



NCDC

Assisting Cooperatives. Always!

National Cooperative Development Corporation

Work Manual

Poultry, Dairy & Livestock Division

(Updated May 2021)

INDEX

S.No.	PARTICULARS	Page No.
1.	Functions of Division	3
2.	Process Details	4
3.	Process Measurements	13
4.	Process Controls	15
5.	Details of Documented information retained	16
6.	Details of Documented Information maintained	18
7.	References	19
8.	Division Structure	20
9.	Responsibilities & Authority	21
10.	Abbreviations	23

1. FUNCTIONS OF THE DIVISION

To plan, promote and provide financial assistance for development of cooperatives with particular reference to Poultry, Dairy & Livestock programmes either directly or through State Govt. within the framework of NCDC Act.

1.1. POULTRY: NCDC provides financial assistance to primary, district and state level poultry cooperatives, either directly or through State Governments for following activities:-

1.1.1. Establishment of Integrated Poultry Projects;

1.1.2. Establishment of Cluster of poultry units with rearing capacity of 5000 or more for each unit- selling pullets to member -farmers backyard poultry;

1.1.3. Purchase of incubators, hatchers and accessories for providing day old chicks to societies;

1.1.4. Marketing of poultry products by involving producer members;

1.1.5. Dressing units with a minimum capacity of 300 birds per day;

1.1.6. Arranging training for members of cooperative societies;

1.1.7. Expansion of existing capacity;

1.1.8. Margin money/Working Capital assistance for increasing business turnover.

1.2. DAIRY: NCDC provides financial assistance to primary, district and state level dairy cooperatives, either directly or through State Governments for following activities:-

1.2.1. Establishment / expansion/ modernisation of milk collection centres, including installation of automatic milk collection systems (AMCS);

1.2.2. Purchase of Bulk Milk Coolers, DG Sets;

1.2.3. Breed Improvement (Purchase of Animals)

1.2.4. Purchase of transport vehicles (insulated tankers & refrigerated vans);

1.2.5. Purchase of milk testing equipments and Establishment of Testing Laboratories;

1.2.6. Establishment/ expansion/ modernisation of Milk Chilling Plants, units for processing/packaging milk, milk powder plant & processing units for milk products for e.g. ghee; butter, ice-cream, flavoured milk, cheese, paneer and curd etc;

1.2.7. UHT Milk Processing and Packaging Units;

1.2.8. Establishment & expansion of effluent treatment plant(ETP);

1.2.9. Marketing of milk and milk products (milk parlours);

1.2.10. Setting up of cattle feed mixing / manufacturing units;

1.2.11. Establishment of Integrated Dairy Projects with the provisions for technical inputs for farmer's organisations, mobile veterinary care, artificial insemination and fodder development programme and

1.2.12. Margin money/Working Capital assistance for increasing business turnover.

1.3. LIVESTOCK: NCDC provides financial assistance to primary, district and state level livestock cooperatives, either directly or through State Governments for following activities:-

1.3.1. Integrated Livestock Project/ Modernisation/ Expansion/ Renovation of existing units;

1.3.2. Purchase of Livestock animals for breeding(breed improvement), rearing, meat fleece, skin, wool and other by-products;

1.3.3. Establishing of slaughter houses

1.3.4. Processing and Marketing Infrastructure;

1.3.5. Purchase of equipment and transport vehicles;

1.3.6. Margin Money and Working Capital requirements for increasing business turnover.

2. PROCESS DETAILS:

2.1. Preparation of Yearly Programme of Activities (PoA)

Process Input : Previous year spillover, projects in pipeline and details of expected generation of proposals

Source : SRDB, ROs & Cooperative Societies/State Government

2.1.1. Yearly targets are laid down in the form of Programme of Activities prepared by the Division.

2.1.2. State-wise/Activity-wise break up of financial outlay.

Process Output: Finalised Programme Outlay along with physical & financial targets

2.2. Generation of proposals

Process Input: Finalised Programme Outlay along with physical & financial targets

Source: As per POA

2.2.1. The schemes of the PDLs Division for financial assistance are circulated among all the State Governments/ Union Territories/Cooperative Federations to advise the societies to formulate suitable proposals and avail financial assistance including benefits available under various schemes.

2.2.2. Regular follow ups with RDs for promotional activities and for generation of proposals.

2.3. Examination of Proposal

Process Input: Receipt of proposal

Source: Cooperative Societies/State Government

2.3.1. On receipt of the proposal from Cooperative Society/State Governments, the proposal is preliminarily scrutinized.

2.3.2. If the proposal is complete, SRDB entry is made otherwise additional information is called for as per the requirement.

Process Output: Generation of proposal number in SRDB system

2.4. Sanction Process

Process Input: Examined proposal having proposal number

Source: SRDB System

2.4.1. Proposals for sanction of projects with NCDC assistance upto Rs. 100.00 lakh and escalation exceeding this limit upto 20% of original sanction, except subsidy from Corporation resources are examined & sanctioned at RO level in consultation with Regional Screening Committee.

2.4.2. Depending upon the quantum of assistance, after the preliminary scrutiny the proposal is placed before Pre-screening Committee (PSC) for its recommendation.

2.4.3. As per the recommendations of PSC, the proposal is desk appraised or field appraised.

2.4.4. Based on field appraisal report, proposal is examined for further necessary action as per direct funding guidelines.

2.4.5. Based on the desk appraisal / field appraisal, agenda note is prepared by the Division for approval of the Divisional Head for placing before the Central Screening Committee (CSC)/Internal Screening Committee (ISC), depending upon the quantum of assistance involved for sanction.

2.4.6. After approval of the agenda note by the concerned Screening Committee(sanction upto Rs.50.00 crore and escalation exceeding this limit upto 20% of project loans in CSC/ISC), draft sanction letter is prepared and put up for approval by the competent authority and for allotment of Control Number by the Finance Division.

2.4.7. In case the assistance is more than Rs.50.00 crore, after approval of CSC/ISC, draft agenda note is prepared for placing the same before Board of Management (BOM) for approval. After BOM's approval, draft sanction letter is prepared for approval and for allotment of Control Number. However, in case of working capital proposals, Managing Director has been

delegated power to sanction working capital assistance upto Rs. 300.00 crore. Such sanctions are placed before the BOM for information in the immediate ensuing meeting. In case proposal is for sanction of working capital of more than Rs.300.00 crore, based on the recommendations of ISC, agenda proposal is placed before Board of Management (BOM) for its approval and sanction.

2.4.8. After allotment of Finance Control No. sanction letters containing details of financial assistance including pattern of assistance, schedule for release of assistance, period of loan, validity of sanction letter etc. and other terms and conditions are issued. However, in case the society/State Govt. does not avail the sanctioned assistance within validity period then the same is de-sanctioned. However, in case a request for extension of validity of sanction is received from the society/ State Govt., the same is examined and validity of sanction is extended.

2.4.9. In case of direct funding, formats for legal documents viz. Resolution to be passed by the society for availing sanctioned assistance, loan agreement and other concerned documents are sent along with the sanction letter with the approval of the legal cell of the finance division.

2.4.10. Legal documentation work is done by the concerned Regional Director or at H.O. as per convenience of the society. Original legal documents are kept in safe custody at Regional Directorate / H.O. After completion of legal documentation, the same are sent to the Legal cell for vetting.

2.4.11. If proposal does not qualify for financial assistance from NCDC, it is rejected after due approval of the competent authority and the decision is communicated to the concerned.

Process Output: Sanction Letter / Rejection letter

2.5. Reimbursement / Release of sanctioned assistance

Process Input: Request for release (Legal Documentation should be completed before release in case of direct funding)

Source: Cooperative Societies / State Governments

2.5.1. Requests for reimbursement of sanctioned assistance are received from the concerned State Govt. and directly from society in case of direct funding and the same are examined in the Division.

2.5.2. Draft letter for reimbursement/release of eligible assistance to State Govt. in case of assistance through State Govt. or directly to society in case of direct funding is prepared and submitted to the Finance Division for approval and allotment of Finance Control number. After approval of the letter for reimbursement of assistance and allotment of Finance Control

number, the fair letter is prepared and ink-signed copy of the same is submitted to the Finance Division for release of assistance.

2.5.3. In case of direct funding, the Regional Directors send copies of the Deeds / documents executed by the beneficiary to the Division along with request from the beneficiary for release of eligible assistance after fulfilling the requirements mentioned in the sanction letter. The Division examines the documents including security cover and the request of the society for release of assistance.

2.5.4. The Guard file is maintained containing copies of the sanction / release letters issued by Head Office as well as by Regional Directors during the financial year.

2.5.5. Registers containing details of sanction / release of assistance are also maintained in the Division.

Process Output: Release letter

2.6. Revision of sanctions

Process Input: Request for revision of sanction

Source: Cooperative Societies / State Governments

2.6.1. Revision of sanction within the sanctioned project cost

2.6.1.1. On receipt of the request for revision of sanctioned assistance the same is examined in the division on the following aspects:-

2.6.1.1.1. Regional Director's suggestion on the proposal.

2.6.1.1.2. Justification for revision of sanction is examined w.r.t. the actual sanction and whether revision is not for diversion of funds to activities other than the sanctioned activities. The proposal (for upward or downward revision) is also examined to see that the viability of the project is not affected and the tangible benefits proposed in the project are not diluted due to the revision.

2.6.1.1.3. The revision proposed is generally considered within the total project cost sanctioned by NCDC (with the consent of the beneficiary institution).

2.6.1.1.4. In case the project has already received partial assistance (i.e. NCDC has released assistance to the project), the progress of implementation is examined with respect to the proposal for revision and its impact on progress made.

2.6.1.2. Based on findings, the proposals deficient in all/any of the above aspects is reverted back to the beneficiary institution / State Govt. seeking additional information/ clarification. Letter approved by competent authority in this regard is issued.

2.6.1.3. On receipt of all the above information, if the division is satisfied, the following action is initiated:

2.6.1.3.1. The proposal along with justification is placed on file with draft revised sanction letter for the approval of the competent authority.

2.6.1.3.2. On receipt of approval the revised sanction letter is issued.

2.6.2. Revision of sanction beyond the sanctioned project cost

2.6.2.1. In case the beneficiary institution seeks additional funds and provides supporting documents/information and is justified in doing so the proposal is re-examined with respect to the following aspects:

2.6.2.1.1. Performa invoices/ quotations for plant and machinery and layout, design and cost estimates of civil works (by competent authority) if the revision so requires.

2.6.2.1.2. In case the sanction is more than a year old the status of previous loans availed by the Institution.

2.6.2.1.3. Justification on the need for the project supported by documents (proposed locations, beneficiaries etc) in case there is additional capacity proposed in the project.

2.6.2.1.4. Schedule of implementation for the proposed project.

2.6.2.1.5. In case the sanction is more than a year old, last year's audited Trading Account, Profit and Loss Account and Balance Sheet including Schedules forming parts of the statements of accounts along with Audit Classification at the closure of financial year is enclosed with the proposal.

2.6.2.1.6. Board resolution supporting the proposal and willingness to avail NCDC assistance.

2.6.2.2. On preliminary scrutiny, if the proposal is found deficient in all/any of the above aspects a letter addressed to the beneficiary/ State Govt. with a copy to the Regional Director concerned is issued seeking the required information with the approval of competent authority.

2.6.2.3. If the additional information called for is received/ responded to by the prospective beneficiary and/or is complete in all respects, the competent authority considers the appraisal of the project on the aspects of revision sought or agenda item is prepared by the Division for approval of the Divisional Head for placing before the Central Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for revised sanction. However, in case of an appraisal, the appraisal note supporting the revision is examined and an agenda item is prepared by the Division for approval of the Divisional Head for placing before the Central Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for revised sanction.

2.6.2.4. If approved by the Competent Authority the procedure as listed in para-2.4 is followed as the case may be.

2.6.3. Revision of Sanctioned Assistance due to non availability of Subsidy

Projects qualifying for subsidy under CSISAC/AMI schemes are already communicated about the possibility of non-availability of subsidy and converting the same into loan. In such an event of non-availability of subsidy clearly being informed by the subsidy providing agency the sanction is revised converting the subsidy into loan. The letter communicating the changes is issued to the implementing agency with the approval of the competent authority.

Process Output: Modified Sanction Letter

2.7. De-sanction (If needed)

Process Input: Proposal for de-sanction / Non compliance of terms & conditions of sanction

Source: Cooperative Societies/State Government and Sanction Letter

2.7.1. Sanctioned projects that do not avail assistance from NCDC within the stipulated period are monitored by issue of regular reminders and Regional Directors are requested to expedite releases.

2.7.2. In case the beneficiary fails to respond within a stipulated period given by NCDC or states its inability to take up the project or Regional Director informs that the Institution is not interested in implementing the project the following action is initiated:

2.7.2.1. Draft de-sanction letter in case of State Govt. recommended project is put up citing either of the above reasons.

2.7.2.2. The Institution is advised to pay processing fee in case of Direct Funding cases before putting up draft de-sanction letter.

2.7.2.3. On receipt of the processing fee (in case of direct funding) and with the approval of the competent authority de-sanction letter is issued.

2.7.3. In case of projects partially complete and/or/if the implementing agency/ beneficiary institution informs that project is complete at a lower cost or its inability to complete the project the following aspects are looked at.

2.7.3.1. When the implementing agency/ beneficiary institution claims the project is complete the division examines the case looking into justification of the same as well as the tangible benefits which are expected to be accrued at the time of sanction. In case of standalone projects information is examined on sources of funds through which the project was completed (in case the beneficiary has sought assistance from another agency which provides grants/ subsidy, assistance at liberal terms).

2.7.3.2. In case of multiple units assisted the proposal is examined with the view of the proportionate number of units installed within the restricted project cost. In case the implementing agency/ beneficiary institution justifies the abrupt closure of the project based on the above the division supports de-sanction of the unutilized amount and places it before the competent authority for approval and allotment of finance control number is sought vide draft letter. Letter containing finance control number is issued.

2.7.3.3. When the implementing agency/ beneficiary institution informs of its inability to complete the project, the division examines the case looking at aspects relating to economic viability of the partially completed project and may suggest de-sanction of the entire or partial assistance and recalling the assistance released along with interest. The case is accordingly put up for the approval of the competent authority. On approval, the outstanding amount as on date is sought from the Finance Division and draft letter to the implementing agency informing the de-sanction and recalling the assistance is communicated with the approval of the competent authority.

Process Output: De-sanction Letter

2.8. Revalidation of sanction

Process Input: Request for revalidation of sanction

Source: Cooperative Societies/State Government

2.8.1. Delays in implementation of the project are examined as and when the validity of the project expires. The implementing agency/beneficiary institution is informed of the delay and letter with the approval of the competent authority is issued seeking reasons for the delay. On receipt of the justification for the delay and expected date of completion of the project

the division proposes revalidation of the project and seeks the approval of the competent authority.

2.8.2. However, in case the final installment of assistance is to be released thereby technically communicating completion of the project, the Division may on its own suggest extension of the validity to facilitate the release and drawal of the assistance by the implementing agency/beneficiary institution. On receipt of the approval of the competent authority, letter communicating release and revalidation of the project is issued to the implementing agency/beneficiary institution.

Process Output: Letter for revalidation of sanction

2.9. Revoking De-Sanctioned Project

Process Input: Request for revoking of project

Source: State Government

2.9.1. Projects funded by State Govt. that are de-sanctioned due to inordinate delays in implementation of project are revoked based on merit and on receipt of request from the State Govt.

2.9.2. Based on the merit of the case the proposal for revoking the de sanction is placed before the Competent Authority for approval.

2.9.3. The Finance Division in such a case considers the project as fresh sanction.

Process Output: Sanction Letter for revival

2.10. Monitoring of Sanctioned Projects

Process Input: Terms & conditions of sanction/ release

Source: Sanction Letter / Release letter

2.10.1. Progress report in the prescribed Performa is called for from the beneficiary societies during implementation of the sanctioned projects.

2.10.2. These progress reports are examined in detail with particular reference to utilization of funds and physical progress of implementation of the project.

2.10.3. The beneficiary societies are advised to speed up implementation of project in case the project is not being implemented as per schedule.

Process Output: Periodical Progress Reports

2.11. Return of Original Documents

Process Input: Receipt of request for return of original documents after repayment of entire loan

Source: Cooperative Societies / State Governments

2.11.1. After repayment of entire loan assistance and interest thereon, the beneficiary societies request for return of original documents viz. FDR/Original title deed of property pledged/mortgaged to the Corporation.

2.11.2. After confirmation of repayment of loan and upto date interest thereon by Finance Division, the original documents are returned to the beneficiary society.

2.12. Reporting

Process Input: Requisition for information

Source: P&C Division/ Finance Division/ Other Divisions of NCDC, DAC&FW in Ministry of Agriculture & Farmers Welfare, Other departments/ ministries of GOI & State Governments, VIPs & RTI applicants and Internal & External Auditors

2.12.1. Reports in the prescribed Performa are furnished to the Govt. of India /DMI/other concerned agencies.

2.12.2. Information as and when required by Planning and Coordination Division, Finance Division and other Divisions of the Corporation is furnished.

2.12.3. After close of the financial year, Annual Report of the Division is prepared and sent to P&C Division.

2.12.4. Providing inputs to DAC&FW, Ministry of Agriculture & Farmers Welfare for inclusion/modification of inputs relating to policy level changes pertaining to programmes regarding this division.

2.12.5. Reports on action plan etc. as required by P&C Division, Finance Division & other Divisions of Corporation.

2.12.6. Preparation of replies to parliament questions, VIP references, RTI and Audit queries as and when received.

2.12.7. Submission of quarterly Hindi Report in prescribed format; and

2.12.8. Compliance to provisions of the Official Language Act, 1963 to promote progressive use of Hindi.

Process Output: Submission of requisite information (statutory/regulatory & others) to the concerned

2.13. Miscellaneous Work

2.13.1. Work allocation amongst the Officers and staff of the division, leave application record, posting record and other related administrative issues.

2.13.2. Convey the training needs of Officer/Staff to TOPIC Division and also associate in the Training programmes by providing material of the Scheme & case studies and participation as guest faculty.

2.13.3. Preparation of Revised Estimated/Budget Estimate in respect of PDLS Division and submit the same to Finance Division.

2.13.4. Weeding of records is done as per latest Guidelines as circulated by the General Administration Division.

3. PROCESS MEASUREMENTS

S. No	Process	Measurable Process Indicators (in working days)	Monitoring frequency	Responsibility for Monitoring
1.	Scrutiny of proposal from date of receipt and seeking additional information/clarification	Within 7 days	Quarterly	Divisional Head
2.	Preparation of Agenda (i) Direct funding-DSC/PSC agenda (ii) Through State Govt.-DSC/ISC agenda	Within 5 days of receipt of complete information.	Quarterly	Divisional Head
3.	Constitution of Appraisal team-No. of days for submitting file on DDFS	Within 2 days of receipt of minutes of Pre-Screening Committee meeting.	Quarterly	Divisional Head
4.	Field appraisal of the Projects to be completed after constitution of team	Within 10 days from the date of constitution of appraisal team.	Quarterly	Divisional Head
5.	Preparation of appraisal report	Within 5 days of completion of field visit and receipt of complete information.	Quarterly	Divisional Head
6.	Preparation of Agenda	Within 3 days of receipt of	Quarterly	Divisional

	Note for CSC/ISC meeting.	Appraisal report or minutes of PSC meeting.		Head
7.	Preparation of Agenda Note for BOM meeting	Within 2 days of receipt of minutes of CSC/ISC meeting.	Quarterly	Divisional Head
8.	Preparation and submission of draft sanction letter to finance Division for vetting and allotment of Control number.	Within 2 days of receipt of minutes of CSC/ISC/BOM meeting.	Quarterly	Divisional Head
9.	Issuance of sanction letter	1 day after receipt of control number by the Finance Division.	Quarterly	Divisional Head
10.	Submission of draft release letter to Finance Division	Within 2 days of receipt of request for reimbursement and receipt of complete information.	Quarterly	Divisional Head
11.	Issuance of release letter	1 day after receipt of control number from the Finance Division	Quarterly	Divisional Head
12.	Action on request for validity extension	Within 2 days of receipt of complete information.	Quarterly	Divisional Head
13.	Submission of executed legal documents for vetting by Legal Cell	Within 2 days of receipt of complete information from RO	Quarterly	Divisional Head
14.	Parliament Questions, VIP reference/other DAC&FW queries	As per requested timeline.	Quarterly	Divisional Head
15.	Information called from other Programme Divisions & Service Divisions	As per requested timeline.	Quarterly	Divisional Head
16.	Reporting to P&C/Finance Division.	As per requested timeline.	Quarterly	Divisional Head
17.	Maintaining Guard File & updation of data in the division.	Immediately	Quarterly	Divisional Head

4. PROCESS CONTROLS

S.No	Process	Process step	Controls established
1	Generation of proposal	Receipt of proposal from State Govts./UTs/ cooperative societies	1. Norms of NCDC assistance. 2. In case Societies are small in size & operations and are not able to formulate viable projects, the same shall be routed through the State Government or with State Government Guarantee
2	Examination of proposal	Operational obligation of the society	Bye-laws established under State Cooperative Society's Act
		Receipt of relevant information for analysis of operational / financial performance	As prescribed in common loan application form
3	Sanction	Appraisal of the proposal	Field appraisal only in case of necessity as decided by PSC / Competent Authority
		Constitution of field appraisal team	Approval from Competent Authority
		Approval of sanction in case of working capital loans	Latest circular on delegation of powers for sanction of Working Capital (WC) loans
		Approval of sanction in case of term loans / margin money loans	Latest circular on delegation of powers for sanction of term loans except WC loans
4	Release	Fulfilment of terms & conditions of sanction	Sanction Letter
		Security cover against sanctioned assistance (Direct funding)	Latest guidelines for direct funding issued by Finance Division from time to time
		Legal documentation work (Direct funding)	Empanelled Advocates

5	Reporting	Compliance to statutory/regulatory queries	<ul style="list-style-type: none"> • Official Language Act, 1963 • RTI Act, 2005 • Immediate response to queries
---	-----------	--	---

5. DETAILS OF DOCUMENTED INFORMATION RETAINED

Sl. No.	Title	Identification	Location	Maintained By	Retention Period in Years	Disposal
1.	Files for which assistance has been sanctioned & released	Title & File No.	Almirah/rack	Jr. Assistant	8 Years after completion of the project or loan repayment whichever is later.	After digitization weeding out
2.	Files for which sanction of assistance has not taken place.	Title & File No.	Almirah/rack	-do-	3 years	After digitization weeding out
3.	Miscellaneous communications	Title & File No.	Almirah/rack	-do-	5 years	After digitization weeding out
4.	Policy files	Title & File No.	Almirah/rack	-do-	Permanent	-
5.	Sanction & release register	Register no.	Almirah/rack	-do-	Permanent	-
6.	File Register	Register No.	Almirah/rack	-do-	Permanent	-
7.	Attendance Register	Division Name	Almirah/rack	-do-	3 Years	weeding out
8.	Dispatch Register	-do-	Almirah/rack	-do-	5 Years	weeding out
9.	Diary Register	Division Name	Almirah/rack	-do-	5 Years	weeding out

10.	Guard File	Division Name	Almirah/rack	-do-	10 Years	After digitization weeding out
11.	File movement Register	Division Name	Almirah/rack	-do-	5 years	weeding out
12.	Attendant Book	Division Name	Almirah/rack	-do-	3 Years	weeding out
13.	Parliament Ques., VIP references etc.	Title & File No.	Almirah/rack	-do-	5 Years	After digitization weeding out
14.	Customer Feedback/complaints Register	Division Name	Almirah/rack	-do-	5 Years	weeding out
15.	RFD	Title & File No.	Almirah/rack	-do-	3 Years	After digitization weeding out
16.	POA	Title & File No.	Almirah/rack	-do-	5 Years	After digitization weeding out
17.	Annual Report	Title & File No.	Almirah/rack	-do-	5 Years	After digitization weeding out
18.	ISO	Title & File No.	Almirah/rack	-do-	5 Years	After digitization weeding out
19	CAPA File	Title & File No.	Almirah/rack	-do-	5 Years	After digitization weeding out

6. DETAILS OF DOCUMENTED INFORMATION MAINTAINED

Sl . N	Title	Identificati on	Location	Prepared by	Approved by
---------------	--------------	------------------------	-----------------	--------------------	--------------------

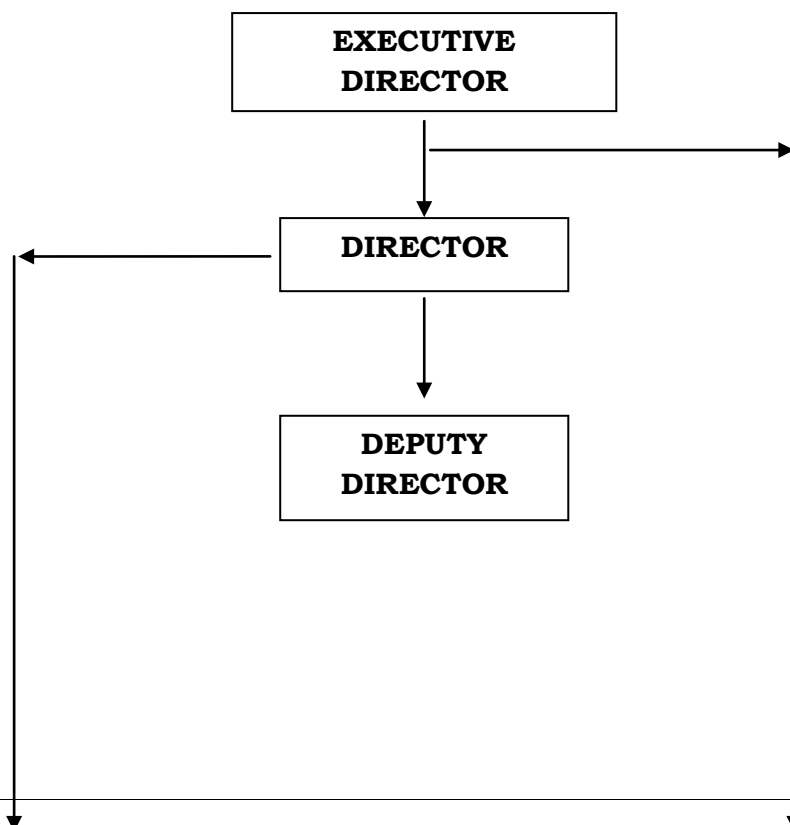
o.					
1.	Common Loan application forms	Title	(Almirah No.1 Rack No. 1 & NCDC Website	Finance Division	MD, NCDC
2.	Direct Funding Guidelines	No.NCDC :1-1/90-Budt dated 20.11.2002	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Finance Division	Board of Management
3.	Operational Guidelines of Scheme for Development /Strengthening of Agricultural Marketing Infrastructure, Grading and Standardisation	Title	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	DAC&FW	MOA&FW
4.	Scheme for Development of Poultry, Dairy & Livestock activities	Circular No. (File No. NCDC:3-5/78-Dairy dated 07.05.2007	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Division	MD, NCDC
5.	Interest rates on NCDC loans	Finance circular No. NCDC:1-1/90-Budt. Dated 06.11.2013	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Finance Division	MD, NCDC
6.	Guidelines for Preservation and Weeding of Official Records	Circular No. NCDC/14-13/80-Admn dated	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2)/NCDC Website	Administration Division	MD, NCDC

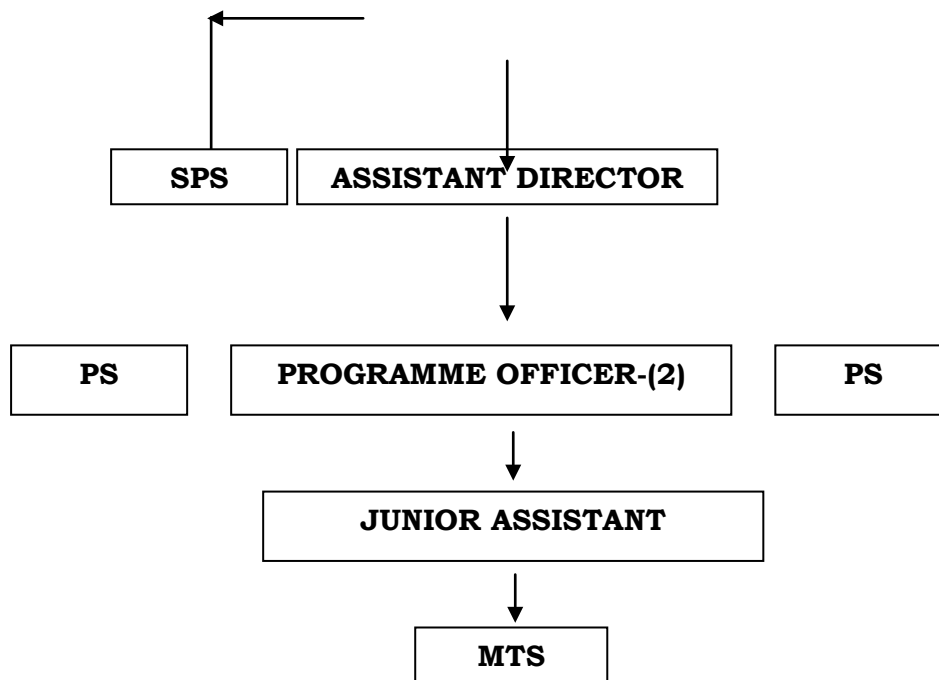
		09.04.1980			
7.	Delegation of Financial Power	Office Order No. NCDC: 15-2/87-Budt.	File No. NCDC: 3-1/2014-PDLS (Almirah No.2, Rack No. 2.	Finance Division	MD, NCDC

7. REFERENCES:

- 7.1. National Cooperative Development Corporation Act
- 7.2. NCDC Rules & General Regulations
- 7.3. NCDC Latest circular on Rate of Interest, Service Tax and Record Retention etc.
- 7.4. NCDC latest guidelines for direct funding
- 7.5. NCDC Common Loan Application Form for submission of proposals
- 7.6. Relevant decision of Board of Management (BOM) / General Council (GC) of NCDC
- 7.7. NCDC's schemes/ Schematic pattern of assistance
- 7.8. NCDC's latest circular on delegation of financial and administrative powers

8. Division Structure (As on 20.05.2020)





Note: Excludes Official working on outsource basis i.e. DEOs (1) and MTS (2).

9. Responsibilities & Authorities

Designation	Responsibilities	Authorities
Head of the Division (HOD)	<ul style="list-style-type: none"> Overall management of entire functions of the Division; Administration & Supervision; Act as designated PIO under RTI Act for the Division; Attending various meetings pertaining to Division. 	<ul style="list-style-type: none"> To allocate the work among officials of the Division; According approvals within defined delegation of powers; Sanction/recommending leaves of Officers/Staff of the Division; and Forwarding/reviewing of medical bills/festival advance/ LTC & tour programmes.

Director	<ul style="list-style-type: none"> • Guiding the cooperatives in formulation of proposals and guiding the subordinates in examination of proposals & preparation of agenda notes for PSC/ISC/CSC/BOM, sanction / release letters; • Guiding and ensuring timely replies related to Parliamentary Questions / VIP References / Audit Queries / Compliance to Official Language (Hindi) Act; • Appraisal of projects; • Supervise and guide subordinates for discharge of jobs allocated in time; • Attending meetings on matters pertaining to PDLs Division; and • Attend any other jobs assigned from time to time. 	<ul style="list-style-type: none"> • Sanction /recommending leaves of Officers/Staff of the Division within the delegation of powers; • To examine the issues pertaining to the work assigned and recommending course of action; and • Issue of sanction/ release/ de-sanction/ NOC letters etc.
Deputy Director (DD)	<ul style="list-style-type: none"> • Examination of proposals with regard to eligibility norms and seeking additional information, if any; • Preparation of agenda notes for PSC/ISC/CSC/BOM; • Preparation of sanction/release letters and annual programme of activities; • Appraisal and monitoring of projects; • Preparing reply for Parliamentary Questions, Audit queries, RTI & VIP reference/Compliance to Official Language(Hindi) Act; • Attend any other jobs assigned from time to time. 	<ul style="list-style-type: none"> • To examine the issues pertaining to the work assigned and recommending course of action;
Assistant Director (AD)	<ul style="list-style-type: none"> • Preparing status note, requisite information for Annual Report and for internal & external meetings; • Preparing requisite information as sought by service divisions; • Examination of proposals, preparing agenda and sanction/release letters; • Monitoring of ongoing projects for implementation & completed projects for timely repayment; • Coordination work of PDLs Division; and • Attend any other jobs assigned from time to time. 	<ul style="list-style-type: none"> • To examine the issues pertaining to the work assigned and recommending course of action; • Issue of reminders from time to time.
SPS/PS	<ul style="list-style-type: none"> i) Assisting the Controlling officer. ii) Maintaining engagement diary of controlling officer, attending telephone calls, recording movement of files & dak. iii) Secretarial assistance 	<ul style="list-style-type: none"> i) Need based support to the Officer. ii) Authority as assigned by the reporting officer.

Programme Officer (PO)	<ul style="list-style-type: none"> • Preparing requisite information as sought by service divisions; • Assisting in examination of proposals, preparing agenda and sanction/release letters; • Monitoring of ongoing projects for implementation & completed projects for timely repayment; • Attend any other jobs assigned from time to time. 	<ul style="list-style-type: none"> • Need based support to the reporting officer; and • Authority as assigned by reporting officer
Junior Assistant (JA)	<ul style="list-style-type: none"> • Maintaining files & records of PDLS Division including recording & weeding out; • Compilation & maintenance of the data pertaining to sanction and release; • Assist reporting officer in works related subsidy schemes of Central Governments; • To enter proposal in SRDB system and its periodic reconciliation; and • Attend any other jobs assigned from time to time. 	<ul style="list-style-type: none"> • Need based support to the reporting officer; and • Authority as assigned by reporting officer
Multi Tasking Staff (MTS)	<ul style="list-style-type: none"> • Moving files from one officer/division to other officer/division; • Carry out photocopies and making of sets of documents; • Circulation of documents; • Dak distribution in the Division; • Keeping files/records in proper place; and • Attend any other jobs assigned from time to time. 	<ul style="list-style-type: none"> • Need based support to the reporting officer; and • Authority as assigned by reporting officer

10. ABBREVIATIONS

AMI **Agriculture, Marketing & Infrastructure**

AMIGS Agricultural and Marketing Infrastructure, Grading and Standardization

ATR **Action Taken Report**

BOM **Board of Management**

CCL **Child Care Leave**

CSC **Central Screening Committee**

DAC&FW **Department of Agriculture, Cooperation and Farmers' Welfare**

DAHD&F **Department of Animal Husbandry, Dairying and Fisheries**

DMI	Directorate of Marketing and Inspection
DoNER	Department of North Eastern Region
DIDF	Dairy Processing and Infrastructure Development Fund
DSC	Divisional Screening Committee
EL	Earned Leave
FDR	Fixed Deposit Receipt
GC	General Council
GOI	Government of India
HO	Head Office
HPL	Half Pay Leave
ICAR	Indian Council for Agricultural Research
ISAM	Integrated Scheme for Agricultural Marketing
ISC	Internal Screening Committee
LD STATE	Least Developed State
MFPI	Ministry of Food Processing Industries
MLA	Member of Legislative Assembly
MLC	Member of Legislative Council
MOA&FW	Ministry of Agriculture and Farmers' Welfare
MoS	Minister of State
MP	Member of Parliament
MR	Management Representative
MTS	Multi Tasking Staff
NABARD	National Bank for Agriculture and Rural Development
NCDC	National Cooperative Development Corporation