



सूचना का
अधिकार



भारत सरकार, वित्त मंत्रालय
Government of India, Ministry of Finance
निदेशक का कार्यालय राष्ट्रीय बचत संस्थान



Office of The Director, National Savings Institute
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No.19(2)14/Admn/2023/ 176-201

Dated:- 20.03.2025

OFFICE ORDER

In partial modification of this office orders issued earlier regarding work allocation to the following officials of NSI, the following amendment in work allocation is ordered with immediate effect.

S No	Section/ Branch	Subjects	Name of staff
1	Dev., AML/CFT, PCGC, PMO ref./ CPGRAM & Policy Input	<ol style="list-style-type: none">1. Redressal of PCGC (complete charge of PCGC in NSI) received through various modes i.e. e-mail, physical etc.2. Attending to grievances received on CPGRAM Portal and References received from MOF, Ministries/PMO etc.3 Maintenance of records / files of scheme rules, procedures/ notifications and circulation of the same to all the Stakeholders/concerned departments.4 All work related to developmental activities and preparation & submission of monthly progress report on the same.5 Fixing functional targets and review of achievements.6 Work relating to compliance by operating agencies under PMLA Act & AML/CFT including inspection of Post Offices and submission of reports to MOF and preparation of Annual Report on Inspections Conducted by NSI under AML/CFT and upkeep of old record of AML/CFT inspection etc.7 Preparation of reports pertaining to the branch and submission to the concerned authorities.8 Providing policy inputs to the Ministry on various issues and preparation of comments sought by the Ministry. <p>1. Sh.Nikhil Bhardwaj, LDC will assist the AD in all work assigned to him.</p>	Sh.Chunchun Kumar, AD

2	Data Management/Web-site/Trg./RTI/Official Language/Legal (court Cases)	<ol style="list-style-type: none"> 1. Maintenance and updating of NSI website and work relating to IT initiatives for publicity of Small Saving Schemes and related m 2. Arrangement of meetings and attending the communications, preparation of status report of uploading of NSSF Data on PFMS Portal and coordinating with CCA/CGA offices for work related to PFMS Portal, single data base and mobile apps. 3. Collection of data on prescribed frequencies and on parameters prescribed from time to time from Department of Post and agency banks. 4. Collation of data on parameters as prescribed and submission of periodical reports to the Ministry of Finance. 5. Collection and collation of state wise data from operating agencies (Banks & DoP) on frequencies and parameters as may be prescribed. 6. Coordination with the agency bank and Department of Post for timely submission of data and uploads on PFMS Portal. 7. Maintenance of data relating to release of loans to State Governments UTs and other entities from NSSF. 8. Attending matters relating to Senior Citizen Welfare Fund, Data Portal and Single Database for National Savings Schemes. 9. All work relating to training of bank officials, DoP officials and agency force and organising in-house training for NSI officers and officials and sponsoring /nominating them for trainings to other training institutions. Organising meetings, conferences and seminars including coordination committee meetings. 10. To function as CPIO and disposing off/processing all the RTI applications received in the office as per RTI Act. 11. Implementation of Rajbhasha & related matters. 12. Preparation & submission of reports / returns related to the branch. 13. Monitoring of court cases filed by investors, agents and public against Ministry of Finance, DEA & NSI in matters relating to Small Savings Schemes, preparation of written Statement/draft reply vetting of WS/Draft Replies received from Regional Centres, obtaining legal opinion / advise from Standing Counsels/ depart. of Law & Justice , Ministry of Law and filing of appeals, payment of legal charges to advocates/ standing counsel, submission of reports / returns related to court cases and attending all Court Cases. <p>Ms.Priyanka Bansal, Steno-II will assist the AD in all work related to the branch except official language.</p>	Sh.Yogesh Gehlot, AD
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3	Audit, Pension (old), Publicity & ICM	<p>1. Work related to Audit and compliance of the reports/observations.</p> <p>2. All matters relating to revision of pension (before 2017) and any other work related to the old pension cases.</p> <p>3 Preparation of publicity programmes and plans for All India publicity of National Savings Schemes. To arrange for electronic and print publicity as per the publicity plans.</p> <p>4 Liaisoning and coordinating with DAVP/NIC/Prasar Bharati and other media for implementation of publicity programmes.</p> <p>5 Processing of Publicity Expenditure Bills.</p> <p>6. Supply of Agency forms including CA forms.</p> <p>7. Correspondence with ISP Nasik and other Govt. of India Presses with regard to old matters such as outstanding bills.</p> <p>8. Any other issues with regard to Printing of Cheque books, AAR books and ASLAAS-5 cards.</p> <p>9. Obtaining acknowledgements of supply from PSDs/CSDs/ State Govts. and Processing of old bills, if any, for payment.</p> <p>1. Sh.Maneesh Kumar, Steno-II will assist the AD in all work assigned to him.</p>	Sh.Santosh Arun Chandanshive, AD
4	Store Dead Stock &	<p>1. Management and upkeepment of all records.</p> <p>2.Maintenance of all records relating to files etc.</p> <p>3.Identification/Segregation and making lists of disposable files & records.</p> <p>4.Disposal of files/records and unserviceable dead stock articles.</p>	Smt. Ch. Sita Mahalaxmi, AD
5	Secretarial Assistance	<p>1.She will assist Sh.Yogesh Gehlot, AD in disposal of official language work.</p> <p>2. Arrangement of inhouse/official meetings and submission of bills related to the activity.</p>	Smt.Chandrakanta, Steno-II

Link officer arrangement is as under:

Sh.Yogesh Gehlot, AD -- Sh.Santosh Chandanshive, AD
Sh.Santosh Chandanshive, AD -- Sh.Chunchun Kumar, AD
Sh.Chunchun Kumar, AD -- Sh.Yogesh Gehlot, AD

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Joint Director & HOO 24/8/20

Copy for information & necessary action to;

1. The Joint Director, NSI (HQ), Delhi.
2. All the concerned officials mentioned above for necessary compliance.
3. All the officers/officials of HQ, NSI, Delhi for information.
4. Office order/work allocation file.