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MANUAL NO.1

**Particulars of organization, functions and duties
(Section 4(I)(b)(i) of Right to Information Act, 2005)**

1. ORGANISATION

National Scheduled Tribes Finance and Development Corporation (NSTFDC) was incorporated in April, 2001 as a Government of India company under Ministry of Tribal Affairs (MoTA) and was granted license under section 25 of the Companies Act, 1956 (A company not for profit). It is managed by the Board of Directors with representation from Central Government, State Channelising Agencies, National Bank for Agriculture and Rural Development (NABARD), Industrial Development Bank of India (IDBI), Tribal Co-operative Marketing Federation of India Ltd. (TRIFED) and eminent persons from the Scheduled Tribes.

2. Mission, Objectives and Functions:

a. Mission: Economic development of the Scheduled Tribes on sustainable basis.

b. Objectives: NSTFDC is an Apex organisation under MoTA for providing financial assistance for the economic development of the Scheduled Tribes. The broad objectives of NSTFDC are:

To identify economic activities of importance to the Scheduled Tribes so as to generate self employment and raise their income level.

To upgrade their skills and processes through both institutional and on the job training;

To make existing State/ UT Scheduled Tribes Finance and Development Corporations (SCAs) and other developmental agencies engaged in economic development of the Scheduled Tribes more effective.

To assist SCAs in project formulation, implementation of NSTFDC assisted schemes and in imparting training to their personnel.

To monitor implementation of NSTFDC assisted schemes in order to assess their impact.

c. Functions:

To generate awareness amongst the STs about NSTFDC concessional schemes.

To provide assistance for skill development and capacity building of the beneficiaries as well as of the officials of SCAs.

To provide concessional finance for viable income generating schemes through SCAs and other agencies for economic development of the eligible Scheduled Tribes.

To assist in market linkage of tribal produce.

2. DUTIES

to achieve the mandate set for the organisation, in a transparent and effective manner.

MANUAL NO. 2

The Powers and Duties of its officers and employees (Section 4(l)(b)(ii) of Right to Information Act, 2005)

- i)** 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.

- ii)** Work allocation is made to the **Functional Heads** and they are responsible for the assigned duties. The Corporation is having four Zonal Offices and the Zonal Officers of the Corporation have been assigned primarily the role of coordination with the State Channelising Agencies and the State Governments (**Manual No. 16**).

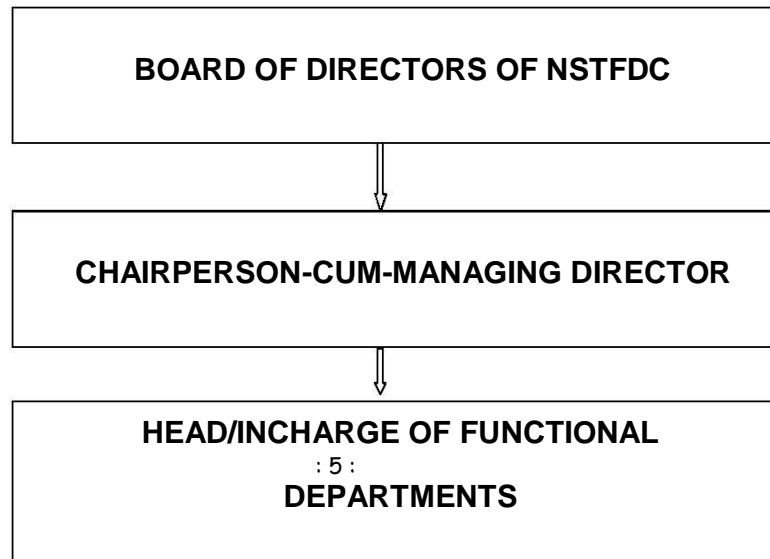
MANUAL NO. 3

Procedure followed in decision-making process & channels of Supervision & Accountability (Section 4(I)(b)(iii) of Right to Information Act, 2005)

(A) DECISION MAKING PROCESS:

- i) 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.nstfdc.nic.in**.
- ii) 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 discharging their duties.

(B) CHANNELS OF SUPERVISION & ACCOUNTABILITY:



MANUAL NO. 4

Norms set for discharge of functions (Section 4(I)(b)(iv) of Right to Information Act, 2005)

The details of lending norms are available at www.nstfcd.nic.in. However, the summary of the same is given below.

1. **Eligibility Criteria:** The following is the eligibility criteria for availing financial assistance from NSTFDC:

a. **Individuals/ Self Help Groups:**

The applicant(s) should belong to Scheduled Tribes community.

Annual family income of the applicants should not exceed double the poverty line (DPL) income limit. This limit at present is ` 39,500/- p.a. for the rural areas and Rs. 54,500/- p.a. for the urban areas based on norms of the Planning Commission.

b. **Co-operative Societies:** Minimum 80% or more members should belong to Scheduled Tribes Community and annual family income of the applicants should not exceed double the poverty line. In case of change in membership, the said Co-operative Society shall ensure that percentage of ST members does not fall below 80% during the currency of the NSTFDC loan.

2. **Schemes:** The Corporation provides financial assistance for income generating activities and marketing support assistance for economic upliftment of Scheduled Tribes. The details of schemes of NSTFDC are as under:

a. **Schemes under Income Generating Activities:**

Term Loan scheme: NSTFDC provides Term Loan for viable projects costing upto Rs.10.00 lakhs per unit. Under the scheme, financial assistance is extended upto 90% of the cost of the project and the balance is met by way of subsidy/ promoter's contribution/ margin money.

Adivasi Mahila Sashaktikaran Yojana (AMSY): This is an exclusive scheme for economic development of Scheduled Tribe women. Under the scheme, NSTFDC provides loan upto 90% for projects costing upto Rs. 50,000/-. Financial assistance under the scheme is extended at highly concessional interest rate of 4% per annum.

Micro Credit Scheme: This is an exclusive scheme for Self Help Groups for meeting small loan requirement of ST members. Under the scheme, the Corporation provides loans upto Rs. 35,000/- per member and Rs. 5.00 Lakhs per SHG.

Scheme for Self Help Groups (SHGs): This is also a specific scheme for Self Help Groups (SHGs) and financial assistance is extended for projects having unit cost upto Rs.25 lakh per SHG. NSTFDC provides financial assistance upto 90% of the cost of the project subject to per member loan not exceeding Rs.50,000/-. Minimum promoter's contribution is 10% of the cost of the project.

Assistance to TRIFED empanelled Artisans: The objective of the scheme is to extend concessional finance for purchase of project related assets and working capital for tribal artisans empanelled with TRIFED. Under the scheme the financial assistance is provided upto Rs. 50,000/- for individuals and upto Rs.5 Lakh per SHGs/ Cooperative Societies.

Education Loan Scheme: NSTFDC provides concessional loan to eligible Scheduled Tribes for pursuing technical and professional education including PhD in India by ST students. Under the scheme, NSTFDC provides financial assistance upto 90% subject to maximum loan of Rs.5 Lakh per family. The interest rate for the assistance is 6% p.a.

- b. Marketing Support Assistance:** The Corporation provides financial assistance to meet Working Capital requirement of agencies engaged in procurement and marketing of Minor Forest Produce (MFP) and other tribal products.

The Lending Norms in brief for the above mentioned schemes of NSTFDC are as under:

S. No.	Types of Assistance	Unit cost upto	NSTFDC's share upto	Interest payable per annum	
				by SCAs	by Beneficiaries
1.	Term Loan Scheme	Rs.10.00 lakh	90% of unit cost	3% (Upto Rs. 5.00 lakh per unit as NSTFDC share)	6% (Above Rs.5.00 lakh per unit as NSTFDC share)
2.	Adivasi Mahila Sashaktikaran Yojana (AMSY)	Rs. 50,000	90% of unit cost	2%	4%
3.	Micro Credit Scheme	Rs. 35,000 per member and Rs. 5 lakhs per SHG	100%	3%	6% (payable by SHGs)
4.	Scheme for Self Help Groups (SHGs)	Rs. 25 Lakhs	90% of unit cost	In line with interest rates applicable for Term loan scheme	
5.	Special scheme for TRIFED empanelled artisans	Rs. 50000/-	90% of unit cost	2% under AMSY and 3% under other schemes	4% under AMSY and 6% under other schemes
6.	Education Loan Scheme	Rs. 5 Lakh	90%	3%	6%

- c. Financial assistance extended by NSTFDC by way of Grant:**

For Skill and entrepreneurial development programme: In order to create opportunities for Self employment/employment financial assistance in the form of grant is provided for skill and entrepreneurial development of eligible Scheduled Tribes.

For Computerization of database of SCAs: NSTFDC also provides one-time assistance in the form of grant upto Rs.2.00 lakh per SCA for computerization of their database.

Concerned channelising agencies of NSTFDC/ Zonal Offices of NSTFDC may be contacted for additional details. The list is available at www.nstfdc.nic.in

MANUAL NO. 5

Rules, Regulations, Instructions and Manuals and Records for Discharging Functions (Section 4(I)(b)(v) of Right to Information Act, 2005)

- (A) Company is governed under various Acts viz. Companies Act 1956, Income-Tax Act, Service Tax Act etc.
- (B) Norms for providing financial assistance are given in the WEBSITE (www.nstfdc.nic.in) and also under Manual No. 4.
- (C) Rules and Regulations regarding service conditions of the employees are as under:
 - 1 NSTFDC Recruitment, Promotion and Seniority Rules
 - 2 NSTFDC Conduct, Discipline and Appeal Rules
 - 3 NSTFDC Leave Rules, NSTFDC Leave Encashment Rules
 - 4 NSTFDC Medical Attendant Rules & Health Check-up Rules
 - 5 NSTFDC Travelling Allowance/ Dearness Allowance Rules
 - 6 NSTFDC Leave Travel Concession Rules
 - 7 NSTFDC House Building Advance Rules
 - 8 NSTFDC Conveyance Advance Rules
 - 9 NSTFDC Computer Advance Rules
 - 10 NSTFDC Company Lease Accommodation Rules
- (D) **RECORDS FOR DISCHARGING ITS FUNCTIONS:**
Details are available in **Manual No. 6**

MANUAL NO. 6

**A statement of the categories of documents
that are held by it or under its control
(Section 4(l)(b)(vi) of Right to Information Act, 2005)**

Summary of the documents that are held in the organization is given below:

1. **Finance 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
2. **Projects Related:** Files containing the proposals received from the various Channelising Agencies, Sanctions, Disbursements and fund utilizations, pending proposals, as the case may be.
3. **Secretarial Related:** Records/documents are maintained and retained in accordance with the provisions of the Companies Act, 1956.
4. **Personnel & Vigilance related** (a) All the service records related to its employees.
(b) Rules and regulations framed for regulating the services of its employees.
5. **Administration & Official Language related :** (a) Administrative matters.
(b) Official Language Act.

MANUAL NO. 7

Particulars of any arrangement that exists for consideration with or representation by the public in relation to the formulation of its policy or implementation thereof.

(Section 4(I)(b)(vii) of Right to Information Act, 2005)

- (a) The Board of NSTFDC provides for three non official members representing Scheduled Tribe.
- (b) 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.nstfdc.nic.in**
- (c) The arrangement of representation by the public exists in decision making process by way of provision for three Non-Official members representing Scheduled Tribes on the Board of the Company and periodic review of the role, functions and performance of the Company by the Parliamentary Committees.

MANUAL NO. 8

**A statement of boards, council, committees and other bodies constituted
(Section 4(l)(b)(viii) of Right to Information Act, 2005)**

I) COMPOSITION OF BOARD OF DIRECTORS OF NSTFDC

1.	Chairperson-cum-Managing Director	1
2.	Non Official members representing Scheduled Tribes.	3
3.	Person representing State Scheduled Tribes Corporation (On rotational basis)	1
4.	Representative from NABARD	1
5.	Representative from IDBI.	1
6.	Managing Director, TRIFED	1
7.	Joint Secretary, Ministry of Tribal Affairs	1
8.	Financial Adviser to Ministry of Tribal Affairs	1

The decision of the Board takes the form of rules and regulations for purpose of discharging of functions and regulating the services of employees etc.

Information on such rules/norms is open for the public.

II) COMMITTEES:

Need based inter-departmental committees are constituted consisting of representatives from different departments. At present following Standing Committees are constituted in the organization:

Committee of Directors

a) **Remuneration Committee:** As per guidelines of Deptt. of Public Enterprises, CPSEs are to constitute a Remuneration Committee headed by an Independent Director for consideration of Performance Related Pay (PRP). The Board of Directors of the Corporation comprising other independent directors as members constitutes a Remuneration Committee headed by an independent director in this regard.

b) Project Clearance Committee (PCC):

PCC is constituted for the purpose of consideration of proposals received from various Channelising Agencies for providing loan and grants under the NSTFDC assisted programmes and recommendations thereon.

c) **Funds Management Committee:**

Committee is constituted for the purpose of optimizing the return on investment of funds available with the Corporation.

d) **Gratuity Trust:**

To manage the affairs relating to the Gratuity payable to the employees, as per the rules framed for the purpose in the Corporation.

MANUAL NO. 9

Directory of officers and staff of NSTFDC (Section 4(l)(b)(ix) of Right to Information Act, 2005)

S. No.	Name & Designation	Location	Tel. No. (Office)
1	Shri G. Ramesh Kumar Chairman-cum-Managing Director	Hqrs., N. Delhi	26712519
2	Shri P. Unnikrishnan. Gen. Manager (Fin.) and Com. Secy.	Hqrs., N. Delhi	26712562
3	Shri Anil P C Raven, Dy. Gen. Manager (Proj., PET Cell, Admn. , Pers.	Hqrs., N. Delhi	26712539
4	Dr. M D S Tyagi, Dy.Gen. Manager (RTI) and CPIO	Hqrs., N. Delhi	26712583
5	Shri M K Brahma, Asstt. General Manager (Proj., OL, Pers. &Vig.)	Hqrs., N. Delhi	26177042
6	Shri R J Kachhap, Asstt. General Manager (Proj.)	Hqrs., N. Delhi	26177046
7	Shri S N Galgotia, Chief Manager (Proj. & MIS)	Hqrs., N. Delhi	26180980
8	Shri F Tirkey, Chief Manager (Proj.)	Hqrs., N. Delhi	26177042
9	Smt. Promila Thakur, Chief Manager (OL & Proj.)	Hqrs., N. Delhi	26177044
10	Shri Atar Singh, Chief Manager (Admn.)	Hqrs., N. Delhi	26177044
11	Shri V G Ghutake, Chief Zonal Manager	Z.O. Bhopal	0755-2660456
12	Shri Kunj Bihari, Dy. Company Secretary	Hqrs., N. Delhi	26177052
13	Shri S R Meena, Manager (Fin.)	Hqrs., N. Delhi	26177057
14	Smt. Madhu D Shahani, Manager (Fin.)	Hqrs., N. Delhi	26177052
15	Shri Ravi Kant Taltia, Manager (Fin.)	Hqrs., N. Delhi	26177057
16	Smt. Lata Babbar, Secretary to GM (Fin.) & CS	Hqrs., N. Delhi	26712562
17	Smt. Bismita Das, Asstt. Manager (Proj.)	Hqrs., N. Delhi	26712572
18	Shri Pradip Kr. Singh, Asstt. Manager (Pers.)	Hqrs., N. Delhi	26180976
19	Dr. Krishnaveni Motha, Asstt. Zonal Manager	Z.O. Hyderabad	040-23396088

S. No.	Name & Designation	Location	Tel. No. (Office)
20	Shri Sunil Kr. Sahoo, Asstt. Zonal Manager	Z.O. Bhubanes.	0674-2342132
21	Dr. Jyoti Singhal, Asstt. Manager (MIS & Proj.)	Hqrs., N. Delhi	26712587
22	Smt. Monika, Asstt. Manager (Admn.)	Hqrs., N. Delhi	26177062
23	Shri Anil Batra, Pvt. Secretary	Hqrs., N. Delhi	26712539
24	Smt. Rita Ahlawat, Asstt. Pvt. Secretary	Hqrs., N. Delhi	26712583
25	Shri Vijay Singh, Jr. Executive	Hqrs., N. Delhi	
26	Shri Ratan Singh, Jr. Executive	Hqrs., N. Delhi	26180976
27	Smt. Kiran Pushkarna, Sr. P.A.	Hqrs., N. Delhi	
28	Shri K. P. Sharma, Sr. P.A	Hqrs., N. Delhi	26712519
29	Smt. Poonam Singh, Sr. P.A.	Hqrs., N. Delhi	
30	Smt. Mamta Rajan, Sr. Asstt.-cum-Hindi Transl.	Hqrs., N. Delhi	
31	Smt. Kurra Varalakshmi, Sr. Assistant	Z. O., Hyderabad	
32	Shri Sandeep Sethi, Sr. Accountant	Hqrs., N. Delhi	
33	Ms. Rekha, P.A.	Hqrs., N. Delhi	
34	Shri Raj Kumar, Assistant	Hqrs., N. Delhi	
35	Smt. Bimla Kanojia, Assistant	Hqrs., N. Delhi	
36	Shri Atul Kumar Khare, Assistant	Zonal Office, Bhopal	
37	Smt. Anju Singh, Accountant	Hqrs., N. Delhi	
38	Shri Avinash Pareek, Assistant	Hqrs., N. Delhi	
39	Shri Balraj Singh, Sr. Driver	Hqrs., N. Delhi	
40	Shri Nishakar Sahoo, Jr. Investigator	Zonal Office, Bhubaneswar	

S. No.	Name & Designation	Location	Tel. No. (Office)
41	Smt. Neeva Boro, Jr. Investigator	Zonal Office, Guwahati	
42	Shri Luxman Singh, Jr. Assistant	Hqrs., N. Delhi	
43	Shri S D Ansari, Jr. Assistant	Hqrs., N. Delhi	
44	Smt. Shalu Arora, Jr. Assistant	Hqrs., N. Delhi	
45	Shri Remith A., Jr. Assistant	Hqrs., N. Delhi	
46	Shri Rishi Jain, Jr. Accountant	Hqrs., N. Delhi	
47	Smt. Indra, Jr. Assistant	Hqrs., N. Delhi	
48	Shri Rabinder Manjhi, M.C.C. (S.G.)	Hqrs., N. Delhi	
49	Shri Dalip, Watchman (S.G.)	Hqrs., N. Delhi	
50	Shri Bahadur Prasad, M.C.C. (S.G.)	Zonal Office, Bhopal	
51	Shri Devender Kumar, M.C.C. (S.G.)	Hqrs., N. Delhi	
52	Shri Santosh Manjhi, M.C.C. (S.G.)	Hqrs., N. Delhi	
53	Shri Jagroop Singh Tekam, M.C.C. (S.G.)	Hqrs., N. Delhi	
54	Smt. Manju Lata, MCC	Hqrs., N. Delhi	

MANUAL NO. 10

The monthly remuneration of officers and employees

(Section 4(l)(b)(x) of Right to Information Act, 2005)

The monthly remuneration consists of the Basic pay in the pay scale + Dearness Allowance + HRA + other allowances as applicable under the Rules of the Corporation. The pay scales of the officers and employees of the Corporation are given below

S. No.	Name	Designation	Pay Scale (IDA Pattern)	Location
1	Shri G. Ramesh Kumar	CMD		Hqrs., N. Delhi
2	Shri P. Unnikrishnan	Gen. Manager (Fin.) & Company Secretary	Rs.43200-66000	Hqrs., N. Delhi
3	Shri Anil P C Raven	Dy.Gen.Manager (Proj., PET Cell, Admn., Pers. & Vig.)	Rs.36600-62000	Hqrs., N. Delhi
4	Dr. M D S Tyagi	Dy.Gen.Manager (RTI) and CPIO	Rs.36600-62000	Hqrs., N. Delhi
5	Shri M K Brahma	Asstt. General Manager (Proj. & OL)	Rs.32900-58000	Hqrs., N. Delhi
6	Shri R J Kachhap	Asstt. General Manager (Proj.)	Rs.32900-58000	Hqrs., N. Delhi
7	Shri S N Galgotia	Chief Manager (Proj. , MIS & Admn.)	Rs.29100-54500	Hqrs., N. Delhi
8	Shri F Turkey	Chief Manager (Proj.)	Rs.29100-54500	Hqrs., N. Delhi
9	Smt. Promila Thakur	Chief Manager (OL & Proj.)	Rs.29100-54500	Hqrs., N. Delhi
10	Shri Atar Singh	Chief Manager (Admn.)	Rs.29100-54500	Hqrs., N. Delhi
11	Shri V G Ghutake	Chief Zonal Manager	Rs.29100-54500	Z.O. Bhopal
12	Shri Kunj Bihari	Dy. Company Secretary	Rs.24900-54500	Hqrs., N. Delhi
13	Shri S R Meena	Manager (Fin.)	Rs.24900-50500	Hqrs., N. Delhi
14	Smt. Madhu D Shahani	Manager (Fin.)	Rs.24900-50500	Hqrs., N. Delhi
15	Shri Ravi Kant Taltia	Manager (Fin)	Rs.24900-50500	Hqrs., N. Delhi

16	Smt. Lata Babbar	Secretary to GM (Fin.) & CS	Rs.20600-46500	Hqrs., N. Delhi
17	Smt. Bismita Das	Asstt. Manager (Proj.)	Rs.16400-40500	Hqrs., N. Delhi
18	Shri Pradip Kr. Singh	Asstt. Manager (Pers.)	Rs.16400-40500	Hqrs., N. Delhi
19	Dr. Krishnaveni Motha	Asstt. Zonal Manager	Rs.16400-40500	Z.O. Hyderabad
20	Shri Sunil Kr. Sahoo	Asstt. Zonal Manager	Rs.16400-40500	Z.O. Bhubaneswar
21	Dr. Jyoti Singhal	Asstt. Manager (MIS & Proj.)	Rs.16400-40500	Hqrs., N. Delhi
22	Smt. Monika	Asstt. Manager (Admn.)	Rs.16400-40500	Hqrs., N. Delhi
23	Shri Anil Batra	Pvt. Secretary	Rs.16400-40500	Hqrs., N. Delhi
24	Smt. Rita Ahlawat	Asstt. Pvt. Secretary	Rs.12600-32500	Hqrs., N. Delhi
25	Shri Vijay Singh	Jr. Executive	Rs.12600-32500	Hqrs., N. Delhi
26	Shri Ratan Singh	Jr. Executive	Rs.12600-32500	Hqrs., N. Delhi
27	Smt. Kiran Pushkarna	Sr. P.A.	Rs.11000-27800	Hqrs., N. Delhi
28	Shri K. P. Sharma	Sr. P.A.	Rs.11000-27800	Hqrs., N. Delhi
29	Smt. Poonam Singh	Sr. P.A.	Rs.11000-27800	Hqrs., N. Delhi
30	Smt. Mamta Rajan	Sr. Asstt.-cum-Hindi Translator	Rs.11000-27800	Hqrs., N. Delhi
31	Smt. Kurra Varalakshmi	Sr. Assistant	Rs.11000-27800	Z.O. Hyderabad
32	Shri Sandeep Sethi	Sr. Accountant	Rs.11000-27800	Hqrs., N. Delhi
33	Ms. Rekha	P.A.	Rs.10200-25800	Hqrs., N. Delhi
34	Shri Raj Kumar	Assistant	Rs.10200-25800	Hqrs., N. Delhi
35	Smt. Bimla Kanojia	Assistant	Rs.10200-25800	Hqrs., N. Delhi
36	Shri Atul Kumar Khare	Assistant	Rs.10200-25800	Z.O. Bhopal
37	Smt. Anju Singh	Accountant	Rs.10200-25800	Hqrs., N. Delhi
38	Shri Avinash Pareek	Assistant	Rs.10200-25800	Hqrs., N. Delhi
39	Shri Balraj Singh	Sr. Driver	Rs.9600-24300 (ACPS)	Hqrs., N. Delhi
40	Shri Nishakar Sahoo	Jr. Investigator	Rs.9600-24300	Z.O. Bhubneswar

41	Smt. Neeva Boro	Jr. Investigator	Rs.9600-24300	Z.O. Guwahati
42	Shri Luxman Singh	Jr. Asstt.	Rs.9600-24300	Hqrs., N. Delhi
43	Shri S D Ansari	Jr. Asstt.	Rs.9600-24300	Hqrs., N. Delhi
44	Smt. Shalu Arora	Jr. Asstt.	Rs.9600-24300	Hqrs., N. Delhi
45	Shri Remith A.	Jr. Asstt.	Rs.9600-24300	Hqrs., N. Delhi
46	Shri Rishi Jain	Jr. Accountant	Rs.9600-24300	Hqrs., N. Delhi
47	Smt. Indra	Jr. Asstt.	Rs.9600-24300	Hqrs., N. Delhi
48	Shri Rabinder Manjhi	M.C.C. (S.G.)	Rs.8400-21300	Hqrs., N. Delhi
49	Shri Dalip	Watchman (S.G.)	Rs.8400-21300	Hqrs., N. Delhi
50	Shri Bahadur Prasad	M.C.C. (S.G.)	Rs.8400-21300	Z.O. Bhopal
51	Shri Devender Kumar	M.C.C. (S.G.)	Rs.8400-21300	Hqrs., N. Delhi
52	Shri Santosh Manjhi	M.C.C. (S.G.)	Rs.8400-21300	Hqrs., N. Delhi
53	Shri Jagroop Singh Tekam	M.C.C. (S.G.)	Rs.8400-21300	Hqrs., N. Delhi
54	Smt. Manju Lata	MCC	Rs.7800-19800	Hqrs., N. Delhi

MANUAL NO. 11

The budget, allocations for sanctions to each agency, and disbursement of funds (Section 4(l)(b)(xi) of Right to Information Act, 2005)

The details of various Budgetary Provisions for the year 2013-14 are as under:-

S.No	Budget Head/Amount	Purpose
01.	<p>(a) <u>SANCTIONS BUDGET</u> Rs. 180.00 crore</p> <p>(b) <u>DISBURSEMENT</u> Rs. 122.00 crore</p>	<p>(i) As NSTFDC's share for providing loans through the Channelising Agencies (SCAs) nominated by the Ministry(ies)/ State/ UT Governments.</p> <p>(ii) <u>CRITERIA</u></p> <p>At the beginning of each financial year, funds are notionally allocated by the NSTFDC to the SCAs in proportion to the Scheduled Tribes population (as per latest Census Report) in the respective States and UTs. This is intimated to the SCAs. The SCAs may ensure the flow of funds in such a manner so as to maintain proper balance among different districts/ regions, sectors genders. Disbursement is made to SCAs on receipt of their request by NSTFDC.</p>
02.	<p><u>DEVELOPMENTAL EXPENDITURE:</u></p> <p>(a) CSR fund towards training expenses for ST beneficiaries Rs. 20.00 lakhs</p> <p>(b) Grant for computerization of Database of SCAs and Software Linkage expenses: Rs. 6.00 lakhs.</p> <p>(c) Consultancy charges for Evaluation / Third party inspection of units : Rs.5.00 Lakhs</p> <p>(d) Awareness Expenses/ Rebate on interest / Travelling Expenses Rs. 62.00 Lakhs</p>	<p>(a) NSTFDC provides 100% of recurring expenditure as grant to the SCAs for imparting of training to the eligible beneficiaries, it is expected that SCAs would endeavour to avail the funds.</p> <p>(b) One time grant up to Rs. 2.00 lakh per Channelising agency is provided for computerization of database of the SCAs. Further, provision includes expenses for development of Computer Software linking with the SCAs.</p> <p>(c) For evaluation of NSTFDC assisted schemes and/or inspection of NSTFDC assisted units through third party reputed organization.</p> <p>(d) To create awareness about programmes of NSTFDC at grass root level and to encourage SCA for making timely repayment</p>
03.	<p><u>Capital Expenditure Budget 2013-14: Rs. 30.00 Lakhs</u></p>	<p>Budgetary provision has been made for office equipments, furniture, renovation of office premises and computerisation.</p>

2. The details of funds allocated to each of the Channelising Agency(ies) of NSTFDC for the financial year 2015-16 (actuals) are given below:

Sl. No.	Name of the SCA/STATE	Actual Sanctions			Grants		
		Notional Allocation	NSTFDC's Share	Disbursements	Notional Allocation	NSTFDC's Share	Disbursements
1	A.P. Scheduled Tribes Cooperative Finance Corpn. Ltd. ANDHRA PRADESH	1130.00	4004.43	3313.14	11.30		
2	Andaman & Nicobar State Co operative Bank Ltd. ANDAMAN & NICOBAR ISLANDS	50.00			0.50		
3	Arunachal Pradesh Industrial & Finance Dev. Corporation ARUNACHAL PRADESH	180.00			1.80		
4	NCDC - ARUNACHAL PRADESH		3556.70	1863.60			
5	Arunachal Pradesh State Co operative Apex Bank Ltd. - ARUNACHAL PRADESH						
6	Assam Plain Tribes Dev. Corporation Ltd. ASSAM	740.00			7.40		
7	National Research Centre, ASSAM					1.56	
8	Bihar State Scheduled Castes Co-operative Dev.Corp.Ltd. BIHAR	255.00			2.55		
9	Chattisgarh Rajya Antavsayee Sahkari Vitta Aivam Vikas Nigam, CHATTISGARH	1490.00	1431.18	933.53	14.90		
10	Dadra & Nagar Haveli, Daman & Diu SCs/STs Other BC's & Minorities Fin & Dev. Corpn. Ltd. DADRA & NAGAR HAVELI	50.00			0.50		
11	Goa State Scheduled Tribes Finance & Development Corporation Ltd. GOA	50.00			0.50		

12	Gujarat Tribal Dev. Corporation GUJARAT	1700.00	4139.83	2100.00	17.00		
13	NCDC- GUJARAT		76.84	26.34			
14	Himachal Pradesh Scheduled Castes Scheduled Tribes Dev. Corporation HIMACHAL PRADESH	75.00		11.32	7.50		
15	NCDC - HIMACHAL PRADESH						
16	J&K Scheduled Castes, Scheduled Tribes & Backward Classes Development Corporation. JAMMU & KASHMIR	285.00	604.50	271.00	2.85		
17	Jharkhand State Tribal Coop. Dev. Corpn. Ltd. JHARKHAND	1650.00	414.00	198.12	16.50		
18	NCDC, JHARKHAND						
19	Karnataka Scheduled Tribes Development Corporation, KARNATAKA	810.00			8.10		
20	Kerala State Development Corpn. For Scheduled Caste & Scheduled Tribes Ltd. KERALA	50.00	67.50	83.92	0.50		
21	Kerala State Women Development Corpn. Ltd. KERALA	50.00			0.50		
22	Lakshdweep Dev Corporation Limited LAKSHDWEEP	50.00			0.50		
23	Manipur Tribal Dev. Corpn. Ltd MANIPUR	170.00			1.70		
24	Shabari Adivasi Vitta Va Vikas Nigam, Nasik, MAHARASHTRA	2000.00	2050.95		20.00		

25	Meghalaya Cooperative Apex Bank Limited MEGHALAYA	485.00	199.80	239.17	4.85		
26	M.P. Adivasi Vitta Aivam Vikas Nigam MADHYA PRADESH	2920.00			29.20		
27	NCDC - MADHYA PRADESH						
28	NEDFI - MANIPUR						
29	Mizoram Khadi & Village Industries Board MIZORAM	100.00			1.00		
30	Mizoram Urban Cooperative Development Bank Ltd. MIZORAM	100.00			1.00		
31	NCDC - MIZORAM		3428.80	984.72			
32	Nagaland Industrial Devp. Corporation Ltd. NAGALAND	163.00	433.37	563.81	1.63		
33	Nagaland State Co-operative Bank Ltd. NAGALAND	162.00			1.62		
34	NCDC - NAGALAND						
35	Orissa Scheduled Castes Scheduled Tribes Dev. & Fin. Coop. Corpn. Ltd. ORISSA	1825.00	1.92		18.25		
36	Rajasthan SC & ST Fin. & Dev. Co-op. Corpn. RAJASTHAN	1760.00	1334.42	321.63	17.60		
37	Sikkim Scheduled Castes, Tribes & Backward Classes Dev. Corpn. Ltd SIKKIM	50.00			0.50		
38	Tamil Nadu Adi Dravidar Housing&Dev.Corpn.Ltd TAMIL NADU	150.00			1.50		

39	TLG - Telangana			5000.00			
40	Tripura Scheduled Tribes Co-op. Development Corpn. Ltd TRIPURA	220.00		73.24	2.20		
41	Uttranchal Bahuudheshya Vitta Evam Vikas Nigam UTTRANCHAL	55.00	3.40	25.30	0.55		
42	U.P.Scheduled Castes Fin.And Development Corporation UTTAR PRADESH	215.00			2.15		
43	NCDC UTTAR PRADESH						
44	West Bengal SC's & STs Dev. Fin. Corp. WEST BENGAL	505.00			5.05		
45	West Bengal Tribal Development Cooperative Corporation, WEST BENGAL	505.00	561.24	540.87	5.05	33.00	
46	NCDC - West Bengal						
47	Trifed- DLH - New Delhi.						
	TOTAL(A) :-	20000.00	22308.88	16549.71	200.00	34.56	0.00

B)	<u>MICRO CREDIT SCHEME THROUGH PSU BANKS/RRBs</u>						
1	Assam Gramin Vikas Bank ASSAM		10.00	10.00			
2	Langpi Dehangi Rural Bank ASSAM						
3	Dena Gujarat Gramin Bank GUJARAT			11.50			
4	Badodara Gujarat Gramin Bank GUJARAT						
5	Vananchal Gramin Bank JHARKHAND		6.38	6.38			

6	Central Bank of India, MADHYA PRADESH		643.66	379.34			
7	Central Madhya Pradesh Gramin Bank MADHYA PRADESH		44.16	308.48			
8	UBI MAHARASHTRA						
9	Meghalaya Rurual Bank MEGHALAYA		72.58	72.58			
10	Mizoram Rural Bank MIZORAM						
11	Baitarani Gramya Bank ORISSA						
12	Central Bank of India, ODISSA		8.51	8.51			
13	Central Bank of India, RAJASTHAN						
14	Tripura Grameen Bank TRIPURA						
15	Uttarakhand Grameen Bank, UTTARAKHAND		285.42	313.50			
	TOTAL (B)		1070.71	1110.29	0.00	0.00	0.00

GRAND TOTAL(A+B)	20000.00	23379.59	17660.00	200.00	34.56	0.00
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Note: The disbursement figures include releases made for the schemes/ Projects sanctioned in the previous years.

MANUAL NO. 12

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes (Section 4(I)(b)(xii) of Right to Information Act, 2005)

NOT APPLICABLE IN RESPECT OF NSTFDC

MANUAL NO. 13

**Particulars of recipients of concessions, permits
or authorizations granted by it
(Section 4(I)(b)(xiii) of Right to Information Act, 2005)**

NOT APPLICABLE IN RESPECT OF NSTFDC

MANUAL NO. 14

**Details in respect of the information available to or held by it, reduced in
an electronic form
(Section 4(I)(b)(xiv) of Right to Information Act, 2005)**

Details in respect of the information available to or held by it, reduced in an electronic form is about the Organization, Memorandum and Articles of Association and Lending & Development policy which is available on **Website:**
www.nstfdc.nic.in

MANUAL NO. 15

The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, for public use (Section 4(I)(b)(xv) of Right to Information Act, 2005)

- 1. Electronic form : Website (www.nstfdc.nic.in)**
- 2. On Telephone/by Post : From notified Central Public Information Officer.**
- 3. Library/ Reading room : At NSTFDC's Headquarters at NBCC Tower, 5th Floor, Hall No.1, Bhikaji Cama Place, New Delhi – 110 066.**

From 3.00 PM to 5.00 PM on every Wednesday.

MANUAL NO. 16

The names, designations and other particulars of the Appellate Authority and Public Information Officers.
(Section 4(I)(b)(xvi) of Right to Information Act, 2005)

(I)	APPELLATE AUTHORITY
Sh. P. Unnikrishnan Gen. Manager (Fin.) & Company Secretary 15, NBCC Tower, 5th Floor, Bhikaji Cama Place, New Delhi – 110 066 Tel.: 011-26712562 (O) Fax: 011-26712574	
(II)	CENTRAL PUBLIC INFORMATION OFFICER
Dr. M.D.S. Tyagi DGM (RTI) and CPIO 15, NBCC Tower, 5th Floor, Bhikaji Cama Place, New Delhi – 110 066 Tel.: 011-26712583 (O) Fax : 011-26712574	

MANUAL NO. 17

RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES 2005

Persons desirous of obtaining any information may make the payment and send their request in writing addressed to the **Central Public Information Officer (Ref. Manual 16) of National Scheduled Tribes Finance and Development Corporation (NSTFDC), 15, NBCC TOWER, 5th Floor, Bhikaji Cama Place, Hall No.1, New Delhi-110066.**

FEE/COST RATES

- | | | |
|---|---|--|
| (a) Application Fee | : | Rs.10/- |
| (b) A3/A4 Size Paper
(created or copied) | : | Rs.2/- per page |
| (c) Copy in larger size paper | : | Actual charge or cost |
| (d) Samples or models | : | Actual cost |
| (e) Information in Floppy/ Diskette | : | Rs.50/- per Floppy/Diskette |
| (f) Printed material | : | Cost of printing or @Rs.2/- per page of photocopy for extracts from the publication |
| (g) Inspection of records | : | No fee for the first hour, and a fee of Rs.5/- for each subsequent hour (or fraction thereof) thereafter |

To obtain information, prescribed fee can be deposited in cash with Finance Department of NSTFDC at NBCC TOWER, New Delhi against proper receipt or by Demand Draft or Banker's Cheque in favour of **National Scheduled Tribes Finance and Development Corporation**, payable at New Delhi.

ANNUAL RETURN FORM

RTI Annual Return Information System (2015-16)

Organisation/ Name of Public Authority: National Scheduled Tribes Finance and
Development Corporation (NSTFDC)

Year: 2015 -16 (upto 31st March 2016)

		Progress in 2015-16				
	Opening balance as on 01/04/2015	No. of applications received as transfer from other PAs u/s 6(3)	Received during the year (including the cases transferred from other public authorities)	No. of cases transferred to other Public Authorities	Decisions where requests / appeals rejected	Decisions where requests /appeals accepted
Requests	0	8	17	5	0	20
First Appeals	0	N/A	2	N/A	1	1

No. of cases where disciplinary action taken against any Officer

Nil

No. of CAPIOs designated

0

No. of CPIOs designated

01

No. of AAs designated

01

No. of times various provisions were invoked while rejecting requests

Relevant Sections of RTI Act 2005

Section 8 (1)										Sections			
a	b	c	d	e	f	g	h	i	j	9	11	24	Other
-	-	-	-	-	-	-	-	-	-	-	-	-	-

Amount of charges collected (in Rs.)

Registration fee amount	Additional fee collected	Penalty amount recovered as directed by CIC
Rs.170	Rs. 2114	0