DUTIES & RESPONSIBILITIES NHFDC

CMD

HoD (Internal Audit)

- 1. Internal, Transparency and Transaction Audit and submission of reports.
- 2. Deployment of funds related to superannuation schemes for employees of NHFDC.
- 3. Physical verification of Cash and FDRs/instruments periodically.
- 4. Scrutiny of vouchers/ledgers.
- 5. Periodic reconciliation of all grants.
- 6. Follow-up for adjustment of long pending advances.
- 7. To assist HoD (Project)-I in Direct Lending project proposals/cases.
- 8. To function as Treasurer of NHFDC Foundation.
- 9. Any other assignments given by CMD, NHFDC.

HoD(P&A)

- of 1. Functions Personnel, Administration Establishment of NHFDC.
- 2. Recruitment, appointment, promotion and training of personnel.
- 3. Formulation and review of Personnel and welfare policies.
- 4. Purchase, procurement and maintenance of Office equipment's/stationaries/clea ning materials.
- 5. Printing of annual reports/publishing materials for schemes of NHFDC.
- 6. Custodian of APARs of employees of NHFDC.
- 7. MoU targets of P&A Dept.
- 8. Appeleate authority under RTI Act, 2005.
- 9. Organising Workshop/ Seminar, Physical/Virtual exhibition/Trade fairs and Job Fairs.
- 10. Co-ordination with Dept. of EPwDs. MSJ&E.
- 11. Implementation of Rajbhasha Policy in NHFDC.
- 12. Supervision of Court cases /Arbitration under AMRCD against chronic defaulting agencies for recovery of dues and monitoring for from recovery implementing/defaulting agencies such as SCAs/ PSBs /RRBs/NGOs etc.
- 13. Any other assignment given by CMD, NHFDC.

HOD (Fin)

- 1. All functions of Finance and Accounts department
- 2. Drawing and disbursing officer including implementation of e-payments.
- 3. All matters relating to statutory audit and inspection/ audit by C&AG of India.
- 4. Matters related to Income Tax, GST and other applicable taxes etc. and filing of statutory returns related thereto (including Superannuation Schemes of NHFDC).
- 5. Annual budget, annual accounts, balance sheet etc. (including Superannuation Schemes of NHFDC).
- 6. Preparation of fund position and other details to the investment committee for investment of surplus funds and keeping records thereof.
- 7. Correspondence with Government for release of share capital and follow up action.
- Review and formulation of Financial policies/ rules.
- 9. MoU targets related to functional responsibility of Finance and Accounts department.
- 10. Providing information of pending dues/interest etc. for litigation cases.
- 11. Providing information under PE Survey.
- 12. Any other assignment given CMD, NHFDC from time to time

HoD (Company Affairs)

- 1. Functions of Company Affairs. Company Law. Audit Committee meetings, Board meetings, Annual General Meetings, periodical statutory returns and Annual Report.
- 2. Examination of loan agreements, legal documents as referred for opinion and court cases.
- 3. Follow up of execution of General Loan Agreement and Block Government Guarantee issues with the new/ existing SCAs with monitoring of shortfall in Guarantee, maintenance of BGG and GLA status for MIS & reports.
- 4. Action for invoking BGG in case of persistently defaulting SCAs.
- 5. Implementation of Quality Management System, ISO certification & procedures.
- 6. Drafting of MoU documents, review/ appraisal, liaison with DPE and Ministry of SJ&E, GoI.
- 7. MoU targets related to Company Secretary Department.
- 8. Furnishing of information on Corporate Governance and Monthly Activities of the Corporation to the Admin. Ministry.
- 9. Matters related to CPSE conclave/E-Samishha/ Drishti
- 10. FPR (First person responsible) under Samanvaya KM portal.
- 11. SFC for increase in authorised capital.
- 12. Co-ordination with Dept. of Public Enterprises.
- 13. Any other assignment given by CMD, NHFDC from time to time.

HOD (Proi I)

- All functions towards implementation of Divyangian Swavlamban Yojana (DSY) of NHFDC.
- 2. New Initiatives/Formulation /review of Policies related to empowerment of PwDs.
- Scrutiny of DSY project proposals received from SCAs and processing and submission for sanction/release of fund etc.
- Processing and submission and follow up action for sanction/ release /utilization of fund etc.
- Follow up action on inspection report and evaluation study and survey etc.
- Interact with the SCAs/ implementing agencies for effective implementation of NHFDC schemes.
- Planning, organizing/arranging, workshops, seminars including liasoining with SCAs/ concerned organisation.
- MoU targets related to Project department.
- CVO and Vigilance related work and periodic returns thereof.
- 10. Liasoining with channel partners /concerned organisations for selection invitation. beneficiaries, allotment of stalls the exhibition and verification of beneficiaries/ participants & their escorts.
- 11. Supervision of Scholarship Schemes for Divyangian.
- 12. New marketing initiatives of NHFDC for providing marketing support to PwDs
- 13. Function as a Secretary of NHFDC Foundation.
- 14. Any other assignment given by CMD. NHFDC from time to time.

HOD (Proi II)

- 1. All functions relating to Skill Training and implementation of Vishesh Micro Financing Yoina of the Corporation including scrutiny and appraisal of Project proposals received from implementing agencies under Vishesh Micro Financing Yoina and processing and submission for sanction/release of fund/utilization of fund etc.
- Implementation of EDP scheme and training programmes for skill development beneficiaries under (CSR and SIPDA etc.) (Including installation of NSKs).
- Nodal officer for Job Portal and Samanyaya KM Portal.
- 4. MoU targets related to functional area.
- Any other assignment given by CMD. NHFDC from time to time.