

1. Agriculture & Allied Activities
2. Small Business/Artisan & Traditional Occupation
3. Transport Sector & Service Sector
4. Technical and Professional Trades/Courses



The Channel Partners (SCAs/Banks) are to disburse loans for viable projects as per needs and choice of beneficiaries under above mentioned broad sectors.

- (b) **Types of loan:** Various types of loans are being extended to the target group, brief of which is given below:-
- (i) **General Loan Scheme:** Under this scheme, loan assistance is available for various income generating activities in various sectors. **Loans are given upto 85% of the project cost subject to a maximum of Rs.15.00 Lakh per beneficiary.** Loans upto Rs. 5.00 Lakh are provided at an interest rate of 6% p.a. Loans above Rs. 5.00 Lakh and upto Rs. 10.00 Lakh are provided at an interest rate of 7% p.a. Loans above Rs. 10.00 Lakh and upto Rs. 15.00 Lakh are provided at an interest rate of 8% p.a. The loan is to be repaid with in 8 years.
 - (ii) **New Swarnima Scheme:** Under this scheme, loan assistance is available for women of Backward Classes to inculcate the spirit of self-reliance among them. Loans are given upto 95% of the project cost. **The maximum loan limit per beneficiary is Rs.2.00 Lakh at an interest rate of 5% p.a.** The loan is to be repaid with in 8 years.
 - (iii) **Education Loan Scheme:** Under this scheme, loan assistance is available to the students of Backward Classes. The applicant should have obtained admission for any professional/technical/vocational courses approved by appropriate agency such as AICTE, Medical Council of India, and UGC etc. in a duly accredited/recognized institute and have secured minimum 50% marks in qualifying exam. Loans are given upto 90% of the course fees for studies in India and upto 85% of the course fees for studies outside India. **Maximum loan limit per student is Rs.15.00 Lakh for studying in India at an interest rate of 4% p.a. (3.5% p.a. for girl student). Maximum loan limit per student is Rs.20.00 Lakh for studying abroad at an interest rate of 4% p.a. (3.5% p.a. for girl student).** Loan is to be repaid in 15 years with moratorium period of 5 years.
 - (iv) **Micro Finance Scheme:** Under this scheme, loan assistance is available to Self Help Groups (SHGs) to provide credit facilities for the target group especially for mixed group beneficiaries. Loans are given upto 90% of the project cost. **Maximum loan limit per Group is Rs.15.00 Lakh and loan per beneficiary in SHG is Rs.1.00 Lakh at an interest rate of 5% p.a.** The loan is to be repaid with in 4 years.
 - (v) **Mahila Samridhhi Yojana:** Under this scheme, loan assistance is available to Self Help Groups (SHGs) to provide credit facilities for the target group of women beneficiaries. Loans are given upto 95% of the project cost. **Maximum loan limit per Group is Rs.15.00 Lakh and loan per beneficiary in SHG is Rs.1.00 Lakh at an interest rate of 4% p.a.** The loan is to be repaid with in 4 years.
 - (vi) **Small Loan:** Under this scheme, loan assistance is available to individuals to provide credit facilities for the target group. Loans are given upto 85% of the project cost. **Maximum loan limit per beneficiary is Rs.1.00 Lakh at an interest rate of 6% p.a.** The loan is to be repaid with in 8 years.
 - (vii) **NBFC-MFI Loan:** Under this scheme, loan assistance is available through Micro Finance Institutions (MFIs) to SHGs. Loans are given upto 90% of the project cost.



Maximum loan limit per Group is Rs.15.00 Lakh and loan per beneficiary in SHG is Rs.1.00 Lakh at an interest rate of 12% p.a. The loan is to be repaid within 4 years.

In case of Banks and especially with a view to simplify the refinancing process, NBCFDC loans under all above schemes can be made available upto 100% of dues not recovered; however, disbursement will be made only after receipt of specific demand from Bank with all details of the beneficiaries.

For Persons of the target group with Disabilities (40% or more), a special concession of 0.25% on rate of interest is provided.

Details of schemes are tabulated at **Annexure-A**.

(c) Formation of SHGs under NBCFDC's Micro Finance and Mahila Samridhi Yojana

NBCFDC recognizes Self Help Groups (SHGs) in which predominantly (60% and above) members belong to Backward Class provided other members belong to weaker sections (as per extant criteria prescribed by Central/State Govt. from time to time) including but not limited to Scheduled Castes/Scheduled Tribes/Minorities and Person with Disabilities (PwDs).

6. SKILL DEVELOPMENT (PROMOTING SKILL INDIA)

NBCFDC facilitates Skill Development Training in broad conformance to the Common Norms for upgradation of technical and entrepreneurial skills through Govt. Training Institutes (TIs) and Sector Skill Councils (SSCs) constituted by Ministry of Skill Development and Entrepreneurship, so that eligible members of target group may engage in developmental activities by way of self-employment or wage employment.

Skill training of target group are undertaken by various Training Institutes of repute such as Central Institute of Plastic Engineering & Technology (CIPET); Apparel Training and Design Centre, Centre for the Development of Glass Industry, Firozabad; Indian Institute of Carpet Technology (IICT), Srinagar; Directorate of Skill Development, Tripura; NIESBUD, MPCON, NITCON, HIMCON, HARDICON, besides Sector Skill Councils of Textiles, Rubber, Furniture, Beauty & Wellness, Logistics etc. Details of linkages with SSCs/Training Institutes are available at our website **www.nbcfdc.gov.in**.

The minimum duration of training of fresh courses is 200 hrs. or as per relevant Qualification Packs/(QPs), National Occupation Standard (NOS). Considering that the target group of Corporation comprises of a large number of artisans with experiential training, RPL and Bridge courses for skill upgradation/ reskilling are also facilitated as per norms and in consultation with the SSCs and Training Institutes. 100% of the total training cost or course fee of the training programme is provided by NBCFDC. The stipend amount @ Rs.1000/- per month per beneficiary will be admissible as per guidelines of NBCFDC at the end of the training to those trainees, having 80% and above attendance, subject to availability of funds.



7. MARKETING LINKAGES

Besides other developmental activities, the Corporation is promoting, marketing linkages for the artisans of the target group by providing opportunities to participate in the country's leading fairs like India International Trade Fair, Dilli Haat, Surajkund International Crafts Mela as well as in the exhibitions/fairs organized in their respective States. The events not only give much needed marketing exposure to these artisans, but also provide an opportunity to sell their products at good price which usually they find difficult in their own places. The stalls are allotted free of cost to all the beneficiary artisans and they are also being provided travel expenses and other facilitation.

Participants who are certified to be first/Second timers by their respective State Channelising Agency (SCA)/Channel Partners (CPs)/Training Partners (TPs) would be entitled for following reimbursements:

- NBCFDC would reimburse to & for 2nd Class train journey fare for the confirmed participating beneficiaries with one helper only
- Where railway facility is not available the bus fare as per actual
- Freight charges for transportation of products as per actual upto maximum limit of Rs. 1000/-
- Combined Daily Allowance of Rs. 500/- per day to participants including helpers if any.

8. TECHNOLOGY UPGRADATION OF CLUSTER

The aim of the scheme is to facilitate technological upgradation, capacity augmentation of clusters of target groups to improve productivity, quality of the products and thereby enable them to face the competition in domestic and international markets.

QUANTUM OF ASSISTANCE

- a) upto Rs. 30,000/- per beneficiary for procurement of machinery/equipment with accessories for technology upgradation and/or capacity augmentation subject to availability of funds, evidence for sustainability of project etc.
- b) upto Rs. 30,000/- per beneficiary for entrepreneurship development and other specialized training.
- c) upto Rs. 6 Lakh per SHG (with minimum 10 members) for development of common infrastructure/establishing of marketing linkages etc. In a SHG, min. 60% member are to be from OBC and remaining from other weaker sections.

INTERVENTION	FIN. LIMIT	NBCFDC SHARE (%AGE)
i) Assets procurement	Rs.30,000/- per benef.	90%
ii) Entrepreneurship Development	Rs.30,000/- per benef.	100%
iii) Common infrastructure for SHGs	Rs. 6 Lakhs per SHG	80%



Above are the upper limits and actual amount of sanctions will be assessed/ evaluated based on prevailing trends, market rates, comparable government rates etc.

9. PERFORMANCE LINKED GRANT-IN-AID (PLGIA) SCHEME

i) Objectives:

To strengthen the infrastructure of Channel Partners of National Backward Classes Finance and Development Corporation (NBCFDC)

ii) Quantum of Assistance:

Normally restricted to 1% of the released funds for a year s.t. max Rs.10.00 Lakhs p.a, or as may be modified subject to availability of budget

iii) Basis of Selection:

- a) Timely submission of Annual Action Plan (AAP)
- b) Drawl of allocated funds
- c) Timely utilization of released funds
- d) Timely repayment of dues

iv) Permitted Activities:

Assistance shall be utilized towards –

- a) Improvement in delivery mechanism (upto Rs. 5.00 Lakh)
- b) Strengthening the recovery mechanism (upto Rs. 5.00 Lakh)
- c) Training to officials of Channel Partners (upto Rs. 3.00 Lakh)



SECTION-B

SPECIFIC PROCESSES FOR SUBMISSION OF ANNUAL ACTION PLAN (AAP), DRAWAL AND REPAYMENT OF LOANS RELATED ACCOUNTING SYSTEM

1. ANNUAL ALLOCATION PLAN

NBCFDC conveys notional allocation to all Channel Partners (State Channelising Agencies, Public Sector Banks & Regional Rural Banks) at the beginning of financial year. However, release of allocated funds is considered only on receipt of Annual Action Plan (AAP) from the Channel Partners (CP) its appraisal by NBCFDC and acceptance by Channel Partners along with fulfillment of various prudential norms by Channel Partners. Guidelines for preparing AAP are elaborated hereunder:-

- i. The AAP should preferably include all the schemes of NBCFDC under various sectors such as Agriculture & Allied Activities, Small Business/Artisan & Traditional Occupation, Transport Sector & Service Sector, Technical and Professional Trades/Courses. The CPs are advised to enter the data in LEAP SOFTWARE for submission of Annual Action Plan, drawal request and submission of Utilization Certificate.
- ii. The Annual Action Plan may be prepared in order to ensure utilization of funds for the technically feasible and financially viable schemes, keeping in view the backward and forward linkages. The economic activities being implemented in particular areas by Banks and other Financial Institutions may also be taken into account while formulating the AAP. It is also suggested that State Level Bankers Committee (SLBC) meetings be attended by Managing Director/Senior Officers of the SCA /Bank to highlight NBCFDC schemes at the highest forum in your State.
- iii. The AAP may be prepared for disbursement of loans under Term Loan/Micro Finance Scheme of the Corporation, General Loan Scheme, Education Loan Scheme and/or, New Swarnima Scheme which should be mentioned specifically in the provided format which is available on the website **www.nbcfdc.gov.in**. Loans of value upto limits prescribed by NBCFDC Rs. 1,00,000/- per beneficiary individual or in a group may be considered as small loans under Micro Finance Scheme. This may undergo change based on RBI stipulations and other related facts.
- iv. Micro Finance activities must be considered on priority particularly for coverage of women SHGs under Mahila Samridhi Yojana of NBCFDC.
- v. Institutional linkages with other Financial Institutions and Developmental Agencies such as Development Commissioner (Handlooms), Development Commissioner (Handicrafts), State Agriculture Departments /Universities extensions department etc. may also be considered for optimum utilization of available resources while formulating the AAP so that the developmental



- programmes of Central/State Government are converged and duplicacy of procedures avoided at the grass-root level.
- vi. Convergence with training programmes and subsidy to the target group, if any, available under other developmental schemes of the Central/State Government may also be attempted while preparing the AAP so as to extend possible benefits to the target group along with NBCFDC concessional loans.
 - vii. The training needs of the potential beneficiaries be identified and such data of eligible potential trainees be shared with NBCFDC for facilitating the project linked training programmes. In this regard CPs are advised to also co-ordinate with Rural Self Employment Training Institutes (RSETIs)/Rural Development and Self Employment Training Institute (RUDSETIs) for extending loan to deserving and financially literate beneficiaries.
 - viii. The approval of Annual Action Plan (AAP) and disbursement of loans as per approved AAP by NBCFDC will be subject to availability of funds and fulfillment of necessary formalities by the Channel Partner (SCA/Bank) to draw the allocated funds as per guidelines and policy of the Corporation from time to time, such as utilization of earlier released funds, repayment of loan, capacity and infrastructure available to utilize the funds within stipulated period, promptness in submission of Action Taken Report (ATR) for evaluation studies conducted in the state, past performance of C.P. with respect to implementation of NBCFDC schemes etc.
 - ix. The CPs are expected to draw funds within approved AAP, based on demand and subject to proper pursuance of the prudential norms by the CPs. NBCFDC may approve addition at AAP.

2. DRAWAL OF LOAN BY CPs AS PER ANNUAL ACTION PLAN (AAP)

As per Lending Policy of the NBCFDC, the Channel Partners (CPs) are required to submit Annual Action Plan at the beginning of the Financial Year according to the Notional Allocation communicated to them through hard copy as well as on Leap Software. The Annual Action Plan (AAP) should be submitted in the first month of the financial year. The CPs are required to prepare Annual Action Plan keeping in view the past experience and demand of the target group. The AAP then formulated on realistic grounds be submitted in time so that loans can be drawn as per quarterly schedule to avoid last month rush for demand of loan. The sanctioned loans are disbursed by NBCFDC to the CPs on the completion of following conditions against specific request from the CPs as per approved Annual Action Plan (AAP).

- a) Execution of General Loan Agreement (GLA) by the nominated CPs. The format is available on NBCFDC website (for newly nominated CPs).
- b) Availability of adequate Block Govt. Guarantee to cover the entire loan amount alongwith interest thereon for the complete duration of loan. The format is available on NBCFDC website.
- c) Acceptance of terms & conditions of Letter of Intent of AAP.



- d) Satisfactory level of utilization of funds released to the CPs in the past and Repayment of NBCFDC dues.
- e) Process of identification of beneficiaries by CPs for intended drawal of funds is completed.
- f) Information about the status of completion of audits of accounts.
- g) The CP must ensure that payment / disbursement to the beneficiaries shall be made through Direct Benefit Transfer (DBT) and all guidelines issued in this regard by Govt. of India are adhered to.

The format for drawal of loan is available on the website of NBCFDC i.e. **www.nbcfdc.gov.in**. The CPs are requested to submit their loan demand in the prescribed format only in LEAP Software.

3. TIMELY & PROPER UTILIZATION OF RELEASED FUNDS

- i. The National Backward Classes Finance and Development Corporation (NBCFDC) considers disbursement of loan immediately after receipt of reasonable demand from concerned Channel Partners subject to completion of all the formalities for drawal of funds from NBCFDC.
- ii. In order to expedite the process of utilization, it is suggested that the Channel Partners get the identification of beneficiaries done in advance and documentation and other formalities completed when they ask for the loan from NBCFDC. This will reduce the time taken in identification of beneficiaries after receiving the funds from NBCFDC and also avoid delay in utilization of released funds.
- iii. The Utilization Certificates in the prescribed format is available on the website of NBCFDC i.e. www.nbcfdc.gov.in. The utilization certificate must be submitted immediately after actual disbursement to the beneficiaries for early conversion of advance into loans in LEAP Software.
- iv. It is suggested to conduct pre and post disbursement counselling for the beneficiary to ensure proper utilization of the loan and timely repayment.
- v. **Utilization Certificate:**

The Channel Partners are advised to devise suitable systems so that incentives for timely utilization are availed as per NBCFDC scheme. Utilization Certificate should clearly tabulate in the prescribed format as appended, for loan above Rs.5.00 Lakh & Rs.10.00 Lakh, so that appropriate interest is calculated.

Further, the Utilisation certificate & beneficiaries details are to be uploaded on LEAP software by the CP.



vi. Bank Reconciliation:

The bank accounts, both at the Head Office and District Offices should be reconciled on weekly basis, so that the accounts are kept properly. This will also facilitate to monitor any cheques bounced, for which timely remedial legal action can be taken. CPs are also advised to open Bank Account for NBCFDC scheme.

The Channel Partners may suggest other ways and means to decrease time lag between drawal of funds from NBCFDC to its utilization by disbursement of loans to the beneficiaries.

4. AWARENESS AND PUBLICITY

- i. The CPs may organize awareness camps in the districts having concentration of Backward Classes of their States and the NBCFDC schemes be given due publicity among the target group.
- ii. It is expected that each CPs has its website for dissemination of information about its activities. The website should also display details about the schemes and addresses of district offices to be contacted for availing benefit by the beneficiaries. CPs should endeavor to provide for submission of online applications by applicants. It is also suggested that the website of the SCAs/Banks should have data on basic details of beneficiaries and the reports of the beneficiaries' verification evaluation studies.
- iii. NBCFDC has started online registration of applicants desirous of loans. List of such applicants is being shared with concerned CP, who may thereafter carry out the due diligence process for establishing the credit worthiness of the applicant.

5. RECOVERY OF LOAN FROM BENEFICIARIES TO CHANNEL PARTNERS AND CHANNEL PARTNERS TO NBCFDC

- i. The recovery from Channel Partners is of great importance for the continuation of lending programme of NBCFDC schemes. However, it has been observed that recovery of loan is not affected as per schedule. The Channel Partners should take adequate steps to enhance recoveries from beneficiaries.
- ii. NBCFDC has suggested to the Channel Partners to set-up Recovery Cells at Head Office as well as District level to closely monitor and pursue the recovery from the beneficiaries on time. CPs are advised to upload the proof of repayment on LEAP Software.
- iii. With a view to take advantage of the latest technology advances in banking industry, the Corporation has introduced a system of transfer of funds between NBCFDC and CPs, whereby CPs can receive disbursement from NBCFDC and remit repayments to NBCFDC through RTGs.



- iv. With a view to preventing defaults by beneficiaries CPs are advised to update the details of defaulting beneficiaries in the website so that same can be publicly viewed. The linking of the loan disbursement with Credit Information Company may also be explored.
- v. Details of our present Bank accounts where the CPs are to deposit the recoveries is as under-:
 1. **Canara Bank**
 2. **Punjab National Bank**

6. MAINTENANCE OF ACCOUNTS / ACCOUNTING PROCEDURE ADOPTED FOR DISBURSEMENT OF LOANS AND THEIR RECOVERIES

i. **Reconciliation of Accounts:**

The statement of accounts are regularly sent to the Channel Partners along with demand notices on quarterly basis and the Channel Partners are requested to reconcile the same with their accounts. The Channel Partners are requested to reconcile their statement of accounts with this Corporation and confirm the same at the earliest, so that rectification, if any, required may be carried out before the Statutory Government Audits are taken up for the financial year.

ii. **Reconciliation of Accounts of State Corporation with district offices and beneficiaries:**

The accounts of beneficiaries at district should be reconciled with head office so as to see that all recoveries are passed on to head office and there is no misappropriation or posting to wrong accounts. On the test check basis, the beneficiaries may be asked by Head Offices to confirm the outstanding directly from them. The beneficiary loan card should be kept updated by field officers, which can be verified at the time of inspection. Efforts may be made to open collection accounts as near to the beneficiary as possible.

The State should also maintain close coordination with district offices for setting targets of disbursements and recovery and should establish monthly reporting system of utilization and recovery to the State headquarters. The utilization certificate duly signed by MD of SCA must be sent on monthly basis in the prescribed format.

iii. **Internal Audit, Statutory Audit:**

The auditors may be appointed by each CP to ensure proper accounting, reconciliation and improvement in system to give services to the target group. The statutory audits may be updated and latest position may be appraised to the NBCFDC. The CPs will also be requested to cooperate and give access to their book of accounts to NBCFDC representative/auditors.



7. EVALUATION OF ONGOING SCHEMES AND ACTION TAKEN REPORT

Evaluation studies are being independently conducted by NBCFDC from time to time in various states and the recommendation and suggestions made by evaluating agencies are sent to the respective CPs for taking remedial action as per the Report. The CPs are required to extend all necessary assistance to the evaluating agencies for meaningful evaluation studies.

- i. It is suggested that CP should depute senior officials to visit the beneficiaries assisted under NBCFDC schemes from time to time. The visits with report be documented and may be discussed during Board of Directors meeting of the SCAs/Banks.
- ii. The CP should get its schemes evaluated by State Government Departments Responsible to evaluate the Government schemes. The frequency of the evaluation studies should ensure that all loan schemes are covered at least once in 3 to 5 years.
- iii. NBCFDC is also routinely forwarding the findings of beneficiaries' verification and evaluation study conducted at our level to the CPs for necessary action. Channel Partner (SCA/Bank) are once again requested to take corrective measures on the recommendation of evaluation study and send ATR to NBCFDC. An appropriate follow up mechanism should be formulated by the CPs to ensure the intended action occur and the action taken report is regularly submitted to the Board of Directors of SCAs as well as NBCFDC till the intended action on the part of the CPs occur.

8. MANAGEMENT INFORMATION SYSTEM (MIS)

Management Information system (MIS) is the backbone of any organization. MIS not only helps in giving proper feedback to the Apex Institution but is also instrumental in evaluation of ongoing projects. NBCFDC has developed some formats of reports. We have circulated format of monthly Progress Report to all the state Corporations and requested for timely submission of the report. The Monthly Progress Report be sent to NBCFDC latest by 25th of each month.

Beneficiaries detail should be uploaded on the website of the CP and necessary action taken at the end of CP to give access of their site through LEAP software at www.nbcfdc.gov.in.



ANNEXURE - A

PATTERN OF FINANCE UNDER LOAN SCHEMES OF NBCFDC

S. No.	Name of Scheme	Max. Loan Limit Per Beneficiary	Pattern of Finance #		Rate of Interest Per Annum ##		Repayment Period (including moratorium period of six months)	
			NBC FDC	SCA/ Benef.	SCAs/ Bank	Benef.		
1.	Term Loan							
(a)	General Loan Scheme	Rs.15.00 Lakh	85%	15%	Upto 5 3% 6%		8 Years	
					Above Rs. 5 Lakh upto Rs.10.00 Lakh 4% 7%			
					Above Rs.10.00 Lakh upto Rs.15.00 Lakh 5% 8%			
(b)	Education Loan[^] i) In India	Rs.15.00 Lakh	90%	10%	1% 4%*			Max. 15 Years
	ii) Abroad	Rs.20.00 Lakh	85%	15%	1% 4%*			
(c)	New Swarnima Scheme	Rs.2.00 Lakh	95%	05%	2% 5%		8 Years	
2.	Micro Finance							
(a)	Micro Finance Scheme	Rs.1.00 Lakh**	90%	10%	2% 5%		4 Years	
(b)	Mahila Samridhhi Yojana for women	Rs.1.00 Lakh**	95%	05%	1% 4%		4 Years	
(c)	Small Loan for Individual	Rs.1.00 Lakh	85%	15%	3% 6%		8 Years	
(d)	NBFC-MFI Loan	Rs.1.00 Lakh**	90%	10%	4% 12%		4 Years	

In case of Banks, NBCFDC loan will be available upto 100%, however, disbursement will be made as per their specific demand.

For persons of target group with disabilities (40% or more) a special concession of 0.25% on rate of interest is provided.

[^] Applicants must have got admission in duly accredited/recognized institute and scored minimum 50% marks in qualifying examination. Moratorium period is of 5 years for Education Loan.

* Rate of interest 3.5% p.a. for girl student.

** Subject to maximum of Rs. 15.00 Lakh per group.

a. **Advance funds.** The advance funds should be utilized **within 120 days** and utilization certificate must be submitted accordingly.

b. **Refinance :** The amount of refinance should be appropriated in the beneficiaries Aadhar linked loan account within **10 working days** of drawl from NBCFDC as per Rate of Interest of NBCFDC scheme.

• Banks may claim refinance of outstanding balance under Education Loan irrespective of year of loan disbursement.

• For other schemes refinance can be claimed for the loan disbursed during current financial year only.

Slab-wise rate of interest :-

Utilization (No. of days)	Rate of Interest (p.a.)
1-120 days	3%
121-180 days	6%

The Channel Partners are required to refund the un-utilized funds in case the advance funds are not utilized within 180 days of release and will be charged interest @ 8% p.a. from 180 days up to date of refund.



National Backward Classes Finance & Development Corporation

STATE CHANNELISING AGENCIES

ANDHRA PRADESH

1. Andhra Pradesh Backward Classes Co-operative Finance Corporation Ltd., 4th Floor, Vishal Residency, Opp. Siddhartha Engineering College, Padmaja Nagar, NTR Road, Tadigadapa, Vijayawada-521134

ASSAM

2. Assam Apex Weavers & Artisans Coop. Federation Ltd., A.K. Azad Road Rehabari Guwahati, Assam-781008.
3. Assam State Development Corporation for Other Backward Classes Ltd., Dr. B.K. Kakoty Road, Gopinath Nagar, Guwahati, Assam-781016.
4. North Eastern Development Finance Corporation Ltd., NEDFI House, G.S. Road, Dispur, Guwahati, Assam-781006

BIHAR

5. Bihar State Backward Classes Finance & Development Corporation, 4th Floor, Sone Bhawan, Birchand Patel Marg, Patna, Bihar-800001.

CHANDIGARH

6. Chandigarh SC/BC and Minorities Financial & Development Corporation, Addl. Town Hall Building, 3rd Floor, Sector-17C, Chandigarh-160017

CHHATTISGARH

7. Chhattisgarh State Antyavasai Sahakari Vitta Evum Vikas Nigam, Housing Board Complex, 2nd & 4th Floor, Sector-27, New Raipur, Chhattisgarh-492001.

DELHI

8. Delhi SC/ST/OBC/Minorities & Handicapped Financial & Development Corp., Ambedkar Bhawan, Institutional Area, Sector-16, Rohini, Delhi-110089

GOA

9. Goa State Scheduled Castes & Other Backward Classes Fin. & Dev. Corp. Ltd., 4th Floor, Patto Centre, Near KTC Bus Stand, Panaji, Goa-403001.

GUJARAT

10. Gujarat Backward Classes Development Corp., Block NO.11, 2nd Floor, Dr. Jivraj Mehta Bhawan, Sector-10, Gandhi Nagar, Gujarat-382010.
11. Gujarat Gopalak Development Corporation Ltd., Block No.7, Third Floor, Dr. Jivraj Mehta Bhawan, Old Sachivalay, Sector-10, Gandhinagar, Gujarat-382010.
12. Gujarat Thakor & Koli Vikas Nigam, Block No.16, Ground Floor, Dr. Jivraj Mehta Bhawan, Gandhinagar, Gujarat-382010.
13. Gujarat Nomadic & Denotified Tribes Development Corporation, Block No.19/2, Dr. Jivraj Mehta Bhawan, Gandhinagar-382010, Gujarat.

HARYANA

14. Haryana Backward Classes & Economically Weaker Sections Kalyan Nigam, SCO No.813-14, Sector-22-A, Chandigarh, Haryana-160022.

HIMACHAL PRADESH

15. Himachal Backward Classes Finance & Development Corporation, Old SDM Office Building, Kangra, Himachal Pradesh-176001

JAMMU & KASHMIR

16. Jammu & Kashmir SCs, STs & OBCs Development Corporation Ltd., May to October :- Exchange Road, Near Red Cross Office, Srinagar-190001
Nov. to April :- 715-A, Last Mohr, Gandhi Nagar, Jammu-180004
17. Jammu & Kashmir State Women's Development Corporation, May to October:- Block No. - A, First Floor, Old Secretariat, Srinagar-180001
Nov. to April:- Hall No.6-B, 2nd Floor, Auqaf Complex, Gandhi Nagar, Jammu-180004

JHARKHAND

18. Jharkhand State Tribal Cooperative Development Corporation Ltd., 1st Floor, Kalyan Complex, Balihar Road, Morabadi, Ranchi, Jharkhand-834008.

KARNATAKA

19. D. Devaraj Urs Backward Classes Development Corp., No.16-D, 4th Floor, Devaraj Urs Bhawan, Miller Tank Bund Area, Vasanthnagar, Bangalore, Karnataka-560052.
20. Karnataka Vishwakarma Communities Development Corporation Ltd., 16-D, 5th Floor, Devaraj Urs Bhawan, Miller Tank Bed Area, Vasanthnagar, Bangalore-560052

KERALA

21. Kerala State Artisans' Development Corporation Ltd., 'Swagath', T.C. 12/755, Govt. Law College Road, Vanchiyoor P.O., Thiruvananthapuram, Kerala-695035
22. Handicrafts Development Corporation of Kerala Ltd., Post Box No.171, Puthenchanthai, Thiruvananthapuram, Kerala-695001
23. Kerala State Backward Classes Development Corporation Ltd., "SENTINEL", 2nd Floor, T.C. 27/588 (7) & (8), Pattoor, Vanchiyoor P.O., Thiruvananthapuram, Kerala-695035
24. Kerala State Co-operative Federation for Fisheries Development Ltd. (MATSYAFED), Kamaleswaram, Manacaud P.O., Thiruvananthapuram, Kerala-695009
25. Kerala State Development Corporation for Christian Converts from SCs & Recommended Communities (Ltd.), Near Railway Station, Nagampadam, Kottayam, Kerala-686002.
26. Kerala State Palmyrah Products Development and Workers' Welfare Corporation Ltd., "Kelpalm", Kumbhuvilla, Arayoor P.O., Kottamom, Kerala-695122.
27. Kerala State Women's Development Corporation Ltd., "BASANT" T.C. 20/2170, Opp. Manmohan Bungalow, Kowdiar P.O., Thiruvananthapuram, Kerala-695003.

MAHARASHTRA

28. Maharashtra Rajya Itar Magas Vargiya Vitta Ani Vikas Mahamandal Ltd., Administrative Building, 4th Floor, Ramakrishna Chamburkar Marg, Chabur (E), Mumbai, Maharashtra-400071.
29. Vasantrao Naik Vimukta Jatis & Nomadic Tribes Development Corporation Ltd., 25N, Juhu Supreme Shopping Centre, Gulmohar Cross Road NO.9, JVPD Scheme, Vile-Parle (W), Mumbai, Maharashtra-400049.

ODISHA

30. The Odisha Backward Classes Finance & Development Co-operative Corporation Ltd., Qrs. No. A/6, Unit-5, Near Rajib Bhawan, Bhubaneswar, Odisha-751001.

PUDUCHERRY

31. Puducherry Backward Classes and Minorities Development Corporation Ltd., No.1, VIII Cross St., Anna Nagar, Nellothope, Puducherry-605005.

PUNJAB

32. Punjab Backward Classes Land Development and Finance Corporation, SCO No. 60-61, Sector-17 A, Chandigarh, Punjab-160017.

RAJASTHAN

33. Rajasthan Other Backward Classes Finance & Development Cooperative Corporation Ltd., 2nd Floor, Nehru Sakhar Bhawan, Nr. 22, Godaam, Jaipur, Rajasthan-302005.

SIKKIM

34. Sikkim Scheduled Castes, Scheduled Tribes & Other Backward Classes Corporation Ltd. (SABCCO), Sonam Tshering Marg (Kazi Road), Gangtok-737101, Sikkim

TAMIL NADU

35. Tamil Nadu Backward Classes Economic Development Corporation, 1/1(1), Mayor Ramanathan Salai (East), Egmore, (Nr. Gengureddy Subway), Chennai-600008.

TELANGANA

36. Stree Nidhi Credit Cooperative Federation, Flat Nos: 401, 402, 5-9-22/B, My Home Sarovar Plaza, Secretariat Road, Saifabad, Hyderabad-500063.

TRIPURA

37. Tripura OBC Co-operative Development Corporation Ltd., Supari Bhawan, K. rishnanagar, Lake Chowmuhani, Tribal Research Building, Tripura (W), Agartala, Tripura-799001.

UTTAR PRADESH

38. Uttar Pradesh Pichhara Varg Vitta Avam Vikas Nigam Ltd., 4th Floor, (South Wing), PCF Building, 32, Station Road, Lucknow, Uttar Pradesh-226001.
39. U. P. Sahkari Gram Vikas Bank Ltd., 10, Mall Avenue, Lucknow, Uttar Pradesh-226001

UTTARAKHAND

40. Uttarakhand Bahuudeshiya Vitta Evam Vikas Nigam, Directorate, Tribal Welfare Premises, Bhagat Singh Colony, Adhoiwala, Dehradun, Uttarakhand-248001

WEST BENGAL

41. West Bengal SC, ST & OBC Development and Finance Corporation, H.O. Block CF, 217/A/1, Sector-1, Salt Lake, Kolkata, West Bengal-700064
42. West Bengal Minorities Development & Finance Corporation, 'AMBER', DD-27/E, Sector-1, Salt Lake City, Kolkata, West Bengal-700064

REGIONAL RURAL BANKS & PUBLIC SECTOR BANKS

ANDHRA PRADESH

1. Andhra Pragathi Grameena Bank, Beside Mariyapuram Church, Mariyapuram, Kadapa-516003, Andhra Pradesh
2. The District Co-operative Central Bank Ltd., Door No. 46-1-C, Budhawarpeta, Opp. Government Regional Eye Hospital, Kurnool-518002, Andhra Pradesh

ASSAM

3. Langpi Dehangi Rural Bank, H.O. Diphu, Karbi Anglong, Assam-782460, Assam

BIHAR

4. Dakshin Bihar Gramin Bank, Sri Vushnu Commercial Complex, Beside National Highway Petrol Pump, Ashochak, NH-30, Patna-800016, Bihar

CHHATTISGARH

5. Chhattisgarh Rajya Gramin Bank, Mahadevghat Road, Sundar Nagar, Raipur-492013, Chhattisgarh

GUJARAT

6. Saurashtra Gramin Bank, Head Office, Wing-2, 1st Floor, LIC Jeevan Prakash Building, Tagore Road, Rajkot-360001, Gujarat.
7. Baroda Gujarat Gramin Bank, 101 ABN Chamber, 1st floor opposite welcome hotel, RC Dutta road Alkapuri Baroda-390005, Gujarat

HARYANA

8. Sarva Haryana Gramin Bank, H.O.S HGB House, Plot No.1, Sector-3, Rohtak-124001, Haryana

HIMACHAL PRADESH

9. Himachal Pradesh Gramin Bank, IT Division, Head Office, HPGB Jail Road, Mandi-175001, Himachal Pradesh

JHARKHAND

10. Jharkhand Rajya Gramin Bank, H.O. Rajendra Place, 5 Main Road, Near Over Bridge Ranchi-834001, Jharkhand

MADHYA PRADESH

11. Madhya Pradesh Gramin Bank, 201, Arcade Silver, 2nd Floor, Near 56 Dukaan, New Palasia, Indore-452001, Madhya Pradesh
12. Madhyanchal Gramin Bank, H.O. Poddar Colony, Tili Road Sagar-470001, Madhya Pradesh

PUNJAB

13. Punjab Gramin Bank, H.O. Jalandhar Road, Kapurthala-144601, Punjab.

RAJASTHAN

14. Rajasthan Marudhara Gramin Bank, Tulsi Tower, 9th B Road, Sardarpura, Jodhpur-342003, Rajasthan

TELANGANA

15. Telangana Grameena Bank, 2-1-520, 2nd Floor, Vijaya Sri Sai Celestia, St.No.9, Shankermutt Road, Hyderabad-500044, Telangana

TRIPURA

16. Tripura Gramin Bank, V.I.P Road Abhoyagar Agartala, West Tripura-799005, Tripura

UTTAR PRADESH

17. Aryavart Bank, H.O. A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010, Uttar Pradesh
18. Kashi Gomti Samyut Gramin Bank, H.O. C-19/40, Faatman Road, Sagra, Varanasi-221002, Uttar Pradesh
19. Prathama UP Gramin Bank, Ram Ganga Vihar Phase-II, Post Box NO. 446, Moradabad-244001, Uttar Pradesh
20. Purvanchal Bank, BuddhVihar Commercial Scheme, Taramandal, Gorakhpur-273018, Uttar Pradesh

UTTARAKHAND

21. Uttarakhand Gramin Bank, H.O.18, New Road, Dehradun-248001, Uttarakhand

PAN INDIA

22. Bank of Baroda, Baroda Bhawan, 7th Floor, R.C. Dutt Road, Vadodra-390007, Gujarat
23. Punjab National Bank, Plot No 4, Sector -10, Dwarka, New Delhi-110075
24. Canara Bank, H.O. 112 J.C. Road, Bangalore-560002, Karnataka





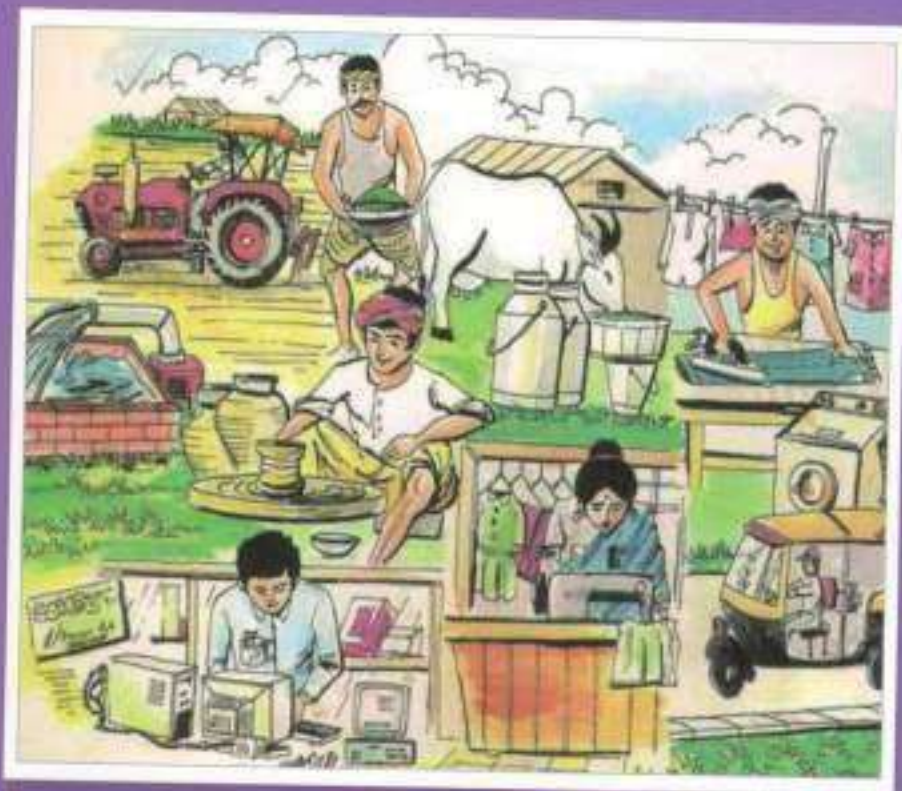
राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम

(भारत सरकार का उपक्रम, सामाजिक न्याय और अधिकारिता मंत्रालय)

NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION
(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)

5th Floor, N.C.U.I. Building, 3, Siri, Institutional Area, August Kranti Marg, New Delhi-110 016

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एन.बी.सी.एफ.डी.सी.
विवरणिका

NBCFDC
PROFILE

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम
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पॉचवॉ मॉडल, एन. सी. यू. आर्द, भवन, 3, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रान्ति मार्ग, नई दिल्ली-110 016

5 Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016

दूरभाष/Phone: 011-45854400 फैक्स/Fax: 011-26850086 ई-मेल/Email: info@nbcfdc.gov.in

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राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम सामाजिक न्याय और अधिकारिता मंत्रालय के अधीन भारत सरकार का एक उपक्रम है, जिसकी अधिकृत अंश पूंजी रु. 1500 करोड़ है। निगम की स्थापना दिनांक 13 जनवरी, 1992 को कम्पनी अधिनियम, 1956 की धारा 25 (अब कम्पनी अधिनियम 2013 की धारा 8) के अन्तर्गत बिना लाभ की कम्पनी के रूप में पिछड़े वर्गों के आर्थिक एवं विकासात्मक कार्यक्रमों के प्रोत्साहन और इन वर्गों के निर्धन समूह के दक्षता विकास एवं स्व-रोजगार सम्बन्धी कार्य हेतु सहायता प्रदान करने के उद्देश्य से की गई थी। एन.बी.सी.एफ.डी.सी. द्वारा चैनल सहभागियों अर्थात् राज्य सरकारों/संघ राज्य क्षेत्रों द्वारा नामित राज्य चैनेलाईजिंग एजेंसियों / बैंकों के माध्यम से वित्तीय सहायता प्रदान की जाती है।

मुख्य उद्देश्य:

- पिछड़े वर्गों के लाभ के लिए आर्थिक एवं विकासात्मक कार्यक्रमों को बढ़ावा देना;
- पिछड़े वर्गों के व्यक्तियों या व्यक्तियों के समूहों को सरकार द्वारा समय-समय पर निर्धारित आय और/या आर्थिक मानदण्डों के आधार पर आर्थिक एवं वित्तीय रूप से व्यावहारिक योजनाओं एवं परियोजनाओं के लिए ऋण तथा अग्रिम धनराशि के माध्यम से सहायता करना;
- पिछड़े वर्गों के लिए स्व-रोजगार तथा अन्य कार्य के अवसरों को प्रोत्साहित करना;
- पिछड़े वर्गों से सम्बन्धित व्यक्तियों हेतु जिनकी वार्षिक पारिवारिक आय रु. 3.00 लाख से कम है (शहरी एवं ग्रामीण क्षेत्रों में अंतर किए बिना) चयनित मामलों में रियायती वित्त उपलब्ध करना;
- पिछड़े वर्गों को स्नातक एवं उच्च स्तर पर सामान्य/व्यावसायिक / तकनीकी शिक्षा या प्रशिक्षण हेतु ऋण उपलब्ध करना;
- उत्पादन इकाइयों के उचित एवं कुशल प्रबंधन के लिए पिछड़े वर्गों की तकनीकी एवं उद्योगीय कौशलों के उत्थान में सहायता करना;

पात्रता

आवेदक राज्य/केंद्र सरकार द्वारा समय-समय पर अधिसूचित पिछड़ा वर्ग से संबंधित होना चाहिए। जिला प्रशासन के संबंधित प्राधिकारी द्वारा पिछड़ा वर्ग प्रमाण-पत्र जारी किए जाते हैं।

ग्रामीण या शहरी क्षेत्रों में अंतर के बिना वार्षिक पारिवारिक आय रु. 3.00 लाख से कम होनी चाहिए। संबंधित राज्यों के सक्षम प्राधिकारियों द्वारा प्रमाण-पत्र जारी किए जाते हैं। आवेदक द्वारा आय मानदंडों हेतु निम्नानुसार प्रमाण-पत्रों का उपयोग किया जा सकता है:-

- i) राज्य सरकार/जिला प्रशासन के सक्षम प्राधिकारी द्वारा जारी आय प्रमाण पत्र।
- ii) राज्य / केंद्र सरकार द्वारा अधिसूचित राजपत्रित अधिकारी द्वारा लाभार्थी की स्व-प्रमाणित वार्षिक पारिवारिक आय के प्रमाण-पत्र का पृष्ठांकन एस.सी.ए./बैंक/एस.एस.सी. द्वारा स्वीकार्य होगा।
- iii) बैंक (चैनल सहभागी) के माध्यम से ऋण हेतु आवेदन करने की दशा में ऋण प्रदान करने के लिए स्व-प्रमाणित एवं बैंक द्वारा पृष्ठांकित प्रमाण-पत्र का उपयोग किया जा सकता है।
- iv) भूमिहीन कृषि श्रमिक, सीमांत किसान (एक हेक्टेयर भूमि वाले) और छोटे किसान (दो हेक्टेयर भूमि वाले) के लिए बैंकों द्वारा उनकी मानक प्रक्रियाओं के तहत मूल्यांकित एवं पिछड़ा वर्ग से संबंधित व्यक्तियों को निम्न के आधार पर लक्षित समूह के हिस्से के रूप में स्वतः माना जाएगा:
 1. ऐसे भूमिहीन कृषि श्रमिक एवं सीमांत किसानों को जिनके पास एक हेक्टेयर से कम जमीन है, की वार्षिक पारिवारिक आय रु. 1.50 लाख से कम मानी जाएगी।
 2. छोटे किसान अर्थात् एक और दो हेक्टेयर के बीच भूमि वाले किसानों की वार्षिक पारिवारिक आय रु. 3.00 लाख से कम मानी जाएगी।

वित्त पोषण हेतु कार्यकलापों की दृष्टांतक सूची : निगम निम्नलिखित प्रमुख क्षेत्रों के आय सृजित करने वाले विभिन्न कार्यकलापों हेतु ऋण सहायता प्रदान करता है:-

• कृषि एवं संबंधित क्षेत्र

मधुमक्खी पालन, नौका, बोर-वेल, डेरी, मत्स्य पालन, लिफ्ट इरीगेशन, ट्रैक्टर एवं ट्राली, खाद, बीज, कीटनाशक आदि।

- **लघु व्यापार/दस्तकारी एवं पारम्परिक व्यवसाय**
बेकरी, नाई की दुकान, ब्यूटी पार्लर, लोहारगोरी, बहईगोरी, ड्राई क्लीनिंग, किराना दुकान, हस्तशिल्प एवं दस्तकारी सामान की दुकान, मिट्टी के बर्तन बनाना, सिले-सिलाए वस्त्रों की दुकान, सिलाई एवं बुनाई आदि।

• परिवहन सेवाएं एवं सेवा क्षेत्र

आटो मरम्मत दुकान, आटो रिक्शा, परामर्श सेवाएं, साइकिल मरम्मत दुकान, कम्प्यूटर सेंटर, बिजली एवं इलेक्ट्रॉनिक सामान की मरम्मत दुकान, चरलू सामान, होटल एवं रेस्टोरेंट, मोबाइल फोन मरम्मत दुकान, बहुउपयोगिता वाहन, फोटो कॉपियर, फोटो स्टूडियो, प्लम्बिंग, पिक-अप वैन, टैक्सी एवं टैम्पो आदि।

● तकनीकी एवं व्यावसायिक ट्रेड/पाठ्यक्रम

प्रमाण-पत्र, स्नातक एवं उच्च स्तर के जैसे इंजीनियरिंग, प्रबंधन, मेडिसिन, नर्सिंग, कम्प्यूटर इत्यादि के तकनीकी, व्यावसायिक एवं वॉकेशनल पाठ्यक्रम।

चैनल सहभागियों (राज्य चैनेलाइजिंग एजेंसियों/बैंकों) को उपरोक्त प्रमुख क्षेत्रों में वित्तीय दृष्टि से उपयुक्त एवं तकनीकी रूप से व्यवहार्य परियोजनाओं हेतु लाभार्थियों की पसन्द के अनुसार ऋणों का वितरण करना होता है। उपरोक्त क्षेत्रों के अन्तर्गत दिए गए कार्यक्रमों की सूची मात्र दृष्टांतक है।

चैनल सहभागी (राज्य चैनेलाइजिंग एजेंसियों एवं बैंक)

एन.बी.सी.एफ.डी.सी. संबंधित राज्य सरकार/संघ राज्य क्षेत्र द्वारा नामित राज्य स्तरीय पिछड़ा वर्ग निगमों एवं बैंकों अथवा अन्य राज्य एजेंसियों, जिन्हें चैनेलाइजिंग एजेंसी कहा जाता है, के माध्यम से ऋण प्रदान करता है। चैनल सहभागियों से अपेक्षा की जाती है कि वे तकनीकी रूप से उपयुक्त एवं आर्थिक रूप से व्यावहारिक योजनाओं की पहचान करने तथा एन.बी.सी.एफ.डी.सी. से ऋण प्राप्त करने हेतु वार्षिक कार्य योजना प्रस्तुत करना अपेक्षित है। अधिक से अधिक संख्या में लाभार्थियों को कवर करने हेतु सावधि ऋण योजना के अंतर्गत किसी वित्तीय वर्ष में राज्य चैनेलाइजिंग एजेंसी/बैंक को स्वीकृत की जाने वाली धनराशि का 75% अंश उन परियोजनाओं के लिए होगा, जिसमें एन.बी.सी.एफ.डी.सी. का अंश प्रति परियोजना रु. 2.00 लाख से कम हो।

चैनल सहभागियों (राज्य चैनेलाइजिंग एजेंसियों/बैंकों) से यह भी अपेक्षा की जाती है कि वे सम्भावित लाभार्थियों की प्रशिक्षण आवश्यकताओं की पहचान करें एवं लाभार्थियों की पसन्द के अनुसार व्यवहार्य परियोजनाएं प्रस्तुत करें। लाभार्थियों की योग्यता को सुनिश्चित करने तथा ऋण राशि का समुचित एवं समय पर उपयोग एवं ऋण वसूली चैनल सहभागियों का दायित्व है।

ऋण योजनाओं के प्रकार

1. **सावधि ऋण योजना** : सावधि ऋण योजना के अन्तर्गत एन.बी.सी.एफ.डी.सी. द्वारा परियोजना लागत का 85%, अधिकतम रु.15.00 लाख प्रति लाभार्थी ऋण दिया जाता है। शेष 15% का अंशदान राज्य चैनेलाइजिंग एजेंसी/लाभार्थी द्वारा वहन किया जाता है। बैंकों के माध्यम से दिए जाने वाले ऋणों में 100% अंशदान एन.बी.सी.एफ.डी.सी. का होगा।

2. **सूक्ष्म ऋण योजना** : इस योजना के अन्तर्गत परियोजना लागत का 85% से 95%, अधिकतम रु.15.00 लाख प्रति स्व-सहायता समूह तथा रु. 1.25 लाख प्रति लाभार्थी की दर से ऋण दिया जाता है। शेष 5% से 15% अंशदान राज्य चैनेलाइजिंग एजेंसी/लाभार्थी द्वारा वहन किया जाता है। बैंकों के माध्यम से दिए जाने वाले ऋणों में 100% अंशदान एन.बी.सी.एफ.डी.सी. का होगा।

1. सावधि ऋण योजना के अंतर्गत कवर होने वाली योजनाएं

1) **सामान्य ऋण योजना** : इस योजना के अंतर्गत पिछड़े वर्ग के व्यक्ति रु. 5 लाख तक का ऋण 6% वार्षिक ब्याज दर पर, रु. 5 लाख से अधिक रु. 10.00 लाख तक का ऋण 7% वार्षिक ब्याज दर पर तथा रु. 10.00 लाख से अधिक रु. 15.00 लाख तक का ऋण 8% वार्षिक ब्याज दर पर प्राप्त कर सकते हैं। ऋण पुनर्भुगतान की अवधि 8 वर्ष है।

वित्तीय प्रणाली : एन.बी.सी.एफ.डी.सी. ऋण 85% और राज्य चैनेलाइजिंग एजेंसी / लाभार्थी अंशदान 15% है।



ii) नई स्वर्णिमा योजना - महिलाओं के लिए

पिछड़े वर्ग की महिलाओं में आत्मनिर्भरता की भावना जागृत करने हेतु ऐसी महिलाएं जिनकी वार्षिक पारिवारिक आय रु. 3.00 लाख से कम है; निगम द्वारा एक विशेष योजना 'नई स्वर्णिमा' संचालित है।

यह योजना महिलाओं को उद्यमीय / स्व-रोजगार को आरंभ करने की सुविधा प्रदान करती है। इस योजना की मुख्य विशेषताएं निम्नानुसार है:

वित्तीय प्रणाली :

- ऋण की अधिकतम सीमा रु. 2.00 लाख प्रति लाभार्थी है।
- एन.बी.सी.एफ.डी.सी. अंश 95%, रा.चै.ए. अंश 5% है।
- लाभार्थी द्वारा दी जाने वाली ब्याज दर 5% वार्षिक है।
- ऋण पुनर्भुगतान अवधि 8 वर्ष है।



iii) शैक्षिक ऋण योजना

निगम पिछड़े वर्ग के विद्यार्थियों को जिनकी वार्षिक पारिवारिक आय रु. 3.00 लाख से कम हो, स्नातक सर्टिफिकेट अथवा उच्च स्तर पर व्यावसायिक/तकनीकी/वोकेशनल शिक्षा अथवा प्रशिक्षण हेतु भारत एवं विदेश में

अध्ययन प्राप्त करने हेतु शैक्षिक ऋण प्रदान करता है। ऐसे विद्यार्थी जिन्होंने ए.आई.सी.टी.ई., मेडिकल काउन्सिल ऑफ इण्डिया, विश्वविद्यालय अनुदान आयोग राष्ट्रीय-कौशल विकास निगम, राज्य कौशल मिशन इत्यादि इत्यादि जो भी लागू हो, से मान्यता प्राप्त संस्थान में प्रवेश पा लिया हो, इस योजना के अन्तर्गत ऋण लेने हेतु पात्र हैं। भारत में अध्ययन हेतु प्रति विद्यार्थी पाठ्यक्रम व्यय का 90% अधिकतम ऋण राशि रु. 15.00 लाख तक तथा विदेश में अध्ययन हेतु पाठ्यक्रम व्यय का 85%, जिसकी अधिकतम सीमा रु. 20.00 लाख प्रति विद्यार्थी है, प्रदान किया जाता है। शेष अंश विद्यार्थी/राज्य चैनेलाइजिंग एजेंसी द्वारा वहन किया जाएगा।

वित्तीय प्रणाली :

भारत में अध्ययन हेतु एन.बी.सी.एफ.डी.सी. अंश 90% रा.चै.ए. / लाभार्थी अंश 10% ।
विदेश में अध्ययन हेतु एन.बी.सी.एफ.डी.सी. अंश 85% रा.चै.ए. / लाभार्थी अंश 15% ।

ब्याज की दर : छात्रों को 4% वार्षिक एवं छात्राओं को 3.5% वार्षिक ब्याज दर देय होगी। मोरेटोरियम अवधि को 5 वर्ष सहित, 15 वर्षों में ऋण की वसूली की जाएगी।



2. सूक्ष्म ऋण योजना के अंतर्गत कवर होने वाली योजनाएं

(क) सूक्ष्म वित्त योजना : निगम द्वारा चैनल सहभागियों (राज्य चैनलाइजिंग एजेंसियों/बैंकों) के माध्यम से सूक्ष्म वित्त योजना को क्रियान्वित किया जाता है। स्व-सहायता समूह में प्रति लाभार्थी ऋण की अधिकतम सीमा रु. 1.25 लाख है तथा प्रति समूह अधिकतम ऋण सीमा रु. 15.00 लाख है।

वित्तीय प्रणाली : एन.बी.सी.एफ.डी.सी. अंश 90%, राज्य चैनलाइजिंग एजेंसी / लाभार्थी अंशदान 10%।

ब्याज की दर : स्व-सहायता समूह/लाभार्थी द्वारा देय ब्याज दर 5% वार्षिक है। ऋण पुनर्भुगतान की अवधि 4 वर्ष है।

(ख) महिला समृद्धि योजना (महिलाओं के लिए सूक्ष्म वित्त योजना) :

इस योजना के अन्तर्गत लक्षित वर्ग की उद्यमी महिलाओं के स्व-सहायता समूह को ऋण प्रदान किया जाता है। योजना का क्रियान्वयन ग्रामीण एवं शहरी क्षेत्रों में महिला स्व-सहायता समूह के लाभार्थियों को चैनल सहभागियों (एस.सी.ए./बैंको) के माध्यम से ऋण सहायता उपलब्ध कराई जाती है। प्रति लाभार्थी अधिकतम ऋण राशि रु. 1.25 लाख है तथा प्रति समूह अधिकतम ऋण सीमा रु. 15.00 लाख है।

वित्तीय प्रणाली : एन.बी.सी.एफ.डी.सी. ऋण 95%, राज्य चैनलाइजिंग एजेंसी / लाभार्थी अंशदान 5%

ब्याज की दर : स्व-सहायता समूह/लाभार्थी द्वारा राज्य चैनलाइजिंग एजेंसी / बैंक को देय ब्याज दर 4% वार्षिक है तथा, ऋण पुनर्भुगतान की अवधि 4 वर्ष है।

(ग) लघु ऋण योजना

इस योजना के अन्तर्गत लाभार्थी (व्यक्तियों) को अधिकतम रु. 1.25 लाख तक का ऋण दिया जा सकता है। लाभार्थी से लौ जाने वाली वार्षिक ब्याज दर 6% है।

वित्तीय प्रणाली : एन.बी.सी.एफ.डी.सी. ऋण 85%, राज्य चैनलाइजिंग एजेंसी / लाभार्थी अंशदान 15%, ऋण पुनर्भुगतान की अवधि 8 वर्ष है।



निगरानी एवं मूल्यांकन

एन.बी.सी.एफ.डी.सी. योजनाओं का लाभार्थियों पर सामाजिक-आर्थिक स्थिति का पता लगाने के लिए निगरानी के उद्देश्य से निगम निगरानी एवं मूल्यांकन अध्ययन पर समुचित ध्यान देता है। चैनल पार्टनर्स को निगरानी तंत्र को मजबूत करने और मूल्यांकन अध्ययन प्रेक्षणा/अनुशंसाओं पर कार्रवाई करने की समय-समय पर सलाह भी दी जाती है। स्वतंत्र एजेंसियों के माध्यम से प्रभाव के आकलन के लिए समय-समय पर योजनाओं का मूल्यांकन किया जाता है। इकाईयों और लाभार्थियों के निरीक्षण के लिए एन.बी.सी.एफ.डी.सी. के अधिकारियों द्वारा क्षेत्रों के दौरे भी किए जाते हैं।

एन.बी.सी.एफ.डी.सी. को सूक्ष्म वित्त एवं महिला समृद्धि योजना के अन्तर्गत स्व-सहायता समूहों का गठन व्यक्तियों के ऐसे समूहों को वित्तीय सहायता देने पर विचार किया जाएगा, जिसमें अधिकांशतः (60% एवं उससे अधिक) सदस्य पिछड़े वर्गों से संबंधित हों तथा अन्य सदस्य कमजोर वर्गों (जैसा कि आय और/अथवा आर्थिक मानदण्ड सरकार द्वारा निर्धारित किए गए हैं) जिनमें अनुसूचित जाति/जन-जाति, अल्पसंख्यक एवं असह्य व्यक्ति सम्मिलित हों।

समूहों का प्रौद्योगिकी उन्नयन-योजना

समूहों के सदस्यों प्रमुखतः पिछड़े वर्गों के दस्तकार समूहों को सशक्त बनाने के लिए, निगम ने तकनीकी उन्नयन योजना शुरू की है। इस योजना के तहत, निगम लक्षित समूहों के तकनीकी उन्नयन, उत्पादों और उत्पादकता की गुणवत्ता में सुधार करने के लिए समूहों में क्षमता वृद्धि की सुविधा प्रदान करता है जिससे वे घरेलू और अंतर्राष्ट्रीय बाजारों में प्रतिस्पर्धा का सामना करने में सक्षम हों। इस योजना के अंतर्गत निम्नानुसार वित्तीय सहायता प्रदान की जाती है :-

- क) तकनीकी उन्नयन और/या क्षमता वृद्धि हेतु औजार सहित मशीनरी/उपकरण की खरीद के लिए प्रति लाभार्थी रु. 30,000/- तक। एन.बी.सी.एफ.डी.सी. का अंशदान परियोजना लागत का 90% है।
- ख) उद्यमोप विकास और अन्य विशेष प्रशिक्षण के लिए प्रति लाभार्थी रु. 30,000/- तक। एन.बी.सी.एफ.डी.सी. का अंशदान 100% है।
- ग) सामूहिक अवसंरचना/विपणन संयोजन इत्यादि के स्थापना हेतु प्रति स्व-सहायता समूह (कम से कम 10 सदस्यों के साथ) रु. 6.00 लाख तक। एन.बी.सी.एफ.डी.सी. का अंशदान परियोजना लागत का 80% है।

प्रशिक्षण एवं विकास

निगम लक्ष्य समूह के पात्र-सदस्यों के तकनीकी और उद्यमशीलता कौशल के उन्नयन हेतु सामान्य मानकों के अनुरूप कौशल विकास प्रशिक्षण की सुविधा प्रदान करता है जिससे वे स्व-रोजगार या वेतन रोजगार के माध्यम से विकासात्मक कार्यकलापों से जुड़ सकें। निगम द्वारा प्रशिक्षण सरकारी प्रशिक्षण संस्थानों/संस्थाओं, कौशल विकास एवं उद्यमशीलता मंत्रालय द्वारा गठित सेक्टर स्किल काउंसिलों (SSCs) एवं राष्ट्रीय कौशल विकास निगम (NSDC) और/या सेक्टर स्किल काउंसिलों (SSCs) से संबद्ध इस प्रकार के प्रतिष्ठित प्रशिक्षण संस्थानों के माध्यम से जिन्होंने एन.बी.सी.एफ.डी.सी. के साथ समझौता-ज्ञापन हस्ताक्षरित किया हो, के माध्यम से उपलब्ध कराए जाते हैं।

प्रशिक्षण के सफल समापन के बाद प्रशिक्षणार्थी अपना व्यवसाय शुरू करने के लिए एन.बी.सी.एफ.डी.सी. की ऋण योजनाओं के तहत ऋण प्राप्त कर सकते हैं। उदाहरणार्थ कुछ प्रशिक्षण कार्यक्रम हैं: मशीन ऑपरेटर, प्लास्टिक प्रसंस्करण, कालीन बुनाई, जैकार्ड हथकरघा, बुनकर, रोटी आर्टिस्ट, मेकअप कलाकार, टायर फिटर, सिलाई मशीन ऑपरेटर, प्लम्बर, इलेक्ट्रीशियन, जनरल इयूटी असिस्टेंट, होम हेल्थ असिस्टेंट, बेंत और चांस हस्तशिल्प, वेयरहाउस पिकर और पैकर, सहायक सौंदर्य चिकित्सक आदि।



विपणन संयोजन (लिंकेज)

निगम विकासात्मक अन्य कार्यकलापों के अतिरिक्त लक्षित वर्ग के दस्तकारों हेतु विपणन सुविधाओं को भी प्रोत्साहित कर रहा है। निगम देश के प्रमुख मेलों जैसे भारत अन्तर्राष्ट्रीय व्यापार मेला, नई दिल्ली; दिल्ली हाट, नई दिल्ली ; सूरजकुण्ड अन्तर्राष्ट्रीय क्राफ्ट मेला, फरीदाबाद इत्यादि तथा संबंधित राज्यों में आयोजित प्रदर्शनियों/मेलों में भाग लेने हेतु अवसर उपलब्ध कराता है। इस प्रकार के आयोजन से दस्तकारों को मात्र विपणन प्रदर्शन का ही अवसर प्राप्त नहीं होता है, अपितु अपने उत्पादों को अच्छी कीमत में बेच कर आय अर्जित करने का भी अवसर प्राप्त होता है, जो प्रायः स्थानीय जगहों पर कठिन होता है। एन.बी.सी.एफ.डी.सी. योजनाओं के प्रचार-प्रसार एवं विपणन संयोजन स्थापित करने हेतु दस्तकारों को उनके राज्यों में महत्वपूर्ण अवसरों एवं उत्सवों के आयोजनों आदि में भाग लेने हेतु प्रोत्साहित करता है।



विभिन्न योजनाओं के अंतर्गत अधिकतम ऋण सीमा, वित्तीय प्रणाली तथा व्याज दर

00	सावधि ऋण योजना	i) सामान्य ऋण योजना ii) नई स्वर्णिमा योजना - महिलाओं के लिए iii) शैक्षिक ऋण योजना
00	सूक्ष्म ऋण योजना	iv) सूक्ष्म वित्त योजना (मिश्रित स्व-सहायता समूहों के लिए) v) महिला समृद्धि योजना (खासकर महिला स्व-सहायता समूहों के लिए) vi) लघु ऋण योजना

क्रम सं.	योजना का नाम	प्रति लाभार्थी अधिकतम ऋण सीमा	वित्तीय पद्धति #		व्याज की दर प्रति वर्ष # #		पुनर्भुगतान अवधि (उ: महीने की अधिकतम अवधि सहित)	
			एनबीसीएफडीसी	एनबी/लघुवर्ष	एनबी/बी	लघुवर्ष		
1.	सावधि ऋण							
0	सामान्य ऋण योजना	₹ 15.00 लाख	85%	15%	₹ 5 लाख तक 3% 6%	₹ 5 लाख से अधिक ₹ 10 लाख तक 4% 7%	₹ 10 लाख से अधिक ₹ 15 लाख तक 5% 8%	8 वर्ष
ii)	शैक्षिक ऋण योजना A							
	(क) भारत में	₹ 15.00 लाख	90%	10%	1%	4%*	अधिकतम 15 वर्ष	
	(ख) विदेश में	₹ 20.00 लाख	85%	15%	1%	4%*		
iii)	न्यू स्वर्णिमा योजना	₹ 2.00 लाख	95%	05%	2%	5%	8 वर्ष	
2.	सूक्ष्म वित्त							
i)	सूक्ष्म वित्त योजना	₹ 1.25 लाख**	90%	10%	2%	5%	4 वर्ष	
ii)	महिला समृद्धि योजना (महिलाओं के लिए)	₹ 1.25 लाख**	95%	05%	1%	4%	4 वर्ष	
iii)	लघु ऋण योजना	₹ 1.25 लाख	85%	15%	3%	6%	8 वर्ष	

बैंक के मामलों में, एन.बी.सी.एफ.डी.सी. ऋण 100% तक होगा; तथापि उनकी विशिष्ट माँग के अनुसार वितरण किया जाएगा।

लक्षित वर्ग के विकलांग व्यक्तियों (40% या अधिक) के लिए व्याज दर पर 0.25% की विशेष रियायत प्रदान की जाती है।

A आवेदक ने मान्यता प्राप्त संस्थान में प्रवेश प्राप्त कर लिया हो तथा योग्यता परीक्षा में न्यूनतम 50% अंक होने चाहिए।

* छात्रों के लिए व्याज दर 3.5% प्रति वर्ष।

** प्रति समूह अधिकतम ऋण राशि ₹. 15.00 लाख।

(क) **अग्रिम निधि**: बैंक सहभागी को अग्रिम निधि का उपयोग 120 दिनों के भीतर करना होगा और उपयोग प्रमाण-पत्र तदनुसार प्रस्तुत करना होगा।

(ख) **पुनर्वित्त**: एनबीसीएफडीसी की योजना की व्याज दर के अनुसार, एनबीसीएफडीसी से भुगतान के 10 दिनों के भीतर पुनर्वित्त की गई राशि को लाभार्थियों के आधार-लिंक ऋण खाते में विनियोजित करना होगा।

● बैंक किसी भी वर्ष में भुगतान की गयी शैक्षिक ऋण राशि के बकाया के पुनर्वित्त के लिए दावा कर सकते हैं।

● अन्य योजनाओं के लिए पुनर्वित्त का दावा केवल चालू वित्तीय वर्ष के दौरान ऋण के लिए किया जा सकता है।

व्याज दर स्लैब-वार;

उपभोग अवधि (दिनों की सं.) व्याज दर (प्रतिवर्ष)

1-120 दिन 3%

121-180 दिन 6%

बैंक सहभागियों को अनुपभुक्त राशि/निधियों को वापस करने की आवश्यकता होती है, यदि अग्रिम निधि का उपयोग जारी होने के 180 दिनों के भीतर नहीं किया जाता है तो 180 दिन से वापसी की तारीख तक 8% प्रतिवर्ष प्रभार देय होगा।

National Backward Classes Finance & Development Corporation (NBCFDC) a Govt. of India Undertaking under the aegis of Ministry of Social Justice and Empowerment has an authorized Share Capital of Rs. 1500 crore. NBCFDC was incorporated on 13th January, 1992 under the Companies Act, 1956 (Now company under section 8 of the companies Act, 2013) as a Company not for profit with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in skill development and self employment ventures. Schemes are implemented through Channel Partners i.e. State Channelising Agencies (SCAs) nominated by respective State Government/UTs & Banks.

Main objectives :-

- To promote economic and developmental activities for the benefit of Backward Classes.
- To assist, subject to such income and/or economic criteria as may be prescribed by the Government from time to time, individuals or groups of individuals belonging to Backward Classes by way of loans and advances for economically and financially viable schemes and projects.
- To promote self-employment and other ventures for the benefit of Backward Classes.
- To grant concessional finance in selected cases for persons belonging to backward classes having annual family income below Rs. 3.00 lakh (irrespective of Rural and Urban sector).
- To extend loans to the Backward Classes for pursuing general/professional/technical education or training at graduate and higher level.
- To assist in the upgradation of technical and entrepreneurial skills of Backward Classes for proper and efficient management of production units.

Eligibility

The applicant should belong to the Backward Classes as notified by State/Central Government from time to time. Backward Class Certificate to be issued by relevant authority of District Administration.

The annual family income of the applicant should be below Rs. 3.00 Lakh per annum irrespective of rural or urban area. Certificates are issued by Competent Authorities in the respective States.

Following Certifications to establish the income criteria can be used by the applicant:-

- i) Certificate of income issued by competent Authority of State Government / Distt. Administration
- ii) Annual family income certificate may be considered by the SCAs/Banks/SSCs on self-certification of the beneficiaries with endorsement of the same by any Gazetted Officer notified by State/Central Government.
- iii) In case of loan being applied at Bank (Channel Partner), Self-Certification assessed and endorsed by Branch Manager can be used for providing the loan.
- iv) Landless agriculture labour, marginalized farmers (those with up to One hectare land holding) and small farmers (those with up to Two hectare land holding), as assessed by the Banks through their standard processes and belonging to the Backward Classes will be automatically treated as part of the target group as per following considerations:-
 - 1) Landless agriculture labour and marginalized farmers with land holding less than One hectare will be deemed as having annual family income below Rs.1.50 Lakh per annum.
 - 2) Small farmers i.e. those with land holding between One and Two hectares will be deemed as having annual family income below Rs.3.00 Lakh per annum.

Illustrative Activities which can be financed

The Corporation can assist in a wide range of income generating activities under the following broad sectors:

- **Agriculture & Allied Activities**
Bee-keeping, Boat, Bore Well, Dairy, Fishing, lift irrigation, Tractor & Trolley, Seeds, fertilizer, pesticides etc.
- **Small Business/Artisan & Traditional Occupation.**
Bakery, Barber Shop, Beauty Parlour, Blacksmithy, Carpentry, Dry Cleaning, Grocery Shop, Handicrafts & Artisan Units, Pottery, Readymade Garment Shop, Tailoring & Weaving etc.
- **Transport Sector & Service Sector**
Auto Repair Shop, Auto Rickshaw, Consultancy Services, Cycle Repair Shop, Computer Centre, Electrical & Electronic Repair Shop, Home Appliances, Hotel & Restaurants, Mobile Repair Shop, Multi Utility Vehicle, Photo Copier, Photo Studio, Plumbing, Pick-up Van, Taxi & Tempo etc.

● Technical and Professional Trades/ Courses

Technical Professional & Vocational Courses at Certificate, Graduate & Higher Level such as Engineering, Management, Medicine, Nursing, Computers etc.

The Channel Partners (SCAs/Banks) are required to disburse loans for financially viable and technically feasible projects as per needs and choice of beneficiaries under above mentioned broad sectors. Activities are illustrative only.

Channel Partners (SCAs/Banks)

NBCFDC provides loans to State level Backward Classes Development Corporations and Banks or other State Agencies called the Channelising Agencies nominated by the concerned State Government/UT. & Bank. The Channel Partners (SCAs/Banks) are required to identify and formulate technically feasible and financially viable projects and submit annual action plan to obtain loan from NBCFDC.

In order to cover maximum number of beneficiaries 75% of the amount of Term Loan sanctioned in any financial year to a SCA/Banks shall be for those projects where NBCFDC loan component is below Rs. 2.00 lakh per unit.

The Channel Partners (SCAs/Banks) are also required to identify potential beneficiaries, their vocational and training requirements and viable projects as per needs of the beneficiaries. The responsibility of ensuring eligibility of beneficiaries for proper and timely utilisation of loans and the recovery of loans is that of the Channel Partners (SCAs/ Banks).

Type of Funding

1. **Term Loan** : Under term loan scheme, loan is given upto 85% of the project cost subject to a maximum of Rs. 15 Lakh (Rs. Fifteen lakh) per beneficiary. Remaining 15 % is contributed by SCA/Beneficiary. For Banks : NBCFDC Share is 100%.

2. **Micro Finance**: Under Micro Finance Scheme loan is given from 85% to 95% of the project cost subject to a maximum of Rs 1.25 Lakh per beneficiary in a group and balance 5% to 15% is contributed by SCA/ Beneficiary. For Banks : NBCFDC Share is 100%. Maximum loan limit per SHG is Rs. 15.00 Lakh.

1. Schemes covered under Term Loan

(A) General Loan Scheme

Under this scheme, beneficiaries belonging to Backward Classes and having annual family income less than Rs. 3.00 lakh can obtain loan upto Rs 5.00 lakh @ 6% p.a., loan above Rs. 5.00 Lakh and less than Rs. 10.00 Lakh @ 7% p.a. and , loan above Rs. 10.00 lakh and upto Rs.15.00 lakh @ 8% p.a. Pattern of Finance: NBCFDC share 85%, SCA/Beneficiary share 15%. Loan repayment period is 8 years.



(B) "New Swarnima" - for Women

For inculcating the spirit of Self-reliance among the women of Backward Classes, the Corporation has a special scheme "New Swarnima" for Women with annual family income less than Rs. 3.00 lakh. This scheme facilitates commencement of entrepreneurial/self employment activities by women. The salient features of the scheme are as under:

Pattern of Finance : maximum loan limit is Rs. 2.00 Lakh per beneficiary.

NBCFDC share 95%, SCA share 5%.

Rate of interest from beneficiary is @ 5% p.a. Loan Repayment period is 8 years.



(C) Education Loan Scheme

Under this scheme financial assistance is provided to the students of Backward Classes having annual family income less than Rs. 3.00 lakh for pursuing professional/technical/vocational courses or trainings at certificate, graduate and/or higher levels in India or abroad.

Such students who have obtained admission for a course in the institute recognized by AICTE, Medical Council of India, University Grant Commission National Skill Development Corporation, State Skill Mission etc., as the case may be, are eligible for the loan. For Students studying in India 90% of the expenditure of the course subject to a maximum loan of Rs. 15.00 Lakh per student or can be availed. For students willing to study abroad 85% of the expenditure of the course subject to a maximum of Rs. 20.00 Lakh per student can be availed, the balance will be borne by student/SCAs.

Pattern of Finance : For studies in India : NBCFDC share 90%, SCA / Beneficiary share 10%.

For Abroad studies :NBCFDC share 85%, SCA / Beneficiary share 15%.

Rate of Interest : 4% p.a. from Boy Student and 3.5% p.a. from girl student and loan is to be recovered in 15 years of completion of course with Moratorium period of 5 years.



2. Schemes covered under Micro Finance

(A) Micro Finance Scheme : The Corporation implements Micro Finance through Channel Partners(SCAs/Banks). Maximum loan limit is Rs. 1.25 Lakh per beneficiary under self help groups (SHGs). Maximum Loan limit per SHG being Rs. 15.00 Lakh.

Pattern of finance : NBCFDC share 90%, SCA/ Beneficiary share 10%.

Rate of interest : 5% p.a. from SHG/ Beneficiary. Loan repayment period is 4 years.

(B) Mahila Samridhhi Yojana (Micro Finance Scheme for Women) :

To provide Micro Finance to Women Self Help Group belonging to the target group. The scheme is being implemented through Channel Partners (SCAs/Banks) in rural and urban areas by way of financing the women beneficiaries through Self Help Groups (SHGs). Maximum loan limit per beneficiary is Rs. 1.25 Lakh only. Maximum Loan limit per SHG being Rs. 15.00 Lakh.

Pattern of finance : NBCFDC Share 95% SCA Share / Beneficiary Contribution 5%.

Rate of Interest : SCA/Banks to beneficiary 4% p.a. & the repayment period is 4 years.

(C) Small Loan Scheme

Loans to the individual up to Rs. 1.25 Lakh can be given under this scheme. The rate of interest from beneficiaries is 6% p.a.

Pattern of finance:NBCFDC share 85%, SCA/Beneficiary share 15%. Repayment period is 8 years.



Monitoring & Evaluation

The Corporation accords due emphasis on the monitoring & evaluation studies for monitoring purpose and assessing the impact of NBCFDC schemes on the socio-economic status of the beneficiaries. The Channel Partners are also advised from time to time to strengthen the monitoring mechanism and take action on the observations/recommendation of evaluation studies. On-going schemes are evaluated from time to time to have an impact assessment through independent agencies. Field visits are also undertaken by NBCFDC officials for inspection of units and beneficiaries.

Formation of SHGs under NBCFDC's Micro Finance and Mahila Samridhhi Yojana :

The groups of the individuals belonging to the Backward Classes will include such groups in which predominantly (60% and above) members belong to Backward Class provided other members belong to weaker sections (as per income and/or economic criteria prescribed by Govt.) including Scheduled Castes/Scheduled Tribes, Minorities and Disabled Persons.

Technology Upgradation of Cluster Scheme

In order to empower the members of Primarily OBC artisan clusters, Corporation has introduced Technology Upgradation Scheme. Under this scheme, Corporation facilitates technological upgradation, capacity augmentation to clusters of target groups to improve quality of the products and productivity thereby enable them to face the competition in domestic and international markets. Under this scheme, financial assistance is provided for following interventions :-

- upto Rs.30,000/- per beneficiary for procurement of machinery/equipment with accessories for technology upgradation and/or capacity augmentation. NBCFDC's share is 90% of the project cost.
- upto Rs.30,000/- per beneficiary for entrepreneurship development and other specialized training. NBCFDC's share is 100%.
- upto Rs.6 Lakh per SHG (with minimum 10 members) for development of common infrastructure/establishing of marketing linkages etc. NBCFDC's share is 80% of the project cost.



Marketing Linkages

Besides other developmental activities, the Corporation is promoting marketing facilities for the artisans assisted under NBCFDC loan schemes of the target group by providing opportunities to participate in the Country's leading fairs like India International Trade Fair, DilliHaat, Handloom Haat, SurajKund International Craft Mela etc. as well as in exhibitions/fairs organized in their respective States. The events not only give much needed marketing exposure to these artisans but also provide an opportunity to market their products at good price that is usually is difficult in their own places. The artisan are also encouraged to participate in exhibitions organized in their States on important occasions and festivals etc. to establish Marketing Linkages and to propagate & publicize the NBCFDC schemes.



Training and Development

The Corporation facilitates Skill Development Training in broad conformance to the Common Norms for upgradation of technical and entrepreneurial skills of the eligible members of target group so that may engage in development activities by way of self-employment or wage employment. The training is provided through Govt. Training Institutes/organizations, Sector Skill Councils constituted by Ministry of Skill Development and Entrepreneurship and such reputed Training Institutes affiliated to National Skill Development Corporation (NSDC) and/or Sector Skill Council (SSCs) and have entered into MOU with NBCFDC.

After successful completion of training the trainee can obtain loan under NBCFDC's loan scheme to start his/her business. Some illustrative training programmes are : Machine operator plastic processing, Carpet Weaving, Jacquard handloom weaver, Roto Artist, Make-up Artist, Tyre Fitter, Sewing Machine Operator, Plumbing, Electrician, General Duty Assistant, Home Health Aide, Cane & Bamboo Handicrafts, Warehouse picker & Packer, Asst. Beauty therapist, etc.

Max. loan limit, Pattern of Finance and Rate of Interest for various schemes

(i)	Term Loan	i) General Loan Scheme ii) New Swamima Scheme-for Women iii) Education Loan Scheme					
(ii)	Micro Finance	iv) Micro Finance Scheme (For mixed SHGs) v) Mahila Samridhhi Yojana (For exclusive women SHGs) vi) Small Loan Scheme					
Sl. No.	Name of Scheme	Max. Loan Limit Per beneficiary	Pattern of Finance #		Rate of Interest Per Annum, # #		Repayment Period (Including Moratorium period of six months.)
1.	Term Loan		NBCFDC	SCA/Benef.	SCAs/Bank	Benef.	
(a)	General Loan Scheme	Rs.15.00 Lakh	85%	15%	Upto Rs. 5 Lakh 3% Above Rs. 5 Lakh upto Rs. 10.00 Lakh 4% Above Rs. 10.00 Lakh upto Rs. 15.00 Lakh 5%	6% 7% 8%	8 Years
(b)	Education Loan ^						
	i) In India	Rs.15.00 Lakh	90%	10%	1%	4%*	Max. 15 Years
	ii) Abroad	Rs. 20.00 Lakh	85%	15%	1%	4%*	
(c)	New Swamima Scheme	Rs.2.00 Lakh	95%	05%	2%	5%	8 Years
2.	Micro Finance						
(a)	Micro Finance Scheme	Rs 1.25 Lakh**	90%	10%	2%	5%	4 Years
(b)	Mahila Samridhhi Yojana for women	Rs1.25 Lakh**	95%	05%	1%	4%	4 Years
(c)	Small Loan Scheme	Rs1.25 Lakh	85%	15%	3%	6%	8 Years

In case of Banks, NBCFDC loan will be available upto 100%, however, disbursement will be made as per their specific demand.

For persons of target group with disabilities (40% or more) a special concession of 0.25% on rate of interest is provided

^ Applicants must have got admission in duly accredited/recognized institute on merit and scored minimum 50% marks in qualifying examination.

* Rate of interest 3.5% p.a. for girl student.

** Subject to maximum of Rs.15.00 Lakh per group.

a. **Advance funds** : The advance funds should be utilized within 120 days by Channel Partners and utilization certificate be submitted accordingly.

b. **Refinance**: The amount of refinance should be appropriated in the beneficiaries aadhar linked loan account within 10 working days of drawal from NBCFDC as per Rate of Interest of NBCFDC scheme.

- Banks may claim refinance of outstanding balance under Education Loan irrespective of year of loan disbursement.

- For other schemes refinance can be claimed for the loan disbursed during current financial year only.

Slab-wise rate of interest: -	Utilization (No. of days)	Rate of Interest (p.a.)
	1-120 days	3%
	121-180 days	6%

The Channel Partners are required to refund the un-utilized funds in case the advance funds are not utilized within 180 days of release and will be charged interest @ 8% p.a. from 180 days up to date of refund.

LIST OF STATE CHANNELISING AGENCIES

Andhra Pradesh

1. Andhra Pradesh Backward Classes Co-operative Finance Corporation Ltd., 4th Floor, Vittal Reddy, Opp. Sakshatya Engineering College, Padmapa Nagar, 5TH Road, Tadipatri, Vijayawada -521 134

Assam

2. Assam Apna Weasara & Artsana Coop. Federation Ltd., Gopinath Borkari Road, Arson, Guwahati, Assam-781 001
3. Assam State Development Corporation for Other Backward Classes Ltd., Dr. S.K. Kakoty Road, Gopinath Nagar, Guwahati, Assam-781 010
4. North Eastern Development Finance Corporation Ltd., NEDFI House, D.S. Road, Dispur, Guwahati, Assam-781 008

Bihar

5. Bihar State Backward Classes Finance & Development Corporation, 4th Floor, Sanyal Bhawan, St. Charles Hotel Marg, Patna, Bihar-800 001

Chandigarh

6. Chandigarh SCBC and Minorities Finance & Development Corporation, Add. Town Hall Building, 3rd Floor, Sector-17C, Chandigarh-160017

Chhattisgarh

7. Chhattisgarh State Artywara Sahakar Vya Evam Vya Nigam, Housing Board Complex, 2nd & 4th Floor, Sector-27, New Raipur, Chhattisgarh-492001

Delhi

8. Delhi SC/ST/OBC/Minorities & Handicapped Finance & Development Corp. Artywara Bhawan, Institutional Area, Sector-10, Patna, Delhi-110008

Goa

9. Goa State Scheduled Caste & Other Backward Classes Fin & Dev. Corpn Ltd., 4th Floor, Pata Centre, Near KTC Bus Stand, Panaji, Goa-403 001

Gujarat

10. Gujarat Backward Classes Development Corp., Block No.11, 2nd Floor, Dr. Jyoti Maitra Bhawan, Sector-10, Gandhi Nagar, Gandhinagar-382 010
11. Gujarat Gajwala Development Corporation Ltd., Block No.7, 1st Floor, Dr. Jyoti Maitra Bhawan, Old Sactwaley, Sector-10, Gandhinagar, Gandhinagar-382 010
12. Gujarat Thakor & Koli Vika Nigam, Block No.18, Ground Floor, Dr. Jyoti Maitra Bhawan, Gandhinagar, Gandhinagar-382 010
13. Gujarat Narsadi & Donofast Tribes Development Corporation, Block No.18C, Dr. Jyoti Maitra Bhawan, Gandhinagar-492010, Gandhinagar

Haryana

14. Haryana Backward Classes & Economically Weaker Sections Kalyan Nigam, 300 No.815-14, Sector-22-A, Chandigarh, Haryana-150 022

Himachal Pradesh

15. Himachal Backward Classes Finance & Development Corporation, Old SDM Office Building, Kangra, Himachal Pradesh-170 907

Jammu & Kashmir

16. Jammu & Kashmir SCs, STs & OBCs Development Corporation Ltd., Jammu - 715-A, Laxi Moh, Gandhi Nagar, Jammu-180004
17. Jammu & Kashmir Backward Classes Development Corporation, Jammu - Hill Road-5, 2nd Floor, Azad Complex, Gandhi Nagar, Jammu-180004
18. Jammu & Kashmir Tribes Development Corporation Ltd., 1st Floor, Kalyan Complex, Bhatner Road, Muzaffar, Bhatner, Jharkhand-814008

Karnataka

19. D. Devanaj Urs Backward Classes Development Corp., No.18-D, 4th Floor, Devanaj Urs Bldg., Miller Tank Road Area, Vasanthnagar, Bangalore, Karnataka-560 052
20. Karnataka Vidyawarans Community Development Corporation Ltd., 16-D, 4th Floor, Devanaj Urs Bldg., Miller Tank Road Area, Vasanthnagar, Bangalore-560 052

Kerala

21. Kerala State Artywara Development Corporation Ltd., Seangath, T.C. 12/755, Govt. Law College Road, Vanchiyoor P.O., Thiruvananthapuram, Kerala-695 000

22. Handicapped Development Corporation of Kerala Ltd., Post Box No.171, Puthencherry, Thiruvananthapuram, Kerala-695 001
23. Kerala State Backward Classes Development Corporation Ltd., "SENTINEL", 2nd Floor, T.O. 27/588 (7) & (8), Pattom, Vanchiyoor P.O., Thiruvananthapuram, Kerala-695 005
24. Kerala State Co-operative Federation of Finance Development Ltd. (MACEWATED), Kattappuram, Malappuram P.O., Thiruvananthapuram, Kerala-695 009
25. Kerala State Development Corporation for Christian Converts from SCs & Backward Classes (Ltd.), Near Railway Station, Naganandam, Kottayam, Kerala-686002
26. Kerala State Artywara Finance Development and Welfare Welfare Corporation Ltd., "Kalyan", Kumbharvada, Angiyur P.O., Kuttanor, Kerala-685 100
27. Kerala State Women's Development Corporation Ltd., "SADANI", T.C. 302/170, Opp. Mannanah Bangalore, Kowdiar P.O., Thiruvananthapuram, Kerala-695 008

Kolkata

28. Mahasabha Rajya for Major Vargya Vite Aji Vikas Mahasabha Ltd., Administrative Building, 4th Floor, Ramkrishna Chatterjee Marg, Chatterjee (E) Market, Malabarhills-700 017
29. Jyotiba Nani Wankar Jati & Mahatma Tribes Development Corporation Ltd., 208, Jyoti Nani Shopping Centre, Gachhiroi Cross Road No.6, JVPD Scheme, Vile-Park (W), Mumbai, Maharashtra-400 048

Odisha

30. The Odisha Backward Classes Finance & Development Corporation Ltd., Gr. No. A8, 1st & 2nd, New Raj Bhawan, Bhubaneswar, Odisha-751001

Puducherry

31. Puducherry Backward Classes and Minorities Development Corporation Ltd., No.1, VSI Cross St., Anna Nagar, Nallinope, Puducherry-605 005

Punjab

32. Punjab Backward Classes Land Development and Finance Corporation, SCO No. 00-01, Sector-17 A, Chandigarh, Punjab-160 017

Rajasthan

33. Rajasthan Other Backward Classes Finance & Development Corporation Ltd., 2nd Floor, Nani Sahai Bhawan, M. 22, Station, Jaipur, Rajasthan-302 005

Sikkim

34. Sikkim Scheduled Caste, Scheduled Tribes & Other Backward Classes Corporation Ltd. (SASCCO), Khyati Towering Marg (Raj Park), Gangtok-737 101, Sikkim

Tamil Nadu

35. Tamil Nadu Backward Classes Economic Development Corporation, 1/111, Major Panwarthar Satali (East), Egmore, (N), Gungareddy Subway), Chennai-600 008

Telangana

36. Bawa Nani Credit Co-operative Federation Limited 5th Floor, 502, HUDA Building, Heritage Office Complex 9th Park Road, Hyderabad-500004, Telangana

Tripura

37. Tripura OBC Co-operative Development Corporation Ltd., Super Bhawan, Kishorenagar, Lake Chowmahari, Tribal Research Building, Tripura (W), Agartala, Tripura-799001

Uttar Pradesh

38. Uttar Pradesh Panchayat Vite Vite Avam Vikas Nigam Ltd., 4th Floor, 2nd Wing, PFC Building, 2C, Sakin Road, Lucknow, Uttar Pradesh-226 021
39. U. P. Sahakar Bani Vika Nigam Ltd., 10, Mad Avenue, Lucknow, Uttar Pradesh-226001

Uttarakhand

40. Uttarakhand Bahudharvite Vite Evam Vika Nigam, Dehradun, Tribal Welfare Premises, Bhagat Singh Colony, Ashwaha, Dehradun, Uttarakhand-248001

West Bengal

41. West Bengal SC, ST & OBC Development and Finance Corporation, H.O. Block CP, 217/A, Sector-1, Salt Lake, Kolkata, West Bengal-700 094
42. West Bengal Minorities Development & Finance Corporation, WBFDC, CO-27/E, Sector-1, Salt Lake City, Kolkata, West Bengal-700 094

Regional Rural Banks & Public Sector Banks

Andhra Pradesh

1. Andhra Pragathi Gramwara Bank - Beadi Maryaparam Church, Maryaparam, Koduru - AP-528003
2. The District Co-operative Central Bank Ltd., Door No. 46-1-C, Budhawarpet, Opp. Government Regional Eye Hospital, Kurnool-518 502

Assam

3. Langri Dehangi Rural Bank - H.O. Diphu, Karbi Anglong, Assam-782400

Bihar

4. Dakshin Bihar Gramin Bank - H.O. Sri Vajru Commercial Complex, Beside National Highway Petrol Pump, Ashtohat, NH-30, Patna-800018, Bihar

Chhattisgarh

5. Saurashtra Gramin Bank - Head Office, Wing 2, 1st Floor, LIC Jyoti Patil Building, Tegora Road, Rajahmundry-160001
6. Sarada Gramin Gramin Bank - 151 ANB Chamber, 1st floor opposite welcome hotel, RC Baza Road Akapuri-260005

Haryana

7. Sarva Haryana Gramin Bank - H.O. SHGB House, Plot No.1, Sector-3, Ferozshah-124001, Haryana

Himachal Pradesh

8. Himachal Pradesh Gramin Bank, IT Division - Head Office, HPGB Jai Road, Mandi, Himachal Pradesh - 175001

Jharkhand

9. Jharkhand Rajya Gramin Bank (Old Name-Jharkhand Gramin Bank) - H.O. Rovers Place, 5 Mile Road, Near Over Bridge Ranchi-834001, Jharkhand

Kerala

10. Narmada Pradesh Gramin Bank (Old Name-Narmada Jhabua Gramin Bank) - 301, Arcade Silver, 2nd Floor, Near 58 Dukan, New Palasa, Indore-452001, Madhya Pradesh

Punjab

11. Punjab Gramin Bank - H.O. Jalandhar Road, Kapurthala-144601, Punjab

Rajasthan

12. Rajasthan Mandhara Gramin Bank - Tula Tower, 8th B Road, Sector 24, Jaipur - 342005, Rajasthan

Telangana

13. Telangana Gramwara Bank - 2-1-520, 2nd Floor, Vitya Sri Sai Complex, St. No. 9, Shankaruni Road, Hyderabad-500044

Uttar Pradesh

14. Anyant Bank (Old Name-Gramin Bank of Ayazpur) - H.O. A-248, Vijay Khand, Gond Nagar, Lucknow-226010, Uttar Pradesh
15. Kashi Gauri Sanyal Gramin Bank - H.O.C-1045, Fazlun Road, Sign, Wazirpur-221002, Uttar Pradesh

Uttarakhand

16. Pradhara UP Gramin Bank (Old Name-Sarva U.P. Gramin Bank) - Head Office, Post Ganga Vihar Phase-I, Post Box No. 448, Moradabad-244001, Uttar Pradesh (INDIA)

PAN India

17. Purnvachal Bank - Buidh Vihar Commercial Scheme, Tarapur, Gwalior (U.P.)- 273018 India

PAN India

18. Uttarakhand Gramin Bank - H.O. 18, New Road, Dehradun-248001, Uttarakhand PAN India

PAN India

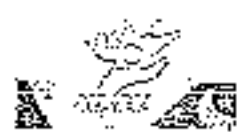
19. Bank of Baroda (Old Name-Vijaya Bank) - Baroda Bhawan, 7th Floor, R.C. Out Road, Vadodra-390 007, (Gujarat) India (Head Office) Baroda Corporate Centre, Plot No. C-26, Block G, Baroda Kuria Complex, Baroda (Gujat), Mumbai 400051 (Corporate Office)

20. Punjab National Bank - Plot No 4, Sector -10, Dwarka, New Delhi -110075

21. Canara Bank - H.O. 115 J. C. Road, Bangalore-600032, Karnataka

RECORD RETENTION POLICY

The Record Retention Policy
of
National Backward Classes Finance and Development Corporation



National Backward Classes Finance & Development Corporation
(A CPSE of Ministry of Social Justice & Empowerment, Government of India)
(An ISO 9001:2008 Certified Company)

VISION STATEMENT

To play a leading role in upliftment of economic status of the target group of Backward Classes.

MISSION STATEMENT

To provide concessional financial assistance to the eligible members of Backward classes for self-employment and skill development

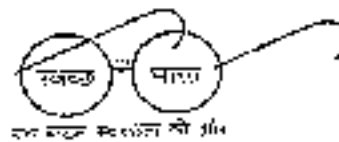
Approved at the 156th meeting of the Board of Directors held on ----, 2018

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(For office use only)

RECORD RETENTION POLICY

The Record Retention Policy
of
National Backward Classes Finance and Development Corporation
Effective from August __, 2016



National Backward Classes Finance & Development Corporation
(A CPSE of Ministry of Social Justice & Empowerment, Government of India)

(An ISO 9001:2008 Certified Company)
CIN: U74899DY 992NPL067146

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RECORD RETENTION POLICY OF NBCFDC

1. Preamble

The policy will be known as "Record Retention Policy of National Backward Classes Finance & Development Corporation" (hereinafter referred as "Policy"). The Policy shall be applicable to all documents of NBCFDC maintained at the Registered Office and Regional Offices.

2. Objective

- 2.1 The objective of the Policy is to ensure that all important documents, generated or received by the Corporation, are maintained and preserved in compliance with the applicable statutory provisions and to facilitate destruction of documents that are no longer required, at an appropriate time in specified manner.
- 2.2 The policy establishes the guidelines for management, retention, preservation and destruction of documents, both in physical form and electronic form by the Corporation.
- 2.3 On formulation of policy utmost care has been taken to ensure that files are neither prematurely destroyed nor kept for period longer than necessary.

3. Scope

- 3.1 This policy shall apply to all documents that include records maintained in the form of files/registers/books or in the electronic form like stored in a computer or external hard disk at NBCFDC or Data Centre of NIC.
- 3.2 The preservation of documents, as mandated under the policy, shall apply to all documents regardless of its location, including Regional Offices.

4. Definition of Documents

- 4.1 "Documents" refer to all records that include papers, files, registers, agreements, circulars, judgments, orders, approvals, registration certificates etc. generated or received or maintained by the Corporation in the course of its business either in physical form or in electronic form.
- 4.2 Broadly, there are three kinds of records in the Corporation:
 - (i) Permanent Records include all documents that are intended to be kept permanently,
 - (ii) Records to be kept for Specified Period; and
 - (iii) Temporary Records include all documents that are intended to be superseded by final or permanent records, or which are intended to be used only for a limited period of time.

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Temporary records can be destroyed or permanently deleted if it is available in electronic form when a project or matter closes. Upon closing of such temporary files, the respective departments shall gather and review all such temporary records.

5. Preservation Schedule of Documents

- 5.1 Each Head of the Department/Desk-in-charge shall identify and at all times maintain a schedule of documents as per policy.
- 5.2 The Documents shall be preserved under following categories: (a) Documents whose preservation shall be permanent in nature; and (b) Documents with preservation period of specified years after completion of the relevant transactions.
- 5.3 The Corporation may keep documents specified in policy in the electronic form.
- 5.4 The minimum retention periods for documents identified for various departments have been specified in policy. However, retention of those documents that are not included in the identified categories should be determined by the Record Retention Committee constituted by the Managing Director primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.
- 5.5 Where documents are maintained permanently in physical form, electronic version(s) of records also need to be maintained additionally.
- 5.6 Retention period has been fixed considering the usage value of each record. The usage value has been determined considering the compliance to statutory requirements and utility of the document based on the experience of the department.

6. Record Maintenance and Storage

- 6.1 All Documents must be properly classified and labeled mentioning the retention period of the document, indexed and stored by the respective departments/desks.
- 6.2 The Head of Department/Desk-in-Charge of each concerned department/desk shall ensure compliance of this Policy.

7. Disposal of Documents

- 7.1 The disposal/destruction of documents/records shall be an annual exercise. For this purpose, a multi-disciplinary Record Retention Committee (RRC) shall be constituted by MD. The committee will be headed by AGM or above level official and include Departmental heads/ Desk Incharges of Finance, Projects, Administration and Company Secretary Department.

After the expiration of the indicated preservation period as per schedule to this policy, the documents will be disposed of / destroyed by the respective department on recommendation of Record Retention Committee and approval of the competent authority i.e. MD.

- 7.2 In case of an exceptional requirement to retain a record beyond the schedule, the RRC will record reason thereof and take specific approval of the M.D. to this effect.

- 7.3 The Record Retention Committee will also review the safety of the records and issue instructions to departments from time to time for proper storage and safety of records from various hazards like termite, seepage etc. The committee will also review and prepare an indicative list of important documents like Government Guarantees, MOAs, Bank Guarantees, Post Dated Cheques, Fixed Deposit Receipts etc. which are to be kept in Fire Proof Safe/Almrah for safe custody.
- 7.4 The Desk-in-Charge/Respective Departmental heads shall maintain a register containing the details of documents destroyed along with the date of destruction with the approval of the competent authority.
- 7.5 The retention periods specified under the policy are guideposts against which requirements of concerned department need to be compared. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule with the approval of the competent authority mentioning the reasons thereof.
- 7.6 In no case, a record will be destroyed without the approval of the competent authority. Any such violations shall be reported to the Record Retention Committee immediately by the Desk Incharge or any employee of the concerned department/desk. If any such violation is done, disciplinary action as per the CDA rules will be taken against the delinquent employee/official.
- 7.7 Physical records to be disposed off pursuant to the retention period specified in the retention schedule shall be disposed off using a shredder. The Record Retention Committee shall adopt appropriate procedure to permanently dispose off any non-paper physical records such as Audio/Video Tapes, Certificates etc. "Permanent Delete" function will be used to permanently dispose off electronic records.
- 7.8 Exception/Exclusion:- The policy does not cover social media i.e. twitter, facebook etc.

8. Amendments to the Policy

- 8.1 In case of any modification / amendment / re-enactment of any existing acts, rules, regulations, guidelines, etc. or an enactment of any new act, rules, regulations, guidelines, etc., which are inconsistent with this policy, then such modified / amended / re-enacted provision or new provisions shall prevail over the policy.
- 8.2 The Managing Director is authorized to amend this Policy to be consistent with the prevailing provisions of Acts, rules, guidelines, regulations and in accordance with administrative / business requirements of the Corporation.

9. Department wise Guideline for Retention Period

Guidelines specifying department wise and record wise retention period are described as follows:

9.1 RECORDS RELATING TO HUMAN RESOURCE DEPARTMENT

S.No.	Description of record		Retention period
	Main Head	Sub Head	
1.	Creation and classification of posts	Continuance/abolition/revival of posts	Permanent, Particulars of Sanction also to be noted in Establishment/Sanction Register
		Conversion of temporary posts into permanent ones	10 Years, Particulars of Sanction to be noted in Establishment/Sanction Register
		Creation of posts : Orders	Permanent, Particulars of Sanction to be noted in Establishment/Sanction Register
		Other Orders	10 years
		Revision of scales of pay	Permanent, Particulars of Sanction also to be noted in Establishment/Sanction Register
		Upgrading of posts	10 Years, Particulars of Sanction to be noted in Establishment/Sanction Register
		Re-designation of Posts	10 Years, Particulars of Change to be noted in Establishment/Sanction Register
		Plan/non-Plan posts	3 Years, Particulars of Sanction to be noted in Establishment/Sanction Register
2.	Recruitment	Recruitment (general aspects) including provisions of the Constitution	Permanent
		Appointment of dependents of deceased employees	5 Years, application of the candidate and an authenticated copy of the order of appointment to be kept in the personal file
		Estimate (annual) of vacancies	3 Years
		Employment priorities and maintenance of roster	Permanent
		Fixing of recruitment rules	Permanent
		Notification to and release of vacancies by	Permanent

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S.No.	Description of record		Retention period
	Main Head	Sub Head	
		(i) Local employment exchange (ii) D.G.F. & T.	
		Nomination of candidates by local employment exchange and their selection	3 Years
		Recruitment through Employment exchange	10 Years, the application of the successful candidate and an authenticated copy of the order of appointment to be kept in the personal file.
		Recruitment from open market, including advertisement and inviting of applications	
3.	Scheduled Castes/ Scheduled Tribes/ OBC/PH and other notified reserved categories	Reservation in services	Permanent
		Selection Committees for recruitment of personnel	
		(a) Constitution	3 Years or 1 year after reconstruction whichever is later
		(b) Proceedings	Period of Limitation of 3 Years whichever is later
		Relaxation of age/educational qualifications/experience/qualifying criteria	3 Years, suitable entry to be made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order to be placed in service book/personal file
		Condonation of break in service	4 Years, suitable entry to be made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order to be placed in Service book/personal file
		Contractual Engagement/ Engagement of casual labour	3 Years or 1 Year after completion of Audit whichever is later.
4.	Retrenchment	General Principles Orders	Permanent, copy of order also to be placed in the Personal File
5.	Verification/so- verification of character and	General Principles Records	Permanent 1 Year, suitable entry to be made in the appropriate service record and the

S.No.	Description of record		Retention period
	Main Head	Sub Head	
	Antecedents		verified or report itself to be kept in the service book/personal file.
5.	Medical Examination	Rules Records	Permanent 1 Year, suitable entry to be made in the appropriate service record and the verification report itself to be kept in the service book/personal file.
7.	Personal files	All Staff Members	5 Years after issue of final pension/gratuity payment order or 5 Years after ceasing being an employee of corporation whichever is later
8.	Service records	All Staff Members	5 Years after issue of final pension/gratuity payment order or 5 Years after ceasing to be an employee of corporation whichever is later
9.	Postings and transfers	General aspects Orders, If involving Change of Office	Permanent 3 Years, suitable entry to be made in the appropriate service records and register of postings, and an authenticated copy of the order to be placed in the personal file.
		Orders, If not involving Change of Office	1 Year, suitable entry to be made in the appropriate service records and register of postings, and an authenticated copy of the order to be placed in the personal file.
10.	Seniority	General Principles, Rules & List	Permanent
		Representations	5 Years, If the representation results in the original seniority to be revised, an authenticated copy of the relevant order/decision will be kept in service book/personal file.
11.	Leave	Rules	Permanent
		Casual Leave	5 Years, suitable entries to be made in the appropriate record and leave account.
		Other Leaves	3 Years, suitable entries to be made in the appropriate service record and leave account.

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S.No.	Description of record		Retention period
	Main Head	Sub Head	
12.	Pay/special pay	Rules	Permanent
		Records	3 Years or 1 Year after completion of Audit whichever is later, suitable entries to be made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, to be placed in the personal file.
13.	Allowances/ Deductions	Rules	Permanent
		Claims	1 Year or 1 Year after completion of Audit whichever is later. Suitable authenticated copy of the order to be placed in the service record
14.	Annual Performance Appraisal Report	Rules	Permanent
		Recording of Appraisal Reports	5 Years after issue of final pension/gratuity payment order or 5 Years after cessation of service of the employee in the corporation.
		Communication of adverse entries	
		Representation for expunction of adverse entries	
15.	Increment	Rules (general aspects)	Permanent
		Withholding of increments	10 Years; or 5 years after the final disposal of appeal or final judgment under the normal course of law, whichever is later
		Representations and Petitions	3 Years, if the representation results in the original order to be revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
16.	Probation/Confirmation	General principles (Probation)	Permanent
		Rules (Confirmation)	
		Confirmation/extension of probation	5 Years, suitable entries to be made in the appropriate service record and an authenticated copy of the order to be kept in the personal file.
		Representations and Petitions	5 Years, if the representation results in the original order to be revised, an authenticated copy of the relevant

S.No.	Description of record		Retention period
	Main Head	Sub Head	
			order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
17.	Promotions/ Reversion	General principles Departmental Promotion Committee Orders Representations and Petitions	Permanent Constitution: 3 Years or 1 year after the D.P.C. has been reconstituted, whichever is later. Proceedings: 5 Years 5 Years, suitable entry to be made in the appropriate service record and an authenticated copy of the order to be placed in the personal file. 3 Years, if the representation results in the original order to be revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
18	Training/ scholarships/ Fellowships in India and abroad	Training of staff members involving expenditure	3 Years or 1 Year after completion of Audit. Whichever is later.
19.	Departmental Examinations	Framing of rules Holding of examinations Results-Declaration Representations and Petition	Permanent 3 Years 3 Years, suitable entry to be made in the appropriate service record and an authenticated copy/extract to be kept in service book/personal file. 3 Years, if the representation results in the original orders to be revised, an authenticated copy of the relevant order/decision will be kept in precedent book, the service book/personal file and suitable entries made in the appropriate service record.
20.	Deputations and Delegations	Rules regarding deputation, including deputation on foreign service in India and abroad.	Permanent

S.No.	Description of record		Retention period
	Main Head	Sub Head	
		Delegation in India/abroad	5 Years or 1 year after completion of audit and settlement of all audit objections, whichever is later
		Deputation of officers	5 Years plus the period of deputation. Suitable entry to be made in the appropriate service record and an authenticated copy of the order to be placed in the personal file.
21.	Delegation of powers	Rules (general aspects)	Permanent
		H. R. & S. R.	
		Office Orders	
22.	Honorarium/Awards	Rules (general aspects)	Permanent
		Honorarium/awards given	3 Years or 1 Year after completion of audit whichever is later. Entries to be made in the Service Book of the concerned employee and a register to be maintained.
23.	Pension/Retirement	Rules and orders (general aspects)	Permanent
		Pre-verification of pension case	3 Years
		Family Pension	till the younger son/daughter attains majority or 5 years which is later.
		Completion of pension	15 Years
		Gratuity	
24.	Resignation	Rules and orders (general aspects)	Permanent
		Resignation of staff	1 Year, a copy of the communication accepting the resignation be placed in the personal file.
25.	Extension of service	Rules and orders (general aspects)	Permanent
		Extension of service of staff	3 Year after retirement, a copy of the order to be placed in the personal file.
26.	Nomination of employees	General aspects	Permanent
		Census operations	1 Year
		Committees, working groups, etc.	3 Years
		Selection work	1 Year

S.No.	Description of record		Retention period
	Main Head	Sub Head	
		Investigation	3 Years or 1 year after completion of audit whichever is later.
27.	Forwarding of applications	General aspects	Permanent
		For examinations For Posts	1 Year after announcement of result of the examination or selection for particular post. An authenticated copy of forwarding letter to be kept in the personal file.
28.	No objection certificate (for registration with Employment Exchange Organization)	General aspects	Permanent
		Issue of NOC	1 Year, an authenticated copy to be kept in the personal file
29.	Review for determining suitability of employees for continuance in service	General aspects	Permanent
		If it results in pre-mature retirement	3 years, a copy of the relevant orders/decision to be kept in the personal file
		If results in continued retention in service	1 Year, a copy of the relevant orders/decision to be kept in the personal file
30	Review of cadres/ services	General aspects	Permanent
		Combination of cadres/ services	
		Separation of cadres/ services	
31	No objection certificate for issue of passport, arms licenses etc. to corporation's employees	General aspects	Permanent
		Issue of passport	3 Years or one year after completion of audit whichever is later
		Issue of arms licenses	
		ETC/Medical/Children Education Allowance to spouse's organisation	
32.	Executive Development Programme for officials of SCAs/CAs	All Records	3 years or reimbursement of expenditure by NBCFDC whichever is later.

S.No.	Description of record		Retention period
	Main Head	Sub Head	
33.	APAs of Senior Officers	--	Permanent
34.	ISO	ISO procedures Quality Policy QP Reviews	5 years after end of validity period
35.	LTC	Rules & Circulars LTC Register & related records	Permanent One year after completion of block year/extended year

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9.2 Records relation to Administration Department

S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1	Working environment	Rules (general aspects)	Permanent
2	Land & Building	Ownership/Long Term Lease	Permanent
		Taxes	8 Years
		Maintenance & Repairs	3 Years
		Hiring/Purchase/Sub-lease	3 Years after termination of agreement or 1 Year after completion of Audit whichever is later.
3	Furniture, Stationery & Forms, Duplicating Machines, Calculating & Accounting Machines, Other Office Machines & Equipments	Rules for purchase/procurement, hire, condemnation & Disposal (general aspects) and amendments thereof.	Permanent
		Condemnation/ disposal of unserviceable articles	3 Years or 1 Year after completion of audit whichever is later.
		Hiring/purchase	
		Maintenance and repairs	
		Physical verification	
4	Black-listing of firms /contractors	Circulars (general aspects)	Permanent
		Individual Cases	3 Years
5	Contractors for supplies	Approved list	Permanent
		Registration	3 Years
		Waiver/induction of penalty or condonation of irregularity	3 Years or 1 Year after completion of audit whichever is later.
6	Telephones	Office telephones installation and shifting of telephone bills	3 Years or 1 Year after completion of audit whichever is later.
		Residential telephones- installation of telephone bills	
		Repairs and maintenance	
		Internet Services	
		Telephone bill register	

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S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
7	Staff car	Rules (general aspects)	Permanent
		Ownership/Concentration papers/documents	
		Non-official journeys	
		Purchase of P.O.L./ accessories	
		Servicing, repairs and replacement of parts and relevant correspondence	
		Insurance	
		Log Book	
8	Unserviceable, obsolete and surplus articles	Rules (general aspects)	Permanent
		Approved list of auctioneers	
9	Printing and binding	Engagement of auctioneers and notice of auction	3 Years or 1 Year after completion of audit whichever is later
		Rules for printing and binding (general aspects)	
10	Library	Correspondence relating to printing and binding	3 Years
		Ordering and receipt of books	3 Years or 1 Year after completion of audit whichever is later
		Ordering and receipt of periodicals	
		Binding of books	3 Years
		Write off of books	Permanent
		Auction Newspapers/ Journals	1 Year after completion of audit
		Membership of Library association	
		Library accession register	Permanent
		Library Bulletin	1 Year
11	Office Management Services	Approved List	Permanent
		Award of work for various services	1 Year after the work order ceases to be in force

S.No	Description Of Record		Retention Period
	Main Head	Sub Head	
		Running Maintenance Work	3 Years or 1 Year after completion of audit whichever is later
		Statutory Records like EPF/ESI/Insurance etc	Permanent
12	Security	Rules (general aspects)	Permanent
		Departmental security seals register	
		Register of identity cards	
		Confidential and secret box	3 Years or 1 Year after completion of audit whichever is later. Suitable entries regarding distribution and custody of boxes and keys to be made in the appropriate register
		Duplicate keys : maintenance thereof	
		Issue of identity cards - correspondence thereof	1 Year, suitable entries to be made in the register of identity cards
		Loss of identity cards	
		Temporary passes arrangements	

9.3 Records relating to Finance Department

S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1.	Salary and Employee related records including CMD's Personal Files	Salary Register	Permanent
		PRP, LTA & LTC, Employee related advances like HPA, GDA, etc.	
		Gratuity, Medical, PF Pension and Other Post Retirement facilities.	
		B.I. having approval of competent authority Relevant Original Invoice and Supporting Documents.	
2.	Cash & Bank Vouchers & Receipts	Original Payment Vouchers with supporting documents	8 Years from the end of relevant financial year
		Cash Book	
		Bank Reconciliation, Bank Statement, Cash / Bank Receipt and Payment Book, Petty Cash, Regional Office Imprest Receipt	
		Bank Book	
3.	Journal Book		8 Years from the end of relevant financial year
4.	General Ledger & Employee Advance Ledger		Permanent
5.	Loan Account Ledger		Permanent
6.	Vouchers (except loan vouchers)	All vouchers relating to Expenses etc.	8 Years from the end of relevant financial year
7.	Registers	Cash Issuance / RTGS / Transfer Register	8 Years from the end of relevant financial year
		Sale Custody Register	Permanent
		Fixed Assets Register	

8.	FDRs, PFCs, Bank Guarantees, Indemnity Bond		1 Year after Audit or Full Repayment / Execution of work by vendor whichever is later
9	Taxation	Records relating to Direct Indirect Taxation	8 Years from the end of relevant financial year or till the completion of assessment whichever is later.
		Challan of Tax and Statutory payments like TDS, Service tax, PF, PT, etc. This also includes PF & ESI challan copy of contract labour.	
		Provident Fund Records of Company	Permanent
		Gratuity, PF Records of employees upto retirement etc.	5 Years after issue of final pension/gratuity payment order or 5 Years after ceasing being an employee of corporation whichever is later
10	Other Misc. Files	Important Correspondence Files with vendors, outside agencies, statutory authorities.	5 Years from the end of relevant financial year.
		Important Correspondence files with ministry, government. Instructions, Decisions, Circulars from Management.	Permanent
11.	Records relating to Recovery of Overdues		1 Year after Audit or Full Repayment whichever is later
12.	Records pertaining to bifurcation of the corporation/state(s)	Relevant Govt. Orders & all records	Permanent
13	Budget and MOC Working Files		8 Years
14	Grant in Aid, CSR Funding		8 Years after issue of final Utilization Certificate.

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15.	Regional Office Records		8 Years
16.	Rates Files		Permanent
17.	Annual Accounts	Certified Financial Statements	Permanent
18.	Investment Files		8 Years
19.	Disbursement Register		Permanent
20.	Day Book		8 Years
21.	<u>Loan Records</u> i) Non-functional & fully settled SCAs	Statement of Accounts	8 years after settlement of accounts
		Balance Confirmation Certificates	8 years after settlement of accounts
		Full & Final Settlement Record including latest statement of Account & Balance Confirmation Certificates	Permanent
		Loan vouchers, Demand Notices, Correspondence file	8 years after settlement of accounts
	ii) Other SCAs	All Records	Permanent
22.	Rescheduling or overruns/Deferrals/settlement	All Records	Permanent
23.	Utilisation Certificates	i) Functional SCAs	Permanent
		ii) Non functional & closed SCAs	8 years after settlement of accounts
24.	MoU with Administrative Ministry	MoU Negotiator Meeting, signing of MoU, Monitoring of targets, Self-evaluation based on audit and finalizing by Department of Public Enterprises (DPE)	Permanent
25.	Share Capital	Correspondence for release of share capital and submission of Utilization Certificates	Permanent
26.	Correspondence with DPE & PE Survey	--	5 years

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9.4 Records related to Project Department

Sl. No.	Description of Record	Retention Period
1.	General Loan Agreements (GLA)/Memorandum of Agreement (MOA)	Permanent
2.	Block Government Guarantee/Government Orders/Bank Guarantee/Assurance/Any other Instruments provided to secure loan	Permanent
3.	General/Miscellaneous Correspondence	10 Years
4.	Policy Matters	Permanent
5.	Scheme File:	
	(i) Schemes not sanctioned for want of information from SCAs/CAs	1 Year
	(ii) Schemes not sanctioned due to unviable cost parameters	1 Year
	(iii) Schemes sanctioned but funds not disbursed due to non-fulfillment of prudential norms or non-availment of funds by SCAs/CAs	2 Years
6.	Monitoring & Tour Reports of NBC/FDC officials	3 Years
7.	Correspondence with Regional Offices	5 Years
8.	<u>Annual Action Plan (AAP), sanction and disbursement files</u>	
	i) Functional SCAs	Permanent
	ii) Non-Functional & Closed SCAs	8 years after settlement of accounts by SCAs
9.	List of Beneficiaries	Permanent in physical form or two years after digitalization
10.	V.I.P. Reference (s)	3 years after disposal
11.	Parliament Questions Replies to Parliament Questions	5 years
12.	Communication with various Ministries of Govt. of India including periodic reports	5 years

13.	Lending Policy	Lending Policy for SCAs	Permanent
		Lending Policy for Banks/RRBs	Permanent
		Lending Policy for NBFC/MFIs	Permanent
		Lending Policy for Skill Training Programmes	Permanent
14.	Consultative Committee for Mkt. SI&E	--	5 years
15.	Reports/ATR of Parliamentary Committee/RC Commission etc.	--	5 years after completion of Action Taken Report (ATR)
16.	Visits of Parliamentary Standing Committee	--	5 years
17.	Correspondence with Commission, Election Commission & SCOPE etc.	--	5 years
18.	SCAs/CAs Conference & Workshops	--	3 years
19.	SCAs/CAs Award Scheme	--	5 years
20.	All Other Miscellaneous files	--	3 years
21.	Cabinet Note	--	Permanent
22.	MoU/MOA with other Development Partners	--	1 year after expiry of Agreement

9.5 Records Relating to Vigilance Department

S. No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1.	Working environment	Rules (general aspects) and Policies	Permanent
2.	NBCFDC Conduct, Disciplinary and Appeal Rules	a. General notifications b. Schedule regarding appointing Authority, Disciplinary Authority and Appellate Authority c. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices d. Regarding penalties e. Regarding consultation with UPSC/CVC f. Regarding appeals and petitions g. Regarding suspension and subsistence allowance	Permanent
3.	Complaints	(a) Those leading to vigilance / Disciplinary enquiries	Permanent.
		(b) Anonymous or pseudonymous Complaints or where no action is taken	To be destroyed at the end of three years
		(c) Other Complaints not resulting to Disciplinary enquiries.	5 years
4.	Disciplinary Proceedings, Prosecutions, Appeal, Petitions	(a) Resulting in imposition of penalties. (b) Resulting in exoneration of the accused officials with or without warning.	Permanent
5.	Vigilance Administration	a) General Aspects b) Acts, rules, manuals, Vigilance serps, c) Appointment of CVO/ Vigilance Officer	Permanent

S. No.	Description Of Record		Retention Period
	Main Head	Sub Head	
		1. List of officers of doubtful Integrity	Permanent
		2. List of Officers under Agreed List	
		3. Cases of difference of opinion with Central Vigilance Commission	
		4. Cases of difference of opinion with other Constitutional Bodies.	
		5. Granting of Vigilance clearance in respect of different classes of officers and the staff,	3 Years
		6. Cases where Vigilance Clearance is not granted	Permanent
		7. Annual Report of CVC	3 Years
6.	Vigilance Awareness Week	1. Report to CVC / Ministry on the Vigilance Awareness Week	5 Years
		2. Papers related to Essay Competition and other competition.	1-year from the Vigilance Awareness Week
7.	Monthly and quarterly vigilance report to CVC		5 years
8.	Surprise and regular inspections	Resulting into Vigilance cases and/or recovery	Permanent
		Not resulting into Vigilance cases and/or recovery	5-years
9.	Vigilance matter of the employees in case of death / superannuation/ cessation from the Corporation	In case death of employees	2 years after the demise of the employee
		superannuation/ cessation from the Corporation (not involved in any court case(s)	5 years after of superannuation/ cessation of service from the Corporation
		superannuation/ cessation from the Corporation (however involved in any court case(s))	5 years after the settlement of court case, However the Judgement of the Court to be retained.

9.6 Records Relating to Hindi Department

S.No.	Description Of Record		Retention Period
	Main Head	Sub Head	
1.	Progressive use of Hindi in government offices	General aspects and Hindi Committees	Permanent
		Hindi workshop	3 Years
		Hindi week/month	
		Circulation of orders by Hindi Department	3 Years
		Registration of telegraphic address in Hindi	1 Year
		Periodical reports regarding use of Hindi for official purposes	3 Years
		Constitution of Hindi Committee	3 Years
2.	Hindi Teaching Scheme	Meeting and Follow up action of Hindi Comteees	3 Years
		General aspects and Hindi Committees	Permanent
		Training Programme	3 Years
		Examinations	Applications 1 Year Results 3 Years
		Grant of advance increments	3 Years or 1 Year after completion of Audit, whichever is later
		Grant of awards	3 Years or 1 Year after completion of Audit, whichever is later.
		Conduct of Hindi Competitor	3 Years
3.	Translation into Hindi	Books, reports, periodicals etc.	3 Years after the publication is printed/ cyclotyped
4.	Hindi Inspection	At Department Level	3 Years
		By Administrative Ministry	
		By Home Ministry	
		By Parliamentary Committee	

9.7 Records relating to Company Secretary Department

S.No.	Description Of Record	Retention Period
1.	Approved agenda items which have been put up before Board Members.	Permanent
2.	Minutes of all meetings	Permanent
3.	All files of the past and present Directors of the Corporation containing their appointment letters and other material and important correspondences.	Permanent
4.	All original Agreements, MOUs, Contracts, Guarantees, Share/Security Certificates' documents given for custody to Corporation Secretariat	Permanent
5.	Annual reports of the Corporation	Permanent
6.	Statutory Registers as per Companies Act, 2013	Permanent
	Instrument creating a charge from the date of satisfaction of charge.	3 Years
	Register of Charge	Permanent
	Register of Members	Permanent
	Register of renewed and duplicate certificates	Permanent
	Register of contracts in which directors are interested	Permanent
	Register of Directors/MD/Manager/Secretary	Permanent
	Register of Directors Shareholding	Permanent
	Register of Inter corporate Loans & Investments	Permanent
	Register of Allotment	Permanent
	Register of Directors' Attendance	3 Years
	Register of Proxies	3 Years
	Register of Transfer of shares	Permanent

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7	All other documents and correspondences pertaining to Corporation Secretariat	8 Years
8	Internal Auditors (Appointments and Reports)	8 Years
9	Statutory Audit Reports	Permanent
10	Share Capital	Permanent
11	Caninet Notes	Permanent
12	Incorporation Files, Memorandum & Articles of Association	Permanent
13	Annual Return	Last 8 Annual Returns

*As per the Secretarial Standard (SS-1 & 4).

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S.S Records Relating to RTI Cell

S.No.	Description Of Record	Retention Period
1.	RTI Cases disposed without attracting any 1st Appeal	3 Years
2.	RTI Cases attracting 1st Appeal	3 Years after disposal of 1st appeal
3.	RTI Cases attracting 2nd Appeal (without any remarkable decision)	3 Years or till the compliance of CIC orders, whichever is later
4.	RTI Cases attracting 2nd Appeal (involving a remarkable decision)	5 Years
5.	1st Appeal cases files	3 Years
6.	2nd Appeal cases files	3 Years or till the compliance of CIC orders, whichever is later
7.	Files relating to the administrative aspects of RTI Act, 2003 i.e. implementation, suggestions, guidelines, etc.	3 Years
8.	File Register of RTI Applications i.e. records other than file.	Permanent
9.	Inspection Register	3 Years

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5.3 Records Relating to Skill Training Department

S.No	Description Of Record	Retention Period
1.	Skill Development Training Policy, CO guidelines	Permanent
2.	Training Files (Course wise, State wise and Training Institutional wise)	3 Years after final placement is made to the Training Institution.
3.	POC	3 Years
4.	General Correspondence Files	5 Years
5.	Ministry Correspondence (MFR, QPR, General Correspondence etc)	5 Years
6.	Officer Tour Files	3 Years or 1 Year after completion of audit whichever is later.
7.	MoU with Training Partners	1 year after expiry of term
8.	List of Trainers/UC	Permanent
9.	CSR/ Grant in Aid from Ministry	3 Years after issue of Final Utilization Certificate

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9.10 Relating to Information Technology (IT) Cell

S.NO.	Main Head	Sub-head	Retention Period
1	Policy Issues and Policy related Circulars		Permanant
2	Software Development/ Software Implementation	e-office in NBCFDC D-Space etc	
3	Miscellaneous Correspondence		3 Years
4	MIS to various Dept.	-MP3 to Cord Dept. -QPR to Cord Dept. -MIS Reports to Desks - MIS Reports to Zonal Offices	1 Year
		MIS Information to Corporate Services for Board Meeting	
5	Complaints	Complaints to Internet Service Provider Hardware/Software Complaints etc.	1 Year

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9.11. Relating to Court and Arbitration Cases

Sl.No.	Main Head	Sub-head	Retention Period
1	Court cases	Pertaining to the NBCFDC employees	Permanent
2	Court cases relating to SCA/ Channel Partners	Pertaining to SCA/ Channel Partners in which NBCFDC is also one of the respondents.	3-years after final disposal of the Court case
3	Court cases (Civil / Criminal Proceedings) filed by NBCFDC		3-years after final disposal of the Court
4	Court cases (Civil / Criminal Proceedings) filed by Other Individual/ Agency against NBCFDC		3-years after final settlement / disposal of the Court
5	Misc. Documents/ Files	Pertaining to periodic reports (e.g. Monthly/ Quarterly etc.) to Ministry Miscellaneous Correspondence File	3-years
6	Court cases pertaining to employees in case of death / superannuation/ cessation from the Corporation	In case death of employees superannuation/ cessation from the Corporation (however involved in any court case(s))	5-years after the death / settlement of the Case whichever is later
7	Arbitration cases		3-years after settlement/final disposal of the matter

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9.12 Relating to Planning Department

Sl.No.	Main Head	Sub head	Retention Period
1.	Evaluation Studies	Reports	Permanent
		Approved List & Minutes of Bids	Permanent
		Bid documents & General Correspondence	3 years after completion of work
2.	Publicity Grant to SCAs & Awareness Camps		8 years
3.	Advertisement	--	5 years
4.	Follow up of Recovery		5 years after settlement
5.	Follow up of Utilization Certificates	--	3 years
6.	CSR Policy	Govt/DPE Guidelines	Permanent
		CSR Policy	Permanent
		Minutes of CSR Management committee	8 years
		Minutes of Board level CSR Committee	Permanent
		Sanctioned proposals	5 years after receipt of final I.C.
		Unsanctioned proposals & general correspondence	3 years

9.13 Relating to M.D. Secretariat

Sl.No.	Main Head	Retention Period
1.	Office Orders/Circulars	Permanent
2.	General Correspondence	1 years after end of term of M.D.

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NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION

NO:NBC/FDC/ADMIN/OO/2019-20/51
October 20, 2020

OFFICE ORDER

In continuation to the existing Record Retention Policy the Competent Authority has now approved additions/amendments to the same as under

Amendment to existing Record Retention Policy

Project Division

Under records related to Project Division, Sl. No. of existing RRP 5 (ii), 5 (iii), 7 & 13 (pertaining policy for Skill Training Programmes) stands deleted

Existing		Amended as			
S.No	S. No. of the existing RRP	Description of record	Retention period	Description of record	Retention period
	3	<u>Annual Action Plan (AAP), sanction and disbursement files</u> Functional SCAs	Permanent	<u>Annual Action Plan (AAP), sanction and disbursement files</u> Active/Functional Channel Partners	2 Yrs. after settlement of accounts
		Non-functional & Closed SCAs	5 yrs. after settlement of accounts by SCAs	i) Non-functional & Closed Channel Partners ii) Non-functional & Closed Channel Partners (where any disbursement is done)	i) 5 Yrs. after settlement of accounts ii) 8 Yrs after settlement of accounts
2	3	General/Miscellaneous Correspondence	10 Yrs.	General/Miscellaneous Correspondence	3 Yrs.
3	9	List of Beneficiaries	Permanent in physical form or two years after digitalization	List of Beneficiaries	Maintained permanently in the LEAP Software

Skill Training Division

Sl No	Existing		Amended as	
	Description of record	Retention period	Description of record	Retention period
1	Training Files (Course wise, State wise and Training Institution wise)	8 Years after final instalment is made to the Training Institution.	Training Files including list of trainees and other data. (Training Institution wise)	3 Years after final instalment is made to the Training Institution
2	General Correspondence Files	5 Years	General Correspondence Files	3 Years
3	Officer Tour Files	3 Years or 1Year after completion of Audit whichever is later	Officer Tour File, if any	1 Year
4	MOU with Training Partners	1 year after expiry of term	MOU with Training Partners	3 year after expiry of term
5	CSR	8 Years after issue of final Utilization Certificate	CSR	3 Years after issue of final Utilization Certificate
6	Records related to Grant in Aid from Ministry	8 Years after issue of final Utilization Certificate	Records related to Grant in Aid from Ministry	5 year after issue of final Utilization Certificate

The following addition to the Record Retention Policy has also been incorporated to facilitate the objective.

New Additions

All Divisions

S No.	Description of Record	Retention Period
1	Oak Register ; Internal/ Centrally Controlled/ File Movement)	5 Years

Planning Division

S No.	Description of Record	Retention Period
1	Individual Loan Files	8 Years after final date of settlement

Administration Division

S No.	Description of Record	Retention Period
1	Correspondence with SCOPs, membership p renewal etc	5 Years

Finance Division

S No.	Description of Record	Retention Period
1	List of Beneficiaries	Maintained permanently in the LEAP Software

Project Division

S No.	Description of Record	Retention Period
1	PLGIA - Claims of OPs	5 Yrs. from the date of claim payment
2	Claims of Lending Institutions (LIs) for VISVAS Scheme	7 yrs. From the date of subvention
3	Monitoring & Evaluation Files	5 Yrs.
4	Audit Replies File	5 Yrs
5	Website Location File	3 Yrs
6	MPR/QPR/Cab. Note	3 yrs
7	Annual Report – Ministry	1 yr.
8	Exhibition Files a) Files with claims settled b) Files where NBCFDC is Nodal Agency	a) 3 yrs. After settlement of payment. b) 6 yrs.

9	Director's Report - NCFDC	2Yrs
10	Technology Upgradation Proposal sanctioned files	10 yrs
11	Technology Upgradation Proposal no; Sanctioned	2 yrs.
12	DC (H)	10 yrs
13	DC (HL)	5 yrs
14	Board Agenda File	1 yr.
15	Lending Policy for V.SVAS Yojana (ISS)	Permanent

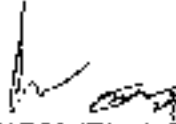


Skill Training Division

S No.	Description of Record	Retention Period
1	Monthly Progress Report, Quarterly Progress Report files	3 Yrs
2	Utilisation Certificates from Training Institutes	3 Years after final instalment is made to the Training Institution
3	Utilisation Certificates sent to Ministry	Permanent
4	Proposals received from Tis/BSC, other agencies	1 Year

This issues with the approval of Competent Authority.


 (Sujay P John)
 Chief Manager (Admn)

Distribution:

1. SGM (Planning) 
2. GM(HR)/GM (Proj)/GM (Fin.) & CS. 
3. DGM (SD) 
4. MD-Sectt. for kind information of MD
5. Notice Board- for kind Information of Employees.

6.2. भारतीय सरकारी वेबसाइटों के लिए दिशा-निर्देश (जीआईजीडब्ल्यू) का पालन (फरवरी, 2009 में जारी) किया गया है और इसे प्रशासनिक सुधार और लोक शिकायत विभाग, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, भारत सरकार द्वारा केंद्रीय सचिवालय कार्यालय प्रक्रिया नियमावली (सीएसएमओपी) में शामिल किया गया है।

6.2	<p>भारतीय सरकारी वेबसाइटों के लिए दिशा-निर्देश (जीआईजीडब्ल्यू) का पालन (फरवरी, 2009 में जारी) किया गया है और इसे प्रशासनिक सुधार और लोक शिकायत विभाग, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, भारत सरकार द्वारा केंद्रीय सचिवालय कार्यालय प्रक्रिया नियमावली (सीएसएमओपी) में शामिल किया गया है।</p>	<p>क्या STQC प्रमाणन प्राप्त हुआ है और इसकी वैधता क्या वेबसाइट पर प्रमाणपत्र दिखाया गया है?</p>	<p>एसटीक्यूसी [(प्रमाणित गुणवत्ता वेबसाइट (सीक्यूडब्ल्यू)] प्रमाणन प्रगति पर है। (जॉब ऑर्डर संख्या: एनबीसीएफडीसी/एसटीक्यूसी/2023/821 दिनांक 05.07.2023 मेसर्स नेटक्रिएटिवमाइंड सॉल्यूशन, बी 214, द्वितीय तल, ओखला औद्योगिक क्षेत्र, फेज-1, नई दिल्ली-110020 के पक्ष में जारी)</p> <p>वेबसाइट का आईटी सुरक्षा ऑडिट पूरा हो चुका है और उपलब्ध है https://nbcfdc.gov.in/sites/default/files/certificate/Security%20Audit%20Certificate-Apr23.pdf</p>
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राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम
अप्रैल-2019-मार्च, 2020 के दौरान (पहली तिमाही अप्रैल 2019 से जून, 2019 तक)

क्र.स.	आवेदक का नाम और पता	RTI-MIS (ऑनलाइन ऑफलाइन)	आवेदन की तिथि (आवेदक/मंत्रालय)	आवेदन प्राप्ति की तिथि	निपटान की तिथि
1.	Sh.AmanChahar,U P	OnlineNo.NBCFD/R/ 2019/50011 dt. 20.4.10	22.4.2019	22.4.2019	19.5.2010
2.	Sh.SiddarthPrabhakar, Chennai-600017	Online No.NBCFD/R/2019/5 0012 dt. 21.4.19	22.4.2019	22.4.2019	26.4.2019
3.	ShriDilipSolanki MP-458002	No.NBCFD/R/2019/0 0004 dt 24.9.19 Offline(ReceivedinN BCFDC Office)	24.4.2019	24.4.2019	6.5.2019
4.	Sh. VickyKachhap,J harkhand-835207 OfflineTransferfromMinistry(SJ&E) vide Lr. No.MOSJE/R/2010/50296dt 2.4.10	No.NBCFD/R/2019/0 0003 dt. 24.9.20	23.4.2019	24.4.2019	30.4.2019
5.	Ms.Nidhi Varanasi,uttarpradesh	Online NBCFD/R/2019/5000 13 dt 6.5.19	6.5.2019	6.5.2019	10.5.2019 Transferto DOPT
6.	Sh. VickyKachhap,J harkhand OnlineTransferfromM/o.SJ&EVide Regn. No. No.MOSJE/R/2019/80383dt. 22.5.19	No.NBCFD/R/2019/8 0001 dt 23.5.19 dt22.5.19	22.5.2019	22.5.2019	29.5.2019
7.	Sh.ArunKumarChauhanDistt . Mau, UP-221705	OnlineVid e Regn.No.NBCFD/R/2 019/50014dt. 26.5.19	27.5.2019	28.5.2019	25.6.2019
8.&9	Sh.Mukesh, NewDelhi OfflinetransferredfromMOSJ&Evi deLr.No.20012/08/2018- BC.III dt 27.5.2019 NBCFD/R/2019/00005dt.30.5.19 (RTI No. 8 Dummy Rejected)	RTI No. 9NBCFD/R/2019/00 06 dt 30.5.19	29.5.2019	29.5.2019	28.6.2019
10.	Sh.DineshVenkata,R/o. Guntur, AndhraPradesh-522265	Online NBCFD/R/2019/5001 5 dt. 1.6.19	4.6.2019	4.6.2019	18.6.2019
11.	Sh.SarvanthBaratam R/o.ChennavariStreet,Chennai	Online NBCFD/R/2019/5001 6 dt. 2.6.19	4.6.2019	4.6.2019	10.6.2019 TransferredtoNCB C
12.	Sh. Mukesh PurohitR/o.Jhadol,Raja sthan	Online NBCFD/R/2019/5001 7 dt 15.6.19	17.6.2019	17.6.2019	28.6.2019
13.	Sh.S.Sridhar R/o.Manavalannagar Tiruvallur-602002	OnlineNBCFD/R/201 9/500 18dt. 21.6.19	1.7.20-19	1.7.2019	4.7.2019
14.	Sh.FrancisKujur,Jh arkhand	Online NBCFD/R/2019/5001 9 dt 21.6.19	1.7.2019	1.7.2019	15.7.2019

द्वितीय तिमाही 2019 (जुलाई 2019 से सितम्बर, 2019)

15.	Sh.RajuRamRajasth an	OnlineNBCFD/R/201 9/500 20dt 1.7.19	2.7.2019	2.7.2019	4.7.2019
16.	Ms.Isksha UP	Online NBCFD/R/2019/5002 1 dt 3.7.19	4.7.2019	4.7.2019	12.7.2019
17.	Ms. ParulNewDe hi-20	Offline received inNBCFDC vide Dy.No.1547 dt 15.7.19NBCFD/R/2 019/000 07dt 15.7.19	15.7.2019	16.7.2019	23.7.2019
18.	Sh. JainoxGujarat- 382415	OnlineNBCFD/R/201 9/202 2dt16.7.19	16.7.2019	16.7.2019	23.7.2019

19.	Sh.BinodKumarLabhP atna-800001	OfflineRec eivedin NBCFDCvideDy.No. 1762 dt 1.8.19 OnlineRegn. No.NBCFDC/R/2019 /00008dt.1.8.19	1.8.2019	1.8.2019	23.8.2019
20	Sh.ShkatiSingh, UP-244225	OnlineNBCFD/R/201 9/500 23dt 5.8.19	5.8.2019	6.8.2019	26.8.2019
21.	Sh. Rajat Simele,Kamptee- 441002,Mah	Online NBCFD/R.2019/5002 4 dt. 17.8.19	17.8.2019	19.8.2019	26.8.2019
22	Sh.SubhashKumar R/o.Distt.Nawada,B ihar	Online NBCFD/R/2019/5002 5 dt. 18.8.19	18.8.2019	19.8.2019	26.8.2019
23.	Sh.M.Athikesvan R/o. Vyasarpadi,Chenn ai-600039 OfflineTransferredfromM/o.SJ &E vide Lr. No. KC(US)/CPIO/2019/07dt14.8.19	OnlineNBCFD/R/201 9/000 09dated19.8.19	14.8.2019	19.8.2019	23.8.2019
24.	Sh. Thota Mahesh,Hyderabad,Te lengana	Online NBCFD/R/2019/5002 6 dt. 6.9.19	6.9.2019	9.9.2019	24.9.2019
25.	Sh.PankajYadav,N. D.9	OnlineNBCFD/R/201 9/500 27dt. 9.9.19	9.9.2019	12.9.2019	24.9.2019
26.	Sh.SubrataBiswasK rishnaNagar,WB	OnlineNBCFD/R/201 9/500 28dt 14.9.19	14.9.2019	17.9.2019	24.9.2019
27.	Sh.TarunPal R/o.UdhamsinghNagar,Utra khand	OnlineNBCFD/R/201 9/500 29dt 15.10.19	15.9.2019	17.9.2019	9.10.2019

तिमाही III (अक्टूबर, 2019 से दिसंबर, 2019)

28.	Ms. Kavita VermaOfflinetransferred fromM/o.SJ&E vide Lr. No.KC(US)/CPIO/2019/12dt 27.9.19	OnlineRegn.No.NBC FD/R/2019/00010 dt. 3.10.19	27.9.2019	3.X.2019	28.X.2019
29.	Sh.K.Kumar NH-24, U.P.	OnlineNBCFD/R/201 9/500 30dt 21.10.19	21.x.2019	24.x.2019	15.11.2019
30.	Sh.AnirudhJain,J aipur-30215 OfflinetransferredfromM/o.S J&E vide Lr. No.KC(US)/CPIO/2019/14dt 23.10.19	NBCFDOnline Regn. No.NBCFD/R/2019/0 0011 dt. 28.10.19	23.x.2019	28.x.2019	1-11-2019
31.	Sh. IIsam K.P.R/o.Malappu ram,Pin-673632	NBCFDOnline Regn. No.NBCFD/R/2019/5 0031 dt 31.3.19	31.10.2019	1.12.2019	4.11.2019 TfrtoM/o.SJ&E
32	Ms. Ritwika Mitra,R/o.Alaknanda,N D-19	NBCFDOnline Regn. No.NBCFD/R/2019/5 0032 dt 5.11.19	5-11-2019	6.11.2019	15.11.2019
33.	Sh.SrinathBollapally,R /o. Janagaon, Telengana	OnlineRegn.No.NBC FD/R/2019/ 50033dt13.11.2019	14.11.2019	14.11.2019	15-11-2019 TFRtoDAF
34.	Sh. Naveen MalviyaDistt.Betul,MP- 460449	OnlineRegn. No.NBCFD/R/2019/5 0034 dt 16.11.19	16.11.19	18.11.2019	21.11.19 TFRtoM/o.SJ&E
35.	GadhulaHussainaiah, R/o.CumbumPrakasamDistt.- 523333,A.P.	OnlineRegn. No.NBCFD/R/2019/5 0035 dt. 5.12.19	5.12.2019	5.12.2019	12.12.2019
36.	Sh. Rajveer Singh Mahala,R/o.Distt.Jhunjhunu- 333026	OnlineRegn. No.NBCFD/R/2019/5 0036 dt 25.12.19	25.12.19	25.12.19	30.12.2019
37.	Sh.RameshMadbavi, Pressathani-592304,Karnataka	OnlineRegn.No.NBC FD/R/2019/ 50037dt25.12.17	27.12.2019	30.12.2019	30.12.2019

चतुर्थ तिमाही (जनवरी 2020 से मार्च 2020)

38.	Sh.AshwiniSrivastava ND- 11001 Offlinetransferred from M/o SJE vide Lr. No.D- 41013/01/2017-Gen.Idt 17.12.2019	OnlineRegn.No.NBC FD/R/P/20/00001 dt 21.1.2020	16.12..2019	21.1.2020	3.2.2020
39.	Sh.YogeshYadav R/o.Distt.Rewari, Haryana	Online NBCFD/R/E/20/000 01 dt 22.1.20	22.1.2020	22/1/2020	3.2.2020
40.	Sh.VedPrakashDograR /o. Distt. Kangra, HP Offlinetransferred fromNCBC videLr.No.NCBC/7/19/2020dt17.1. 20	OnlineRegn.No.NBC FD/R/P/20/00002 dt 23.1.2020	17.1.2020	23.1.2020	10.2.2020
41.	Sh.GururajChawan, R/o.Mahim,Mumbai-400016	OnlineRe gn.No. NBCFD/R/E/20/000 02 dt 2.2.20	2.2.2020	3.2.2020	4.2.2020
42.	Sh. Rahim AhmedR/o.TehriG arhwal,Uttarakhand- 249121	Online Regn. No.NBCFD/R/E/20.20 /00003dat6.2.20	6-2-2020	10.2.2020	14.2.2020
43.	Sh.AmarjeetKumarR /o.GaneshNagar- 2Shakarpur-92	Online Regn. No.NBCFD/R/E/20/00 004 dt 13.2.20	13.2.20	18.2.20	20.2.20
44.	Ms.JebaKumar R/o.Mugalivakka,- 600125,TamilNadu	Online Regn. No.NBCFD/R/E/20/00 005 dt. 13.2.20	13.2.20	18.2.20	20.2.20 Tfr.toDOPT
45.	Sh. B. RavinderR/o.Navi MumbaiMaharashtr a	Online Regn. No.NBCFD/R/E/20/00 006 dt. 17.2.20	17.2.20	18.2.20	20.2.20 TfrtoDOPT
46.	Sh.DeepakKumarSahuR /o.Distt.GPM- 495119Chattisgarh	Online Regn. No.NBCFD/R/E/20/00 007 dt 20.2.20	20.2.20	21.2.20	25.2.20 TfrtoDOPT
47.	Sh.KathulaMadhu R/o.Nalgonda,Telengana	Online Regn. No.NBCFD/R/E/20/00 008 dt 27.2.20	27.2.20	28.2.20	3.3.20
48.	Sh.AakulaUdayKiran R/o.Rangareddydistt.T elengana	Online Regn. No.NBCFD/R/E/20/00 009 dt 28.2.20	28.2.20	28.2.20	3.3.20
49.	Ms.PreetiKumari Dhanbad- 826001Jharkhand	Online Regn. No.NBCFD/R/E/20/00 010 dt 29.3.20	29.3.20	31.3.20	10.4.2020

राष्ट्रीय पिछड़ा वर्ग वित्त एवं विकास निगम

अप्रैल, 2020-सितंबर, 2020 के दौरान (आज तक अपडेट किया गया)

प्रथम तिमाही (अप्रैल 2020 से जून 2020)

क्र.सं.	आवेदक का नाम और पता	RTI-MIS (ऑनलाइन ऑफ़लाइन)	आवेदन की तिथि (आवेदक/मंत्रालय)	आवेदन प्राप्ति की तिथि	निपटान की तिथि
1.	Ishfaq Ahmad Najjar, Beerwah, J&K	OnlineReg n. No.NBCFD/R/E/20/0011 dt 14.4.20	14.4.2020	15.4.2020	17.4.20
2.	Jatin Kumar, Distt. Chamba, HP	OnlineReg n. NBCFD/R/E/20/00012 dated 19.4.20	19.4.20	19.4.20	6.5.20
3.	Sh. Vishvas Rai, Soohara, Bijnore, Uttar Pradesh	OnlineReg n. No.NBCFD/R/E/20/00013 dt 22.4.20	22.4.20	24.4.20	13.5.20
4.	Sh. Narender Singhvi, Udaiapur, Rajasthan	OnlineReg n. No.NBCFD/R/E/20/00014 dt. 26.4.20	26.4.20	28.4.20	6.5.20
5.	Ms. Sadhi Chhabra, Jodhpur, Rajasthan	OnlineReg n. No.NBCFD/R/E/00015 dt. 27.5.20	27.5.20	28.5.20	1.6.20
6.	Sh. Manan Khetrpal, Karnal Road, Kaithal Haryana	OnlineReg n. No.NBCFD/R/E/20/00016 dt 11.6.20	11.6.20	12.6.20	16.6.20
7.	Sh. Pankaj Singariya, Giri (Pali), Rajasthan-306102	OnlineReg n. No.NBCFD/R/E/20/00017 dt. 11.6.20	11.6.20	12.6.20	18.6.20
8.	Sh. Pranay Mani Tripathi, Distt. Fatehpur, U.P.	OnlineReg n. No.NBCFD/R/E/20/00018 dt. 16.6.20	16.6.20	16.6.20	23.6.20
9.	Sh. Sushil Kumar, o.N.R. Hospital, Lucknow, UP Online Transfer by M/o. SJ&E	NBCFD/R/X/20/00001 dt 17.6.20	17.6.20	17.6.20	23.6.20
10.	Sh. Sachin Tyagi, Roorkee-247667, Uttarakhand	OnlineReg n. No.NBCFD/R/E/20/00019 dt 17.6.20	17.6.20	18.6.20	6.7.20
11.	Sh. Golam Ahammad Masud, R/o. Distt. Purba Bardhaman-713125, WB	OnlineReg n. No.NBCFD/R/E/20/00020 dt 28.6.20	28.6.20	30.6.20	6.7.20

द्वितीय तिमाही, 2020 (जुलाई 2020 से सितम्बर 2020)

12.	Sh.SachinTyagi Roorkee,Uttrakh and	OnlineReg n. No.NBCFD/R/E/20/0 0021 dt 6.7.20	6.7.20	8.7.20	28.7.20
13.	Ms.PriyankaBumwal,R /o. Post Charanpur, PaschimBardhman-713330,WB	OnlineReg n. No.NBCFD/R/E/20/0 0022 dt 8.7.20	8.7.20	9.7.20	15.7.20
14.	Sh. Jai Bhagwan Jatav,R/o.SafdarjungEnc lave,NewDelhi-110029	OfflineRece ivedin NBCFDCvideDy.N o.374dated14.7.20 OnlineRegn.No.NBC FD/R/P/20/00003 dt 15.7.20	15.7.20	RegisteredonRTIMI S portal on15.7.20	29.7.20
15.	Sh.SuhasV.Tawalare,,R/ o. Amravati- 444606Maharashtra	Online Regn. No.NBCFD/R/E/20/00 023 dt13.7.20	13.7.20	16.7.20	28.7.20
16.	Sh. Sachin TyagiRoorkee,Har idwarUttrakhand	Online Regn. No.NBCFD/R/E/20/00 024 dt 21.7.20	21.7.20	21.7.20	28.7.20
17.	Sh. Jagadeesh P.Vandavasi- 604403TamilNadu	Online Regn. No.NBCFD/R/E/20/00 025 dt 26.7.20	26.7.20	30.7.20	5.8.20
18.	Er. P. Arun R/o.Thirubarur- 610001TamilNadu OnlineTransferredfromM/o.S kill Development	OnlineRe gn.No. NBCFD/R/T/20/000 01 dt 7.8.20	7.8.20	7.8.20	21.8.20
19.	Ms. Neha KumariNearHanuman MandirR/o. Saharsa, Bihar	OnlineRe gn.No. NBCFD/R/E/20/000 26 dt. 9.8.20	9.8.20	11.8.20	21.8.20
20.	Ms.NehaKumar Nr. Hanuman Mandir,Saharsa,Bihar- 852201	Online Regn. No.NBCFD/R/E/20/00 027 dt 9.8.20	9.8.20	11.8.20	21.8.20
21.	Sh. Rahim AhmadR/o.TehriGa rhwal,Uttrakhand- 249121	OnlineRe gn.No NBCFD/R/E/20/000 28 dt 17.8.20	17.8.20	18.8.20	27.8.20
22.	Sh.NitinSaini R/o.Distt.SaharanpurU P-247451	Online Regn. No.NBCFD/R/E/20/00 029 dt. 18.8.20	18.8.20	19.8.20	21.8.20
23.	Sh.ChandanGupta R/o.Distt.Raigarh, Maharashtra	Online Regn. No.NBCFD/R/E/20/ /000030dt19.8.20	19.8.20	20.8.20	21.8.20
24.	AdvocateVijayHansR/ o. Silver city,Zirakpur, PB TransferredfromM/o. SJ&E	OnlineRegn.No.NBC FD/R/ T/20/00002dt 20.8.20	20.8.20	24.8.20	8.9.20
25.	Sh.NarenderKumarR/o. Hisar Haryana-125001	OnlineRegn. No.NBCFD/R/E/20/00 031 dt 21.8.20	21.8.20	24.8.20	8.9.20
26.	Sh.KorubilliLakshmanRaoR/ o. Vizianagram DisttAndhra Pradesh-535183	Online Regn. No.NBCFD/R/E/20/00 032 dt 21.8.20	21.8.20	25.8.20	8.9.20

27.	Sh.UttamKumar Distt.Aurangabad- 824111,Bihar	OnlineRegn.No.NBC FD/R/E/20/00033 dt 27.8.20	27.8.20	27.8.20	7.9.20
28.	Sh.K.GovindanNampoorthy,K ochi-682002, Kerala	Online Regn. No.NBCFD/R/E/20/ 00034 dt 14.9.20	14.9.20	22.9.20	8.10.20
29.	Sh. Aman, Nr.DAVSr.School,Badra- 335501,Raj	OnlineRegn.NBCFD/ R/E/20/000 35dated 14.9.20	14.9.20	22.9.20	25.9.20
30.	Sh.YogeshKumar, R/o.Distt.Riwari- 123401,Haryana	Online Regn. No.NBCFD/R/E/20/0 00 36dt. 14.9.20	14.9.20	22.9.20	25.9.20
31.	Sh.AnilKumarMaurya,R /o. Varanasi-221003 U.P.	Online Regn. No.NBCFD/R/E/20/0 03 7	15.9.20	22.9.20	30.9.20
32.	Sh.ShamlalYadav R/o.GoutamBudhNagar,U.P. TransferfromMSJEvideRegn.No. MOSJE/R.E.20/00740/1	NBCFD/R/T/20/000 3 dt. 21.9.20	21.9.20	21.9.20	30.9.20
33.	Sh.SatinderKumarWadhera, R.o.Nanital, Uttrakhand	Online Regn. No.NBCFDC/R/E/20/ 00 038dt.26.9.20	26.9.20	26.9.20	1.10.20
34.	Sh.AnilKumarMaurya,R /o. Varanasi-221003 U.P.	Online Regn. No.NBCFD/R/E/20/0 00 39dt. 30.9.20	30.9.20	3.10.20	6.10.20
35.	Sh.NeerajVermaR/ o. Pant Nagar Uttrakhand-263149	Online Regn. No.NBCFD/R/E/20/0 00 40dt 3.10.20	30.9.20	3.10.20	6.10.20

IIRDQuarter(September2020toDecember,2020)

36.	Sh. Dilip SainiR/o.ShamNa gar,Rajpura,Punja b	OnlineRegn.No.NBCF D/R/E/00041 dt. 8.10.20	8.10.20	13.10.20	13.10.20
37.	Ms.RavitejaMunukuti, R/o.Sullurepet- 524121,AndhraPradesh	OnlineRegn. No. NBCFD/R/E/20/000 42 dt. 16.10.20	16.10.20	20.10.20	20.10.20
38.	Sh. Venkata Charya,R/o.Boduppal- 500092Telengana	Online Regn. No.NBCFD/R/E/000 43dt.19.10.20	19.10.20	20.10.20	20.10.20
39.	Ms.DeepanjaleeBorah, Distt.Charaideo,Assam-875692	OnlineRegn. No. NBCFD/R/E/0004420. 11.20	20.11.20	23.11.20	24.11.20
40.	Sh.AdarshKumar R/o.Muzaffarpur- 844120Bihar	Online Regn. No.NBCFD/R/E/0004 5 Dt.22.11.20	23.11.20	23.11.20	24.11.20
41.	Sh. Prasant KamalakarR/o.Manikbag h,-411051 Maharashtra	Online Regn. No.NBCFD/R/E/0004 6 Dt.28.11.20	28.11.20	1.12.20	11.12.20
42.	Sh.Shubham R/o.Sonipat, Haryana-131001	Online Regn. No.NBCFD/R/E/0004 7 Dt.2.12.20	2.12.20	3.12.20	11.12.20
43.	Sh. Deepak SinghPORatgaon,- 246481Uttrakhand	Online Regn. No.NBCFD/R/E/000 48Dt.4.12.20	4.12.20	8.12.20	11.12.20
44.	Ms.JyotiRani, R/o.RattanNagar- 147001Punjab	Online Regn. No.NBCFD/R/E/0004 9 Dt.20.12.20	20.12.20	21.12.20	23.12.20
45.	Sh. Prakash KeshriR/o.24,NorthPara ganas W.B.	Online Regn. No.NBCFD/R/E/0005 0 Dt.26.12.20	26.12.20	29.12.20	30.12.20

चतुर्थ तिमाही (जनवरी, 2021 से मार्च, 2021)

46.	Sh.KundanKumar, R/o.Distt.Arwal- 804421Bihar	Online Regn. No.NBCFD/R/E/21/0 00 01dt.1.1.21	1.2.2021	4.1.2021	6.1.21
47.	Sh. Vadivel S.P.Salem,Salem- 636010	OnlineNo.NBCFD/R/ E/21/ 00002dt.13.1.21	14.1.2021	14.1.21	27.1.21
48.	Apurbapal Distt.Hooghly, WestBengal	NBCFD/R/E/21/000 03dt. 21.1.21	21.1.21	21.1.21	27.1.21
49.	Sh.GundeboinaNarasimha, Aadambakka,TN-600088	NBCFD/R/E/21/000 04dt. 22.1.21	22.1.21	27.1.21	27.1.21
50.	Sh.MaheshKumara Hiriyurtq.Karnataka-577511	NBCFD/R/E/21/000 05 Dt.23.1.21	23.1.21	27.1.21	27.1.21
51.	Sh.VaishnoPrasad, KanganHeri,NewDelhi-71	NBCFD/R/E/21/000 06dt 5.2.21	8.2.21	15.2.21	15.2.21
52.	Sh. Arun G1ZentivaQuartersAnkleshwar- 393001	NBCFD/R/E/21/0000 07 dt. 8.2.21	8.2.21	10.2.21	15.2.21
53.	NitumaniPathak R/o.KamrupRural,Assam- 781124	NBCFD/R/E/21/000 08 dt. 9.2.21	10.2.21	10.2.21	15.2.21
54.	Sh. Pankaj, R/o.ColonyPinjore, Haryana-134102	NBCFDC/R/E/21/000 09 dt. 11.2.21	11.2.21	11.2.21	15.2.21
55.	Sh.RishiKumr R/o.NalandaBihar	NBCFD/R/E/21/000 10dt. 24.2.21	24.2.21	25.2.21	3.3.21
56.	SH.BhaskarDewangan Bacheli,Chhattisgarh-494553	NBCFD/R/E/21/000 011dt.24.2.21	24.2.21	25.2.21	5.3.21
57.	Sh. Saikumar Eluru, WestGodavari, AP- 534002dt.3.3.21	NBCFD/R/E/21/0000 12 dt. 3.3.21	3.3.21	3.3.21	9.3.21
58.	Sh.RajkumarKatara GramPanchayatGhatau, Rajasthan-314034	NBCFD/R/E/21/000 13 dt. 15.3.21	15.3.21	15.3.21	18.3.21
59.	Sh.NileshGorakhThorat, DombivaliWest- 421202Mah	NBCFD/R/E/21/000 14 dt. 21.3.21	22.3.21	22.3.21	24.3.21

AAAAA–PublicAuthorityCode B–

RforRequestandAfor Appeal

C -E for onlinereceiptP–

PhysicalReceipt

T–TransferforOtherPublicAuthorityX –

Part transfer Cases

L– LegacyReceipt

DD-LasttwodigitsofyearEEEEEE –

Five digits serial No.

National Backward Classes Finance and Development Corporation

Status of Appeals for the Period ending (01.04.2020 to 31.03.2021) Year: 2020-21

S.No.	Name & Address of the Applicant	Date of Application (Applicant/Ministry)	Date of Receipt of Application	Date of Disposal	Month(s)
1.	Sh. Rahim Ahmed, H.No.1, Moli Sunaali Anjanisain, Tehri Garhwal, Uttarakhand-249121	19.07.2020	19.07.2020	06.08.2020	July, 2020 August, 2020
2.	Sh. Chandan Gupta, D-601, Silverstarchs, Plot 50/63/64/65, Sec.-18, Kamothe, Distt-Raigad, Maharashtra-410209.	21.08.2020	21.08.2020	10.09.2020	August, 2020 September, 2020
3.	Anil Kumar Maurya, SH-8/45, Shivpur Kot, Varanasi, Uttar Pradesh-221003	08.10.2020	08.10.2020	03.11.2020	October, 2020 November, 2020
4.	Sh. Jai Bhagwan Jatav, President, Rashtriya Shoshit Parishad (Regd.), B-2 Extn./2 Safdarjung Enclave, New Delhi-110029.	06.11.2020	17.11.2020	24.11.2020	November, 2020
5.	Sh. Vadivel SP, 1/44N, Mettur Street Jari Kondalamapatty, Santhai palem, Tamil Nadu-636010	27.01.2021	27.01.2021	02.02.2021	January, 2021 February, 2021

National Backward Classes Finance and Development Corporation

Status of Appeals for the Period ending (01.04.2019 to 31.03.2020) Year: 2019-20 : Nil

National Backward Classes Finance and Development Corporation

Status of Appeals for the Period ending (01.04.2018 to 31.03.2019) Year: 2018-19

S.No.	Name & Address of the Applicant	Date of Application (Applicant/Ministry)	Date of Receipt of Application	Date of Disposal	Month(s)
1.	Sh. Ajay Kumar Yadav, R/o Shri Krishna Colony, Narnaul Road, Bhehror, Alwar-301701	04.07.2018	04.07.2018	19.07.2018	July, 2018
2.	Sh. Ram Prakash H.No. 114, Village-Ramgarh, Tehsil-Mandi Dabwali, Distt.-Sirsa.	05.12.2018	05.12.2018	24.12..2018	December, 2018
3.	Ms. S. Chauhan, 46A, SDF, Sec.-15A, Noida-201301.	24.12.2018	27.12.2018)	24.01.2019	December, 2018 January, 2019
4.	Sh. Chethan K, Sri Devi Krupa Greenpitch, Hosabettu Managlore-755026	11.01.2019	14.01.2019	31.01.2019	January, 2019

NBCFDC**FY'2022-23[IstQuarter(Apr2022toJun,2022)]**

S.N.	NameandAddressofthe Applicant	RTI-MIS(Online/Offline)	Date ofApplication (Applicant/Ministry)	DateofReceipt in Application	DateofDisposal
1	ShriSandeep,10-3-7,First Floor, Refre Complex, Mehndipatnam,Telangana	TransferredfromMoSJE	01.04.2022	01.04.2022	04.04.2022
2	Mohd.Rafi,6/2,Double Storey, New Delhi	NBCFD/R/E/22/00016	06.04.2022	07.04.2022	08.04.2022
3	SaurabhJyoti,Nahat TiponiaGaon,Jorhat	NBCFD/R/E/22/00017	11.04.2022	13.04.2022	13.04.2022
4	ShriArnabKumarNeogi, BallyDurgapur,Howrah, West Bengal	NBCFD/R/E/22/00018	01.05.2022	01.05.2022	05.05.2022
5	ShriM.SuryaTeja,Study Hall2,nearVictoriaCafé, AshokNagar,Hyderabad	transferrdfromDPE	12.05.2022	12.05.2022	24.05.2022
6	ShirPankajKumarPotiya, Sikar, Rajasthan	TransferredfromDPE	12.05.2022	12.05.2022	24.05.2022
7	ShriAhmed Kabeer,Lnin Nagar,TrichanoorRoadt, Tirupati	TransferredfromDPE	12.05.2022	12.05.2022	24.05.2022
8	ShriPradeepKumarBasik, Govindpur Post, Kusharpur, Balasore	TransferredfromNMDFC	18.05.2022	19.05.2022	19.05.2022

9	ShriBhupendraRamesh Kumar Prasad, A/44, KalpatruParkMillenium Society, Gandhinagar	NBCFD/R/E/22/00019	24.05.2022	25.05.2022	26.05.2022
10	Shri Upash Shawl, KhajooriKhas,Delhi	TransferredfromDPE	02.06.2022	02.06.2022	13.06.2022
11	ShriRajKumarSingh,IMS Law college, A-803, Sector-62, Noida	TransferredfromDPE	02.06.2022	02.06.2022	13.06.2022
12	Shri Chitan KN , Karpanahalli village, DodderiHobli, Madhugiri TQ, Jumkur-572112	NBCFD/R/E/22/00020	13.06.2022	13.06.2022	15.06.2022
13	ShriRajatSingla,S/oSh. Surendre Kumar Nr. Purana Thana, W,No.11,LehraGaga	TransferredfromDPE	10.06.2022	10.06.2022	14.06.2022
14	Sh. Vikky Kumar, S/o Sh.Chhatru Ram, Nr, AnokhaBachpanSchool, SariyatolaPatratv,Distt. Ramgarh	NBCFD/R/E/22/00021	16.06.2022	16.06.2022	20.06.2022
15	Sh. Vikky Kumar, S/o Sh.Chhatru Ram, Nr, AnokhaBachpanSchool, SariyatolaPatratv,Distt. Ramgarh	NBCFD/R/E/22/00022	16.06.2022	16.06.2022	20.06.2022

16	Sh. Shrikant Jakhar, GF-01, BhagyaShree Enclave, Kkatiya School Road, Vishakhapatnam	NBCFD/R/E/22/00023	16.06.2022	16.06.2022	16.06.2022
17		Transferred from DPE	17.06.2022	17.06.2022	20.06.2022
18	Sh. Anil Kumar R, Prateeksha Plavilla Lane, Kallampally, Medical college, P.O- Thiruvanthapuram, Kerala	Transferred from DPE	17.06.2022	17.06.2022	20.06.2022
19	Sh. Rutwik Phatak, R/o T8-30, The Highlands Forest Trails Bhugaon Pune-4112115, Maharashtra	Transferred from DPE	23.06.2022	23.06.2022	--
20	Sh. B. Autul Kumar, 2 B/22, Kalpatru Area, LBS Road, Ghatkopar West, Mumbai-400086 Mah.	Transferred from DPE	27.06.2022	27.06.2022	30.06.2022
21	Sh. Vaivab Das, Das Mansion, Kaligali, Nr. High Court Kaligali Cuttack-753002	Transferred from SJ&E	04.07.2022	04.07.2022	21.07.2022
FY'2022-23[2nd Quarter(Jul2022 to Sep, 2022)]					
22	Sh. Someet Mattoo, 88, Janpath, First Floor, India Tourism Office, New Delhi	Transferred from DPE	01.07.2022	01.07.2022	08.07.2022
23	Sh. Shashi Kumar S, Gadikoppa, Nr. Govt. School, Shimoga	NBCFD/R/E/22/00024	08.07.2022	08.07.2022	11.07.2022

24	Sh.RajeshGupta,R/oQ- No.217, Rehani Colony, Jammu- 180005 (J&K)	NBCFD/R/E/22/00025	11.07.2022	11.07.2022	11.07.2022
25	Ms.NikitaChaudhary, H.No.632/B-4/3, Shankarpuri, Kavita Chinhat,Lucknow-226028	NBCFD/R/E/22/00026	14.07.2022	14.07.2022	15.07.2022
26	Dr. Gautam Kothari, Shreyas, 231, Saket Nagar,Indore-452018	Online	29.07.2022	29.07.2022	22.08.2022
27	Sh.AnilDutta,Nazafgarh, Delhi-43	TransferredfromDPE	05.08.2022	05.08.2022	--
28	Sh. Sohel Rana, PondicheryUniversity Port Blair, Andman &Nikobar-74412	NBCFD/R/E/22/00027	10.08.2022	10.08.2022	12.08.2022
29	Sh.KavitaSaini,Chandar, Indore-307803	NBCFD/R/E/22/00028	16.08.2022	16.08.2022	23.08.2022
30	Sh.SureshKumar,V/P Kelware, The. Shahab ,Distt.-Baran,Baran- 325224	NBCFD/R/E/22/00029	22.08.2022	22.08.2022	24.08.2022
31	Sh.AyanshGupta,Delhi- 85	NBCFD/R/E/22/00030	25.08.2022	25.08.2022	12.09.2022
32	Sh.GaneshRamalingam, E/KRoad, Ooty, Nilgiri, Tamil Nadu	NBCFD/R/E/22/00031	29.08.2022	29.08.2022	Tranf.ToNCBC on 01.09.2022
33	Sh.Viveksharma,Flat.No. 913, Towar No.34, Ashiana Town, Hill view Society,Bhiwandi-301019	NBCFD/R/E/22/00032	01.09.2022	01.09.2022	30.09.2022

34	Sh.RahimAhmed,H.No.1, Moli sonali, Anjanisain, TehriGarhwal,Utt.Khand- 249121	NBCFD/R/E/22/00033	06.09.2022	06.09.2022	13.09.2022
35	Sh. Honey Kumar, 12123, HoneyBhavan,Nr.Charan Street, Azad Nagar- 311001 Raj.	NBCFD/R/E/22/00034	06.09.2022	06.09.2022	09.09.2022
36	Sh.LiyakatHussain,H.No. 1,MoliSunaliAnjani,sain Tkhri, Garwal, Utt.Khand- 249121	NBCFD/R/E/22/00035	06.09.2022	06.09.2022	13.09.2022
37	ShriMohitWalia,	NBCFD/R/E/22/00036	13-09-2022	14-09-2022	10-10-2022
38	ShriYogeshKumar	NBCFD/R/E/22/00037	16-09-2022	20-09-2022	19-10-2022
39	ShriSarvendraMishra, Uttar Pradesh	TransferredtoNationalCo	15-09-2022	15-09-2022	14-10-2022
40	Shri Sarvendra Mishra, UttarPradesh:forwarded by DPE		13-09-2022	13-09-2022	12-10-2022
41	ShriPunitSharma, Rajasthan:forwardedby DPE	ThroughMail	21-09-2022	21-09-2022	20-10-2022
FY'2022-23[3rdQuarter(Sep2022toDec,2022)]					
42	ShriLiyakatHussain,Moli SunaaliAnjanisain,Tehri Garhwal. Uttarakhand	NBCFD/R/E/22/00038	04.10.2022	06-10-2022	05-11-2022
43	ShriSonalkumar,Tower No.17, Flat No.308, JaypeeAmanSociety, NOIDA,UttarPradesh	ThroughMail	07.10.2022	07.10.2022	06.11.2022

44	Shri Sunil N.,Yoganna House, Ward No.1, First Floor, Devamma Badawane,Channapatna, Hassan, karnataka - 573201	ThroughMail	10.10.2022	11.10.2022	10-11-2022
45	ShriAnjanKumarSingh, 113 N, Near Mother Dairy,PushpVihar,New Delhi 110017		12.10.2022	12.10.2022	11.11.2022
46	Shri Ashish Kumar, 170, CivilLines,StationRoad, Bareilly, Uttar Pradesh 243001		18.10.2022	18.10.2022	17.11.2022
47	Shri Ajeet Kumar, BhagwatiBaghFoundry Nagar, Uttar Pradesh	NBCFD/R/E/22/00039	26.10.2022	27.10.2022	26.11.2022
48	Shri Dhore Sharad Rambhau, Bhagwati Tal Sengaon,Kadoli,Hingoli, Maharashta		27.10.2022	27.10.2022	26.11.2022
49	Shri Charan Singh Verma, 9-1-C,RailVihar,Sector-9, VidhyadharNagar,Jaipur, Rajasthan	NBCFD/R/E/22/00041	27.10.2022	27.10.2022	26.11.2022
50	Shri Charan Singh Verma, 9-1-C,RailVihar,Sector-9, VidhyadharNagar,Jaipur, Rajasthan	ThroughMail	27.10.2022	27.10.2022	26.11.2022

51	Ms.Dipika S., 5, Arumugam Street, Odikuppam Manawalanagar, Thiruvallur,TamilNadu	ThroughMail	27.10.2022	27.10.2022	26.11.2022
52	SriHarchAdwitiy,D-1/63, Refinery Township, Bihar	ThroughMail	28.10.2022	31.10.2022	30.11.2022
53	Shri Karankumar Chaudhari,Dr.Ambedkar layout Gidada Road, Umred, Near Lumbini Buddha Vihar, Savitribai Fule Vachnalay	NBCFD/R/E/22/00040	08.11.2022	09.11.2022	08.12.2022
54	Shri Praveen Singh, Sultanpuri,Delhi110086	ThroughMail	15.11.2022	15.11.2022	14.12.2022
55	Shri Charan Singh Verma, 9-1-C,RailVihar,Sector-9, VidhyadharNagar,Jaipur, Rajasthan	NBCFD/R/E/22/00041	21.11.2022	21.11.2022	20.12.2022
56	Shri Bhawani Shankar Nagar,125NagarBasti Khera,TehsilKhanpur, Jhalwar, Rajasthan	NBCFD/R/E/22/00042	27.11.2022	27.11.2022	26.12.2022
57	Shri Senthil Arasu MC, No.47,GovripuramStreet East,KarurDistrict,Karur, Tamil Nadu	NBCFD/R/E/22/00043	05.12.2022	06.12.2022	05.01.2023

58	ShriNikhilKumar,ByPass Road, Sudna IBP petrol Pump, Sudna,Jharkhand	NBCFD/R/E/22/00044	06.12.2022	06.12.2022	05.01.2023
59	Shri Koushik Sahu, Bhelaidiya, Binpur, Jhargram,WestBengal	NBCFD/R/E/22/00045	13.12.2022	13.12.2022	12.01.2023
60	ShriShubhamKumar, RoomNo.94, Dr.CPR Ayyer Hostel, BHU,Varanasi, Uttar Pradesh	NBCFD/R/E/22/00046	15.12.2022	15.12.2022	14.01.2023
61	Ms. Iffat J., 35, Nadwa CollegeCampus,Tagore Marg, Lucknow, Uttar Pradesh	NBCFD/R/E/22/00049	17.12.2022	20.12.2022	19.01.2023
62	ShriSujitKumar,Kodhar Jail Road, Ramgarh, Jharkhand	NBCFD/R/T/23/00009	22.02.2023	22.02.2023	9.03.2023
63	Shri Ajeet Kumar, BhagwatiBaghFoundry Nagar, Uttar Pradesh	NBCFD/R/E/22/00055	20.12.2022	20.12.2022	18.01.2023
64	Shri Anant Vaibhav, Kandara,Azamgarh,Uttar Pradesh	NBCFD/R/E/22/00053	21.12.2022	23.12.2022	22.01.2023
65	ShriHiranmoyDebnath, Village-Palashi,North24 Parganas, West Bengal	NBCFD/R/E/22/00054	21.12.2022	23.12.2022	22.01.2023
66	ShriP.Prabhu,5/161, Koodarmedy, Dasavilakku, Omalur, Tamil Nadu	NBCFD/R/E/22/00050	21.12.2022	23.12.2022	22.01.2023

67	Shri Senthil Arasu MC, No.47,GovripuramStreet East,KarurDistrict,Karur, Tamil Nadu	NBCFD/R/E/22/00052	17.12.2022	22.12.2022	16.01.2023
68	Shri Charan Singh Verma, 9-1-C,RailVihar,Sector-9, VidhyadharNagar,Jaipur, Rajasthan		23.12.2022	23.12.2022	22.01.2023
69	Shri Anant Vaibhav, Kandara,Azamgarh,Uttar Pradesh	NBCFD/R/E/22/00053	23.12.2022	23.12.2022	22.01.2023
70	Shri Vangaveeti Srinivasrao,Siingavaram Village, Ananthagiri Mandal, Suryapeta District, Telangana	NBCFD/R/E/22/00056	24.12.2022	24.12.2022	23.01.2023
71	Shri Satyakumar Yadav, 501,NukalasResidency, Jaihind Enclave, Madhapur, Hyderabad	NBCFD/R/E/22/00057	24.12.2022	24.12.2022	22.01.2023
72	Shri Kalam Hasnain Ashrafi,VillageSemardih, PO Kisko, District- Lohardaga, Jharkhand	NBCFD/R/E/22/00059	27.12.2022	27.12.2022	26.01.2023
73	ShriRameshBabuL,205, Athena C, Lodha Casa Paradiso, Sanath Nagar, Hyderabad, Telangana	NBCFD/R/E/22/00058	27.12.2022	27.12.2022	26.01.2023

74	ShriTarunPanwar,Gali No.3L, SouthCivillines, Roorkee, Uttarakhand	NBCFD/R/E/22/00060	28.12.2022	28.12.2022	27.01.2023
FY'2022-23[4thQuarter(Jan2023toMar,2023)]					
75	Shri Gadilingappa, 3rd Ward, Kadesh Ngar Near HighSchool, Emmiganoor, Karnataka	NBCFD/R/E/23/00001	01.01.2023	01.01.2023	30.01.2023
76	ShriDevendraNagayach, 128/111 Y 1 Block, Yashoda Nagar, Kanpur, Uttar Pradesh	NBCFD/R/E/23/00002	02.01.2023	02.01.2023	31.01.2023
77	Shri Sanjay Kumar Beniwal, Ward No.2, Sonari, Nohar, Hanumangarh,Rajasthan	NBCFD/R/E/23/00003	07.01.2023	07.01.2023	05.02.2023
78	Shri Pravesh Kumar, Durgajiya, Kiraon, Shahipur, Handia, Prayagraj,UttarPradesh	NBCFD/R/E/23/00009	13.01.2023	13.01.2023	11.02.2023
79	ShriNagarajuY,KRCircle, Bengaluru, Karnakata	NBCFD/R/E/23/00005	14.01.2023	14.01.2023	12.02.2023
80	Shri Vangaveeti Srinivasarao,Vayala Sigavaram Village, AnanthagiriMandal, Suryapeta District, Telangana	NBCFD/R/E/23/00006	15.01.2023	16.01.2023	14.02.2023

81	Shri Ankit Saini, Village GovardhanpurDhulani, Chilkhana,Saharanpur, Uttar Pradesh	NBCFD/R/E/23/00007	18.01.2023	18.01.2023	16.02.2023
82	Shri Avik Paul, 113/B, Kamalapur,DumDum, Kolkata, West Bengal	NBCFDC/R/E/23/00008	22.01.2023	22.01.2023	20.02.2023
83	ShriTarunPanwar,Gali No.3L, SouthCivilLines, Roorkee, Uttarakhand	NBCFDC/R/E/23/00001	24.01.2023	24.01.2023	22.02.2023
84	LiaisonHumanity,Behind OldPostOffice,Navapur, Maharashtra	ThroughMail	20.01.2023	20.01.2023	18.02.2023
85	Shri Mukul Kumar, Sri Kunj,RoyColony,Nutan Dih, Jagjiwan Nagar, Dhanbad, Jharkhand	ThroughMail	20.01.2023	20.01.2023	18.02.2023
86	Shri Vinod Gangaram Daundkar,PuneNagar Highway Road, Koregaonbhima, Maharashtra	ThroughMail	20.01.2023	20.01.2023	18.02.2023
87	Shri Yogesh, 506/E6, Shidhhanta Niketan, Aurobindo Hospital, Indore,MadhyaPradesh	ThroughMail	20.01.2023	20.01.2023	18.02.2023

88	ShriPuneetSharma,103, SIDBI Apartment, Ashok Marg,C-Scheme,Jaipur, Rajasthan	ThroughMail	20.01.2023	20.01.2023	18.02.2023
89	Shri Pravesh Kumar, Durgajiya, Kiraon, Shahipur, Handia, Prayagraj,UttarPradesh	NBCFD/R/E/23/00004	28.01.2023	28.01.2023	26.02.2023
90	MS. Manisha Kasana, GangaHostel,Jawaharlal Nehru University, New Delhi	NBCFDC/R/T/23/00004	30.01.2023	30.01.2023	28.02.2023
91	MS. Diksha Rani, IIPS Mumbai,GovandiStation Road, Opposite Sanjona Chamber, Deonar, Mumbai	NBCFDC/R/T/23/00006	30.01.2023	30.01.2023	28.02.2023
92	Ms.Sijinakp,Kinattingara parambath house, Palazhi, HILITE City- 673014 , Kerela	NBCFDC/R/T/23/00002	30.01.2023	30.01.2023	28.02.2023
93	ShriCharanSinghVerma, Flat No-9-1-C, Rail Vihar, Sector-9, Vidhyadhar Nagar,Jaipur,Rajasthan- 302039	NBCFDC/R/T/23/00003	30.01.2023	30.01.2023	14.02.2023
94	ShriGadilingaa,3rdward, Jadeshnagar, Emmiganoor- 583113, Karnataka	NBCFDC/R/T/23/00005	30.01.2023	30.01.2023	14.2.2023

95	Ms. Alka Rani, H.No.141, GaliNo.7,AdditionalBata Colony, Sirsa-125055	NBCFDC/R/T/23/00011	02.02.2023	02.02.2023	03.03.2023
96	Ms. Deepika S, 8A, S1, Ayshwaryam Galaxy, Indira,Chennai-600062	NBCFD/R/E/23/00010	02.02.2023	02.02.2023	14.02.2023
97	Sh.AgilwarmanR.,Room No.17, NMRS Hostel, Central University of Tamil Nadu, Neelakudi, Thiruvapur, T.N-610005	NBCFD/R/E/23/00012	02.02.2023	02.02.2023	03.03.2023
98	Sh.GyanLok,Village- Basinpurwa , Post-sundhiyamau, Dist. -Barabanki , Pin:225305 UP	NBCFD/R/E/23/00013	07.02.2023	07.02.2023	06.03.2023
99	Sh. Resalayyan V., Thottathu Veedu, Marappalam,Thekkupara PO, Vellarada, Trivandrum-695505,	BYPOST	07.02.2023	07.02.2023	16.02.2023
100	Sh Tamilarasu S., 1/233, Saamiyar Kottai, Paruvadhana Halli, , Pennagaram,Dharmapuri- 636813 (TN)	NBCFD/R/E/23/00014	08.02.2023	08.02.2023	07.03.2023
101	Sh.Tarun Panwar., C/o Satish Chaudhary, Gali no-3L,SouthCivilLine, Roorkee, Uttarakhan, Roorkee, Pin:247666 (Uttrakhand)	NBCFDC/R/E/23/00001	20.02.2023	21.02.2023	20.02.2023

102	Sh. ANKUR PAL., MUHURIPUR, SANTIRBAZAR, SOUTHTRIPURA-799142 (TRIPURA)	NBCFD/R/E/23/00015	22.02.2023	22.02.2023	20.03.2024
103	Sh. Gyan Lok, Village-Basinpurwa, Post-sundhiyamau, District -Barabanki, 225305	NBCFDC/R/T/23/00011	7.2.2023	24.02.2023	24.02.2023
104	Sh. MADHU CHANDAN NRAMBHAU, No 369 oppflourmillakeroad , Yelahanka north bengaluru,Pin:560064	NBCFD/R/E/23/00022	24.02.2023	24.02.2023	
105	Sh.KARVENDHANA, SELEMBAGOUNDAN PALAYAM,Thottipalayam, Bhavani,-638312	NBCFD/R/T/23/00008	24.02.2023	24.02.2023	6.3.2023
106	Sh. SUJIT KUMAR, KOTHARJAILMOOD RAMGARH JHARKHAND, RAMGARH,-829122	NBCFD/R/E/22/00048	24.02.2023	24.02.2023	23.03.2024
107	Sh. DHORE SHARAD RAMBHAU,FLATNO10, AKSHAY COMPLEX B, VITTHALWADI PUNE, Pin:411030	NBCFD/R/T/23/00010	24.02.2023	24.02.2023	9.3.2023

108	Sh.Pankaj,1305,Sainiyan Mohalla, Near Kashmiri Aatta Chakki, Hisar, Haryana- 125001	ThroughMail	27.02.2023	27.02.2023	27.03.2023
109	Sh.DhirajKumarVillage- Manganj West Post - Manganj West , Police station -Jadia Block - Triveniganj , District - Supaul State -Bihar , Pin:852214	NBCFD/R/E/23/00018	02.03.2023	02.03.2023	02.04.2024
110	Sh. Mousam Kumar PradhanTusra,Jagannath pada, Tusra, Pin:767030	NBCFD/R/E/23/00017	02.03.2023	02.03.2023	02.04.2023
111	Sh. Tarun Panwar, C/o SatishChaudhary,Galino- 3L, South Civil Line, Roorkee, Uttarakhan, Roorkee, Pin:247666	NBCFDC/R/E/23/00012	14.03.2023	15.03.2023	13.04.2023
112	Sh.Krishna Kishor, VPO- Champi, PS-Petarwar, Distt.Bakaro,Jharkhand- 829123	ThroughMail	16.03.2023	16.03.2023	14.04.2023
113	SH. MUNEEER M, KOOTATHUVILA,SANTHI NAGAR-185, AYATHIL, Kollam,Pin:691021	NBCFD/R/E/23/00019	17.03.2023	17.03.2023	15.04.2023

114	Sh.R.Machaiah,S/oLate. R. Venkata Ramana, 4/255-7,Dorasanipalli(v), Proddatur-516360, Distt. Ysr Kadapa (AP)	Through Mail and By post on11.4.2023	17.03.2023	17.03.2023	11.04.2023
115	Sh.Anant Vaibhav Village Kandara, Post Mahul, Azamgarh, Pin:223225	NBCFD/R/E/23/00020	20.03.2023	20.03.2023	17.04.2023
116	Sh.MADHUCHANDAN N No369oppflourmilllake road, Yelahanka north bengaluru, 560064	Transferred to National Commission for Backward Classes	22.03.2023	22.03.2023	
117	Sh. Rahul Kumar 06 infront of surajmukhiintercollege,D urganagar ,Bareilly, 243006	NBCFD/R/E/23/00021	22.03.2023	22.03.2023	20.04.2024
118	Sh. Budumuru NageshwarRao,521,BC Colony, VandringiJunction, Ponduru, Srikakulam- 532168(AndhraPradesh),	videthisofficemail 24.4.2023	27.03.2023	27.03.2023	24.04.2023
119	डॉ.गौतमकोठारी,वेँ यस, 231,साक तनगर,इंदौर- 452019(म.उ)	ThroughMailandBypost on27.4.2023	31.03.2023	31.03.2023	27.04.2023

Fy 2023-2024
(April – June 2023)

S. NO	Name and address of the Applicant	RTI (online/Offline)	Date of Application (Applicant / Ministry)	Date of Receipt in Application	Date of Disposal
120	Sh. Abhishek Singh sursardewarikaseyaro adsonbersa bazar gorakhpur, Gorakhpur, 273002	RTI – MIS	03.04.2023	03.04.2023	24.04.2023
121	Sh. Divakar Sahani Hariharnath utri ward number 14 Kaptanganj, Pin:274301	RTIMIS Portal	03.04.2024	03.04.2024	24.04.2023
122	Sh. Shiva Prasad akula Hno 7-1-49, Baddi pochamma street, vemulawada, 505302	RTIMIS Portal	03.04.2024	03.04.2024	24.04.2023
123	Sh. PUNEET KATARA QTR NO 884/03 AYUDH VIHAR 1, NAVAL STATION KARANJA, URAN RAIGAD, 400704	RTIMIS Portal	05.04.2023	05.04.2023	24.04.2023
124	Sh. Karan Kumar Agrawal Main Road, Tupkadih, Bokaro, Jharkhand- 827010	RTIMIS Portal	05.04.2023	05.04.2023	24.04.2023
125	Ms. S. Deepika, 8A/S1, Ayshwaryam Galxy, Indira Nagar Main Road, Kovilpadagai, Avadi, Chennai-600062(TN)	RTIMIS Portal	05.04.2023	05.04.2023	24.04.2023
126	Ms. Neetu, Room No. 82, Hostel Bansthali Vidhyapith New, Newai-304022.	RTIMIS Portal	06.04.2023	06.04.2023	24.04.2023
127	Sh. Tarun Panwar, C/o Satish Chaudhary, Gali No.- 3L, South Civil Line, Roorkee, Uttarakhan , Roorkee- 247666	RTIMIS Portal	06.04.2023	06.04.2023	24.04.2023
128	Sh Yogesh Kumar Jangid, Room No. 01, Birsa Munda Hostel, Mgahv, Wardha,	RTIMIS Portal	07.04.2023	07.04.2023	24.04.2023

	Maharashtra 442001,	-			
129	Sh.Gurpreet Singh, 104 Sarain Mohalla, Jammu, Pin:180001	RTIMIS Portal	12.04.2023	12.04.2023	11.05.2023
130	Sh. Nagaraju Y, KR Circle, Bengaluru, Karnataka, Pin:560001	RTIMIS Portal	12.04.2023	12.04.2023	11.05.2023
131	Sh.Sivaraj, Plot No 44, Anandeshwar colony, Near Ram Mandir, behind athrva hotel, Kalaburagi, Pin:585102	RTIMIS Portal	13.04.2023	13.04.2023	24.04.2023
132	Sh. Rajendra Kumar Yadavj, 695/24 Kailashpuri Colony, Allapur, Prayagraj, Pin:211006	RTIMIS Portal	14.04.2023	14.04.2023	10.05.2023
133	Sh.Ashish, Village- Surana, Post- Neerpur, Teh- Narnaul, Mahendragarh, Pin:123001	RTIMIS Portal	14.04.2023	14.04.2023	10.05.2023
134	Ms. Nandini, Arkavathi UG Girls hostel, GKVK, UAS, Bengaluru , Pin:560065	RTIMIS Portal	23.03.2023	23.03.2023	19.04.2023
135	Sh. Sonu, 1- 3,Sawastik Homes, H-Block, Manglam City, Kalwar road, Jaipur, Rajasthan- 302012,	RTIMIS Portal	23.04.2023	23.04.2023	10.05.2023
136	Sh. Deepa Ram, Village- Sarnon Ka Sara, PO-Nehro ki Dhani, Tehsil- Sindari, Distt.- Sindari, Rahasthan- 344033	RTIMIS Portal	25.04.2023	25.04.2023	04.05.2023
137	Ms.Sandhya, Yamuna Hostel, 5/3 JNU, Pin:110067	RTIMIS Portal	25.04.2023	25.04.2023	10.05.2023
138	Sh Yogesh Kumar Jangid, Room No. 01, Birsa Munda Hostel, Mgahv, Wardha,	RTIMIS Portal	27.04.2023	27.04.2023	04.05.2023

	Maharashtra - 442001,				
139	Sh. Subhrajit Paul, Seller Portal Esl Intercom, Tetul Tola More, Beside Road, Vill - Bhadroshila, P O - Itahar, Dist - North Dinaj Pur, Pin:733128	RTIMIS Portal	28.04.2023	28.04.2023	23.05.2023
140	Sh.Vikash Yadav Sh.Vikash B 112, 2nd floor, Block B, Gandhi Vihar, Pin:110009	RTIMIS Portal	28.04.2023	28.04.2023	23.05.2023
141	Sh. Shashwat Bajpai,59 Church Road, Vishnupuri, Aliganj Lucknow, Pin:226022	RTIMIS Portal	03.05.2023	03.05.2023	26.05.2023
142	Shri Deepak Lavania, 70 Rajendra Nagar, New Idgha Colony, Agra, Uttar Pradesh- 282001	RTIMIS Portal	28.04.2023	28.04.2023	23.05.2023
143	Sh.Hemant, ADG Online Solutions Pvt. Ltd., A 24/9, 2nd Floor Mohan cooperative estate, Sarita Vihar Delhi, Pin:110044 Pvt. Ltd., A 24/9, 2nd Floor Mohan cooperative estate, Sarita Vihar Delhi, Pin:110044	RTIMIS Portal	04.05.2023	04.05.2023	26.05.2023
144	Sh. Vikash Yadav, D265-266, 4th floor, Block d, Gandhi Vihar, Pin:110009	RTIMIS Portal	04.05.2023	04.05.2023	26.05.2023
145	Sh.Ankit Pal, Khajanchiyana Samthar, UP,	RTIMIS Portal	04.05.2023	04.05.2023	26.05.2023
146	Sh. Saurabh Yadav,288 , Block C, Alpha 1, Greater Noida, Pin:201310	RTIMIS Portal	11.05.2023	11.05.2023	26.05.2023
147	Sh.Gurpreet Singh, 104 Sarain Mohalla, Jammu, Pin:180001	RTIMIS Portal	11.05.2023	11.05.2023	02.06.2023
148	Sh. Nagaraju Y, KR Circle, Bengaluru, Karnataka, Pin:560001	RTIMIS Portal	15.05.2023	15.05.2023	02.06.2023
149	Sh.Muddada Syamalarao, Mabagam	RTIMIS Porta	22.05.2023	22.05.2023	09.06.2023

	, Polaki, Srikakulam , Pin:532421				
150	Sh.Netinti Saikiran, House No 1-22, Main street Kistupuram, Kotabommali, Pin:532195	RTIMIS Porta	27.052023	27.052023	23.06.2023
151	Ms. Diksha Rani Govandi Station Road, Opposite Sanjona Chamber, De, Maharashtra 400088, Mumbai, Pin:400088	RTIMIS Porta	30.05.2023	30.05.2023	23.06.2023
152	Sh. PANKAJ KUMAR YADAV,AT TETAR CHAK, PO LORAM PS ITKHORI, DIST CHATRA, Pin:825408	RTIMIS Porta	31.05.2023	31.05.2023	23.06.2023
153	Sh.MOHD IRFAN, National Institute of Technology Raipur, Chhattisgarh, India, Pin:492010	RTIMIS Porta	01.06.2023	01.06.2023	26.06.2023
154	Sh. Yogesh Kumar Jangid, NEAR BY POST OFFICE, JHARLI, SIKAR, RAJASTHAN, 332707, Pin:332707	RTIMIS Porta	01.06.2023	01.06.2023	23.06.2023
155	Ms.Diksha Rani,IIPS Mumbai, Govandi, Station Road, Mumbai, Maharashtra 400088, Pin:400088	RTIMIS Porta	01.06.2023	01.06.2023	26.06.2023
156	Sh. Vikash Yadav, B 112, 2nd Floor, Block B, Gandhi Vihar, Dr, Mukherjee Nagar, Pin:110009	RTIMIS Porta	01.06.2023	01.06.2023	26.06.2023
157	Sh. Arbind Narayan A- 2, Surakshya Appartment, Suchita Kirpalani Marg, Abhay Khand-III, Indrapuram, Gaziabad, UP -201010	Email through DPE at MD's email address	05.06.2023	05.06.2023	09.06.2023
158	Sh. Sayan Pan, Dhunui, Bardhaman, Pin:713168	RTIMIS Porta	05.06.2023	05.06.2023	26.06.2023
159	Sh. SHIDIN A, Andillath house, Vettelappara Post, Areekode, Malappuram, Pin:673639	RTIMIS Porta	05.06.2023	05.06.2023	26.06.2023
160	Ms. Hitakshi Mangesh	RTIMIS Porta	06..06.2023	06..06.2023	26.06.2023

	Nagbhidkar, 25,bank colony Durga Nagar manewada road Nagpur, Pin:440024				
161	Sh.M Abdul Hakim,Yairipok Ningthounai, Pin:795149	RTIMIS Porta	06..06.2023	06..06.2023	26.06.2023
162	Dr M upendra kumar, 3-106 Second Floor Hanuman Nagar, Dilsukh Nagar, Hyderabad Telangana State, Pin:500060	RTIMIS Porta	08.06.2023	08.06.2023	09.06.2023
163	Sh. Upendra kumar Mummadi, 3-106 second floor hanuman nagar, Dilsukh Nagar, Hyderabad, Pin:500060	RTIMIS Porta	08.06.2023	08.06.2023	09.06.2023
164	Sh. PRASADH 28 a sanjay gandhi street, PALANICHETTI PATTI, THENI, Pin:625531	RTIMIS Porta	12.06.2023	12.06.2023	14.06.2023
165	Sh. R.D. Yakkundi, Flat No.11, K-3 Building, Aditya Nakoda Enclave 2, Parvate, Sinhgad Road, Pune, Maharashtra- 411030	CPIO- DPE	14.06.2023	14.06.2023	28.06.2023
166	Sh. Siddhartha Priya, House No. B-30, Shaktinagar, WCL Durgapur Colony,Durgapur, Chandrapur, Maharastra-442404	RTIMIS Portal	14.06.2023	14.06.2023	28.06.2023
167	Sh. Siddhartha Priya, House No. B-30, Shaktinagar, WCL Durgapur Colony,Durgapur, Chandrapur, Maharastra-442404	RTIMIS Portal	14.06.2023	14.06.2023	28.06.2023
168	Sh. Siddhartha Priya, House No. B-30, Shaktinagar, WCL Durgapur Colony,Durgapur, Chandrapur, Maharastra-442404	RTIMIS Portal	14.06.2023	14.06.2023	28.06.2023
169	Sh.Chethan G R s/o	RTIMIS Portal	18.06.2023	18.06.2023	19.06.2023

	Rajanna Ganiganapura village , Malavalli taluk, Mandya district, Karnataka, Pin:571430				
170	Shri Nitin Aggrawal F4/403, Panchsheel Greens, Sector-16B, Greater Noida West, Near Kissan Chowk, Pin-201009	Email through DPE at MD's email address	20.06.2023	20.06.2023	28.06.2023
171	Shri Nitin Aggrawal F4/403, Panchsheel Greens, Sector-16B, Greater Noida West, Near Kissan Chowk, Pin-201009	CPIO- DPE	20.06.2023	20.06.2023	28.06.2023
172	Shri Nitin Aggrawal F4/403, Panchsheel Greens, Sector-16B, Greater Noida West, Near Kissan Chowk, Pin-201009	Email through DPE at MD's email address	20.06.2023	20.06.2023	28.06.2023
173	Shri Tejashwi Kumar Verma I-33, Mahadev Residency, Near Sriram Vatika, Opp. to Swaminarayan Park Flats, New Naroda, Ahmedabad, Gujarat-382330	CPIO- DPE	26.06.2023	26.06.2023	04.07.2023
174	Sh. Subhrajit Paul, Seller Portal Esl Intercom, Tetul Tola More, Beside Road, Vill - Bhadroshila, P O - Itahar, Dist - North Dinaj Pur, Pin:733128	RTIMIS Portal	22.06.2023	22.06.2023	04.07.2023
175	Sh.Chethan G R s/o Rajanna Ganiganapura village , Malavalli taluk, Mandya district, Karnataka, Pin:571430	RTIMIS Portal	03.07.2023	03.07.2023	14.07.2023

JULY 2023 TO SEPTEMBER 2023

S. NO	Name and address of the Applicant	RTI (online/Offline)	Date of Application (Applicant / Ministry)	Date of Receipt in Application	Date of Disposal
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176	Shri Ankit vasudev pusadkar Address (पता) : Natraj society,gorewada, Nagpur, Pin:440013	RTIMIS Portal	4.7.2023	4.7.2023	14.7.2023
177	Shri Mosses Harrison 8, Madhavan Street, Muthamizh Naga'r, Pammal, Tamil Nadu, Pin:600075	Email through DPE at MD's email address	5.7.2023	5.7.2023	10.7.2023
178	Priyanka Patel 304/42 Indrapuri Colony, New Bairahana , Prayagraj, Pin:211003	RTIMIS Portal	11.7.2023	11.7.2023	17.7.2023
179	Anjan Kumar Singh 113 N, Near- Mother Dairy, Pushp Vihar, Sector-4, Pin:110017, Delhi	Email through DPE at MD's email address	24.7.2023	24.7.2023	28.7.2023
180	avusula srinivas 4- 32,shankarampet r, shankarampet r, medak, Pin:502248	RTIMIS Portal	25.7.2023	25.7.2023	8.8.2023
181	Mayilvagan, 11, CHELLANDIAMMAN NAGAR, SINGANALLUR, COIMBATORE, Pin:641005	RTIMIS Portal	9.8.2023	9.8.2023	16.8.2023
182	Gopalkrishnan Sathi, Kuravarakunnel, Kandalloor North, Pattolli Market P.O, Alappuzha, Pin:690531	RTIMIS Portal	9.8.2023	9.8.2023	14-8-2023
183	SHIDIN A, Andillath house, vettilappara post, areekode, AREEKODE, Malappuram, Pin:673639	RTIMIS Portal	14.8.2023	14.8.2023	29.8.2023
184	SHIDIN A, Andillath house, vettilappara post, areekode, AREEKODE, Malappuram, Pin:673639	RTIMIS Portal	14.8.2023	14.8.2023	29.8.2023
185	Archisha Dhar, B2/418. Tower 15, Purvanchal Silver City 2,, Sector Pi 1 & 2, Gautam Buddh Nagar, Pin:201310, Uttar Pradesh,	RTIMIS Portal	14.8.2023	14.8.2023	13.09.2023
186	Sh Satvinder Singh, shastri bhawan, GBP UA&T Pantnagar, US Nagar Uttarakhand, Pin:263145,	RTIMIS Portal	14.8.2023	14.8.2023	29.8.2023
187	Sh Yogesh Kumar, Near by Post Office, Jharli, Jharli, SHRIMADHOPRUR , Distt. Neemkathana RAJASTHAN , Pin:332707	RTIMIS Portal	16.8.2023	16.8.2023	14.9-2023
188	Sh Anant Vaibhav, Village Kandara Post Mahul, Tehsil Phoolpur, District Azamgarh, Pin:223225	RTIMIS Portal	21.8.2023	21.8.2023	14.9.2023
189	Sh. Satyaprakash Das At/po - Jaipur, Via - Tarpur, Dist. Jagatsinghpur-754133 C/o Anup Prasad, AD &CPIO, DPE	RTIMIS Portal	21.8.2023	21.8.2023	28-8-2023
190	Sh. Satyaprakash Das At/po - Jaipur, Via - Tarpur, Dist. Jagatsinghpur-754133 C/o Anup Prasad, AD &CPIO, DPE	RTIMIS Portal	22.8.2023	22.8.2023	28-8-2023

191	Sh. Satyaprakash Das At/po - Jaipur, Via - Tarpur, Dist. Jagatsinghpur-754133 C/o Anup Prasad, AD &CPIO, DPE	RTIMIS Portal	22.8.2023	22.8.2023	28-8-2023
192	Sh. ANIL KUMAR DUGAR ADVOCATE, 11 OLD POST OFFICE STREET, GROUND FLOOR, KOLKATA, Pin:700001, West Bengal	RTIMIS Portal	22.8.2023	22.8.2023	28-8-2023
193	Ms Arya K, Smithagiri, Panthalayani, Kozhikode, Pin:673305, Kerala	RTIMIS Portal	22.8.2023	22.8.2023	4-9-2023
194	CH. ACHARYA, PLOT NO.122, KOHEDA ROAD, PEDDA AMBERPET, HAYATHNAGAR (M), RANGA READDY DIST-501513.	BY POST/DAK	24.8.2023	24.8.2023	
195	Sh. Pankaj Yadav Sh. Pankaj Kumar Yadav,At Tetar Chak, Po Loram Ps Itkhor, Dist Chatra, Pin:825408	BY POST/DAK	24.8.2023	24.8.2023	30.8.2023
196	Santosh Kumar Sahu S/o Somanath Sahu, Kanjiama Street, Lanjipalli, BRAHMAPUR 8, Dt Ganjam, Pin:760008	RTIMIS Portal	29.8.2023	29.8.2023	30.8.2023
197	Sh. Rayabandi Sai Nath Chary 7-2-80, Sitaram Nagar Colony, , BairamalGuda, Hyderabad, Pin:500079, Talangana.	RTIMIS Portal	31.8.2023	31.8.2023	4-9-2023
198	Sh. Manish Singh B Block, New Ashok Nagar Delhi, Pin:110096	CPIO Mail	1.9.2023	1.9.2023	6-9-2023
199	Sh. RAJENDRA KUMAR, Vpo bheemasana, Tech rajgarh, CHURU, Pin:331701	RTIMIS Portal	4.9.2023	4.9.2023	20-9-2023
200	Sh DharmeshKumar Thakor C 103, Sweet sukra apartment , Near neno city , SARGASAN, Pin:382421	RTIMIS Portal	4.9.2023	4.9.2023	5-9-2023
201	Sh K.M. Odedra, Room No.103, First Floor, Gujarat Vidhansabha, Gandhinagar Pin - 382010	DPE THROUGH MAIL	11.9.2023	11.9.2023	11-09-2023
202	Mr. Syed Ahmed, 12-7-133/101, Habeeb Nagar, Moosapet Telangana, Habeeb Nagar,, Moosapet, Hyderabad., Pin:500018	RTI-MIS	7.9.2023	7.9.2023	13.9.22023
203	Sh Kanishk Shah, Kh-16/A, Sector 19, Gandhinagar Pin- 382021	CPIO Mail	13.9.2023	13.9.2023	22-09-2023
204	Sh Pratap Singh G-63, MCD Colony, Dhaka, GTB Nagar, North West Delhi, Delhi , Pin:110009.	CPIO Mail	14.9.2023	14.9.2023	20-9-2023
205	Sh Pratap Singh G-63, MCD Colony, Dhaka, GTB Nagar, North West Delhi, Delhi , Pin:110009.	CPIO Mail	14.9.2023	14.9.2023	20-9-2023

207	Sh Pratap Singh G-63, MCD Colony, Dhaka, GTB Nagar, North West Delhi, Delhi , Pin:110009.	CPIO Mail	18.9.2023	18.9.2023	20-9-2023
208	Sh. Sakir Hossain Laskar, Sekendarpur, PO – Sherpur, PS-Usthi, Dist – South 24 Pgs, Pin:743513	RTI-MIS	22.9.2023	22.9.2023	18.10.2023
209	Sh Nikunj Yogeshbhai, 3/113 Mohan Nagar Part – 2, (near 137 last bus stop), Bapunagar, Ahemdabad, Pin:380024,	RTI-MIS	23.9.2023	23.9.2023	10-10-2023
210	Shri Awadhesh 1/2E Ballygunge, Place East, Kolkata, West Bengal, Pin – 700019.	DPE Mail	23.9.2023	23.9.2023	27-9-2023
209	Sh Puneet Kumar Bansal House no.30661 street no:5/3, Jogi Nagar, Bathinda, Pin:151001	DPE Mail	26.9.2023	26.9.2023	10-10-2023
211	Ms Anjitha JM Department of Hindi University of Kerala Thiruvananthapuram, Kerala	RTI-MIS	29.9.2023	29.9.2023	18.10..2023
212	Sh Indresh L318 New state bank colony Ujjain. Madhya Pradesh	RTI-MIS	29.9.2023	29.9.2023	18.10.2023
213	Sh Shubham Jaiswal ROOM NO. 55, BALGANGADHAR TIKAL HOSTEL BANARAS HINDU UNIVERSITY, VARANASI, Uttar Pradesh	RTI-MIS	29.9.2023	29.9.2023	23.10.2023
214	Sh Vikram Anand 14 PATIYALI SARAI NEAR SUBHASH CHOWK Budaun, Uttar Pradesh	DPE Mail	29.9.2023	29.9.2023	23.10.2023
215	Sh Parth Sanjayrao Wagh Plot No.37, Bhimvijay Housing Ruikar Colony, Kolhapur, Maharashtra - 416005.	DEP Mail	29.9.2023	29.9.2023	20.10.2023
216	Shri Kaushik Deka, 2141, Sector D, Pocket 2, Vasant Kunj Apartment, New Delhi-110070	DEP Mail	29.9.2023	29.9.2023	12-10-2023
October – December 2023					
	Idersh , L 318 NewState bank colony Ujjain Mp	RTI MIS	2-10-2023	2-10-2023	18-10-2024
216	Sh K.M Odedra Room No.103, First Floor, Gujarat Vidhansabha Gandhinagar, Gujarat	DPE Mail	5.10.2023	5.10.2023	11-10-2023
217	Ms Thenmozhi NO 21,KAMATCHI NAGAR,TOLLGATE LITTLE KANCHIPURAM KANCHIPURAM, Tamil Nadu	RTI	5.10.2023	5.10.2023	11-10.2023
218	Sh Mangilal Dangi Village dagliya post kala Tehsil khilchipur RAJGARH, Madhya Pradesh	RTI	6.10.2023	6.10.2023	23.10.2023
219	Sh Suresh Singh, Bhopal, Delhi	DPE Mail	29.9.2023	29.9.2023	11.10.2023

220	Sh Ujjal Hazarika, Mezenga Grant, Kanchan Nagar, Ujjal Path, PO-Purana Titabar, Dist- Jorhat, Assam	DPE Mail	29.9.2023	29.9.2023	13-10-2023
221	Sh Suresh Singh, Bhopal, Delhi	DPE Mail	10.10.2023	10.10.2023	11.10.2023
222	Sh Pratham, 52-J, Phase-1, Block-A, Golden Colony, Biring, Jalandhar, Punjab – 144005	DPE Mail	13.10.023	13.10.023	23..10.23
223	Sh. Vasudevan 126, SARVAMANYAM, KILAVADIYAKDU, THIRUTHURAIPOONDI, Pin:614703	RTI MIS	13.10.023	13.10.023	17.10.2023
224	Sh Avik Paul, 113/B East Kamalapur, Saregama India Ltd, Dum Dum, Kolkata, Pin:700028	RTI MIS	14.10.2023	14.10.2023	2-11-2023
224	Sh Santosh Kumar, Village and Post Aliganj, Tehsil Aonla, Bareilly, Uttar Pradesh-243302	RTI MIS	14.10.2023	14.10.2023	2-11-2023
225	Sh Chethan M N, New Venkateswara Layout behind Govt High School SO, Ward No.14, Chikkaballapura, Karnataka – 563125,	RTI MIS	17.10.2023	17.10.2023	17.10.2023 Transfer
226	Sh Pratap Singh G-63, MCD Colony, Dhaka, GTB Nagar, North West Delhi, Delhi , Pin:110009.	DPE Mail	18.10.2023	18.10.2023	20.10.2023
227	Sh Jyotirgamay Sansthan Bahbarmau, Sidhari Bazar, Faisabad, Uttar Pradesh-224153	CPIO mail	3-11-2023	3-11-2023	20-11-2023
228	Sh Pratap Singh G-63, MCD Colony, Dhaka, GTB Nagar, North West Delhi, Delhi , Pin:110009.	DPE Mail	23.10.2023	23.10.2023	20.11.2023
228	Sh Syed Ahmed, 12-7-133/101, Habeeb Nagar, Moosapet Telangana, Habeeb Nagar,, Moosapet, Hyderabad., Pin:500018	RTI MIS	21.10.2023	21.10.2023	31.10.2023
229	Sh Hari Krishan Srikakulam, Andhra pradesh, Pin:532220	RTI-MIS	25.10.2023	25.10.2023	3-11-2023
230	Sh Radheshyam Vill.dehri jagir post kilaamargarh, Dist.and tehsil rajgarh, Pin:465661	RTI-MIS	25.10.2023	25.10.2023	31.10.2023
231	VP Andaniyon ka tala Dudaberi, Barmer Rajasthan , Pin:344011,Registration No.NBCFDC?R/E/23/00085	RTI-MIS	27.10.2023	27.10.2023	21-11-2023
232	Nitesh Patel, Jayapur, Jayapur Varansi, Pin-221305, Registration No.NBCFDC/R/E/23/00086	RTI-MIS	3-11-2023	3-11-2023	20-11-2023
233	Sh. Jyotrigamay Sansthan ,Bahabarmanu,	RTI-MIS	3.11.23	3.11.23	20-11-2003

	Sidhari Bazar, Faizabad , UP, PIN-224153				
234	Rashmi Keshri,Room Number 131, shipra Hostel, JNU ,PIN-110087 Registration No. NBCFD/R/E/23/00087 DT.4-11-2023	RTI-MIS	04-11-2023	04-11-2023	28-11-2023
235	shri Shidin A ,Andilath House, Vettilappara post , areekode, Areekode , Malapuram - 673639 Registration No- NBCFD/RE/23/00088 dt. 6-11-2023	RTI-MIS	06-11-2023	06-11-2023	30.11.2023
236	SHIDIN A , AndillathHouse, vettilapparaPost, areekode, MalappuramPin-673639,Registration No.NBCFDC/R/E/23/00089	RTI-MIS	06-11-2023	06-11-2023	21.11.2023
237	Shaikh Rubina, No.81.jeevanandham /street, near old Bustand, Pondicherry,Registration No.NBCFDC/R/E/23/00090	RTI-MIS	08-11-2023	08-11-2023	28.11.23
238	Aditya Anand , Patiyali sarai, Budaun,Pin 243601Registration No.NBCFDC/R/E/23/00091	RTI-MIS	08-11-2023	08-11-2023	21.11.23
239	MiDHUN VM , Room Number 23,block A, Hombelaku PHD Boys Hostel , GK VK, UAS BANGALORE ,PIN-560065 Registration No. NBCD/R/T/00027Dt.9-11-2023	Rts-MIS	09-11-2023	09-11-2023	21-11-2023
240	Gurlabh Singh ,V.P.O sikhwala, PIN-152113 Registration NO. NBCFD/RT/23/00028 DT. 9-11-2023	Rts-MIS	9-11-20223	9-11-20223	21-11-2023
241	Diksh Rani ,IIPS Mumbai, Govadi, Station Road, Mumbai, Maharashtra -400088 Registration No. R/23/00026dt.9.11.2023	Rts-MIS	09-11-2023	09-11-2023	28-11-2023
242	Sh. Baskar,K, Door NO.2-61, NekujobadnVillage Bestavaripeta Mandalam -523334 Registration No.NBCFDC/R/E/23/00092	RTI-MIS	10-11-2023	10-11-2023	21.11.23
243	Sushil Kumar Jatt , Room Bo.16,Raja Rammohan Roy Hostel, Banaras Hindu,University ,Varanasi Pin -221005 Registration No.NBCFDC/R/E/23/00093	RTI-MIS	10-11-2023	10-11-2023	28.11.2023
244	Sh. Anaskt , KalladiThodika House ,Munda ,Nilambur ,Malappuram Pin - 679331.NBCFDC/R/E/23/00094	RTI-MIS	11-11-2023	11-11-2023	28.11.2023
245	Sh. Shubham Kushwaha , Civil Judge,(JD) East	RTI-MIS	16-11-2023	16-11-2023	28.11.2023

	Office , District and Sessions Court, Pin 211002 Registration No.NBCFDC/R/E/23/00095				
246	Sh. Sushil Kumar Jatt, Room No.16,Raja Rammohan Roy Hostel, Banaras Hidu University, Varanansi ,Pin - 221005Registration No.NBCFDC/R/E/23/00096	RTI-MIS	17-11-2023	17-11-2023	8.12.2023
247	Sh. Bhavesh Chhipa , B/75, Haridarshan park, near Shankar Estate, sureliya Estate , Amraiwadi, ahmedabad, Pin -380026 Registration No.NBCFDC/R/E/23/00097	RTI-MIS	18-11-2023	18-11-2023	21-11-2023
248	HitakshiMangesh, 25, Bank Colony Durga Nagar Manewada road Nagpur Pin:440024Registration No.NBCFDC/R/E/23/00098	RTI-MIS	20-11-2023	20-11-2023	8.12.2023
249	Katikela Streeharsha Kishore Room no 16 Mens Hostel E Annexe , University of Hyderabad, Gachibowli, hyderabad Pin -500046 Registration No. NBCFDC/R/E/23/00099	RTI-MIS	22-11-2023	22-11-2023	8.12.2023
250	Katikela Streeharsha Kishore Room no 16 Mens Hostel E Annexe , University of Hyderabad, Gachibowli, hyderabad Pin -500046 Registration No. NBCFDC/R/E/23/00100	RTI-MIS	22-11-2023	22-11-2023	22-12-2023
251	P Marimuthu, 51-D,Palani Chetty Street, Near Vidhya Mandir School Hostel ,Ammamet Salem, TN-636003 NBCFDC/R/T/23/00029 dt.23-11-2023	RTI-MIS	23-11-2028	23-11-2028	29-11-2023s
252	Sh. Ajay Kumar Jolly, Flat No. 901, Heights Tower 8, Uniworld City, New Town,Kokkata , West Bengal Pin-700156 DPENT/R/E/23/00554	CPIO M ail	29.11.2023	29.11.2023	04-12-2023
253	shubham Kushwaha ,Civil Judge (JD) East Office ,District and Sessions Court, Pin-211002 NBCFDC/R/E/23/00101 dt. 29-11-2023	RTI MIS	29.11.23	29.11.23	29.11.23
254	shubham Kushwaha ,Civil Judge (JD) East Office ,District and Sessions Court, Pin-211002 NBCFDC/R/E/23/00102 dt. 29-11-2023	RTI MIS	29-11-2023	29-11-2023	8.12.2023
255	Rohit Chaudhary ,House No- 406 groun Floor, Niti Khand-2 indrapuram, ghaziabad . Pin-	RTI MIS		29.11.23	8.12.2023

	201410 UP ,Registration No.NBCFDC/R/T23/000030 Dt.29.11.2023				
256	Shyamalal Yadav, The Indian Express,B_/B, Sector-10, Noida Gautam Budh Nagar, Pin - 201301 UP . Registraion No. NBCFD/R/T/23/00031 dt. 29-11-2023	RTI MIS	01-12-2023	01-12-2023	8.12.2023
257	Deepak Kumar, RZF-40, Gali No.3, Dabri Extension ,Pin-110054 Registration No. DPENT/R/T/00263 Dt- 17-11-2023	DPE Mail	01-12-2023	01-12-2023	04-12-2023
258	Shyamalal Yadav,The Indian Express, B-1/ B, Sector- 10, NOIDA, Gautam Budh Nagar, Pin:201301 Registration No. NBCFD/R/T/23/00032 dt. 1-12-2023	RTI MIS	01-12-2023	01-12-2023	13-12-2023
259	VISHWAJEET KUMARNBCFD/R/E/23/00104 Chiranjivipur , Bachhawara, Begusarai , Pin:851111NBCFD/R/E/23/00104	RTI MIS	04-12-2023	04-12-2023	13-12-2023
260	Aditya Vishnani,D 48/145 LANKA VARANAS,INBCFD/R/E/23/00105 Dt. 5-12- 2023	RTI MIS	05-12-2023	05-12-2023	8.12.2023
261	NAMITA GARH,No. 2 Bandarkhati village, P.O- Dohutia village, Dist-Tinsukia, Pin:786151,NBCFD/R/T/23/00033dated.6-12- 2023	RTI MIS	06-12-2023	06-12-2023	8.12.2023
262	Khushboo Kushwaha,11/5A UMARPUR NEEWA DHARMVEER MARG SULEM SARAI, PRAYAGRAJ,Uttar Pradesh 211011,NBCFD/R/T/23/00035,09/12/2023	RTI MIS	9.12.2023	9.12.2023	19-12-2023
263	Shubham Kushwaha,Civil Judge (JD) EAST OFFICE, District and Sessions Court, Pin:211002,Uttar Pradesh,NBCFD/R/T/23/00036,11/12/2023	RTI MIS	11.12.2023	11.12.2023	19-12-2023
264	Midhuna Balakrishnan,Padinjare purayil, PO kadannappalli,, Via Pilathara, Kannur,, Pin:670504,NBCFD/R/T/23/00034,08/12/2023	RTI MIS	1.12.2023	1.12.2023	8-12-2023
265	Syed Ahmed,12-7-133/101,Habeeb Nagar, Moosapet Telangana, Pin:500018,Andhra PradeshNBCFD/R/E/23/00106,12/12/2023	DPE- Mail	12.12.2023	12.12.2023	05-01-2024
266	MD SHAKIL AHMED,11 and 12/5 Mollapara lane, Po Shippur, Pin:711102,West Bengal,NBCFD/R/E/23/00107, dated 13.12- 2023	RTI MIS	13.12.2023	13.12.2023	22-12-2023

267	PRIYANKA BORAH,Department of Sociology, Assam University,Silchar, Silchar,Assam Pin:788011,NBCFD/R/T/23/00037 ,14/12/2023	RTI MIS	14-12-2023	14-12-2023	14-12-2023
268	Jasvir Kuma,rHaryana,Vpo, Sidhani, Teh, Tohana, Distt, Fatehabad, Pin:125133	RTI MIS	14-12-2023	14-12-2023	19-12-2023
269	Katikela Sreeharsha Kishore,Room No 16 Mens Hostel E Annexe, University of Hyderabad,Telangana, Gachibowli, Hyderabad, Pin:500046	RTI MIS	14-12-2023	14-12-2023	19-12-2023
270	Dikshit Sharma,B 54/185, Lanka, Pin:221005,NBCFD/R/E/23/00108 ,15/12/2023	RTI MIS	15-12-2023	15-12-2023	22.12.2023
271	shri pratap Singh, G-63, MCD Colony, Dhaka, GTB Nagar, North West Delhi, PIN-110009	CPIO-mail	21-12-2023	21-12-2023	1-1-2023&e MAIL 2-2- 2024
272	Shri Raja Babu Maa Tara Apartment, Sripally Court Road, PIN 815351	CPIO-Mail	21-12-2023	21-12-2023	01-01- 2024Email dt. 2-1-2024
273	Nitika Raipur Rani, Panchkula, Haryana, Pin- 134204	CPIO-Mail	21-12-2023	21-12-2023	1-1-2024 Email dt.2- 1-2024
274	TARACHAND MEGHWAL,AK INTERNATIONAL COLLEGE IN FRONT OF , SHRADHA NANATH JI KA AASHRAM NEAR RAILWAYHSTATION, LAXMANGARH SIKAR RAJASTJHAN, Pin:332311,NBCFD/R/E/23/00109,22/12/2023	RTI MIS	22-12-2023	22-12-2023	26-12-2023
275	Arya Mitra 121-Curu Saday dutta Road , Uttar Bhart Nagar, Ward No 24, silguri, Darjeeling, West Bengal , PIN-734006	CPIO M ail	29-12-2023	29-12-2023	01-01- 2024Email dt.2-1-2024
	January-March 2024				
276	Ashiwani Kumar,House No. 129 Road no. 04 Silicon Valley Society, Near Sharda Global School Bukru, Jamauary, Pin:834006,NBCFD/R/E/24/00001	RTI MIS	04-01-2024	04-01-2024	25-01-2024
276	Sakir Hossain Laskar,Sekendarpur,, PO - Sherpur, PS - Usthi, Dist - South 24 Pgs, Pin:743513,NBCFD/R/T/24/00001West Bengal	RTI MIS	8.1.2024	8.1.2024	25-01-2024
277	ABHISHEK UTTAM,VILL LAHURI SARAI, POST KALANA, DIST FATEHPUR, Pin:212659,06/01/2024Registration No.	RTI MIS	06.01.2024	06.01.2024	11-01-2024

	NBCFDC/R/e/24/00002				
278	DEEKSHA VISHNANI,D47/285 A RAMAPURA, LUXA ROAD VARANASI, Varanasi, Pin:221001,Uttar Pradesh	RTI MIS	12-01-2024	12-01-2024	25-01-2024
279	AHAMED MEERA THAMBY,S/O : FAROOK , DOOR NO 3-E : TIRUCHENDUR ROAD EAST, OPPOSITE K.M.T HOSPITAL , SAMU ZULAIHA	RTI MIS	15-01-2024	15-01-2024	23-01-2024
280	Khushboo Kushwaha,11/5A UMARPUR NEEWA DHARMVEER MARG SULEM SARAI, PRAYAGRAJ, 211011, Pin:211011,Uttar Pradesh	RTI MIS	20-01-2024	20-01-2024	25-1-2024 & transfer to Ministry
281	Raghvendra,zakir nagar dhalan, okhla, Pin:110025,Delhi	RTI MIS	20-01-2024	20-01-2024	13.2.2024
282	KAPILENDRA NARAYAN DAS, Kandrapara	RTI MIS	20-01-2024	20-01-2024	25-01-2024
283	MANJUNATHA M,VEERAPURA VILLAGE, KOLAR, Pin:563126	RTI MIS	23-01-2024	23-01-2024	13-2-2024
284	Sanjay kumar,A-63. BASANT VIHAR, JHUNJHUNU, DIST-JHUNJHUNU RAJASTHAN, Pin:333001NBCFD/R/E/24/00008	RTI MIS	28-01-2024	28-01-2024	31-01-2024
285	kanchan kumar,Bhadiyan, Nanpur, Sitamarhi, Pin:843333 ,Bihar NBCFD/R/E/24/00009	RTI MIS	31-01-2024	31-01-2024	21.02.2024
286	RAMBABU,01,NEAR HANUMAN MANDIR, VILLAGE DAGLIYA, RAJGARH, Pin:465691Madhya Pradesh	RTI MIS	30-01-2024	30-01-2024	21.022024
287	Bhagyalaxmi jena,At Balisira Po Balisira, Near Upper Primary School, Via Aska Dist Ganjam, Pin:761115,Odisha	RTI MIS	04-02-2024	04-02-2024	7-2-2024
288	PAGOLU JEEVANA PRASEEDA]DO OR NO 230 second street dvr nagar j, Jaggayyapeta, Jaggayyapeta, Pin:521175NBCFD/R/E/24/00012	RTI MIS	8-2-2024	8-2-2024	16.2.2024
289	MS. SWATHY KRISHNA,Paruvakkal House, Puthiyamkam Post, PalakkadKerala Pin:678545	RTI MIS	08-02-2024	08-02-2024	22-02-2024
290	Nishad Keethedeth,AL-FAUZ, IRIKKUR P.O, KANNUR, Kannur, Pin:670593,Kerala	RTI MIS	08-02-2024	08-02-2024	22-02-2024
291	BRIJESH KUMAR YADAV,OOM NO. 75, VASANT HOSTEL, PUSA CAMPUS, ICAR-IARI, NEW DELHI-110012, Pin:110012	RTI_MIS	09-02-2024	09-02-2024	22-02-2024

292	Hanna C H,NIT CALICUT, KATTANGAL, CHATTAMANGALAM, CALICUT, Pin:676306	RTI_MIS	09-02-2024	09-02-2024	22-02-2024
293	Umaimah Nuzhat Iqbal,12/1/H/2, Maulana Md.Ali Raod, kolkata, Pin:700023	RTI_MIS	10-02-2024	10-02-2024	22-02-2024
294	ROHIT CHAUDHARY,house no 406 ground floor, niti khand-2 indirapuram, ghaziabad, Pin:201410	RTI_MIS	13-02-2024	13-02-2024	22-02-2024
295	NIL KAMAL PANDIT,Vill- Bhelamari, P.S- Ghograpar, Dist- Nalbari, Nalbari, Pin:781349,Assam	RTI_MIS	13-02-2024	13-02-2024	22-02-2024
296	Gudiya yadav,Vill-pratap pur, Post maharajganj, Dist azamgarh, Pin:276137 State (राज्य) : Uttar Pradesh	RTI_MIS	13-02-2024	13-02-2024	22-02-2024
297	anil kumar,jail mood ramgarh jharkhand 825101, Pin:825101	RTI_MIS	14-02-2024	14-02-2024	
298	Sandeep shinde,Rajendra nagar, Kolhapur, Maharastra, Pin:416013	RTI_MIS	14-02-2024	14-02-2024	27-2-2024
299	Ms. Vijay Rupa,Kherapatan teacher colony gali no 3 , ATROULI, Aligarh , Pin:202280	RTI_MIS	17-02-2024	17-02-2024	22-02-2024
300	RAJ KUMAR DEY,MOULA, MOULA PARAMANANDAPUR, PASCHIM MEDINIPUR, Pin:721242 NBCFD/R/E/24/00025	RTI_MIS	20-02-2024	20-02-2024	27-2-2024
301	Hanna C H,NIT CALICUT, KATTANGAL, CHATTAMANGALAM, CALICUT, Pin:676306,NBCFD/R/E/24/00026	RTI_MIS	19-02-2024	19-02-2024	22-02-2024
302	LAL DHARI PATELSukhatme Hostel ICAR- IASRI , PUSA New-Delhi , Pin:110012,NBCFD/R/E/24/00027	RTI_MIS	20-02-2024	20-02-2024	26-2-2024
303	Saikat Biswas, Vill:-Kumarpur, P.o:- Chandannagar, P.s:-Krishnaganj Dist:-Nadia W.B, Pin:741509		18-2-2024	18-2-2024	27-02-2024
304	Ravi Kumar,Gali Lajpat Rai Market, Near Railway Crossing Loharu Road Bhiwani, Pin:127021Haryana	RTI_MIS	21-02-2024	21-02-2024	23.02.2024
305	Nilambar Bal,72, Sadhin Pally, Baranagar, Kolkata , Pin:700050,Madhya Pradesh	RTI_MIS	21-02-2024	21-02-2024	
306	श्रीराधेश्यामपुत्रश्रीरामेशमवरदास , निवासीगाँवरम्बानजलाक रिाल, हरयाणा श्रीराधेश्यामपुत्रश्रीरामेशमवरदास , निवासीगाँवरम्बानजलाक रिाल, हरयाणा	Bu -Post	22-2-2024	22-2-2024	20-3-2024

307	Vishal,Vill pratappur, Post maharajganj, Dist azamgarh, Pin:276137Uttar Pradesh	RTI_MIS	24-2-2024	24-2-2024	16-3-2024
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308	Manisha kasana,Room no 307, Ganga Hostel, Jawaharlal Nehru university , New Delhi, Pin:110067	RTI_MIS	26-2-2024	26-2-2024	16-3-2024
309	Namdev sindhikar, kalgaon Post Karla TQ umri, Nanded, Maharastra Pin-431807	RTI_MIS	28-2-2024	28-2-2024	1-3-2024
310	Sandeep shinde,Rajendra nagar, Kolhapur, Maharastra, Pin:416013,Maharashtra	RTI_MIS	27-2-2024	27-2-2024	16-3-2024
311	Suresh Ramchandra Nipanikar,1453 E, RAJARAMPURI 10 TH LANE , KOLHAPUR, Kolhapur, Pin:416008	RTI_MIS	27-2-2024	27-2-2024	16-3-2024
312	PRASHANT KUMAR,Bhagwanpur chaksekhu, Marwari dharmshala road dalsingsarai, Dalsingsarai, Pin:848114	RTI_MIS	28-2-2024	28-2-2024	1-3-2024
313	Namdev sindhikar,KalgaonKalgaon post karla tq umri, Nanded, Maharastra, Pin:431807	RTI_MIS	28-2-2024	28-2-2024	1.03.2024
314	VETTRIPRAVIN N, South street, Sengattampatti, Nilakkottai, Dindigul, Pin:624708,Tamilnadu	RTI_MIS	29-02-2024	29-02-2024	5-3-2024
315	Details Not Provided,beripeta Naidupeta tirupati , Pin:524126,Andhra Pradesh	RTI_MIS	29-2-2024	29-2-2024	5-3-2024
316	Sandeep shinde,Rajendra nagar, Kolhapur, Maharastra, Pin:416013Maharashtra	RTI_MIS	4-3-2024	4-3-2024	16-3-2024
317	Aditya vishnani,D48/165 Lanka ROAD VARANASI, Varanasi, Pin:221010,Uttar Pradesh	RTI_MIS	4-3-2024	4-3-2024	16-3-2024
318	Pradip sutar,Rajendra nagar, Kolhapur, Maharastra, Pin:416013Maharashtra	RTI_MIS RTI_	4-3-2024	4-3-2024	16-3-2024
319	Namdev sindh,ikarKalgaon post karla tq umri, Nanded, Maharastra, Pin:431807,Maharashtra	RTI_MIS	4-3-2024	4-3-2024	16-3-2024
320	Shri Sergeant Englesh Ranjan Retd. Madan Mahal, Mitramandal Colony, Near Karorichak Priari School, anishabad pin-800002 DOFSR/RE/24/00042/1	CPIO Mail	1-3-2024	1-3-2024	6-3-2024
321	Mohammed Shamil Hussain,Uzhithrath Palliyalil House, Edayur Post Pookattiri, Kerala, Pin:676552,Kerala,	RTI_MIS	8-3-2024	8-3-2024	16-3-2024
322	Ravi Kumar,Gali Lajpat Rai Market, Near	RTI_MIS	8-3-2024	8-3-2024	16-3-2024

	Railway Crossing Loharu Road Bhiwani, Bhiwani, Pin:127021				
323	Ayush Yadav,397 Shadi ka purwa, Harringtonganj, Paratajpur , Pin:224208	RTI_MIS	13-3-2024	13-3-2024	20-3-2024
324	Priya,85 phase 2 Chand avenue fgc road Amritsar,Punjab	RTI_MIS	13-3-2024	13-3-2024	16-3-2024
325	Sh. Raj Kumar, Near Jail Mood Ramgagh Jharkhand , Ramgarh-829122	BY- Post	14-3-2024	14-3-2024	22-3-2024
326	Ajay bajrang pawar , Navnath Seva sangh. Maharashtra nagar ,near shivaji maidanmimbai	RTI_MIS	23.3.2024	23.3.2024	26.3.2024
327	Raj Kumar , Naar Jail Mood Ramgarh Jharkhand Ramgarh , Jharkhand	CPIO –Mail	20-2-2024	20-2-2024	22-3-2024
328	Sh. Gaddu Kumar, House No12Gali No1 ,Kaamalpur, Sant NagarBurar	RTI_MIS	21-3-2024	21-3-2024	16-4-2024
329	Navnath seva sangh, maharashtra Nagar, Shivaji maidan, Mumbai	RTI_MIS	23-3-2024	23-3-2024	27-03-2024
330	Nishad Keethedeth , AL- Fauz, Irikkur PO, Kannur, Pin-670593	RTI_MIS	26-3-2024	26-3-2024	16-4-2024
331	Namdev Sindhikar, Shreeram newas Kalgaon Post karla, Umri, Maharashtra , Pin-431807	RTI_MIS	27-3-2024	27-3-2024	16-4-2024
332	Sh. Shivam K. Village Pisaur post Shivpur Varanasi, Up - 221003	RTI_MIS	28-3-2024	28-3-2024	4-4-2024
333	Karan Kumar Aggarwal, National Law University, University, Kanke Ranchi, Ranchi,Pin-834006 Sh. Tarun Sharma, 305, shri shyam apartments, E Block Bharat Vihar, Dwarka ,New Delhi Pin -110078	RTI_MIS	31-3-2024	31-3-2024	10-4-2024