

Main Services / Transactions

S.No.	Services / Transaction	Weight %	Responsible Person (Designation)	Email	Mobile (Phone No.)	Process	Document Required	Fees		
								Category	Mode	Amount
1	Retention of Projects (NLCPR)	8	Sh. P.R. Meshram(Director)	pr.meshram@nic.in	(23015184)	Priority lists and concept Papers received from State Government put up to NLCPR Committee for consideration. NLCPR Committee recommends the retention of the projects. After concurrence to the recommendation of committee by the Hon'ble Minister, DoNER, State Government concerned is requested for submission of DPRs.	Annual Priority List of projects along with concept paper.	N/A	N/A	N/A
2	Sanction of retained projects (NLCPR)	7	Shri P. R. Meshram(Director)	pr.meshram@nic.in	(23015184)	DPRs of retained projects received from State Govt. are examined/vetted for technical & cost aspects in consultation with subject matter (Line) Ministries. Finally vetted DPR by subject matter (Line) Ministries put up to NLCPR Committee for consideration and recommendation for sanction. After concurrence to recommendations of NLCPR Committee by Hon'ble Minister, DoNER, the Administrative & Financial approval has to be vetted by IFD, DoNER before issue.	DPRs of retained projects from State Govt. compliance of the subject matter Ministries by the State Govt. Finally vetted DPR from line Ministry. Non-duplication certificates from State Government.	N/A	N/A	N/A
3	Release of first instalment (NLCPR)	5	Shri P. R. Meshram(Director)	pr.meshram@nic.in	(23015184)	After issue of Administrative & Financial approval 1st instalment of funds is released with concurrence of IFD, DoNER and with approval Secretary, DoNER.	Administrative and Financial Approval. Non-duplication certificates from State Government and concerned Line Ministries.	N/A	N/A	N/A

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4	Release of subsequent instalments (NLCP)	5	Shri P. R. Meshram(Director)	pr.meshram@nic.in	(23015184)	After submission of UC of 80% of last release and 100% of the previous releases. Release of subsequent instalments are processed if physical progress of the project is commensurate with the financial expenditure made in the project. Funds are released with concurrence of IFD and approval of Secretary, DoNER.	Utilization Certificate Quarterly Progress Report, latest photographs, Inspection Report of the Nodal Officer work plan and copy of work order	N/A	N/A	N/A
5	Conducting SFC/EFC (NEC Projects)	10	Shri Brajesh Mishra(Director)	brajesh.m@nic.in	(23022092)	Examination of SFC/EFC agenda by NEC division with financial concurrence of IF Division. The proposal is considered by SFC/EFC in its meeting and recommended for approval or further modification/examination. Recommendation of SFC/EFC is submitted for the approval of competent authority. Approval of the competent authority conveyed to NEC Secretariat.	SFC/EFC Agenda Papers from NEC Secretariat.	N/A	N/A	N/A
6	Sanction of proposal Under Advocacy & Publicity Scheme	5	Shri S.C. Lather(Deputy Secretary)	subhash_lather@yahoo.com	(23022460)	Preliminary examination of the proposal as per the guidelines of the scheme. Consideration of the proposal by Advertising and Publicity Committee. Approval of Secretary, DoNER to the recommendations of the Advertising & Publicity Committee.	1. Proposal in prescribed format. 2. Memorandum of Association & Articles of Association. 3. Whether registered under Societies Act etc. if so copy of registration certificate. 4. Annual Reports of last 3 years of the applicant. 5. Audited Statement of Accounts for the last 3 years. 6. Utilisation Certificate in respect financial assistance received under the scheme earlier.	N/A	N/A	N/A

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7	Release of first Instalment Under Advocacy & Publicity Scheme	3	Shri S.C. Lather(Deputy Secretary)	subhash_lather@yahoo.com	(23022460)	1. Seeking of IFD's concurrence to the proposal after approval of competent authority for sanction of financial assistance. 2. Release of 1st instalment.	1. Submission of Bond on judicial stamp paper of Rs 100/-, 2. Pre-receipt on revenue stamp.	N/A	N/A	N/A
8	Release of final Instalment Under Advocacy & Publicity Scheme	2	Shri S.C. Lather(Deputy Secretary)	subhash_lather@yahoo.com	(23022460)	1. Examination of proposal. 2. Approval of Competent Authority. 3. Concurrence of IFD. 4. Issue of sanction for release of instalment.	1. Utilization Certificate for the total amount sanctioned. 2. Statement of Expenditure. 3. Achievement cum Performance Report. 4. Photographs of the programme/event etc.	N/A	N/A	N/A
9	Sanction of proposal Under Capacity Building Scheme	8	Ms. Mercy Epao(Deputy Secretary)	mercy.epao@nic.in	(23022304)	1. Preliminary examination of the proposal as per the guidelines of the scheme. 2. Consideration of the proposal by the Sanctioning Committee.	1. Proposal in prescribed format. 2. Memorandum of Association & Articles of Association. 3. Whether registered under Societies Act etc. if so copy of registration certificate. 4. Annual Reports of last 3 years of the applicant. 5. Audited Statement of Accounts for the last 3 years. 6. Utilisation Certificate in respect financial assistance received under the scheme earlier.	N/A	N/A	N/A

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10	Release of first Installment Under Capacity Building Scheme	4	Ms. Mercy Epao(Deputy Secretary)	mercy.epao@nic.in	(23022304)	Outstanding IFD's concurrence of the recommendations of the Sanctioning Committee. After IFD's concurrence approval of Secretary, DoNER is obtained before release of 1st Instalment.	1. Submission of Bond non judicial stamp paper of Rs 100/-, 2. Pre-receipt on revenue stamp.	N/A	N/A	N/A
11	Release of final Instalment Under Capacity Building Scheme	3	Ms. Mercy Epao(Deputy Secretary)	mercy.epao@nic.in	(23022304)	Receipt of achievement cum performance report. Statement of Expenditure incurred and Utilization Certificate for the full amount sanctioned.	Utilization Certificate for the total amount sanctioned. Statement of Expenditure Achievement cum performance report Photographs of the trainees.	N/A	N/A	N/A
12	Conducting SFC/EFC Under SIDF	8	Shri S.P. Singh(Deputy Secretary)	spsingh@nic.in	(23015358)	1. Identification of projects. 2. In principle approval of the Planning Commission. 3. Submission of DPRs by States. 4. Seeking Comments of Line Ministries on DPRs. 5. Consultation with the IFD. 6. Conducting of SFC/EFC.	1. Concept Notes of the projects. 2. DPRs.	N/A	N/A	N/A

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13	Sanction of Project Under SIDF	2	Shri S.P. Singh(Deputy Secretary)	spsingh@nic.in	(23015358)	1. Approval of the Competent Authority to the recommendations of SFC/EFC. 2. Issue of sanction.	1. Recommendations of the SFC/EFC. 2. Concurrence of IFD.	N/A	N/A	N/A
14	Release of first Instalment Under SIDF	2	Shri S.P. Singh(Deputy Secretary)	spsingh@nic.in	(23015358)	1. Examination of proposal. 2. Approval of competent authority. 3. Concurrence of IFD. 4. Release of first Instalment.	Proposal from State Government alongwith Work Plan.	N/A	N/A	N/A
15	Release of subsequent Instalment Under SIDF	3	Shri S.P. Singh(Deputy Secretary)	spsingh@nic.in	(23015358)	1. Examination of proposal. 2. Approval of competent authority. 3. Concurrence of IFD. 4. Release of subsequent Instalment.	1. Physical & Financial Performance Report of the previous Instalment. 2. Work plan for the subsequent Instalment. 3. Utilisation Certificate of previous Instalment.	N/A	N/A	N/A

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16	Release of funds to NEDFi	3	Shri P. R. Meshram(Director)	pr.meshram@nic.in	(23015184)	1. Examination of proposal from NEDFi 2. Concurrence of IFD. 3. Approval of Hon'ble Minister DoNER. 4. Signing of MOU about investment of funds in MSME and Primary Sector. 5. Issue of sanction releasing funds to NEDFi.	1. Proposal from NEDFi. 2. UC of previous funds. 3. Future plan along with full justification	N/A	N/A	N/A
17	Release of funds to NEHHDC	3	Shri S.P. Singh(Deputy Secretary)	spsingh@nic.in	(23015358)	1. Examination of proposal. 2. seeking approval of Secretary and concurrence of IFD. 3. Issue of sanction for release of the funds.	1. Proposal from NEHHDC for release of funds. 2. Statement of expenditure. 3. Copy of the memorandum of Understanding. 4. utilisation Certificate in respect of funds released earlier.	N/A	N/A	N/A
18	1. All matters related to RFD 2. NEHHDC 3. ARC Recommendation 4. Senior Officers' Meeting 5. Library 6. R&I	3	Shri R C Dhankar(Director)		(23062709)	Release is processed in concurrence with the IFD, DoNER and Secretary, DoNER.	UC of previous releases and requisition for funds.	N/A	N/A	N/A

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19	Redress of Public Grievances	6	Shri R C Dhankar(Director)		(23062709)	1. Examination of grievance/complaints. 2. Disposal of the grievances which pertains to the Ministry under intimation to the complaint. 3. Forwarding of grievances/complaints to the concerned organisations/agencies which do not pertain to this Ministry for necessary action / report to the complaint under intimation to the Ministry.	Grievances/ Complaints received through CPGRAMS and other channels.	N/A	N/A	N/A
20	timely response to communications from stakeholders	4	Shri R C Dhankar(Director)		(23062709)	1. The communications are responded by the concerned responsible officers with in the time frame prescribed under the services standard of Citizens Charter.	Communications/representation's received from stakeholders.	N/A	N/A	N/A
21	Transparency in Administration	6	Shri R C Dhankar(Director)		(23062709)	1. 16 Number of items are indicate under Section 4 (1) (b) of RTI Act 2005 have been uploaded on the website of the Ministry.	1. Tenders. 2. The guidelines instructions relating to various activities of the Ministry. 3. Application formats. \$. Details of projects/governmental & Non-governmental Organisation funded under various schemes. 5. directory of officers/staff. 6. Salary details of	N/A	N/A	N/A