

1. Organisation and Function

1.1. Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

Sl. No.	Item	Details of disclosure	
1.1	Particulars of its organization, functions and duties {Section 4 (1) (b) (i) }	1.1.1 Name and Address of the Organization	National Safai Karamcharis Finance Development Corporation, NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate- III, New Delhi-110020
		1.1.2 Head of the organization	Ms. Yogita Swaroop, Managing Director
		1.1.3 Vision, Mission and Key objectives	<p><u>Vision:</u> To strive for elimination of inhumane practice of manual scavenging and socio-economic upliftment of Safai Karamcharis/ Scavengers and their dependants.</p> <p><u>Mission</u> To endow alternate means of livelihood to Safai Karamcharis/Scavengers and their dependants to enable them live with dignity, honour and pride along with the mainstream of the Society.</p> <p>Main Objective: The major objectives of the Corporation as per Memorandum and Articles of Association are as under: -</p> <ul style="list-style-type: none"> • To promote self-employment ventures for the benefit and/or rehabilitation of Safai Karamcharis /Scavengers and their dependents, either individually or in groups, by way of grants, subsidy, soft loans or advances through the State Channelising Agency designated by the State Government or Union Territory Administration and subject to the directions given by the Government from time to time. • To extend loans to students from the community of Safai Karamcharis/Scavengers for pursuing professional or technical education at graduation or higher levels. • To promote training, quality control, technology up-gradation and common facility centers for carrying out sanitation work. • To impart the Skill Development Training and entrepreneurial skills of persons belonging to the community of Safai Karamcharis/Scavengers or their dependents for proper and efficient management of production and service units set up by them. • To assist self-employed individuals or group of individuals from the community of Safai Karamcharis/Scavengers including their dependents or units/co-operatives set-up by them in procurement of raw materials or other inputs and marketing of finished goods or services. • To work as an apex corporation for co-ordination and monitoring the work of all Corporations, Boards or Agencies set up by State Governments or Union Territory Administration for assisting Safai Karamcharis/ Scavengers and their dependents for their economic development. • To help in strengthening the policies and programmes of the Government for socio-economic development of

			Safai Karamcharis/Scavengers and their dependents
		1.1.4 Functions and duties of the public authority.	<p><u>Functions of the Corporation are as under:</u></p> <p>(i) To promote economic and developmental activities for the benefit of Safai Karamcharis, Manual Scavengers and Waste Pickers and their dependants.</p> <p>(ii) To assist in the upgradation of technical and entrepreneurial skills of target group for proper and efficient management of production units.</p> <p>(iii) To enlarge the delivery system through Governmental channels.</p> <p>(iv) To enlarge the scope of the scheme to reach out to the maximum number of beneficiaries.</p> <p>(v) To maximise the utilisation of funds with a view to reach large number of beneficiaries.</p> <p><u>Duties:</u></p> <p>To achieve the mandate set for the organisation, in a transparent and effective manner.</p>
		1.1.5 Organization Chart	Pl. See in “ About us ” section of NSKFDC website https://nskfdc.nic.in/en/content/about-us/organisational-structure
		1.1.5 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.	<p>For economic development of scavengers / Safai Karamcharis and their dependents through various schemes of national Safai Karamcharis finance & development corporation. National Safai Karamcharis Finance & Development Corporation (herein after referred to as NSKFDC) a Government of India Undertaking under the Ministry of Social Justice & Empowerment,' was incorporated under Section 25 of the Companies Act, 1956, on 24th January 1997 as a 'company not for profit'. It is fully owned by the Government of India and has an authorized share capital of Rs. 600.00 crores. NSKFDC is to act as an apex institution for all round Socioeconomic upliftment of the Scavengers Safai Karamcharis and their dependents throughout India. The Corporation was established not for profit under Section 25 of the Companies Act, 1956 (now under Section 8 of the Companies Act 2013) on 24th January 1997, names as 'National Safai Karamcharis Finance & Development Corporation' (NSKFDC) under the then Ministry of Welfare (now known as Ministry of Social Justice & Empowerment), Govt. of India.</p> <p>The Corporation provides loan to the Safai Karamcharis, Manual Scavengers and Waste Pickers and their dependants to assist in skill development and self employment ventures. The Company operates within the economic and other criteria fixed by the Govt. of India from time to time. The Financial assistance is provided to the Safai Karamcharis, Manual Scavengers and Waste Pickers and their dependants, as notified by the Central and State Govt.</p>

1.2. **Power and duties of its officers and employees [(Section 4(1) (ii)]**

1.2	Powers & duties of its officers and employees {Section 4 (1) (b) (ii)}	1.2.1 Powers and duties of officers (administrative, financial and judicial.	a) The Board is empowered to make, vary and repeal By-laws for the regulations of the business of the company, its officers and servants. Accordingly, from time to time rules and regulations are made by the Board of Directors and delegations are made to the officers of the company.
		1.2.2 Power and duties of other employees	
		1.2.3 Rules/orders under which powers and duty are derived and	
		1.2.4 Exercised	As per Delegation of Powers and manual and departmental procedure of NSKFDC
		1.2.5 Work Allocation	<p style="text-align: center;">Managing Director</p> <p>Powers:</p> <p>All powers including Administrative & Financial powers as delegated by the Board of Directors from time to time to run the Corporation Smoothly.</p> <p>Duties:</p> <p>Over all supervision and control of the Affairs of Business and Administration of the Corporation.</p> <p style="text-align: center;">General Manager & CVO</p> <p>Powers:</p> <p>Grant of CL/RH leave to staff working under him.</p> <p>Duties:</p> <p>i) Execution of Memorandum of Agreements (MoAs) with Public Sector Banks, Regional Rural Banks, SSCs/TIS & other organisations.</p> <p>ii) Constant follow-up and Monitoring for releasing of capital subsidy under Swachhata Udhimi Yojana (SUY) with the assistance of Shri Krishna Kumar Bhagat, Chief Manager (Project).</p> <p style="text-align: center;">Company Secretary-cum-AGM</p> <p>Powers:</p> <p>Sanction of leave to staff working under her.</p> <p>Duties:</p> <p>i) To deal with Company Secretarial work, RTI applications being PIO, legal cases, Corporate Governance work & filling of returns of RTI, Corporate Governance, vigilance, filing of form with ROC.</p> <p>ii) Conducting Committee Meeting, Board Meeting and AGM, Printing of Annual Report & Parliament Questions, compliance with Company Law and other work assigned to her by the Management time to time.</p>

			<p style="text-align: center;">Chief Manager (Proj.):</p> <p>Powers:</p> <p>Sanction of leave to staff working under him.</p> <p>Duties:</p> <p>i) To extend loan to 2000 beneficiaries & 20 ULBs/Gram Panchayat under SUY, obtain Photographs of machines & invoices from MCs & achieve target of disbursement of loan as per MoU.</p> <p>ii) Pre-matric scholarship for the children of the persons engaged in unclean occupation, CSR work & to clear the education loan proposals received from Gujarat SCA and other work assigned to him by the Management time to time.</p> <p style="text-align: center;">Chief Manager (Fin.)</p> <p>Powers:</p> <p>Sanction of leave to staff working under him.</p> <p>Duties:</p> <p>i) To prepare the Balance Sheet, obtaining repayments, UCs, State Govt. Guarantees, Demand notes, ECS from MCs, MoU, Income Tax related matters and filling of returns etc.</p> <p>ii) Audit work of the Corporation and other work assigned to him by the Management time to time.</p> <p style="text-align: center;">Chief Manager (P&A)</p> <p>Powers:</p> <p>Sanction of leave to staff working under him.</p> <p>Duties:</p> <p>i) To coordinate with Ministry SJ&E, Commission, Apex Corporation/Institutes & other Govt. offices.</p> <p>ii) To coordinate with Exhibitions, melas , Dilli Haat, IITF & Surajkund International Craft mela & also other state exhibitions and other work assigned to him by the Management time to time.</p> <p style="text-align: center;">Chief Manager (SDTP):</p> <p>Powers:</p> <p>Sanction of leave to staff working under him.</p> <p>Duties:</p> <p>i) To get complete the short terms training for 10000 MS/dependants & RPL for 12500 sanitation workers.</p> <p>ii) Release of stipend & courses fee to SSCs/TIs & obtains bills & placement data from SSCs/TIs and other work assigned to him by the Management time to time.</p>
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			<p style="text-align: center;">Manager (SRMS):</p> <p>Powers:</p> <p>Sanction of leave to staff working under him.</p> <p>Duties:</p> <ul style="list-style-type: none">i) To get all awaited forms from state and digitalized, to get reports of doubtful & unverified forms from state, to prepare file for release of OTCA.ii) To coordinate with holding of Workshop & Health Camps & putting of bills on completion & Loan to 1000 manual scavengers under SRMS.iii) Extend of Loan Schemes for Manual Scavengers and other work assigned to him by the Management time to time. <p style="text-align: center;">Deputy Manager (IT):</p> <p>Powers:</p> <p>Sanction of leave to staff working under him.</p> <p>Duties:</p> <ul style="list-style-type: none">i) Implementation/maintenance/development of various IT application of NSKFDC. Managing social media of NSKFDC including creation of certain for same.ii) Loan under Pay & Use toilets & Education Loan & its interest subsidy and other work assigned to him by the Management time to time.iii) Admin for eoffice, PFMS, C-Samiksha etc, scrutiny of OTCA.iv) Nodal officer for RTIv) Activities pertaining to CSR
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1.3 Procedure followed in decision making process [Section 4(1) (b) (iii)]

1.3	1.3.1. Procedure followed in decision making process {Section 4 (1) (b) (iii)}	1.3.1 Process of decision making identify key decision making points.	The Board is empowered to make, vary and repeal By-laws for the regulations of the business of the Company, its officers and servants. Accordingly, from time to time rules and regulations are made by the Board of Directors and delegations are made to the officers of the company. The powers of the Board are detailed in the Memorandum and Articles of Association. Details are available in the Website: www.nskfdc.nic.in (https://nskfdc.nic.in/en/content/moa-nskfdc)
		1.3.2 Final decision making authority	The matters are processed by the concerned department, keeping in view the rules and regulations framed by the Board/and the Competent Authority. Based on the approvals accorded by the Competent Authority, actions are taken by the concerned department for discharging their duties.
		1.3.3 Related provisions, acts, rules etc.	As per provisions, act, rules
		1.3.4 Time limit for taking a decisions, if any	As per Departmental Procedure (approved by ISO:9001:2015)
		1.3.5 Channel of supervision and accountability	Board of Director-Managing Director-Head/Incharge of Functional Departments and attached their officers and staff

1.4. Norms for discharge of function [Section 4(1)(b) (iv)]

1.4	Norms for discharge of functions {Section 4 (1) (b) (iv)}	1.4.1 Nature of functions/ service offered.	<p>A. Background National Safai Karamcharis Finance & Development Corporation (NSKFDC) is a wholly owned Govt. of India Undertaking under the Ministry of Social Justice & Empowerment, set up on 24th January 1997 as a Company “Not for Profit” under Section 8 of the Companies Act, 2013. It is in operation since October, 1997, as an Apex Corporation for the all round socio-economic upliftment of the Safai Karamcharis (including wastepickers), Manual Scavengers and their dependants across the Country through its various loan and non-loan based schemes. The loan schemes are implemented through State Channelizing Agencies (SCAs) nominated by the State Govts./UTs & Partner Banks and Skill Development Training Programmes (SDTP) are implemented through Govt. Sector Training Institutions across the Country.</p> <p>B. Eligibility for Loan & Certification required</p> <p>The following person(s)/entities shall be considered eligible for availing financial assistance under the various schemes of NSKFDC:-</p> <ul style="list-style-type: none"> •Safai Karamcharis (including Wastepickers), identified Manual Scavengers and their dependents. •Registered co-operative societies of target group. •Legally constituted association/firm promoted by the target group, and •Persons, who produce a certificate from local Revenue Officer/local Municipal Officer/Cantonment Executive Officer/ Railway Officer, Head of the Govt. Departments (i.e. Schools, Colleges, Forest, Health, Education, Animal Husbandry) having rank not less than Gazetted Officer, Elected Members of Municipal Body, Pradhan of Gram Panchayats and Regional Managers of Regional Rural Banks (RRBs)/Public Sector Banks (PSBs). <p>However, under the MS Act, 2013, a person identified as Manual Scavenger in a survey, need not to provide any certificate once his/her name appeared in the final list of Manual Scavengers prepared by State Governments/Union Territory Administration (www.mssurvey.nic.in).</p> <ul style="list-style-type: none"> •Mukhia/ Sarpanch/ President or any other authority equivalent to Pradhan of Gram Panchayat for issue of Occupation Certificate to Safai Karamcharis/ dependants; and <p>In case of Municipal Bodies without Gazetted Officers, the head of such Municipal Bodies, may be the Competent Authority.</p> <ul style="list-style-type: none"> •No income limit is fixed for availing financial assistance. However, other things being equal, NSKFDC accords priority to economic development and rehabilitation of:- <p>i) Manual Scavengers and amongst scavengers those scavengers whose income is below double the poverty line;</p>
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		<p>ii) Women from among the target group and</p> <p>iii) Disabled persons among the target group.</p> <p>•Financial viability, income generating capacity of the project etc. are considered while evaluating the projects for financing.</p> <p>C. Types of Loans</p> <p>1. Term Loan Scheme</p> <p>(i) General Loan Scheme: (Project Section may given the complete details of General Loan Scheme)</p> <p>(ii) Education Loan Scheme: (Project Section may given the complete details of General Loan Scheme)</p> <p>2. Micro Finance Scheme</p> <p>(i) Micro Finance Scheme: (Project Section may given the complete details of General Loan Scheme)</p> <p>(ii) Mahila Samriddhi Yojana: (Project Section may given the complete details of General Loan Scheme)</p> <p>(iii) Small Loan: (Project Section may given the complete details of General Loan Scheme)</p> <p># In case of Banks, NSKFDC loan will be available up to 100%, however, disbursement will be made as per specific demand of Bank. (Project Section may given the complete details of General Loan Scheme)</p> <p>* For Persons of the target group with Disabilities (40% or more) a special concession of 0.25% on rate of interest is provided. (Project Section may given the complete details of General Loan Scheme)</p> <p>Formation of SHGs under NSKFDC's Micro Finance and Mahila Samriddhi Yojana:- (Project Section may given the complete details of General Loan Scheme)</p> <p>NSKFDC 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).</p> <p>II. Skill Development Training Scheme of NSKFDC</p> <p>(Training Section may given the complete details of Skill Development Training Scheme of NSKFDC)</p> <p>III. PERFORMANCE LINKED GRANT-IN-AID SCHEME: For detailed schemes, may visit nskfdc website i.e. www.nskfdc.nic.in>>> other schemes on the front page.</p> <p>IV. Technology Upgradation of Clusters under NSKFDC Schemes: For details scheme, may visit nskfdc website i.e. www.nskfdc.nic.in>>> other schemes. (Project Section may given the complete details of Loan Scheme)</p>
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	1.4.2 Norms/standards for functions/service delivery	Eligibility for Loan & Certification required (Project Section may given the complete details of Loan Scheme & Certification)
	1.4.3 Process by which these service can be accessed	Please visit the website of NSKFDC i.e. www.nskfdc.nic.in >schemes
	1.4.4 Time limit for achieving the targets	In the time bound manner as per Departmental Procedure of NSKFDC
	1.4.5 Process of redress of grievances	Feed back taken from Channel Partners of SCAs/SSCs/TIs

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1(b)(v))]

1.5	Rules, regulations, instructions manual and records for discharging functions {Section(1)(b)(v)}	1.5.1 Title and nature of the record/manual/instructions	National Safai Karamcharis Finance & Development Corporation is set up under Section 25 of the Companies Act 1956 (now under Section 8 of the Companies Act, 2013, Income Tax Act, Service Tax Act etc.
		1.5.2 List of Rules, Regulations, instructions manuals and records	i) MEMORANDUM & ARTICLES OF ASSOCIATION OF CORPORATION ii) GUIDELINES FOR IMPLEMENTATION OF NSKFDC SCHEMES iii) NSKFDC GENERAL TERMS & CONDITIONS OF SERVICES iv) NSKFDC CONDUCT, DISCIPLINE AND APPEAL RULES v) NSKFDC RECRUITMENT, PROMOTION & SENIORITY RULES vi) HOUSE BUILDING ADVANCE RULES vii) NSKFDC MEDICAL RULES viii) NSKFDC CONVEYANCE RULES ix) NSKFDC TA/DA RULES x) NSKFDC L.T.C. RULES xi) NSKFDC GENERAL PURPOSE ADVANCE RULES xiii) CSR Policy xiv) Norms for Awareness/Workshop/Health Camps xv) OTCA Policy for MS
		1.5.3 Acts/Rules Manual etc.	Companies Act, Income Tax Act, GST Act & Personnel Policies.
		1.5.4 Transfer policy and transfer	Need based Transfer/job rotation as per NSKFDC rules.

1.6 Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]

1.6	Categories of documents held by the authority under its control (Section 4(1) (b) (vi))	1.6.1 Categories of documents	<p>i) Project Deptt. Related: Files containing the proposals received from the various SCAs, Sanctions, Disbursement and fund utilizations, pending proposals, as the case may be</p> <p>ii) Skill Development Training Programme Deptt. related: Files containing the proposals received from SSCs and Training Instt., sanctions, disbursement and completion of training etc.</p> <p>iii) Finance Deptt. Related: Books of Accounts of the Company and related documents maintained in accordance with the various Acts, viz. Companies Act, 1956 and Income Tax Act.</p> <p>iv) Corporate & Vigilance: Compliance of Companies Act, Corporate Governance related matters.</p> <p>v) Personnel & Admn: All the service records related to its employees, Rules and Regulations framed for regulating the services of its employees, Administrative Matters and procurement of files, tenders etc.</p> <p>vi) Planning, Evaluation, Recovery, CSR and publicity related files</p> <p>vii) Rajbhasha Vibhag: Coordinate and cooperate to the Parliamentary committee Members on Official Language for inspection, Quarterly and annual report, celebration of Hindi Pakhwara, Training to officials for Rajbhasha related files/correspondence</p>
		1.6.2 Custodian of documents/categories	Divisional Heads and/or Attached officers/staff

1.7 **Boards, Councils, Committees and other Bodies Constituted as part of the Public Authority**
[Section 4(1) (b) (vii)]

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, Councils, Committee etc.	List of Directors of NSKFDC as on 15.06.2021 a) Board of Directors of NSKFDC b) Audit Committee c) Board level CSR Committee d) Remuneration Committee																																												
			<table border="1"> <thead> <tr> <th>Name of Director</th> <th>Designation</th> <th>Category</th> <th>Date of Appointment</th> <th>Tenure</th> </tr> </thead> <tbody> <tr> <td>Ms. Yogita Swaroop</td> <td>M.D. NSKFDC</td> <td>Whole time/Functional Director</td> <td>01.12.2019</td> <td>From 01.06.2021 for a period of 3 month or until further order</td> </tr> <tr> <td>Sh. Naveen Kumar Agarwal, Director (Housing), M/o. HUA</td> <td>Director</td> <td>Govt. Nominee Director</td> <td>01.12.2017</td> <td>Not specified</td> </tr> <tr> <td>Sh. Prakash Kumar Tamrakar, Director, M/o. SJ&E</td> <td>Director</td> <td>Govt. Nominee Director</td> <td>27.08.2018</td> <td>Not specified</td> </tr> <tr> <td>Sh. Deepak Mehra, M/o. SJ&E</td> <td>Director</td> <td>Govt. Nominee Director</td> <td>22.05.2018</td> <td>Not specified</td> </tr> <tr> <td>Sh. Rajesh Bihari, GM, NSFDC</td> <td>Director</td> <td>Govt. Nominee Director</td> <td>16.09.2020</td> <td>Not specified</td> </tr> <tr> <td>Ms. Anjana Panwar</td> <td>Director</td> <td>Non-official Director</td> <td>24.09.2019</td> <td>Three Years</td> </tr> <tr> <td>Sh. Shyam Sunder</td> <td>Director</td> <td>Govt. Nominee Director</td> <td>19.02.2021</td> <td>Not specified</td> </tr> </tbody> </table>					Name of Director	Designation	Category	Date of Appointment	Tenure	Ms. Yogita Swaroop	M.D. NSKFDC	Whole time/Functional Director	01.12.2019	From 01.06.2021 for a period of 3 month or until further order	Sh. Naveen Kumar Agarwal, Director (Housing), M/o. HUA	Director	Govt. Nominee Director	01.12.2017	Not specified	Sh. Prakash Kumar Tamrakar, Director, M/o. SJ&E	Director	Govt. Nominee Director	27.08.2018	Not specified	Sh. Deepak Mehra, M/o. SJ&E	Director	Govt. Nominee Director	22.05.2018	Not specified	Sh. Rajesh Bihari, GM, NSFDC	Director	Govt. Nominee Director	16.09.2020	Not specified	Ms. Anjana Panwar	Director	Non-official Director	24.09.2019	Three Years	Sh. Shyam Sunder	Director	Govt. Nominee Director	19.02.2021	Not specified
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1.7.2 Composition	As per (a) above																																														
1.7.3 Dated from which constituted	Audit Committee: (2019-20) 1. Sh. Prakash Kumar Tamrakar, Director (IFD) MSJ&E –Chairman 2. Sh. Rajesh Bihari, G.M., NSFDC and Director of NSKFDC–Member 3. Ms. Anjana Panwar, Non-Official Independent Director-Member CSR Committee: 1. Sh. Prakash Kumar Tamrakar, Director (IFD) MSJ&E –Member 2. Ms. Anjana Panwar, Non-Official Director –Member 3. Ms. Yogita Swaroop, MD, NSKFDC –Member Remuneration Committee: 1. Sh. Prakash Kumar Tamrakar, Director (IFD) MSJ&E –Member 2. Ms. Yogita Swaroop, MD, NSKFDC –Member 3. Ms. Anjana Panwar, Non-Official Director –Member																																														
1.7.4 Term/tenure	N.A.																																														
1.7.5 Powers and functions	Powers of Board of Directors and Non-official Directors as per Article of the Corporation & Companies Act, 2013																																														
	1.7.6. Whether their meetings are open to the public?	No																																													
	1.7.7. Whether the minutes of the meetings are open to the public?	No																																													
	1.7.8. Place where the minutes if open to the public are available?	Not applicable																																													

1.8 Directory of Officers and Employees 4(1) (b) (ix)]

1.8	Directory of officers and employees 4(1) (b) (ix)}	1.8.1 Name and Designations	As given below
		1.8.2 Telephone, Fax and Email ID	As given below
Sl. No.	Name & Designation	Contact No.	Email ID
1	Ms. Yogita Swaroop Managing Director	011- 26382480, 26382476	md-nskfdc@nic.in
2	Sh. B. L. Yadav General Manager	011- 26382476, 26382478	yadav-nskfdc@nic.in
3	Ms. Ruchi Sharma CS-cum-AGM	011- 26382476, 26382478	ruchi-nskfdc@nic.in
4	Sh. K. K. Bhagat Chief Manager (Proj.)	011- 26382476, 26382478	krishna-nskfdc@nic.in
5	Sh. Puneet Garg Chief Manager (Fin.)	011- 26382476, 26382478	puneet-nskfdc@nic.in
6	Sh. C. S. Sharma Chief Manager (Trg.)	011- 26382476, 26382478	chander-nskfdc@nic.in
7	Sh. Suresh Kumar Chief Manager (P&A)	011- 26382476, 26382478	suresh-nskfdc@nic.in
8	Sh. R. K. Gupta Manager (SRMS)	011- 26382476, 26382478	rajendrkr.gupta@nic.in
9	Ms. Preeti Puri Dy. Manager (SRMS)	011- 26382476, 26382478	preeti-nskfdc@nic.in
10	Sh. Kartikye Vats Dy. Manager (IT)	011- 26382476, 26382478	kartikye-nskfdc@nic.in
11	Sh. Parsant Kumar Dy. Manager (Trg.)	011- 26382476, 26382478	parsant-nskfdc@nic.in
12	Sh. Sandeep Kr. Gupta Asstt. Manager (Proj.)	011- 26382476, 26382478	sandeep-nskfdc@nic.in
13	Sh. Yogesh Kumar Asstt. Manager (Fin.)	011- 26382476, 26382478	yogesh-nskfdc@nic.in
14	Sh. Harish Kumar Sr. Executive (Trg.)	011- 26382476, 26382478	harish-nskfdc@nic.in
15	Sh. Himanshu Tanganiya Sr. Executive (Fin.)	011- 26382476, 26382478	himanshu-nskfdc@nic.in
16	Sh. Rakesh Kumar Sr. Executive (Fin.)	011- 26382476, 26382478	rakesh-nskfdc@nic.in
17	Sh. Sanjeev Kumar Executive (P&A)	011- 26382476, 26382478	sanjeev-nskfdc@nic.in
18	Sh. Shabir Ahmed Shah Executive (P&A)	011- 26382476, 26382478	-
19	Sh. Ajay Kumar Jr. Executive (Proj.)	011- 26382476, 26382478	ajay-nskfdc@nic.in
20	Sh. Deepak Singh Rawat Jr. Executive (Trg.)	011- 26382476, 26382478	deepak-nskfdc@nic.in
21	Sh. Dalbir Kumar MTS	011- 26382476, 26382478	-
22	Sh. Raja Janak Pal MTS	011- 26382476, 26382478	-
23	Sh. Paritosh Bera MTS	011- 26382476, 26382478	-

**1.9 Monthly Remuneration received by officers and employees including system of compensation
[Section 4(1) (b) (x)]**

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	As given below
		1.9.2 System of compensation as provided in its regulations?	As per IDA pattern of scale issued by DPE Vide letter No. W-02/0028/2017-DPE(WC)-GL-XII/17 dated 03.08.2017
Sl. No.	Name	Designation	Pay Scale
1	Ms. Yogita Swaroop	Managing Director	160000-290000
2	Sh. B. L. Yadav	General Manager	90000-240000
3	Ms. Ruchi Sharma	Company Secretary-cum-AGM	70000-200000
4	Sh. K. K. Bhagat	Chief Manager (Project)	60000-180000
5	Sh. Puneet Garg	Chief Manager (Finance)	60000-180000
6	Sh. C. S. Sharma	Chief Manager (Training)	60000-180000
7	Sh. Suresh Kumar	Chief Manager (P&A)	60000-180000
8	Sh. R. K. Gupta	Manager (SRMS)	50000-160000
9	Ms. Preeti Puri	Deputy Manager (SRMS)	40000-140000
10	Sh. Kartikye Vats	Deputy Manager (IT)	40000-140000
11	Sh. Parsant Kumar	Deputy Manager (Training)	40000-140000
12	Sh. Sandeep Kr. Gupta	Assistant Manager (Project)	30000-120000
13	Sh. Yogesh Kumar	Assistant Manager (Finance)	30000-120000
14	Sh. Harish Kumar	Senior Executive (Training)	27500-100000
15	Sh. Himanshu Tanganiya	Senior Executive (Finance)	27500-100000
16	Sh. Rakesh Kumar	Senior Executive (Finance)	27500-100000
17	Sh. Sanjeev Kumar	Executive (P&A)	27000-95000
18	Sh. Shabir Ahmed Shah	Executive (P&A)	27000-95000
19	Sh. Ajay Kumar	Junior Executive (Project)	26000-90000
20	Sh. Deepak Singh Rawat	Junior Executive (Training)	26000-90000
21	Sh. Dalbir Kumar	MTS	22500-80000
22	Sh. Raja Janak Pal	MTS	22500-80000
23	Sh. Paritosh Bera	MTS	22500-80000

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

1.10 Name, designation and other particulars of Public information officers [Section 4(1) (b) (xvi)]

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), Asstt. Public Information(s) & Appellate Authority.	i) Ms. Ruchi Sharma, PIO of the Corporation ii) Sh. B. L. Yadav, Appellate Authority
		1.10.2 Address, telephone No. and email ID of each designated Officials	i) NSKFDC, NTSC,3rd Floor, E-Block, NSIC, Okhla Industrial Estate- III, New Delhi-110020 Telephone Nos.- 011-26382476, 26382478 i) Ph: 011-26382476, 26382478 ruchi-nskfdc@nic.in ii) Ph: 011-26382476, 26382478 yadav-nskfdc@nic.in

1.11 No. of employees against whom Disciplinary action has been proposed/taken [Section 4(2)]

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.	NIL
		1.11.2 Pending for minor penalty or major penalty proceedings	N.A.
		ii) Finalised for minor penalty or major penalty proceedings.	N.A.

1.12 Programmes to advance understanding of RTI (Section 26)

1.12	Programmes to advance understanding of RTI (Section 26)	1.12.1. Educational Programmes	NIL
		1.12.2. Efforts to encourage public authority to participate in these programmes	N.A.
		1.12.3. Training of CPIO/APIO	NIL
		1.12.4. Update & publish guidelines on RTI by the Public Authorities concerned	https://nskfdc.nic.in/en/content/home/rti

1.13 Transfer policy and transfer orders [F.No.1/6/2011-1R dated 15.04.2013]

1.13	Transfer policy and transfer orders {F.No.1/6/2011-1R dated 15.04.2013}	1.13.1.	Need based and rotation as per NSKFDC rules
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2. Budget and Programme –

2.1.1 Budget allocated to each agency including all plans, proposed expenditure and report on disbursements made etc. [Section 4(1) (b) (xi)]

2.1	Budget allocated to each agency including all plans, expenditure and reports on disbursements made etc. {Section 4 (1) (b) (xi)}	2.1.1. Total budget for the public authority	Revenue 26.00 Crore – 2020-21
		2.1.2. Budget for each agency and plan & programmes	N.A.
		2.1.3. Proposed expenditures	9.5 Crore – 2020-21
		2.1.4. Revised budget for each agency, if any	N.A.
		2.1.5 Report on disbursement made and place where the related reports are available	N.A.

2.2. Foreign and domestic tours (F.No.1/8/2012-1R dated 11.09.2012)

2.2	Foreign and domestic tours (F.No.1/8/2012-1R dated 11.09.2012)	<p>2.2.1. Budget</p> <p>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.</p> <p>a) Place visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit</p>	<p>NIL</p> <p>NIL</p>
		<p>2.2.3 Information related to procurements:</p> <p>a) Notice/Tender enquiries, 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.</p>	<p>https://nskfcd.nic.in/en/content/home/notice-tenders-0</p>

2.3 Manner of execution of subsidy programme {Section 4(i) (b) (xii)}

2.3	Manner of execution of subsidy programme {Section 4(i) (b) (xii)}	2.3.1) name of the Programme	<ul style="list-style-type: none"> Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS).
		2.3.2) Objective of the programme	<ul style="list-style-type: none"> Rehabilitation of identified manual scavengers and their dependants.
		2.3.3) Procedure to avail benefits	<ul style="list-style-type: none"> Manual Scavengers are identified by the concerned local authorities of the concerned States/UTs. For availing One Time Cash Assistance, bank details of the identified manual scavenger (one in a family) are required. For availing capital subsidy for self employment projects the loan application of the applicant should be sanctioned by a Bank or the State Channelising Agency(SCA). Thereafter, the Bank or the SCA is required to send proposal for claiming capital subsidy for such beneficiaries.
		2.3.4) Duration of the programme/Scheme	<ul style="list-style-type: none"> The SRMS scheme is being implemented since 2007.
		2.3.5) Physical and financial targets of the programme	<ul style="list-style-type: none"> The Scheme is not target based. Achievements/progress depends on the number of manual scavengers identified.
		2.3.6) Nature/scale of subsidy/amount allotted	<ul style="list-style-type: none"> One Time Cash Assistance @ Rs. 40,000/- Capital Subsidy for Self Employment Projects upto Rs. 5.00 lakh, based on the project cost.
		2.3.7) Eligibility criteria for grant of subsidy	<ul style="list-style-type: none"> For One Time Cash Assistance manual scavenger should be identified by the local authority. One manual scavenger in a family is eligible for the One Time Cash Assistance. For Capital Subsidy for Self Employment Projects the applicant should be identified manual scavengers or dependant. In case of sanitation related projects, the sanitation workers and their dependants are also eligible for capital subsidy.
		2.3.8) Details of beneficiaries of subsidy programme number, profile etc.	<ul style="list-style-type: none"> So far, 58,098 manual scavengers have been provided the One Time Cash Assistance. Under capital subsidy for self employment projects 1222 manual scavengers and their dependants have been covered since 2013.

2.4. Discretionary and non-discretionary grants [F.No.1/6/2011-1r dated 15.04.2013]

(Rs. In Lakhs)

2.4	Discretionary and non-discretionary grants [F.No.1/6/2011-1r dated 15.04.2013)	2.4.1 Discretionary and non-discretionary grants/allocations to State Govt./NGOs/others institutions	N.A.
		2.4.2 Annual accounts of all legal entities who are provided grants by public authorities	

2.5. Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4 (1) (b) (xiii)]

2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4 (1) (b) (xiii)]	<p>2.5.1 Concessions, permits or authorizations granted by public authority</p> <p>2.5.2. For each concessions, permit or authorization granted</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/grant and/or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/permits or authorizations</p> <p>d) Date of award of concessions/permits of authorizations</p>	N.A.
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CAG & PAC paras [F.No.1/6/2011-1R dated 15.04.2013]

2.6	'CAG & PAC paras {F.No.1/6/2011-1R dated 15.04.2013}	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 Parliament.	NIL certificate from C&AG
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3.1. Particulars of any arrangements for consultation with or representation by the members of public in relation to the formulation of policy or implementation thereof [Section 4(1) (b) (vii)] [F.No.1/6/2011-IR dated 15.04.2013]

3.1	Particulars of any arrangements for consultation with or representation by the members of public in relation to the formulation of policy or implementation thereof {Section 4(1) (b) (vii) {[F.No.1/6/2011-IR dated 15.04.2013]	3.1.1.) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	The Non-official Directors on the Board of NSKFDC are renowned persons in the socio-economic field. The Board is empowered to make, vary and repeal By-laws for the regulations of the business of the company, its officers and servants. Accordingly, from time to time rules and regulations are made by the Board of Directors and delegations are made to the officers of the company. The powers of the Board are detailed in the Memorandum of Articles of Association. Details are available in the website: www.nskfdc.gov.in
		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.	The arrangement of representation by the public exists in decision making process by way of provision of non-official members on the Board of Directors of the Company and periodic review of the role, functions and performance of the Company by the Parliamentary Standing. and Consultative Committees.
		3.1.3. Public Private partnerships (PPP) Details of Special Purpose Vehicle (SPV), if any	N.A.
		3.1.4. Public Private Partnerships (PPP) Details project reports (DPRs)	N.A.
		3.1.5. Public Private partnerships (PPP) Concession agreements	N.A.
		3.1.6. Public Private partnerships (PPP) Operation and Maintenance manuals	N.A.
		3.1.7. Public Private partnerships (PPP) Other documents generated as part of the implementation of the PPP	N.A.
		3.1.8. Information relating to fees, tolls or the other kinds of revenues that may be collected under authorization from the government	N.A.
		3.1.9. Public Private partnerships(PPP) Information relating to outputs and outcomes	N.A.
		3.1.10. Public Private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	N.A.
		3.1.11. Public Private partnerships (PPP) - All payments made under the PPP Project.	N.A.

3.2. Are the details of policies/decision, which affect public, informed to them [Section 4(1) (c)]

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	All amendments to the schemes of the Corporation are uploaded in the website of the Corporation i.e. www.nskfde.nic.in
		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.	N.A.
		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 Public consultation Process – Outline the arrangements for consultation before formulation of policy	N.A.

3.3. Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

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 most effective means of communications (i) Internet (Website)	i) Internet (website of www.nskfdc.nic.in , Social Media platforms) ii) The Corporation holds of holding Awareness Camps with the objective of spreading awareness of Corporation's schemes and providing an opportunity to the target group for having interface with the officials of banks/channel partners and public. During the year 2019-20, 2020-21 94 awareness camps organised which were attended by large number of prospective beneficiaries.
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3.4. Form of accessibility of information manual/handbook [Section 4(1) (b)]

3.4.	Form of accessibility of information manual/handbook {Section 4 (1) (b)}	3.4.1. Information manual/handbook available in Electronic format	https://nskfdc.nic.in/en/content/target-group-nskfdc/brochures-nskfdc
		3.4.2. Information manual/handbook available in Printed format	https://nskfdc.nic.in/en/content/target-group-nskfdc/brochures-nskfdc

3.5 Whether information manual/handbook available free of cost or not [Section 4(1) (b)]

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	Yes
		3.5.2 List of materials available at a reasonable cost of the medium	Free of cost

4. E-Governance

4.1. Language in which information Manual/Handbook available [F.No.1/6/2011-1R dated 15.04.2013]

4.1.	Language in which information Manual/Handbook available [F.No.1/6/2011-1R dated 15.04.2013]	4.1. English	Hindi/English
		4.1.2. Vernacular/Local Language	Hindi/English

4.2. When was the information Manual/Handbook last updated? [F.No.1/6/2011-1R DATED 15.04.2013]

4.2.	When was the information Manual/Handbook last updated? {F.No.1/6/2011-1R dated 15.04.2013}	4.2.1. Last date of annual updation	During 2019
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4.3 Information available in electronic form [Section 4 (1) (b) (xiv)]

4.3	Information available in electronic form {Section 4 (1) (b) (xiv)}	4.3.1. Date of information available in electronic form	Details in respect of the information available to or held by it, reduced in an electronic form is about the organisation, Memorandum of Articles of Association and schemes which is available on website: www.nskfdc.nic.in (https://nskfdc.nic.in/en/content/moa-nskfdc)
		4.3.2. Name/title of the document/record/other information	Loan Schemes, Marketing Linkages, Monitoring & Evaluation, CSR activities, Code of Business Conduct, Policies, Tenders, MoU/Institutional Linkages et. Are available on website: www.nskfdc.nic.in
		4.3.3. Location where available	On website: www: nskfdc.nic.in Loan Schemes https://nskfdc.nic.in/en/content/home/schemes-programmes CSR Policy: https://nskfdc.nic.in/en/content/csr-policy Tenders: https://nskfdc.nic.in/en/content/home/notice-tenders-0 MoU: https://nskfdc.nic.in/en/content/home/mouratings

4.4. Particulars of facilities available to citizen for obtaining information [Section 4 (1)(b)(xv)]

4.4	Particulars of facilities for obtaining information {Section 4 (1) (b) (xv)}	4.4.1. Name & location of the faculty	National Safai Karamcharis Finance Development Corporation, NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate- III, New Delhi-110020
		4.4.2. Details of information made Available	Website: www.nskfdc.nic.in
		4.4.3. Working hours of the facility	9:30 Hrs. To 6:00 Hrs.
		4.4.4. Contact person & contact details (Phone, fax email)	At NSKFDC Office, NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate- III, New Delhi-110020 Phone Nos.011-26382476 & 26382478 Fax No. 011-26382479

4.5. Such Other information as may be prescribed under Section 4(1) (b) (xvii)

4.5	Such other information as may be prescribed under section 4(1)(b) (xvii)	4.5.1. Grievance re-dressal mechanism	
		4.5.2. Details of applications received under RTI and information provided	Information may be given by the concerned section.
		4.5.3. List of completed scheme/project/programmes	Available on NSKFDC website. www.nskfdc.nic.in
		4.5.4. List of schemes/projects/programmes underway	N.A.
		4.5.5. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	M/s. J. B. Security Service – Rs. 84 lakh approximately M/s. Hindustan Travels (Rs.02.69 Lakhs approximately) M/s. Nirmal Stationery and Gifts – (Rs.1.17 lakhs approximately) M/s. Star Copier Service (Two Xerox machines) (AMC) – Rs.44,000/-
		4.5.6. Annual Report	Available on NSKFDC website
		4.5.7. Frequently Asked Question	Available on NSKFDC website. www.nskfdc.nic.in https://nskfdc.nic.in/en/content/home/faq
		4.5.8. Any other information such as	As per Quality Manual
		a) Citizen's Charter	
		b) Result Framework Documents	N.A.
c) Six monthly reports on the	N.A.		
d) Performance against the benchmark set in the Citizen's Charter	N.A.		

4.6 Receipt & Disposal of RTI applications & appeals [F.No.1/6/2011-1R dated 15.04.2013]

4.6	Receipt & Disposal of RTI application & appeals (F.No.1/6/2011-1R dated 15.04.2013)	4.6.1. Details of applications received and disposed	https://nskfcd.nic.in/en/content/home/rti
		4.6.2. Details of appeals received and orders issued	https://nskfcd.nic.in/en/content/home/rti

4.7 Replies to questions asked in the parliament [Section 4(1)(b)(2)]

4.7	Replies to questions asked in the parliament {Section 4(1) (d) (2)}	4.7.1. Details of questions asked and replies given	Reply may be given by the concerned section head.
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5. Information as may be prescribed

5.1. Such other information as may be prescribed [F.No.1/2/2016-1R dated 17.08.2016, F.No.1/6/2011-1R dated 15.04.2013]

5.1	Such other information as may be prescribed {F.No.1/2/2016-1R dated 17.08.2016, F.No.1/6/2011-1R dated 15.04.2013}	5.1.1. Name & details of	
		a) Current CPIO & FAAs	CPIO : Ms.Ruchi Sharma (CS-Cum- AGM) FAA: Mr. B L Yadav
		b) Earlier CPIO & FAAs from 1.1.2015	CPIO : Mr. B L Yadav FAA: Mr. P K Bhandari
		5.1.2. Details of third party audit of voluntary disclosure	N.A.
		a) Dates of audit carried out	
		b) Report of the audit carried out	
		5.1.3. Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HOD	N.A.
		a) Date of Appointment	
		b) Name & Designation of the officers	
		5.1.4. Consultancy committee of key stake holders for advice on suo-motu disclosure	N.A.
		a) Dates from which constituted	
		b) Name & Designation of the officers	
		5.1.5. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	N.A.
		a) Dates from which constituted	
		b) Name & Designation of the officers	

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	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 related to NSKFDC, all information have given on the website.
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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, Public Grievances and Pensions, Govt. of India

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, Public Grievances and Pensions, Govt. of India	<p>6.2.1. Whether STQC certification obtained and its validity</p> <p>6.2.2. Does the website show the certificate on the Website?</p>	<p>NO</p> <p>No (website made as per GIGW)</p>
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