

## **2NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**

(Department of Empowerment of Persons with Disabilities (Divyangjan),  
Ministry of Social Justice and Empowerment, Government of India)  
Unit No. 11& 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020

File No. : NHF/2/17/Office Order/2019/1322

Dated: 5<sup>th</sup> April, 2019

### **OFFICE ORDER**

#### **DUTIES AND RESPONSIBILITIES OF EXECUTIVES AND STAFF OF NHFDC.**

In supersession of earlier orders of duties and responsibilities of Executives and Staff, the following duties and responsibilities has been assigned to executives and staff in the Corporation with immediate effect:-

<b><u>Sl.</u></b>	<b><u>Name &amp; Designation</u></b>	<b><u>Duties and Responsibilities</u></b>
1.	<b>Sh. D.S. Barath Kumar, AGM (Finance) HOD – Loan Accounting</b>	a) Supervision of all functions of Loan Accounting Department. b) Monitoring & supervision of Internal Audit activities. c) Advise CMD on policy matters concerning financial management. d) Investment of surplus funds & to ensure timely availability of the fund position and other details required by the investment committee for investment of surplus funds as when required. e) Deployment of funds related to superannuation schemes for employees of NHFDC for optimum growth of fund. f) Timely finalisation of accounts of FY 2018-19. g) Any other assignment given by CMD, NHFDC from time to time.
2.	<b>Sh. G.S. Panwar, Chief Manager(Finance) HOD – Finance</b>	a) Supervision of all functions of Finance and Financial Accounting related activities of Finance department. b) Drawing and disbursing officer including e-payments. c) All matters relating to statutory audit and inspection/ audit by C&AG of India. d) Matters related to Income Tax, GST and other applicable taxes etc. and filing of statutory returns related thereto. e) Annual budget, annual accounts, balance sheet etc. f) Providing fund position and other details for investment of surplus funds to investment committee. g) Correspondence with Government for release of share capital and follow up action. h) Review and formulation of financial policies/ rules. i) MoU targets related to functional responsibility of Finance and Accounts department. j) SPR (Second person responsible) under Samanvaya KM portal. k) Any other assignment given by CMD, NHFDC from time to time.

**Sl. Name & Designation****Duties and Responsibilities**

3. **Sh. Anil Kumar,  
Chief Manager (P&A)  
HOD – P&A Dept.**

- a) Supervision of all functions of Personnel and Administration department i.e. Office Administration, Establishment and Personnel matters.
- b) Purchase and procurement of office equipment's, stationery items, printing of annual reports etc.
- c) Hiring of services of manpower & Security, AMC of office equipment, repair/maintenance of office equipment's etc.
- d) Supervision of maintenance & security of office premises and office assets.
- e) Office vehicle maintenance, repair, usage log, fuel etc.
- f) Recruitment, appointment, promotion and training of personnel.
- g) Formulation and review of personnel and welfare policies.
- h) Implementation of e-office and HRMS software.
- i) MoU targets related to Personnel and Administration department.
- j) Any other assignment given by CMD, NHFDC from time to time.

4. **Sh. R.K. Mishra,  
Company Secretary  
HOD – Company  
Affairs Dept.**

- a) Company Affairs, Company Law, Audit Committee meetings, Board meetings, Annual General Meetings, periodical statutory returns and Annual Report.
- b) Examination of loan agreements, legal documents as referred for opinion and court cases.
- c) Follow up of execution of General Loan Agreement and Block Government Guarantee issues with the new/existing SCAs with monitoring of shortfall in Guarantee, maintenance of BGG and GLA status for MIS & reports.
- d) Action for invoking BGG in case of persistently defaulting SCAs.
- e) Member Secretary for conducting Internal Audit activities.
- f) Management representative for implementation of Quality Management System, ISO certification & procedures.
- g) Drafting of MoU documents, review/ appraisal, liaison with DPE and Ministry of SJ&E, GoI.
- h) MoU targets related to Company Secretary department.
- i) In-charge of APAR Cell and custodian of APARs of NHFDC employees.
- j) Public Information Officer for Right to Information Act, 2005.
- k) Furnishing of information related to Monthly Activities of the Corporation to the Admin. Ministry.
- l) Matters related to CPSE conclave.
- m) FPR (First person responsible) under Samanvaya KM portal.
- n) SFC for increase in authorised capital.
- o) Furnishing information on Corporate Governance.
- p) Any other assignment given by CMD, NHFDC from time to time.

