



भारत सरकार, वित्त मंत्रालय

Government of India, Ministry of Finance

निदेशक का कार्यालय राष्ट्रीय बचत संस्थान

Office of The Director, National Savings Institute

आई.सी.सी.डब्ल्यू. बिल्डिंग, 4, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-2

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No. HRD/1/17(1)2013/1732-47

Dated:- 04/09/2020

OFFICE ORDER

In complete supersession of previous orders issued by this office regarding work allocation among the officials of NSI, Delhi, the following allocation of work is ordered with immediate effect.

Sr. No	Section/ Branch	Subjects	Name of staff
1.	HRD	<p>1. Matters relating to Recruitment Rules, recruitments of Gr. A/B/C staff.</p> <p>2. Work relating to appointments, probation, confirmation, seniority, gradation, promotion, ACP/MACP of all officers & officials.</p> <p>3. Retirement, Resignations, Transfers, Deputation, Rosters and other service matters of all categories of staff.</p> <p>4. Matters relating to Pension on 'Bhavishya'.</p> <p>5. Matters relating to Pay Fixations, Increments.</p> <p>6. Initiation of Annual Performance Appraisal Reports (APARs) of Officers & Officials of NSI on due dates.</p> <p>7. All matters relating to revision of pension.</p> <p>1. Processing of claims and related correspondence of contractual/outsourced employees.</p> <p>2. Processing of all kinds of leaves, maintenance and updating of Service Books of all officers and officials.</p> <p>3. Reports and Returns relating to HRD section.</p> <p>4. Other service matters of staff including issue of I-cards, Biometric Attendance System, Forwarding of applications, experience certificate and ,NOC for passport, MHA Pass/ Validation slip etc.</p> <p>5. Work related to Residential Accommodation receipt online.</p> <p>Sh. AchalChaudhary LDC in this office will assist Smt.MeenuAggarwal UDC in the disposal of the work of HRD Branch.</p>	<p>Smt. MeenuAggarwal, UDC</p> <p>Smt.Leena Braganza, UDC</p>

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4.	Purchase (GeM), Stores, Caretaking	<ol style="list-style-type: none"> 1. Work relating to purchase of consumable & non consumable articles, Stationary and stores including IT and electronic equipments. Processing of all purchases on GEM Portal. 2. Maintenance and up-keeping of office premises, furniture, fixtures and payment of RRT. 3. Processing of bills of stores, stationary, etc. 4. Preparation and submission of reports and returns relating to stores. 5. Maintenance of all records relating to dead stock, segregation and disposal of unserviceable articles. 6. E-procurement related purchase and disposal & correspondence. <p>Miss Priyanka Bansal (Steno-II) on her joining in this office will completely take over charge from Smt. Chandrakanta (Steno-II).</p>	Smt. Chandrakanta, Steno-II
5.	Legal & RTI	<ol style="list-style-type: none"> 1. Monitoring of court cases filed by investors, agents and public against Ministry of Finance, DEA & NSI in matters relating to Small Savings Schemes. 2. Preparation of written Statement/ draft reply vetting of WS/Draft Replies received from Regional Centres and filing of appeals. 3. Obtaining legal opinion / advise from Standing Counsels/ depart. of Law & Justice , Ministry of Law and filing of appeals in various courts. 4. Payment of legal charges to advocates/ standing counsels. 5. Preparation and submission of reports / returns related to court cases. 6. Attending all Court Cases. 7. To assist nodal officer under RTI Act in disposing of/processing the RTI applications and submission of reports returns etc. relating to RTI. <p>Sh. Nikhil Bhardwaj LDC will assist Sh. Aman Sonker (AD) in the disposal of the work of this branch.</p>	Sh. Aman Sonker, AD
6.	PCGC/CPGRAM/PMO Ref./Dev.	<ol style="list-style-type: none"> 1. Redressal of PCGC (complete charge of PCGC in NSI) received on NSI portal, e-mail of NSI, Delhi and all reports/returns related to the issue. 2. CPGRAM and References received from MOF, Ministries/PMO etc. 3. Processing of reports received from Regional Centres of NSI pertaining to PCGC & submission to MOF. 4. Fixing functional targets and review of achievements by NSI Regional Centres. 5. Preparation & submission of monthly progress report on developmental activities. 6. Public Complaints and grievances received through any medium (website etc.) or on any e-platform will be attended to by Sh. Dhawal Soni, AD. 7. Conducting training programmes for agency force (SAS & MPKBY Agents) 8. Providing policy inputs to the Ministry on various issues. <p>Sh. Nikhil Bhardwaj LDC will assist Sh. Dhawal Soni (AD) in the disposal of the work in this branch.</p>	Sh. Dhawal Soni, AD

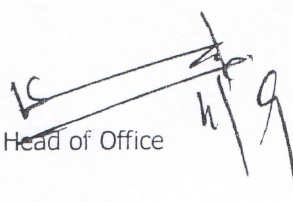
9.	Development/ Publicity & Training/	<p>1. Preparation of publicity programmes and plans for All India publicity of National Savings Schemes. To arrange for electronic and print publicity as per the publicity plans.</p> <p>2. Liaisoning and coordinating with DAVP/NIC/Prasar Bharati and other media for implementation of publicity programmes.</p> <p>3. Maintenance and updating of NSI website and work relating to other IT initiatives for publicity of Small Saving Schemes and related matters.</p> <p>4. All work relating to training (of banks officials and DOPT officials and agency forces including monitoring of training schedule of Regional Centers 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.</p> <p>5. Preparation and submission of reports and returns.</p> <p>6. Maintenance of records / files of schemes' rules, procedures/notifications and circulation of the same to Regional Centres of NSI and media.</p> <p>7. Processing of Publicity Expenditure Bills.</p> <p>8. Coordination with the agency bank and Department of Post for timely uploading of data, arrangement of meetings and attending the communications, preparation of status report of uploading of NSSF Data and coordinating with CGA offices for work related to single data base and mobile apps.</p>	Ms. Samta, AD
10.	Official Language	1. She will assist Hindi Officer in disposal of official language work.	Smt. Chandrakanta, Steno-II
11.	Receipt & Issue	1. Inward and outward work of NSI (HQ).	Smt. Usha katulkar (LDC), Sh. Govind Singh, LDC

1. All officials would maintain files, registers, records, statistics relating to the subjects allotted to them and submit statistics relating to their subjects, to JSO as may be required, on monthly basis.
2. Official/in-charge of RTI cell will keep and maintain copy of rules/ procedure applicable on National Savings Schemes and collection data so as to reply RTI queries on these matters. However, copy of note sheet/documents if required to be disclosed under RTI would be called from the concerned section.
3. All officials shall provide copies of orders, notifications, press brief etc. for uploading on NSI's website and also provide monthly input for preparation of Sanchaya to Ms. Samta, Asstt. Director.
4. All Officials shall be responsible for compliance of Audit paras relating to their subjects.
5. All officials in each branch would be linked to each other in the event of other officials being absent or on leave/tour. In addition following will be the arrangements for link officers.
 - i) Shri Mukesh Steno Gr.I -- Smt. Chandrakanta Steno Gr.II
 - ii) Ms. Harshdeep Kaur, Steno Gr.II -- Miss Priynaka Bansal, Steno Grade-II
 - iii) Sh.Dhawal Soni, AD -- Ms.Samta, AD
 - iv) Smt. Sita Mahalakshmi, AD -- Sh.Aman Sonker, AD
 - v) Sh.R.S.Shivankar, LDC -- Smt. Usha Katulkar, LDC
6. Wherever there is change in the incumbents, all such officers/officials should hand over/ take over all records, files, registers, articles etc. duly updated and submit a copy of charge report to the officer-in-charge/ Head of Office.


(S.L. Kureel)
Joint Director & Head of Office

Copy for information & necessary action to;

1. The Joint Director NSI (HQ), Delhi.
2. Assistant Director (OL), NSI (HQ)
3. All Regional Directors, NSI for information.
4. All Officers/Officials mentioned above for necessary compliance.
5. Office order file.


Joint Director & Head of Office