

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
ICDP Division

No. NCDC: 5-34/2002-ICDP

Dated : 17/05/2021

Sub: Work Manual of ICDP division-Regarding

In compliance of instructions communicated vide Para 2.6.3 of minutes of 1st SOM meeting held on 26th & 27th April, 2021, the updated Work Manual of ICDP division is enclosed herewith for perusal please.



(Lalit Goel)
Chief Director (ICDP)

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NCDC

Assisting Cooperatives. Ah

National Cooperative Development Corporation

Work Manual

**Integrated Cooperative Development Projects
(ICDP) Division**

(Updated May 2021)

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1. Functions of the Division

- 1.1 To plan, promote and provide financial assistance under **Integrated Cooperative Development (ICD) Projects** for development of Cooperatives through State Governments in selected districts/area in the field of agriculture, agro-allied and agri-based industries, cottage and household enterprises, notified services and cooperative banking based on State Government recommendation.
- 1.2 To facilitate disbursement of soft loan from National Scheduled Tribes Finance and Development Corporation (NSTDFC) at concessional rates to the scheduled tribe cooperatives.
- 1.3 Routing of subsidy available from MoA&FW, GoI under its CSISAC scheme for development of cooperatives under ICDP scheme
- 1.4 To examine and take action on proposals from State Governments pertaining to sanction and release of funds, implementation, diversion of funds, extension in validity of sanction, timely monitoring and settlement of final accounts of the ICD projects.
- 1.5 To maintain database of ICD projects including details of sanction, disbursements, achievements etc., for all projects implemented/being implemented since inception.
- 1.6 To achieve the yearly targets of Programme of Activities pertaining to ICD projects.
- 1.7 To plan, promote, generate proposals and provide financial grants under **Corporate Social Responsibility (CSR)** scheme of NCDC to eligible cooperatives and timely monitoring of such projects.
- 1.8 To timely furnish desired information pertaining to ICD and CSR projects to MoA&FW/DAC&FW/P&C division/Finance division/other Programme divisions of NCDC/Regional Offices, etc.
- 1.9 **Generation of Proposals**

- 1.9.1 To generate proposals of Integrated Cooperative Development Projects in the potential districts from State Government through Regional Directors representing NCDC in various meetings of State Government viz., State Level Consultative Committee (SLCC), District Level Coordination Committees (DLCC), PIAC, ETC AND ALSO through field visit to various cooperatives from time to time etc.
- 1.9.2 Generation of proposals through various orientation programmes organized by LINAC and its RTCs to various stakeholders of State Government focusing on the modalities and guidelines of the scheme, procedure to be followed to implement ICD projects at state level and success stories of already implemented ICD projects.

2. Process Details

2.1 District Approval

- 2.1.1 A district/area is identified by the State Government and information on the prescribed format is submitted to NCDC with the recommendation of the State Government, to cover the district/area under ICDP in Phase I & Phase II, as the case may be. (Format at <http://www.ncdc.in/>). The Competent Authority for approval of districts for implementation of ICDP is MD, NCDC.
- 2.1.2 Approval of district is conveyed to the State Government with an advice to identify the Consultant/Agency for preparation of Detailed Project Report (DPR) & professional fee to be charged by the agency for preparation of DPR based on Term of Reference. (Available at <http://www.ncdc.in/>)

2.2 Selection of Consultant and Approval of DPR cost for preparation of Detailed Project Report (DPR)

- 2.2.1 After receipt of the proposal from the State Government for appointment of Consultant and

professional fee to be charged for preparation of DPR, the same is submitted for approval of competent authority (MD, NCDC).

2.2.2 After the receipt of approval from the competent authority, the sanction letter prepared along with Terms of Reference (TOR) for appointment of consultant to prepare DPR is sent to Finance Division for vetting, entry in SRDB system and allotment of control number, after which the approval is conveyed to the State Government.

2.3 **Field Appraisal of the Project**

2.3.1 Detailed Project Report prepared by consultant submitted by the State Government to NCDC along with their recommendations for sanction of the project, is initially examined.

2.3.2 As per requirement, further additional clarifications/information/data is called for from State Government/DCCB/Monitoring Cell / concerned RD, NCDC in order to finalize field appraisal. Necessary entries in the SRDB system are also made.

2.3.3 After receipt of all information/data, the file is submitted for approval of competent authority for constitution of Appraisal Team headed by Senior Officer from HO with one member each from ICDP division, Finance division and representative from concerned RO. If need be, experts from outside/other divisions are also associated in the appraisal work. The competent authority to approve the appraisal team is MD.

2.3.4 As per requirement, information / comments are called for from respective division(s) in the Corporation by the Appraisal Team based on projects proposed for funding.

2.3.5 Field Appraisal of the project is undertaken by Appraisal Team by involving concerned State Government Officials / concerned RD-NCDC / proposed PIA in DPR / Consultant who has prepared DPR. Subsidies, if eligible are also dovetailed from other relevant Government of India schemes, such

as Agricultural Marketing Infrastructure (AMI) sub-scheme of Central Sector Integrated Scheme on Agricultural Marketing (CSISAM), Agricultural Infrastructure Fund (AIF),etc

- 2.3.6 Wrap up meeting/ discussion with the State authorities, viz., Secretary (Cooperation) / Registrar of Cooperatives / Monitoring Cell, depending on the requirement / availability of concerned officers is held.
- 2.3.7 Appraisal Report is finalized by the Appraisal Team based on field visits, discussion held with district officials and decisions, if any taken in wrap up meeting, with state Government officials.

2.4 **Sanction of the Project(s)**

- 2.4.1 Based on the appraisal report, an agenda note is prepared by the appraisal team and submitted for approval of Divisional Head for placing before CSC.
- 2.4.2 The Agenda is placed before CSC for its consideration. As per decision of CSC meeting, the proposal is put up on file, for approval of Chairman, Board of Management (Delegation of Powers approved by BOM, NCDC in its 49th meeting held on 5.04.1989) (**Annexure -I**) & again in its 142nd meeting held on 2.02.2005 (**Annexure -II**) or of Managing Director, NCDC (As approved by BOM, NCDC in its 207th meeting held on 26.02.2019) (**Annexure-III**).
- 2.4.3 On receipt of the approval of Chairman, BOM or Managing Director, NCDC (as the case may be), the draft sanction letter is prepared and put up for vetting and generation of Control Number to the Finance Division.
- 2.4.4 After allotment of Finance Control No., the sanction letter is issued to the State Government along with Client Feedback form. The copies of sanction letter is also sent to Finance Division.
- 2.4.5 An agenda of project sanctioned between last and current meeting of Board of Management if prepared/submitted to P&C Division for placing before the Board for information (As per decision of

the BOM, NCDC in its 49th meeting held on 05.04.1989 (**Annexure -I**) & again in its 142nd meeting held on 2.02.2005 (**Annexure -II**) and again in its 207th meeting held on 26.02.2019 (**Annexure-III**).

2.5 **Reimbursement / Disbursement of sanctioned assistance**

- 2.5.1 Under ICDP Scheme, projects are sanctioned to State Government who implements the project through designated Project Implementation Agency (PIA). The State Government disburses funds to the PIA based on year wise phasing as per the NCDC's sanction and then submits the reimbursement proposal to the NCDC.
- 2.5.2 In case of disbursement of first year outlay of funds, the condition of constitution of minimum 50% of the PIT is to be satisfied. The proposal for subsequent disbursement of funds is examined on the basis on the progress of expenditure incurred in implementation of the project. If needed, additional information is also sought.
- 2.5.3 After receipt of all requisite information, the request for disbursement of funds for projects is processed. The draft disbursement letter is submitted to Finance Division for vetting and allotment of finance control number. Financial Adviser is the competent authority to approve disbursement of funds to State Government.
- 2.5.4 In case of budgetary constraints in releasing of funds on specific requests of State Government, NCDC may also consider to disburse funds on advance basis with the condition that 50% of the PIT personnel are engaged before release of funds for 1st year and for subsequent years, sizeable amount of funds earlier disbursed by State Government has been utilized by PIT.
- 2.5.5 Release of subsidy is subject to availability of funds from GoI and normally based on actual expenditure incurred on implementation of the project. In exceptional cases, subsidy can be released on advance basis subject to availability from GoI.

2.5.6 After getting Control number by the Finance Division, ink-signed copy of the disbursement letter is submitted to the Finance Division for disbursement of funds to State Government and release letter is issued to State Government.

2.5.7 In case of tribal dominated cooperatives/area, there is provision for lending funds at concessional rates. Concessional funds are received from NSTFDC after ensuring fulfillment of eligibility criteria of members and cooperatives. Initially these funds are disbursed by NCDC at normal rates and subsequently after getting approval from NSTFDC, the benefits of concessional rates of loan are passed on to the project/cooperatives which is effective from the date of receipt of funds from NSTFDC.

2.6 **Monitoring of the project**

2.6.1 For monitoring of ICD Projects, Monitoring Cell is constituted by the State Government in those States wherever more than one ICDP is under implementation. In addition, PIA submits the Progress Report (PR) periodically, in NCDC's prescribed format.

2.6.2 The progress on implementation of the project is assessed periodically. If need be, PIA is informed /apprised to speed up the implementation of the Project. Apart from this utilization of funds already disbursed by NCDC to State Government and expenditure incurred by PIA, is reviewed at the time of disbursement of funds to State Government.

2.6.3 **Participation in Meetings of the State Level Coordinating Committee:** NCDC is represented on the Committee and meetings are attended by representative from HO / Regional Director, NCDC as per the need and subject to exigencies of work.

2.7 **Extension of validity of Sanction, Diversion/Reallocation of funds for other sanctioned activity or new activity identified by the PIA/escalation in unit cost.**

2.7.1 On receipt of proposal from the State Government /

RCS, the proposal is examined based on NCDC circular on the subject. Generally, following aspects are looked into for examination of proposal:

(a) **Extension of validity**

- (i) Justification for delay and proposed extension period
- (ii) Funds available under PIT head

(b) **Diversion of funds**

- (i) Savings available under various heads
- (ii) Whether proposed activity is a new activity
- (iii) Whether deviation is outside the scope of state Government to approve at their level as per delegation approved.
- (iv) Escalation in cost of project while implementation is taken care at the sanction stage. No sector suffers due to shortage of funds. (Guidelines at <http://www.ncdc.in/>).

2.7.2 If need be, additional information / justification for extension of validity /diversion of funds of project is called for from State Government /concerned RD, NCDC

2.7.3 Thereafter the proposal is submitted for approval. Competent authority to approve the proposal for extension of validity is as per the delegation of powers (Office Order at Annexure-IV). Proposals for diversion of funds are considered as per the guidelines (<http://www.ncdc.in/>). Competent authority to approve deviation of fund is Managing Director. Decision is conveyed to the State Government / PIA.

2.7.4 After approval from competent authority, the details in SRDB in case of extension in validity are entered by Finance Division and the file is returned to ICDP

Division. After this, necessary communication is sent to State Government.

2.8 **Project Completion Report (PCR)**

- 2.8.1 The PCR is submitted by State Government/RCS/Monitoring Cell/ PIA to NCDC at the end of the project period which gives a summary of expenditure incurred, unutilized funds, diversion of funds, achievement of societies during project period details of infrastructure created etc. in the prescribed format (<http://www.ncdc.in/>).
- 2.8.2 The PCR is examined in the Division in detail and additional information, if any, is sought from the State Government/RCS/Monitoring Cell/PIA.
- 2.8.3 After receipt of requisite information, a comprehensive note is put-up to Finance Division for vetting and forwarding to Competent Authority for approval.
- 2.8.4 Based on the final expenditure incurred, final disbursement is made to state Government if eligible and excess disbursement, if any, made to state Government, is recovered. The unutilized funds are de-sanctioned. The competent authority for disbursement of funds is Financial Adviser and competent authority for de sanction / recovery is Managing Director.
- 2.8.5 After approval from competent authority, the details in SRDB are entered by Finance Division and the file is returned to ICDP Division. After this, necessary communication is sent to State Government.

2.9 **CSR projects**

2.9.1 **Sanction of CSR projects:**

- Scrutiny of proposals received from eligible societies/organizations (grantee) for grant of NCDC sponsored CSR scheme and seeking of additional information to society/concerned RD, as per requirement.
- After receipt of requisite information, the agenda note is placed before CSR Committee,

headed by Managing Director, NCDC.

- As per the decision of the CSR committee, the draft sanction letter is prepared and put up for vetting and generation of Control Number to the Finance Division.
- After allotment of Finance Control No., the sanction letter is issued to the society/organization along with Client Feedback form.

2.9.2 **Release of grants under CSR projects:**

- Based on the request of society for release of CSR grant, 50% of the total grant is considered for disbursement in the form of advance. The proposal for subsequent disbursement of funds is examined on the basis of the progress of expenditure (CA certified expenditure statement, etc.) incurred against the previously disbursed funds during implementation of the project. If needed, additional information is also sought.
- After receipt of all requisite information, the request for disbursement of funds for projects is processed for disbursement.
- The draft disbursement letter is submitted to Finance Division for vetting and control number to disburse the fund to the State Government. Managing Director is the competent authority to approve disbursement of funds under CSR.
- After getting Control number by the Finance Division, ink-signed copy of the disbursement letter is submitted to the Finance Division for disbursement of funds to the grantee and release letter is issued to State Government.

2.9.3 **Extension in validity of sanction of CSR projects:**

- The Proposal of extension in validity of sanction of CSR project is considered based on

satisfactory receipt of justification of delay and proposed extension period.

- Additional information is sought for as per requirement. Thereafter the proposal is submitted for approval.
- Competent authority to approve the proposal for extension of validity is as per the delegation of powers (Office Order at Annexure-IV).
- After approval from competent authority, the details in SRDB are entered by Finance Division and the file is returned to ICDP Division. After this, necessary communication is sent to society/organization.

2.9.4 **PCR/Settlement of final accounts of CSR projects**

- The proposal of settlement of CSR projects is considered based on the final expenditure statement (CA certified expenditure statements, etc.). Additional information is sought as per requirement.
- After receipt of all requisite information, the proposal for settlement of CSR project is put up to Finance Division for vetting and forwarding to Competent Authority for approval.
- Based on the final expenditure incurred, final disbursement is made to state Government if eligible and excess disbursement, if any, made to state Government, is recovered. The unutilized funds are de-sanctioned.
- The competent authority for disbursement of funds is Financial Adviser and competent authority for de sanction / recovery is Managing Director.
- After approval from competent authority, the details in SRDB are entered by Finance Division and the file is returned to ICDP Division. After this, necessary communication

is sent to State Government.

2.10 **Other Reports**

- 2.10.1 Preparation and timely submission of Programme of Activities (POA) and monthly Updation of POA, weekly updation of Pending Proposals and Details of Active Borrowers to P&C division.
- 2.10.2 Submission of information to Finance Division on requirement of funds for ICD Projects.
- 2.10.3 Preparation of Revised Estimated/Budget Estimate in respect of ICDP and submit the same to Finance Division.
- 2.10.4 Submission of information to Hindi Division on usage of Hindi work in ICDP Division.
- 2.10.5 Submission of information to Storage division regarding sub projects sanctioned under ICD Project by dovetailing funds from Integrated Scheme for Agricultural Marketing.
- 2.10.6 Preparation of POA in respect of ICDP and submit the same to P&C Division.
- 2.10.7 Submission of information to P&C Division on preparation of Chapter of ICDP for Annual report of NCDC.
- 2.10.8 Preparation of replies to parliament questions, VIP references, RTI as and when received.
- 2.10.9 Status Paper on implementation of Project to MD / FA/ Sr. Officers during their visit to any State.

3. Process Measurements

S. No.	Processes	Measurable process indicators (in working days)	
		Single Project	Multiple Projects (No. of days for every additional project)
1.	District Approval of ICD project <ul style="list-style-type: none"> - Action on request of formal approval of NCDC for selection of district for implementation of ICDP 	5	5
2.	Approval of Consultant for preparation of Detailed Project Report (DPR) and Consultant fee of ICD project <ul style="list-style-type: none"> - Action on request of appointment of consultant for preparation of DPRs - Action on request of extension of time for preparation of DPRs by consultant - Action on request of State Government regarding reimbursement of cost of DPRs 	5 5 5	5 5 5
3.	Field Appraisal of ICD Project <ul style="list-style-type: none"> - Preliminary examination of DPR received from the State Government and seeking additional information, if required - From the date of receiving all required information for undertaking appraisal, and obtaining convenient dates for appraisal from State Government and PIA, putting up of proposal for approval of Competent Authority for constitution of the appraisal team - Field Appraisal to be commenced after approval of Appraisal team by Competent Authority including planning of mode of journey, booking of journey tickets and conduction of field appraisal 	10 5 10	10 5 10
4.	Preparation of Appraisal Report of ICD project		

	<ul style="list-style-type: none"> - Seeking of additional information if further required, after field appraisal for preparation of appraisal report 	10	10
	<ul style="list-style-type: none"> - Submission of Appraisal Report from the date of receiving all information sought at the time of field appraisal and/or minutes of wrap meeting. 	10	10
5.	Issue of sanction letter of ICD and CSR projects <ul style="list-style-type: none"> - Preparation of Agenda Note for CSC meeting after receipt of Appraisal Report 	5	5
	<ul style="list-style-type: none"> - Preparation of Draft Sanction letter after receipt of approval from Chairman of BOM on file/MD, NCDC in CSC meeting and receipt minutes of CSC meeting/CSR committee meeting (in case of CSR projects) for vetting by finance division. 	5	5
	<ul style="list-style-type: none"> - Issue of sanction letter to State Government after receipt of Finance control number 	2	1
6.	Scrutiny of various types of proposals from State Government/RDs/CSR grantees from the date of receipt and seeking additional information/clarification	7	---
7.	Release Proposals of ICD and CSR projects <ul style="list-style-type: none"> - Submission of draft release letter to finance division from the date of receipt of complete information 	5	5
	<ul style="list-style-type: none"> - Issuance of release letter after receipt of Finance Control Number 	2	1
8.	Extension of validity of Sanction (of ICD and CSR projects) and diversion of funds (in case of ICD projects) <ul style="list-style-type: none"> - Action on request of validity of sanction and diversion of funds on receipt of complete information 	5	--
9.	PCR- Finalization of Accounts of ICD and CSR projects <ul style="list-style-type: none"> - Seeking additional information, if any, for settlement of PCR 	10	10
	<ul style="list-style-type: none"> - Settlement of PCR after receipt of complete information 	30	30
10.	Parliament Questions, VIP references/other DAC&FW queries	As per requested timeline	

11.	Information called for from other Programme divisions and service division	As per requested timeline
12.	Reporting to P&C/Finance division	As per requested timeline
13.	Maintaining Guard File and Updation of data in division	Immediately

4. Process Controls

Sl No	Process	Process Steps	Controls Established
1	Generation of Project	Approval of district for implementation of ICD projects	<ul style="list-style-type: none"> i. The data furnished by State Government is examined and if found potential, approval is conveyed. ii. In case of Phase-II, it is ensured that relevant guidelines are fulfilled.
2	Approval of Consultant	Approval of NCDC for Consultant(s) including consulting fees for preparation of DPR	After ensuring that the State Government has selected consultant including fees by following due process which seems to be genuine, approval for the same is conveyed.
3	Field Appraisal	Field Appraisal of ICD Project by team(s) constituted by Managing Director	After receipt of additional information sought from State Government based on the examination of DPR received, the appraisal team is constituted with the approval of Managing Director
4	Sanction of ICDP/CSR projects	Preparation and issue of Sanction letter for ICD/CSR projects	<ul style="list-style-type: none"> i. Approval of the Chairman, Board of Management of NCDC or Managing Director, NCDC (as the case may be) and Putting up control number for sanction of project by Finance Division, the sanction letter is conveyed for ICD and CSR projects.
5	Release of funds under ICD/CSR projects	Reimbursement/ Disbursement of sanctioned assistance of ICD and CSR projects	<ul style="list-style-type: none"> i. Receipt of utilization certificate from State Government/CSR grantee. ii. Putting up control number for disbursement of project by Finance Division
6	Monitoring of Projects	Receipt, analysis and follow up of progress reports from State	Progress Report submitted by State government/PIA in prescribed format

		Government/PIA	
7	Validity extension	Extension of validity of Sanction (ICD/CSR projects).	After considering the justification for delay and future plan of action, extension in validity of sanction is provided with the approval of Competent Authority as per Office order (Annexure-4).
8	Diversion/Re-allocation of funds	Diversion/ Reallocation of funds for other sanctioned activity or new activity identified by the PIA.	After considering the proposal by State Government in prescribed format. approval is conveyed by the Competent authority (MD, NCDC) in accordance to guidelines for diversion/reallocation of funds.
9	Settlement of project	Examination and finalization of accounts of the Project on the basis of Project Completion Report (PCR)	State Government's recommendation for closing of project in Prescribed format of PCR and approval of MD. In case of CSR projects, receipt of satisfactory utilization certificate from CSR grantee (CA certified Utilization reports, etc.,) for the purpose of final settlement.
10	Others	Reporting & Other Miscellaneous work	Adherence to timeline and according to different guidelines received from time to time.

5. Details of Documented Information retained

S No	Record	Identification	Location	Maintained by	Retention Period	Disposal
1.	Project Files involving sanction disbursement etc.	State wise / Project wise	Almirah No. 2,3,4 and Rack No. 1,2,6	Jr. Assistant	8 years after completion of the project or till loan is repaid whichever is later.	Sent to record room for digitization & tearing/shredding.
2.	All Coordination related files	Subject wise	Almirah No. 1&5	Jr. Assistant	Permanent	--
3.	Five Year Plan	Subject wise / Plan wise	Almirah No. 1	Jr. Assistant	Permanent	--
4.	State Files	State wise	Almirah No. 2,3,4 and Rack No. 1,2,6	Jr. Assistant	Permanent	---
5.	Parliament Question /VIP Reference Files	Subject wise	Almirah No. 1	Jr. Assistant	Permanent	---
6.	File Register	Title wise	Division	PA	Permanent	-
7.	Weeding/Recording Register	Title wise	Division	PA	Permanent	-
8.	Customer Feedback Register	Title wise	Division	PA	Permanent	-
9.	Hindi Record Register	Year wise	Division	PA	Permanent	-
10.	Dispatch Register	Year wise	Division	PA	Permanent	-
11.	Diary Register	Year wise	Division	PA	Permanent	-
12.	Peon Book	Year wise	Division	PA	Permanent	-
13.	Attendance Register	Year wise	Division	DD	Permanent	-

14.	Medical Bill Register	Year wise	Division	PA	Permanent	-
15.	File Movement Register	Year wise	Division	PA	Permanent	-
16.	Complaint Register	Year wise	Division	PA	Permanent	-
17.	RTI File	Title wise	Division	PA	Permanent	-

6. Details of Documented Information maintained (Forms, Guidelines, Policies, Check-lists etc.)

S N o	Identification	Location	Prepared by	Approved by
1.	Format for Identification of Districts Under the Integrated Cooperative Development Project	In NCDC website www.ncdc.in in ICDP Scheme	ICDP division	Managing Director
2.	Integrated Coop. Development Project in selected districts -Hiring of professional expertise for preparation of project report	Circular No NCDC: 3-1(G) 85-SP (DP) Dated : 20.11.1985. In NCDC website www.ncdc.in	Specialist Pool, NCDC	Managing Director
3.	Terms of Reference for the Preparation of Project Report of Integrated Cooperative Development Project (ICDP)	In NCDC website www.ncdc.in in ICDP Scheme	ICDP division	Divisional Head
4.	Sanctioning of ICD Projects by Chairman Board of Management or Managing Director of NCDC	File No. NCDC: 5-9/85-ICDP in ICDP Division	ICDP division	Board of Management of NCDC
5.	Format for Progress Report	In NCDC website (www.ncdc.in) in ICDP Scheme	ICDP division	Managing Director
6.	Delegation of authority for Extension in validity of ICD projects	File No. NCDC: 5-9/85-ICDP in	ICDP	Board of Management

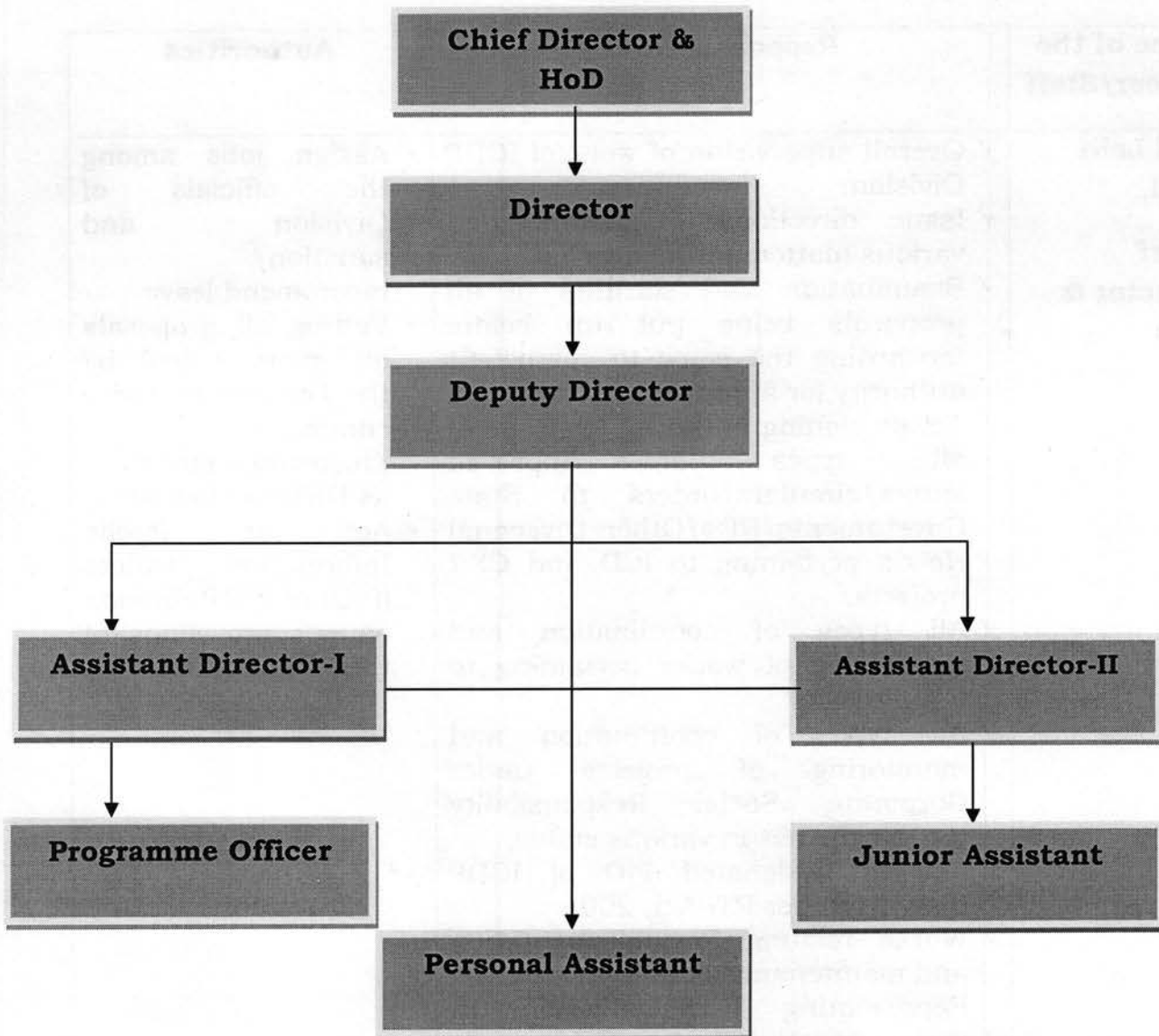
		ICDP Division		of NCDC
7.	Implementation of ICDP – Powers of PIA for diversion of funds under ICD Project.	File No. NCDC: 5-65/2014-ICDP in ICDP Division. NCDC website (www.ncdc.in)	ICDP division	Managing Director
8.	Format for Project Completion Report (PCR)	In NCDC website (www.ncdc.in) in ICDP Scheme	ICDP division	Managing Director
9.	Criteria for taking up ICDP under Phase 2	In NCDC website (www.ncdc.in) in ICDP Scheme	ICDP division	Board of Management of NCDC
10	CSR guidelines and Application form	In NCDC website (www.ncdc.in) in CSR Scheme	Specialist Pool, NCDC	Managing Director

7. References

- i. NCDC Act, Rules & Regulations;
- ii. NCDC's latest circular on Rate of Interest, Service Tax, Record retention etc.;
- iii. Relevant decision of Board of Management (BOM) of NCDC (Annexure 1,2 and 3) and Delegation of Powers for extension of Validity (Annexure 4);
- iv. CSISAC Schemes/ Guidelines issued by concerned Ministries/GOI from time to time;
- v. NCDC's schemes/ Schematic pattern of assistance;
- vi. NCDC's latest circular on delegation of financial and administrative powers;
- vii. CSR Guidelines (<http://www.ncdc.in/>)

8. Divisional Structure*

(As on 13/05/2021)



* Apart from above, 3 Contractual Staffs (One Data Entry Operator (DEO) and Two Multi Tasking Staffs (MTS) are also posted in the division.

9. Responsibilities and Authorities

S No	Name of the Officer/Staff	Responsibilities	Authorities
1	Shri Lalit Goel, Chief Director & HoD	<ul style="list-style-type: none"> ✓ Overall supervision of work of ICDP Division. ✓ Issue directions / guidance on various matters in the division. ✓ Examination and scrutiny of all proposals being put up before forwarding the same to competent authority for approval. ✓ Act as signing authority for issue of all types of approved letters/circulars/orders to State Governments/RDs/Other Divisional Heads pertaining to ICD and CSR projects. ✓ All types of coordination and monitoring of works pertaining to ICD Projects. ✓ All types of coordination and monitoring of projects under Corporate Social Responsibility (CSR) schemes in various states. ✓ Act as designated PIO of ICDP division under RTI Act, 2005. ✓ Works relating to implementation and maintenance of ISO. Representing ICDP division in various meetings. 	<ul style="list-style-type: none"> ✓ Assign jobs among the officials of Division and sanction/recommend leave ✓ Vetting all proposals and matters dealt by the Division and give comments /recommendations as Divisional Head ✓ Act as Public Information Officer (PIO) of ICDP division as per provisions of the RTI Act 2005
2	Shri Girraj Agnihotri, Director	<ul style="list-style-type: none"> ✓ Overall supervision of work of ICDP Division. ✓ Issue directions / guidance on various matters in the division. ✓ Examination and scrutiny of all proposals being put up before forwarding the same to competent authority for approval. ✓ In absence of HoD, will act as signing authority for issue of all types of approved letters/circulars/orders to State Governments/RDs/Other Divisional 	<ul style="list-style-type: none"> ✓ Examination and scrutiny of all proposals being put up before forwarding the same to competent authority for approval. ✓ Overall Establishment and administration of ICDP division.

		<p>Heads pertaining to ICD and CSR projects.</p> <ul style="list-style-type: none"> ✓ All types of coordination and monitoring works pertaining to ICD and CSR projects. ✓ Liasoning and Coordination with Regional Directors and other concerned officials for obtaining data/information. ✓ Coordination work including establishment and administration of ICDP division. ✓ Works relating to implementation and maintenance of ISO. ✓ Any other duties assigned by seniors from time to time. <p>He shall report to Shri Lalit Goel, Chief Director</p>	
3	Shri Rajbir Singh, Deputy Director	<ul style="list-style-type: none"> ✓ Examination and scrutiny of all proposals being put up before forwarding the same to competent authority for approval. ✓ All types of coordination and monitoring of maintenance of records/files pertaining to ICD and CSR projects. ✓ Liasoning and Coordination with officials from Regional Offices and other concerned officials for obtaining data/information. ✓ Works relating to implementation and maintenance of ISO. ✓ Checking and verification of all types of information, reports, presentations etc., being sent to ROs/P&C division/Finance division/Storage division/P&A division etc. before obtaining approval of Competent Authority. ✓ Any other duties assigned by seniors from time to time. <p>He shall report to Shri Girraj Agnihotri, Director</p>	<ul style="list-style-type: none"> ✓ To examine the issue pertaining to the work assigned and to recommend further course of action. ✓ Signing of Store indent/Stationary requisition forms ✓ Day to day establishment issues of ICDP division.

4	Shri Surendra Kumar Suman, Assistant Director-I (on additional charge)	<ul style="list-style-type: none"> ✓ Preliminary examination of proposals and processing of files relating to all types of activities pertaining to sanction/implementation/settlement of PCRs etc., of ICD and CSR projects in the states of Arunachal Pradesh, Assam, Chhattisgarh, Gujarat, Karnataka, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Sikkim, Tripura and West Bengal. ✓ Updation and Maintenance of State wise and Project wise status paper of ICD projects in the above states ✓ Preparation of information in respect of RTI matters, Parliamentary Questions, VIP references, etc for ICD projects in the above states. ✓ Monitoring on fortnightly basis the Updation and maintenance of information maintained by Junior Assistant/Data Entry Operator pertaining to sector/component wise database of projects under ICDP division. ✓ Works relating to implementation and maintenance of ISO. ✓ Any other duties assigned by seniors from time to time. <p style="text-align: center;">He shall report to Shri Rajbir Singh, Deputy Director</p>	<p>To examine the issue pertaining to the work assigned and to recommend further course of action.</p>
5	Shri Satya Prakash Sharma, Assistant Director-II	<ul style="list-style-type: none"> ✓ Preliminary examination of proposals and processing of files relating to all types of activities pertaining to sanction/implementation/settlement of PCRs etc., of ICD and CSR projects in the states of Bihar, Goa, Himachal Pradesh, Jharkhand, Madhya Pradesh, Odisha and Uttarakhand and 	<p>To examine the issue pertaining to the work assigned and to recommend further course of action.</p>

		<p>Union Territories of Andaman and Nicobar Islands, Jammu & Kashmir and Ladakh.</p> <ul style="list-style-type: none"> ✓ Updation and Maintenance of State wise and Project wise status paper of ICD projects in the above states ✓ Preparation of information in respect of RTI matters, Parliamentary Questions, VIP references, etc for ICD projects in the above states. ✓ Works relating to implementation and maintenance of ISO. ✓ Any other duties assigned by seniors from time to time. <p>He shall report to Shri Rajbir Singh, Deputy Director</p>	
6	<p>Shri K G Hitesh Kewal Ramani, Programme Officer</p>	<ul style="list-style-type: none"> ✓ Preliminary examination of proposals and processing of files relating to all types of activities pertaining to sanction/implementation/ settlement of PCRs etc., of ICD and CSR projects in the states of Andhra Pradesh, Haryana, Kerala, Rajasthan, Tamilnadu, Telangana and Uttar Pradesh and Union Territory of Puducherry. ✓ Updation and Maintenance of State wise and Project wise status paper of ICD projects in the above states. ✓ Preparation of information in respect of RTI matters, Parliamentary Questions, VIP references, etc for ICD projects in the above states. ✓ Preparation of Agenda for Board of Management/Central Screening Committee/CSR committee meetings. ✓ Preparation of information/reports/presentations to be furnished to other 	<p>To examine the issue pertaining to the work assigned and to recommend further course of action.</p>

		<p>divisions/ROs such as POA, Annual Report, Pending Proposals, etc.</p> <ul style="list-style-type: none"> ✓ Works relating to implementation and maintenance of ISO. ✓ Any other duties assigned by seniors from time to time. <p>He shall report to Shri Rajbir Singh, Deputy Director</p>	
7	Shri Mohsin Khan, Junior Assistant	<ul style="list-style-type: none"> ✓ Maintenance of physical files/DPRs/PCRs etc of all ICD/CSR projects and necessary proformas/formats/registers and making them available on demand. ✓ Assist ADs/PO in processing of files and preparation of various types of information/reports/presentations etc. ✓ Updation of ICDP database, feeding of data relating to sanction/release/de-sanction and re-conciliation with SRDB system. ✓ Consolidation and maintenance of data related to release of CSISAC subsidy provided by ADs/PO. ✓ Preparation/Updation and timely furnishing of Active Borrowers details of ICDP division and Updation of POA as desired by P&C division. ✓ In absence of Shri. Ashok Chhipa, Personal Assistant shall perform duties such as diarizing, dispatch and sending/receiving e-Mails. ✓ Works relating to implementation and maintenance of ISO. ✓ Any other duties assigned by seniors from time to time. <p>He shall report to Shri S.P. Sharma, Assistant Director-II</p>	<ul style="list-style-type: none"> ✓ To record and maintain files records & other documents of the division; ✓ Maintenance and Updation of ICDP database.

8	Shri Ashok Chhipa, Personal Assistant	<ul style="list-style-type: none"> ✓ Providing secretarial services to the officers (/DD/ADs) ✓ Preparation of Minutes of divisional meeting and Weekly review meetings by Shri JP Meena, Senior Advisor. ✓ Duties related to diarizing, dispatch and sending/receiving e-Mails, Opening, docketing and referencing of files. ✓ Checking/making set of photocopies of agenda items/ sanction/release letters and sending file with ink signed release letters to Finance division. ✓ Preparation of Hindi reports and Hindi Translation related works. ✓ Assist Shri Mohsin Khan, Junior Assistant in maintenance of physical files/DPRs/PCRs etc of all ICD/CSR projects and necessary proformas/formats/registers and making them available on demand. ✓ Updation of DDFS/Physical files along with necessary scanning/uploading of documents. ✓ Maintaining year wise record of sanction/release/de-sanction letters in the register. ✓ Works relating to implementation and maintenance of ISO. ✓ Any other duties assigned by seniors from time to time. <p style="text-align: center;">He shall report to Shri Rajbir Singh, Deputy Director</p>	<ul style="list-style-type: none"> ✓ To record and maintain files records & other documents of the division; ✓ Diaries & record all incoming and outgoing communications.
9	Shri Zahul Hasan, Data Entry Operator (Contractual)	<ul style="list-style-type: none"> ✓ Updation of ICDP database. ✓ Assist Shri Mohsin Khan, Junior Assistant in <ul style="list-style-type: none"> ✓ Feeding of data relating to sanction/release/de-sanction and re-conciliation with SRDB system. ✓ Consolidation and maintenance of data related to release of CSISAC subsidy provided by 	<ul style="list-style-type: none"> ✓ Data Entry and regular Updation.

	<p>ADs/PO.</p> <ul style="list-style-type: none"> ✓ Preparation/Updation of Active Borrowers details of ICDP division and Updation of POA. ✓ Assist DD/ADs/PO in works related to consolidation/feeding of data/typing related works etc. ✓ Any other duties assigned by seniors from time to time. <p>He shall report to Shri SK Suman, Assistant Director-I</p>	
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10. Abbreviations

AD	Assistant Director
AMI	Agricultural Marketing Infrastructure
BOM	Board of Management
CD	Chief Director
CSC	Central Screening Committee
CSISAC	Central Sector Integrated Scheme on Agricultural Cooperation
CSISAM	Central Sector Integrated Scheme on Agricultural Marketing
CSR	Corporate Social Responsibility
DAC & FW	Department of Agriculture, Cooperation & Farmers Welfare
DCCB	District Central Cooperative Bank
DD	Deputy Director
DDFS	Digital Document Filing System
DIR	Director
DLCC	District Level Coordination Committee
DMI	Directorate of Marketing and Inspection
DMD	Deputy Managing Director
DO	Demi Official
DPR	Detailed Project Report
EFC	Expenditure Finance Committee
FA	Financial Advisor
GoI	Government of India
HO	Head Office
ICDP	Integrated Cooperative Development Project
ISAM	Integrated Scheme for Agricultural Marketing
ISO	International Organization for Standardization
JA	Junior Assistant
LD	Least Developed
MD	Managing Director

MO	Monitoring Officer
MOA&FW	Ministry of Agriculture and Farmers' Welfare
MPR	Monthly Progress Report
MTS	Multi Tasking Staff
NCDC	National Cooperative Development Corporation
NSTFDC	National Schedule Tribe Finance and Development Corporation
PA	Personal Assistant
PCR	Project Completion Report
P & C	Plan and Coordination
PD	Process Document
PIA	Project Implementing Agency
PIT	Project implementing Team
POA	Programme of Activities
PO	Programme Officer
PS	Private Secretary
QPR	Quarterly Progress Report
RCS	Registrar of Cooperative Societies
RD	Regional Director
RFD	Result Framework Document
R & I	Receipt and Issue
RTI	Right to Information
SLCC	State Level Coordination Committee
SA	Senior Assistant
SG	State Government
SPS	Senior Private Secretary
SRDB	Sanction Release Data Base
UD	Under-Developed

ANNEXURES

Annexure I	Delegation of Powers to Vice-Chairman/Chairman for sanction of ICD projects approved in 49 th BOM meeting held on 05.04.1989
Annexure II	Delegation of Powers to Vice-Chairman/Chairman for sanction of ICD projects approved in 142 nd BOM meeting held on 02.02.2005
Annexure III	Delegation of Powers to Chairman/MD for sanction of ICD projects approved in 207 th BOM meeting held on 26.02.2019 and
Annexure IV	Delegation of Powers to MD/FA for validity extension of ICD projects approved vide Office Order number 15-2/87-Budt dated 02/02/2010