

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 (Link is https://nbcfdc.gov.in/moa-aoa/en). Details are available in the Website: www.nbcfdc.gov.in)
		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, acts, rules NBCFDC CONDUCT, DISCIPLINE AND APPEAL RULES NBCFDC RECRUITMENT AND PROMOTION RULES NBCFDC HOUSE BUILDING ADVANCE RULES NBCFDC MEDICAL RULES NBCFDC LTC RULES NBCFDC FAMILY WELFARE PLANNING SCHEME NBCFDC GENERAL PURPOSE ADVANCE RULES NBCFDC TRAVELLING ALLOWANCE RULES NBCFDC CONVEYANCE ADVANCE RULES, 1994 COMPANY'S ACT INCOME TAX ACT SERVICE TAX ACT PERSONNEL POLICIES/MANUAL OF NBCFDC
		1.3.4 Time limit for taking a decisions, if any	As per Departmental Procedure (approved by ISO: 9001:2015) (As per Table)*
		1.3.5 Channel of supervision and accountability	Board of Directors – Managing Director – Head/Incharge of Functional Departments and attached their officers and staff (https://nbcfdc.gov.in/organization-chart/en)

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1.3.4 TIME LIMIT FOR TAKING DECISION & link given of MoU

Sl.No.	Division	Procedure	Activity	Time limit as per Departmental Procedure of process efficiency criteria
1.	Finance	Procedure for Loan Disbursement & Accounting	Disbursement of Advance funds	3 days
			Conversion of Advance of Loan	15 days
			Raising of Demand Notice	15 days before due date
			Issuing Receipts	7 days
			Recovery Recording	7 days
			Reconciliation of Quarterly accounts in Tally	30 days
			Reconciliation of Annual Accounts	Annually by 31st May
2.		Procedure for Pay and Allowances	Preparation of salary bill	3 days
			Verification, review & approval of salary bill	3 days
			Remittance of salary	2 days
			Statutory Returns	As per relevant rules of Statue
			Updation & Verification of ledger	7 days
3.		Procedure for formulating and monitoring of MoU	Formulating of the Draft MoU	By 15th November
			Forwarding the draft MoU to DPE through Administrative Ministry	As per DPE guidelines
			Sending the revised Draft MoU to DPE after approval of MD	As per DPE guidelines
			Signing of MoU	By 31st March
4.		Procedure for General Accounting	Verification & Review of Claims	10 days
			Issue of Cheques/Remittances	3 days
			Deductions of TXS & Service Tax	As per Statute
			Returns of TDS & Service Tax	As per Statute
			Release of tour advance	2 days
			Verification, approval and settlement of TA Bill	15 days
			Assessment of surplus funds``	4 days
			Inviting & receiving Quotations	3 days
Calling meeting & Investment of funds	4 days			
5.		Procedure for Annual Accounts	Approval of Draft Balance Sheet	30th June
			Statutory Audit	31st July/10th August
			Apprising C&AG Certificate & Statutory Audit comment to BOD	31st August
6	CVO	Procedure for Disposal of Vigilance/Disciplinary cases	<ul style="list-style-type: none"> • Registration of Complaint • Investigation of complaint • Action on 	3 days 3 days

			<ul style="list-style-type: none"> anonymous/pseudonymous Submission of report by I.O. Furnishing a copy of Enquiry to engaged officers for his representation Disposal of Appeal 	<p>10 days 60 days 15 days</p> <p>90 days</p>
7.	CS	Procedure for holding of Board Meeting	<ul style="list-style-type: none"> Fixation of date of Board Meeting Notice of the Meeting Circulation of agenda Minutes of the Board Meeting 	<p>Within the stipulated period as prescribed under Companies Act, 2013</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>
8.		Procedure for holding of Annual General Meeting	<ul style="list-style-type: none"> Approval and Audit of Balance Sheet C&AG Audit Preparation of Directors Report Holding of AGM Notice of AGM 	<p>Within the stipulated period as prescribed under Companies Act, 2013/Article of Association.</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- - do -</p>
9.		Maintenance of Minute Book Statutory Registers allotment of shares and other compliances under the Companies act	<ul style="list-style-type: none"> Maintenance of Minutes Book Allotment of share Filing of share Filing of return Submission of copies of Annual Report in the Ministry 	<p>Within the stipulated period as prescribed under Companies Act</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>Within 3 months of AGM</p>
10.		Procedure for providing Legal Advice and Handling Legal matters/court cases of the corporation	<ul style="list-style-type: none"> As per Procedure of Doc. No.NBCFDC/CS/P/04 	Case file of the concerned Deptt.

11.		Procedure for Internal Audit Coordination of Statutory/CAG audit	<ul style="list-style-type: none"> • Internal Audit Programme • Statutory Audit • C&AG Audit 	Six monthly basis 1 to 2 months in a years 15 days
12.	Project	Procedure of Annual Action Plan	Disposal of the AAP by Project Div. received from SCA	Within one month after receiving AAP, complete in all respects as per NBCFDC guidelines
13.		Procedure for Loan Disbursement	Disposed off request for drawl of funds	Within one month after receiving the appropriate demand as per guidelines
14.		Procedure for Project Proposal Sanctioning/Financing	Sanctioning of project proposal after receiving complete in all respect as per Lending policy	Within two months
15.		Procedure for Implementation of Technology Upgradation Scheme	Scrutiny of proposal Release of funds to SCA/Instt.	With two months Within two months
16.		Procedure for Implementation of VISVAS Yojana	Scrutiny of Data	Within two months
17.	HR & CSR	Procedure for Training of employees	<ul style="list-style-type: none"> • Identifying training course/Instts from various websites & reputed trg. instts for training proposal/as per the proposal received from Instts • Communicating to the training instt. approved • Receiving the trg. feedback/report • Trg. evaluation for 2 days • For one week trg. • Trg. effectiveness 	<p>Two weeks before the training to be held last/week of March from time to time</p> <p>One week before the trg. schedule as per exigency Within 15 days after trg. is completed.</p> <p>Within 1 week after receiving trg. feedback</p> <p>Within 20 days after receiving trg. feedback</p> <p>Within six months of the trg.</p>
18.		Procedure for Recruitment/Promotion /Deputation	<ul style="list-style-type: none"> • Approval of vacancies • Formation of scrutiny committee • Shortlised of candidates 	<p>As per the time frame given by the Board/C.A. Within 15 days of closing date</p> <p>Within 30 days</p> <p>Within one month</p>

			<ul style="list-style-type: none"> • Verification of records 	from joining
19.		Procedure of Human Resource Matters	<ul style="list-style-type: none"> • APAR of employees • Issuing confirmation letter • Forwarding of applications • Maintenance of service book • Loan/advances to staff application • Issue of leave sanctioning letter 	<p>As per procedure Within 15 days Within stipulated time Within 30 days Within 7 days</p> <p>Atleast 2 days before proceeding on leave</p>
			<ul style="list-style-type: none"> • Issue of LTC sanction letter • Implementation of circulars/guideliens pertaining to HR Div 	<p>Atleast 5 days before proceeding on LTC</p> <p>As per directions by the concerned body</p>
20.		Procedure for CSR	<ul style="list-style-type: none"> • Inviting of CSR proposal • NGO/VOs participation • Issuance of LOI • Inspection of Programme • Closer of the Prog. 	<p>Ist month of Financial year first sanction to the NGO Within 15 days of approval by CSR Mgt. Committee</p> <p>During implementation of the prog. As per set date of completion</p>
21.	Exhibition	Procedure for holding Exhibitions/Fair	<ul style="list-style-type: none"> • Organizing Exhibitions/Fairs 	As per the schedule received from concerned Deptt/Authority
22	Admn.	Procedure for Purchasing of office equipments/Company's assets/consumables and hiring of services (As per GeM)	<ul style="list-style-type: none"> • Review of requirement • Preparing the financial estimate • Processing of requisition file • Processing of Bill 	<p>Within 3 days Within 10 days</p> <p>Within 10 days Within 7 days</p>
23		Procedure for evaluation of NBCFDC Schemes	<ul style="list-style-type: none"> • To conduct Evaluation Study through External Agency 	Within six months after receiving the orders for evaluation study
24.	Skill Development	Procedure for Training Schemes of NBCFDC through SCAs/Other Institutes	<ul style="list-style-type: none"> • To implement training scheme of NBCFDC and to identify suitable training institutes for skill development training/capacity building of the target group 	Process will be completed during the current & proceeding financial year