

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

Administration

Information Disclosure

Information to be published under Section 4(1) (b) of Right to Information Act, 2005

- (i) Particulars of Organization, functions and Duties.
- (ii) Powers & Duties of the Officers and Employees.
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability.
- (iv) The norms set by it for the discharge of its functions.
- (v) Rules, regulations, instructions, manuals & records held by it or under its control for being used by the employees for discharging its functions.
- (vi) A statement of the categories of documents that are held by it or under its control.
- (vii) The particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to the formulation of its policy or implementation thereof.

Information required as per sub-section (i) to (vii) is available in form of manuals given below at NIFM Library:

1. Management Development Programme Manual
2. Professional Training Course Manual.
3. Library Manual.
4. Administration Procedures Manual
5. Management System Manual.
6. Horticulture Services Manual
7. Computer Division Manual
8. Web Page Management Manual
9. Civil Maintenance Manual
10. Electrical Maintenance Manual
11. Hostel Services Manual
12. Accounts Manual

- (viii) A statement of the Boards, Councils, Committees and Other Bodies Consisting of two or more persons constituted as its part of for the purpose of its advise, and as to whether meetings of those Boards, Councils, Committees and Other Bodies are open to the public, or the Minutes of such meetings are accessible for public. Already exists on website of NIFM.

- (ix) Directory of its offices and employees.

S. No.	Name of Officer	Designation	As per 7 th CPC		As per 6 th CPC	
			Pay	Level	Pay Band	Grade Pay
1.	Smt. Meena Agrawal	Director	`211600/-	16		
2.	Smt. Ila Singh	Professor	`224100/-	15		
3.	Dr. Shikha Mathur Kumar	Professor	`188200/-	14		
4.	Smt. Sudeshna Sen	Professor	`167200/-	14		
5.	Sh. K.S. Gopinath Narayan	Professor	`172200/-	14		
6.	Dr. K.P.Kaushik	Professor	`193800/-	14		
7.	Dr. A.K. Sharan	Professor	--	--	37400-67000	10000
8.	Dr. Namarata Agrawal	Professor	--	--	37400-67000	10000
9.	Dr. A.M. Sherry	Professor	`188200/-	14		
10.	Dr. Brajesh Kumar	Assoc. Prof.	`94100/-	12		
11.	Dr. Jaya Bhalla	Asstt. Prof.	`78500/-	11		
12.	Dr. Vinod K.Gautam	Dy. Libr.	`78500/-	11		
13.	Dr. Reetu Sharma	Asstt. Prof.	`74000/-	11		
14.	Dr. Anurag Bhadur Singh	Faculty Associate	`61300/-	10		

15.	Sh. Anil Khurana	Asstt. Exe. Engineer	` 90000/-	10		
16.	Sh. S.C. Chauhan	AO	` 86100/-	7		
17.	Sh. Anil Kumar	AO	` 83600/-	7	On Deputation to NIOS	
18.	Dr.Pawan K. Pilania	SO	` 76500/-	8		
19.	Sh.Sushil Mamgain	Prog. Asstt.	` 64100/-	8		
20.	Smt.Veena Kumari	Comp. Asstt.	` 62200/-	7		
21.	Sh. A.C.Joshi	Security Off.	` 76500/-	7		
22.	Sh. L.R.K.Rao	AAO	` 60400/-	7		
23.	Sh. Vinod Kumar Jain	SLIA.	` 72100/-	8		
24.	Sh. Anil Kumar Gera	PPS	` 70000/-	8		
25.	Mrs.Kamlesh Nagpal	PS	` 58600/-	7		
26.	Ms. Premlata Sharma	Steno Grde -I	` 58600/-	7		
27.	Ms. Kalpana Srivastava	Steno Grde - I	` 58600/-	7		
28.	Sh. T.M. Hariharan	Steno Gd - I	` 52000/-	7		
29.	Sh. Ubaid-ul-Rahman	Section Officer	` 56900/-	6		
30.	Sh. Ved Prakash	Assistant- I	` 55200/-	6		
31.	Ms. Deepa Kapoor	Assistant- I	` 52000/-	6		
32.	Sh. Gulab Singh	Assistant-I	` 50500/-	6		
33.	Sh.Uma S. Turkel	Assistant- I	` 49000/-	6		
34.	Sh. M. Karunanithi	J.E (Electrical)	` 46200/-	6		
35.	Sh. Nand Kishore Tailor	SLIA.	` 42300/-	6		
36.	Ms. Manisha Dogra	Asstt. Grade-II	` 44100/-	5		
37.	Sh. Mahender Singh	Astt. Grade-II	` 42800/-	4		
38.	Mrs. Jhumu Dutta	Asstt.II	` 34300/-	4		
39.	Sh.Parvesh Malik	Asstt.III	` 31100/-	3	On Deputation to TRAI	
40.	Sh. Ajay Kumar Chauhan	Staff Car Driver - Gr.-I	` 39200/-	5		
41.	Sh. Satbir Singh	Staff Car Driver - Gr.-II	` 35300/-	4		
42.	Sh. Mahender Singh	Staff Car Driver	` 32000/-	3		
43.	Sh. Vinod Ram	Photcopy Op.	` 29300/-	2		
44.	Sh. Ram Balak Thakur	Hostel Boy	` 29300/-	2		
45.	Sh. Manoj Kumar	Mechanic	` 29300/-	2		
46.	Sh. Khoba Lal	Gardener	` 29300/-	2		
47.	Sh. Mohan Lal	Electrician	` 29300/-	2		
48.	Sh. Sandeep	Comp. Asstt. (On contract)	` 41100/-	6		
49.	Sh. Sunil Kumar	JE (Civil) (On contract)	` 41100/-	6		
50.	Sh. Jai Bhagwan	Asstt. Grade-III (On contract)	` 23100/-	2		
51.	Sh. Deepak Kumar	SCD (On contract)	` 23100/-	2		

- (x) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations. Please see list of employees above.
- (xi) Budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made.

REVISED ESTIMATES 2017-18 and BUDGET ESTIMATES 2018-19

Revenue Expenditure

(Rs in Lakh)

Code	Nomenclature / Head of Account	BE 2016-17	Actuals 2016-17	BE 2017-18	Actuals upto 28th Feb.18	RE 17-18	BE 18-19
600	Establishment Expenses	656.50	692.54	703.00	622.00	729.50	752.00
60001	Salaries	533.00	582.88	585.00	537.89	592.00	604.00
60002	Travelling Allowance	3.00	5.44	3.00	1.30	1.50	3.00
60003	Leave Travel Concession	15.00	6.46	10.00	4.61	6.00	10.00
60004	Over Time Allowance	0.50	0.00	0.00	0.00	0.00	0.00
60005	Medical	50.00	28.21	30.00	33.44	35.00	35.00
60006	Foreign Service Contribution	10.00	19.92	20.00	0.00	30.00	30.00
60007	Contribution to Provident Fund	45.00	49.63	55.00	44.76	65.00	70.00
610	Academic Expenses	1037.85	987.95	881.20	578.31	811.95	757.10
61001	PTC	19.85	20.75	12.60	10.69	12.30	12.60
6100101	Hon. To Guest Faculty	3.00	2.87	3.00	2.48	3.00	3.00
6100102	Transportation to Guest Faculty	1.25	1.07	1.20	0.62	1.00	1.20
6100103	Course Material	0.80	0.07	0.10	0.00	0.10	0.10
6100105	Field Trips & Study Tours	14.00	7.92	8.00	7.57	8.00	8.00
6100106	Attachment Fees to other Institutions	0.00	0.00	0.00	0.00	0.00	0.00
6100107	Medical Expenses	0.00	0.00	0.00	0.00	0.00	0.00
6100109	Catering	0.60	0.22	0.10	0.01	0.10	0.10
6100150	Miscellaneous Expenses	0.20	8.60	0.20	0.01	0.10	0.20
61002	PGDM (FM)	217.20	222.58	173.50	135.94	219.46	169.80
6100201	Hon. To Guest Faculty	9.00	9.59	9.00	5.36	6.00	6.00
6100202	Transportation to Guest Faculty	2.70	2.65	2.70	1.34	2.00	2.00
6100203	Course Material	1.00	0.43	0.50	0.00	0.50	0.50
6100204	Printing & Stationery	1.00	0.49	0.50	0.00	0.50	0.50
6100205	Field Trips & Study Tours	57.00	83.66	60.00	0.00	80.00	60.00
6100206	Attachment Fees to other Institutions	93.00	116.03	90.00	97.46	97.46	90.00
6100207	Transport to participants	0.50	0.27	0.30	0.28	0.30	0.30
6100208	Catering(PGDBM)	2.00	0.39	0.50	0.07	0.20	0.50
6100209	Equipment Expenses	35.00	0.00	0.00	30.50	30.50	0.00
6100210	Advertisement	1.00	0.00	0.50	0.00	0.50	0.50
6100211	Convocation	5.00	7.23	7.50	0.00	0.00	7.50
6100212	Database	7.00	0.00	0.00	0.00	0.00	0.00
6100250	Miscellaneous	3.00	1.84	2.00	0.93	1.50	2.00
61003	MDP	560.50	517.38	479.90	238.61	362.50	352.50
6100301	Hon. To Guest Faculty	60.00	38.52	40.00	32.12	40.00	40.00
6100302	Transportation to Guest Faculty	16.00	13.22	12.00	7.56	10.00	10.00
6100303	Course Material	4.00	2.41	3.00	1.37	2.50	2.50
6100304	Printing & Stationery	6.00	1.70	2.00	1.64	2.00	2.00
6100305	Field Trips & Study Tours	135.00	149.34	120.00	27.74	110.00	100.00
6100306	Attachment Fees to other Institutions	225.00	206.90	200.00	108.87	110.00	110.00
6100307	Bags & Mementos	18.00	19.68	20.00	11.20	15.00	15.00
6100308	Catering	78.50	62.80	65.00	42.74	65.00	65.00
6100309	Consultant Remuneration and Transp.	1.50	0.00	0.00	0.00	0.00	0.00
6100310	Advertisement	0.00	0.00	0.00	0.00	0.00	0.00
6100313	Transport to participants	3.50	4.90	4.90	1.69	2.00	2.00
6100314	Confrence/seminar	5.00	16.18	10.00	3.54	4.00	4.00
6100350	Miscellaneous Expenses	8.00	1.73	3.00	0.14	2.00	2.00
61004	Other Academic Expenses	11.50	15.04	18.50	1.51	10.00	11.00
6100401	Publications of Journals	3.50	0.20	0.50	0.00	0.00	0.00
6100402	In house Reserch	1.00	0.00	1.00	0.00	0.00	1.00
6100403	Library Database/Software	5.00	14.84	15.00	1.51	10.00	10.00
6100404	Distance Learning	1.00	0.00	1.00	0.00	0.00	0.00
6100450	Other Academic Expenses	1.00	0.00	1.00	0.00	0.00	0.00
61005	Cultural Activity	2.00	3.93	4.00	1.18	2.00	2.00
6100501	Cultural Activities	2.00	3.93	4.00	1.18	2.00	2.00
61006	DGA & IA	111.10	106.52	99.20	99.55	103.49	104.10
6100601	Hon. To Guest Faculty	1.20	1.61	1.60	0.78	1.50	1.50

Code	Nomenclature / Head of Account	BE 2016-17	Actuals 2016-17	BE 2017-18	Actuals upto 28th Feb,18	RE 17- 18	BE 18-19
6100602	Transportation to Guest Faculty	0.50	0.54	0.50	0.26	0.50	0.50
6100603	Course Material	1.00	0.07	0.50	0.00	0.00	0.50
6100604	Printing & Stationery	0.50	0.00	0.00	0.02	0.10	0.20
6100605	Field Trips & Study Tours	47.00	46.41	41.00	41.00	41.00	41.00
6100606	Attachment Fees to other Institutions	23.00	22.99	20.00	19.94	20.00	20.00
6100608	Catering	8.00	5.78	6.00	4.69	6.00	6.00
6100609	Transport to participants	17.00	16.70	17.00	19.67	21.00	21.00
6100610	Equipment Expenses	12.40	12.40	12.40	13.19	13.19	13.20
6100650	Miscellaneous Expenses	0.50	0.02	0.20	0.00	0.20	0.20
61009	FPM	11.00	4.64	13.00	11.66	14.70	17.60
6100901	Hon. To Guest Faculty	1.50	0.11	1.00	0.21	0.30	0.30
6100902	Transportation to Guest Faculty	0.20	0.00	0.20	0.03	0.10	0.20
6100907	Contingency Grant	0.50	0.00	0.00	0.00	0.00	0.00
6100908	Stipend	7.00	4.38	10.00	11.15	14.00	16.80
6100910	Advertisement	0.30	0.15	0.30	0.27	0.30	0.30
6100911	Conference Grant [FPM]	1.00	0.00	1.00	0.00	0.00	0.00
6100950	Miscellaneous Expenses	0.50	0.00	0.50	0.00	0.00	0.00
61010	PGDM-Fin. Markets	104.70	97.11	80.50	79.17	87.50	87.50
6101001	Hon. To Guest Faculty	18.00	17.76	13.50	11.34	13.00	13.00
6101002	Transportation to Guest Faculty	5.00	5.07	4.00	2.39	3.00	3.00
6101003	Course Material	4.75	3.57	3.00	4.48	5.00	5.00
6101004	Printing & Stationery	4.10	2.71	2.50	0.58	1.00	1.00
6101005	Field Trips & Study Tours	47.00	29.07	25.00	24.60	25.00	25.00
6101006	Attachment Fees to other Institutions	1.50	0.00	1.00	0.00	0.00	0.00
6101008	Catering	1.10	0.57	0.50	0.17	0.50	0.50
6101009	Program Secretariat Exp	0.00	0.00	0.00	0.00	0.00	0.00
6101010	Advertisement and Marketing	3.50	19.51	16.00	6.68	10.00	10.00
6101011	Consultants Remuneration	7.25	2.28	0.00	0.00	0.00	0.00
6101012	Transportation to Participants	0.00	0.00	0.00	0.40	0.00	0.00
6101050	Miscellaneous Expenses	12.50	16.57	15.00	28.53	30.00	30.00
620	Administrative Expenses	108.50	96.86	99.25	117.09	148.20	148.20
62001	Postage	2.00	0.75	2.00	0.50	0.75	0.75
62002	Vehicle Running Expenses	7.00	5.01	7.00	4.83	6.00	6.00
62003	Insurance	2.00	1.20	3.00	0.97	1.20	1.20
62004	Conveyance & Transport	5.00	21.15	15.00	19.78	24.00	24.00
62005	Bank Charges	0.40	0.21	0.40	0.38	0.50	0.50
62007	Advertisement	2.00	1.17	3.00	0.72	1.00	1.00
62008	Audit Fee	1.00	0.75	0.75	0.00	0.75	0.75
62009	Printing & Stationery	25.00	20.96	21.00	13.26	16.00	16.00
62010	Newspaper & Periodicals (Staff)	1.50	1.34	1.50	1.39	1.50	1.50
62011	Newspaper & Periodicals (Library)	3.50	6.07	6.00	3.10	5.00	5.00
62012	Telephone & Fax	14.00	15.07	14.00	9.39	14.00	14.00
62013	Rent, Rates & Taxes	0.50	0.00	0.00	0.00	0.00	0.00
62014	Hindi Promotion Scheme	0.60	0.38	0.60	0.46	0.50	0.50
62015	Proc-Cleaning Mat (Admn)	3.00	0.96	2.00	0.62	1.00	1.00
62016	Pantry Expenses	3.00	4.26	4.00	3.84	4.50	4.50
62017	Professional Fees	8.00	4.73	6.00	1.20	1.50	1.50
62018	2030-Roadmap-UNDP	15.00	0.00	0.00	0.00	0.00	0.00
62019	GST on Input Services	0.00	0.00	0.00	51.65	60.00	60.00
62050	Miscellaneous	15.00	12.85	13.00	5.00	10.00	10.00
630	Faculty Training & Development	20.00	8.13	7.00	0.16	1.00	5.00
63001	Faculty Training & Development	20.00	8.13	7.00	0.16	1.00	5.00
640	Services	262.50	295.70	312.00	302.96	356.00	358.00
64001	Security	45.00	47.62	50.00	50.84	61.00	62.00
64002	House Keeping	50.00	53.53	56.00	54.12	65.00	65.00
64003	Office Boys	45.00	52.09	56.00	55.45	66.00	66.00
64004	Office Assistants	20.00	24.07	25.00	32.74	39.00	40.00
64005	Drivers	0.00	1.39	0.00	0.00	0.00	0.00
64006	Electricity & Power	100.00	115.33	120.00	105.13	120.00	120.00
64007	Water Charges	2.50	1.67	5.00	4.68	5.00	5.00

Code	Nomenclature / Head of Account	BE 2016-17	Actuals 2016-17	BE 2017-18	Actuals upto 28th Feb.18	RE 17- 18	BE 18-19
650	Maintenance Expenses	193.50	201.31	208.00	177.73	208.50	208.50
65001	Maintenance Civil	40.00	48.75	50.00	32.32	40.00	40.00
65002	Maintenance Electrical	75.00	73.17	75.00	76.01	85.00	85.00
65003	Maintenance Horticulture	40.00	42.65	45.00	41.31	50.00	50.00
65004	Maintenance Training Equipment	6.00	2.06	3.00	0.24	0.50	0.50
65006	Maintenance Computer & Software	30.00	31.41	32.00	26.25	31.00	31.00
65007	Maintenance Vehicles	2.50	3.27	3.00	1.60	2.00	2.00
660	Sports Expenses	12.50	12.38	12.00	8.05	9.60	10.00
66001	Remuneration of Coach/Yoga Teacher	5.00	4.61	4.00	2.25	3.00	3.00
66002	Sports Helper	3.00	2.73	3.00	2.94	3.60	4.00
66003	Sports Material	4.00	5.04	5.00	2.86	3.00	3.00
66050	Other Expenses	0.50	0.00	0.00	0.00	0.00	0.00
670	Hostel Expenses	18.20	11.21	13.00	7.15	11.00	12.00
67001	Procurement -Cleaning Material	2.20	2.35	2.50	1.38	1.50	2.00
67002	Procurement Crockery	4.00	0.93	1.00	2.35	2.50	2.00
67003	Procurement of Linen	4.00	2.24	3.00	0.00	2.00	2.50
67004	Washing & Dry Cleaning	3.00	1.72	2.00	1.02	2.00	2.00
67005	Maint. Hostel Equipment	2.00	1.20	1.50	0.70	1.00	1.50
67050	Misc. Expenses	3.00	2.77	3.00	1.70	2.00	2.00
680	Consultancy Expenses	20.00	69.54	190.00	153.34	185.00	185.00
	TOTAL REVENUE :	2329.55	2375.62	2425.45	1966.79	2460.75	2435.80
	CAPITAL EXPENDITURE						
	FROM NIFM FUNDS :						
13002	Buildings	145.20	0.00	161.00	0.00	15.00	247.50
13003	Tube Wells & Water Supply	7.00	3.93	4.00	0.00	0.00	7.00
13004	Plant & Machinery	1.00	0.69	2.60	0.00	0.00	3.15
13005	Electrical Installation & Equipments	52.00	3.67	29.00	0.06	1.00	61.50
13006	Office Equipments	3.00	0.52	1.00	0.05	0.20	1.00
13007	Computer & Peripherals	70.00	14.75	20.00	4.86	6.00	35.00
13008	Audio Visual Equipment	60.00	2.87	7.00	1.50	2.00	10.00
13009	Furniture & Fixtures	20.00	6.60	8.00	5.84	8.00	14.50
13010	Vehicles	20.00	7.19	0.00	0.00	0.00	0.00
13011	Library Books & Professional Journals	8.00	6.39	7.00	3.81	4.00	6.00
13015	Other Misc. Assets	3.00	1.57	7.00	0.03	1.00	1.00
	TOTAL CAPITAL (A)	389.20	48.18	246.60	16.15	37.20	386.65
	GRAND TOTAL	2718.75	2423.80	2672.05	1982.94	2497.95	2822.45

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. Not Applicable.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it. Not applicable.
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form. NIFM's website: www.nifm.ac.in
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. Web site of NIFM Manuals available as per sl. no. (vii) above
- (xvi) Names, designations and other particulars of the Public Information Officers. Please see list of CPIOs, Ministry of Finance above.
- (xvii) Such other information as may be prescribed. Nil.