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PROCESS DOCUMENT - PLANNING AND  
COORDINATION DIVISION

DOC.  
NUMBER.

NCDC/PD(P&C)-14

DATE  
OF ISSUE

02.09.2020



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प्रभाग

Process Document - Planning and  
Coordination (P&C) Division

Document ID: NCDC/PD(P&C)-14  
Revision No: 02

Prepared By:	Reviewed By:	Approved By:
 Executive Director (P&C)	 QMS Documentation Committee	 Managing Director



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 PLAN AND COORDINATION DIVISION**

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DATE OF  
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**DOCUMENT CONTROL PAGE**

**1) REVISION HISTORY**

Revision No.		RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					
-	00	08.09.2014	Assistant Director (P&C)	-	Initial	MR
00	01	01.08.2016	Chief Director (LINAC)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee
01	02	02.09.2020	Dy. Director (P&C)	--	Minor changes in processes and monitoring frequency	QMS Documentation Committee

**2) DOCUMENT AVAILABILITY**

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Executive Director (P&C)
SOFT COPY	<a href="https://ncdc.in/documents/employee-corner/4817240619PD_P&amp;C%20.pdf">https://ncdc.in/documents/employee-corner/4817240619PD_P&amp;C%20.pdf</a>

**3) CONFIDENTIALITY**

- The Process Documents ('PD') contain confidential and proprietary information. The materials, ideas and concepts contained herein are the property of NCDC ('the corporation') and neither these, nor any other contents of NCDC may be copied, distributed or disclosed to any third party, by any means in any form, without the express written permission of NCDC.
- The procedures listed here are a facilitator to smooth functioning and a means of spreading common process knowledge and understanding across the Corporation.

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**1) DIVISION STRUCTURE**

Annexure - A .

**2) RESPONSIBILITIES & AUTHORITIES**

Annexure - B may be referred.

**3) ABBREVIATIONS**

BOM	Board of Management
CSISAC	Central Sector Integrated Scheme on Agricultural Cooperation
CSS	Central Sector Scheme
DA	Daily Allowance
DAC&FW	Department of Agriculture, Cooperation & Farmers Welfare
DMD	Deputy Managing Director
DO	Demi Official
GC	General Council
GOI	Government of India
LINAC	Laxmanrao Inamdar National Academy for Cooperative Research and Development
MD	Managing Director
MTS	Multi Tasking Staff
NCDC	National Cooperative Development Corporation
P&C	Plan & Coordination
POA	Programme of Activities
PQ	Parliament Question
RTI	Right to Information
SPA	Senior Personal Assistant
SPS	Senior Private Secretary
TA	Traveling Allowance
VIP	Very Important Person

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#### 4) PURPOSE

To plan, coordinate and facilitate the core business activities of the Corporation and with other agencies.

#### 5) SCOPE

- 5.1 Interpretation of NCDC Act, Rules & General Regulations;
- 5.2 Amendment to NCDC Act, Rules & General Regulation;
- 5.3 Reconstitution of General Council / Board of Management, NCDC;
- 5.4 Convening meetings of Board of Management (BoM) & action thereon;
- 5.5 Convening meetings of General Council (GC) & action thereon;
- 5.6 Programme of Activities and financial estimates thereof (POA) as per plan of Government of India;
- 5.7 Review of POA and other activities of the Corporation, Dissemination of information regarding performance and functioning of the Corporation;
- 5.8 Preparation of Annual Plan/ Five Year Plan;
- 5.9 Preparation and submission of Annual Report;
- 5.10 Convening meetings of Regional Directors and Senior Officers of the Corporation;
- 5.11 Convening meetings of Divisional Heads & Senior Officers at Head Office & LINAC Training Institute;
- 5.12 Approval of tour programmes of Officials of Regional Directorates;
- 5.13 Providing material / folder for use during visits of Managing Director / Deputy Managing Director for tour and other purposes;
- 5.14 Examination of Monthly Demi Official letters from Regional Directors;
- 5.15 Replies to Parliament Questions (PQs);
- 5.16 Replies to VIP References;
- 5.17 Implementation & disposal of applications under RTI Act 2005;
- 5.18 Replies to Audit Queries;
- 5.19 Preparation of Chapter for Annual Report of DAC&FW;
- 5.20 Submission of returns & replies to Ministries in Government of India as per requirement & time schedule specified; and
- 5.21 Progressive use of Hindi.

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**6) PROCESSES**

**6.1 Interpretation of NCDC Act/ Rules / General Regulations**

<b>INPUT:</b>	Query/ Inquiry / Clarification sought.
<b>SOURCE:</b>	NCDC / GOI.

- 6.1.1 Receipt of Query/ Inquiry / clarification;
- 6.1.2 Interpretation of the relevant Section in line with the query;
- 6.1.3 Seek opinion, if required;
- 6.1.4 Submit for approval of competent authority; &
- 6.1.5 Convey the approved information to the concerned.

<b>OUTPUT:</b>	Response to Query/ Inquiry/ Clarification.
----------------	--

**6.2 Amendment to NCDC Act/ Rules / General Regulations**

<b>INPUT:</b>	Need based depending on requirement
<b>SOURCE:</b>	NCDC Act / Rules / General Regulations

- 6.2.1 Policy Issues emerging from the meetings of Board of Management/ General Council / any guidelines or directions received from DAC&FW and other departments of Government of India;
- 6.2.2 Preparation of proposal for relevant amendments in NCDC Act/ Rules / General Regulations for placing before the Board of Management for approval;
- 6.2.3 Submission of proposal for above said amendments duly approved by the Board of Management to DAC&FW;
- 6.2.4 Providing necessary information/ documents sought by DAC&FW in connection with the said amendment;
- 6.2.5 Obtaining Gazette Notification published by DAC&FW for the said amendment;
- 6.2.6 Circulation of amendments to all concerned; and
- 6.2.7 Incorporating relevant changes at appropriated places in NCDC Act/ Rules / General Regulations.

<b>OUTPUT:</b>	Amendments in NCDC Act
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**6.3 Reconstitution of General Council (GC) /Board of Management (BOM), NCDC**

<b>INPUT:</b>	General Council under provision in NCDC Act - Section 3, Sub section
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	(4); & Board of Management under provision in NCDC Act - Section 10, Sub section (1).
<b>SOURCE:</b>	DAC&FW

- 6.3.1 DAC&FW's request for proposing suitable names, information is gathered from Programme Divisions in Head Office, LINAC Training Institute and Regional offices of NCDC
- 6.3.2 Submission of proposal to DAC&FW for reconstitution of General Council. (As per Rule 4 of NCDC Rules, the term of members for holding office is a period of three years from the date of his nomination);
- 6.3.3 On receipt of information from DAC&FW, Gazette Notification as published by DAC&FW for reconstituted GC and BOM is obtained;
- 6.3.4 All members informed about the nomination to GC/BOM. New members welcomed separately along with welcome letter from Managing Director; and
- 6.3.5 Obtaining declaration of fidelity and secrecy form from new members as per Section 20 of NCDC Act in a prescribed format.

**OUTPUT:** Reconstitution of General Council/Board of Management

**6.4 Convening meeting of Board of Management (BOM) and action thereon**

<b>INPUT:</b>	Chapter 3 of General Regulations.
<b>SOURCE:</b>	NCDC General Regulations

- 6.4.1 Seeking convenient date for holding the meeting of BOM from Chairman of BOM;
- 6.4.2 Reviewing the existing status of membership and taking necessary actions, if required;
- 6.4.3 Ordinarily a notice of 7 days to members for meeting of BOM;
- 6.4.4 After fixing of BOM meeting, issue meeting notice for information to all concerned Divisions with an advise to furnish suitable agenda notes;
- 6.4.5 Preparation of agenda items (i) Confirmation of minutes of last meeting of BOM, (ii) Review of the Action Taken on the actionable points emerged from previous meetings of BOM and (iii) Progress of Programme of Activities of the Corporation for the current Financial Year;
- 6.4.6 Issue of instructions to General Administration for booking of

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Committee Room / Board Room / Venue as decided by Chairman BOM for the meeting; printing of cover page & index sheet for agenda; binding of agenda; dispatch of agenda notes to members; making transport arrangements for members; and arrangements for refreshments;

- 6.4.7 Issue of instructions to Finance Division for payment of TA / DA to members;
- 6.4.8 Obtaining agenda items from other Divisions duly approved by Managing Director, ensuring that all agenda items contain relevant file no. (in all cases) and proposal no., if any and compulsorily ensure receipt of copy of the agenda through e-mail from the concerned responsible Officer from the Division;
- 6.4.9 Compilation and binding of agenda items;
- 6.4.10 Issue of agenda notes to members through email / speed post / courier / by special messenger;
- 6.4.11 Checking of quorum of 5 members for the meeting of BOM;
- 6.4.12 Taking attendance of members in the meeting;
- 6.4.13 Preparation of Minutes of meeting and get approval from the Chairman of meeting;
- 6.4.14 Circulation of minutes to members and officers of Corporation;
- 6.4.15 Keep approved minutes of meeting in safe custody;
- 6.4.16 Circulation of actionable points emerged out from the meeting;
- 6.4.17 Obtaining action taken report on actionable points from the Divisions;
- 6.4.18 Sending two copies of agenda notes and minutes for leather binding to General Administration Section;
- 6.4.19 Providing one bound copy of agenda notes and minutes to Library and other one for P&C Division; and
- 6.4.20 Ensure digitization of agenda notes and minutes.

**OUTPUT:**

Decision taken and Minutes Circulated to all concerned for information & necessary action.

**6.5 Convening meeting of General Council (GC) and action thereon**

**INPUT:** Chapter 3 of General Regulations.

**SOURCE:** NCDC General Regulations

- 6.5.1 Seeking convenient date for holding the meeting of GC from President of GC;
- 6.5.2 Reviewing the existing status of membership and taking necessary actions, if required;
- 6.5.3 Ordinarily a notice of 15 days to members for meeting of GC;

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- 6.5.4 After fixing of GC meeting, issue meeting notice for information to all concerned Divisions with an advise to furnish suitable agenda notes;
- 6.5.5 Preparation of agenda items (i) Confirmation of minutes of last meeting of GC (ii) Review of Action Taken on the actionable points emerged from previous meetings of GC and (iii) Perusal for the confirmed minutes of the meetings of BOM for the meeting of GC;
- 6.5.6 Issue of instructions to General Administration for booking of Board Room / Venue as decided by President GC for the meeting; printing of cover page & index sheet for agenda; binding of agenda; dispatch of agenda notes to members; making transport arrangements for members; and arrangements for refreshments;
- 6.5.7 Issue of instructions to Finance Division for payment of TA / DA to members;
- 6.5.8 Obtaining agenda items from other Divisions duly approved by Managing Director, ensuring that all agenda items contain relevant file no. (in all cases) and proposal no., if any and compulsorily ensure receipt of copy of the agenda through e-mail from the concerned responsible Officer from the Division;
- 6.5.9 Compilation and binding of agenda items;
- 6.5.10 Issue of agenda notes to members through email/ speed post / courier / by special messenger;
- 6.5.11 Checking of quorum of 15 members for the meeting of GC;
- 6.5.12 Recording attendance of members in the meeting;
- 6.5.13 Preparation of Minutes of meeting and get approval from the President of meeting;
- 6.5.14 Circulation of minutes to members and officers of Corporation;
- 6.5.15 Keep approved minutes of meeting in safe custody;
- 6.5.16 Circulation of actionable points emerged out from the meeting;
- 6.5.17 Obtaining action taken report on actionable points from the Divisions;
- 6.5.18 Sending two copies of agenda notes and minutes for leather binding to General Administration Section;
- 6.5.19 Providing one bound copy of agenda notes and minutes to Library and other one for P&C Division; and
- 6.5.20 Ensure digitization of agenda notes and minutes.

**OUTPUT:** Decision taken and Minutes Circulated to all concerned for information & necessary action.

### 6.6 Preparation of Annual Plan / Future Plan

**INPUT:** Previous year/ plan's spillover, projects in pipeline and details of expected generation of proposals in respect of all schemes including

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	CSISAC and CSS Schemes
<b>SOURCE:</b>	All the Divisions in Head Office, LINAC Training Institute and Regional Offices of NCDC

- 6.6.1 Initiating process of Plan documentation on receipt of instructions from DAC&FW;
- 6.6.2 Formulation of Plan in consultation with other Divisions;
- 6.6.3 Discussion in meeting(s) with Senior Officers and Regional Directors /Securing information in writing for finalisation of overall policy, plan etc.;
- 6.6.4 Submitting to DAC&FW;
- 6.6.5 Preparation and submission of draft EFC Memo, if required;
- 6.6.6 Furnishing replies on any clarification sought by DAC&FW;
- 6.6.7 Preparation of draft Cabinet Committee on Economic Affairs (CCEA) note, if required;
- 6.6.8 Getting approval of Plan from DAC&FW; and
- 6.6.9 Circulation of approved Plan to all concerned

<b>OUTPUT:</b>	Circulation of Annual Plan / Future Plan to all concerned.
----------------	--

**6.7 Preparation of Programme of Activities(POA)**

<b>INPUT:</b>	Spillover Assistance from previous years, projects in pipeline and details of expected generation of proposals in respect of NCDC, CSISAC and CSS Schemes.
<b>SOURCE:</b>	All the Divisions in Head Office, LINAC Training Institute and Regional Offices of NCDC

- 6.7.1 Preparation of Programme of Activities as well as financial estimates thereof to start before the commencement of the financial year normally in first week of January;
- 6.7.2 Submit file for preparation of POA based on availability of subsidy from GOI & inputs from Finance Division;
- 6.7.3 Discussion in meeting(s) with Senior Officers and Regional Director;
- 6.7.4 Getting approval from Managing Director;
- 6.7.5 Preparation of agenda for placing before the BOM and GC for approval;
- 6.7.6 Submission of POA to DAC&FW after due approval by BOM and GC; and
- 6.7.7 Circulation of approved POA to all Divisions and Regional Directorates after approval from GOI.

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**OUTPUT:** Circulation of POA to all concerned.

### 6.8 Review of Programme of Activities(POA)

<b>INPUT:</b>	POA
<b>SOURCE:</b>	All the Divisions in Head Office, LINAC Training Institute and Regional Offices of NCDC

- 6.8.1 This stems from the decision taken by the BOM in its 171<sup>st</sup> meeting held on 5.10.2010, progress of the activities of the Corporation is placed before it for information at each meeting
- 6.8.2 On fixation of BOM, information called from the Divisions as also collected from SRDB system;
- 6.8.3 Based on the information collected, a suitable agenda note is prepared and placed before BOM; and
- 6.8.4 BOM review the progress & gives it opinion, if any.

**OUTPUT:** BOM reviews the progress & gives it opinion, if any

### 6.9 Preparation & Submission of Annual Report

<b>INPUT:</b>	Section 14(3) of NCDC Act
<b>SOURCE:</b>	Information from Divisions of Head Office, LINAC Training Institute and Regional Offices.

- 6.9.1 Initiating process for preparation of Annual Report after completion of each financial year and the Annual Report tabled in Parliament before the expiry of 9 month of the financial year i.e. December;
- 6.9.2 Issue of instructions for preparation of chapter by the concerned Divisions;
- 6.9.3 Compilation of chapters based on information received;
- 6.9.4 Preparation of Draft Annual Report;
- 6.9.5 Sending Draft Annual Report to Hindi Division for translation in Hindi;
- 6.9.6 Preparation of agenda for placing before Board of Management /General Council for approval;
- 6.9.7 Placement of Annual Report before both the Houses of Parliament from DAC&FW and Circulation of Annual Report to all concerned;
- 6.9.8 Sending copy of Annual Report in English & Hindi version to PR Division for printing;
- 6.9.9 Authentication certificate to be signed by Managing Director on the very beginning of Annual Report in 5 copies each of English and Hindi are submitted to DAC&FW along with requisite copies as instructed by

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DAC&FW, for placing before Parliament;

6.9.10 Obtaining date of placement of Annual Report before both the Houses of Parliament from DAC&FW; and

6.9.11 Circulation to all concerned.

**OUTPUT:** Circulation to all concerned.

**6.10 Convening meeting of Regional Directors and Senior Officers of NCDC**

**INPUT:** To Review the overall funding of the Corporation with special emphasis to the core business.

**SOURCE:** Directions of Managing Director.

6.10.1 Seeking convenient date from Managing Director for holding the meeting;

6.10.2 Issue of notice;

6.10.3 Issue of instructions for arrangements of meeting to concerned division;

6.10.4 Preparation of agenda & circulation;

6.10.5 Preparation of minutes & circulation; and

6.10.6 Follow up of action taken on actionable points emerged out from the meeting.

**OUTPUT:** Decision taken and minutes circulated to all concerned for information & necessary action/ follow ups.

**6.11 Convening meeting of Divisional Heads/ Senior Officers at Head Office and LINAC Training Institute**

**INPUT:** Periodic Review of NCDC's performance and other matters.

**SOURCE:** Directions of Managing Director.

6.11.1 Seeking convenient date from Managing Director for holding the meeting;

6.11.2 Issue of notice;

6.11.3 Preparation of agenda & circulation;

6.11.4 Issue of instructions for arrangements of meeting to concerned division;

6.11.5 Preparation of minutes & circulation; and

6.11.6 Follow up of action taken on actionable points emerged out from the meeting.

**OUTPUT:** Decision taken and minutes circulated to all concerned for information & necessary action/ follow ups.

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**6.12 Approval of Tour Programmes of Officials of Regional Directorates**

<b>INPUT:</b>	Receipt of Tour Programme on HRMS.
<b>SOURCE:</b>	Officials of Regional Offices.

- 6.12.1 On receipt of tour programme on HRMS, checking whether approved number of days as per "Delegation of Powers" for self approved tour exhausted by the concerned by self declaration.
- 6.12.2 Initiating process for obtaining approval of tour programme from competent authority on HRMS as per office order No.NCDC:15-2/87-Budt. dated 13.01.2010 and No.NCDC:8-1/83-P&C dated 15.05.2019;
- 6.12.3 Obtaining approval of tour programme of Regional Directors or staff of Regional Directorates visiting outside jurisdiction;
- 6.12.4 Approval of tour programme can be seen by the concerned in HRMS; and
- 6.12.5 Calling for tour report.

<b>OUTPUT:</b>	Approval or otherwise of Tour Programme.
----------------	--

**6.13 Providing material / folder for use of Managing Director for tours and other purposes**

<b>INPUT:</b>	Instructions of MD
<b>SOURCE:</b>	MD Secretariat.

- 6.13.1 Initiating process while receiving Intimation of tour programme / other programmes;
- 6.13.2 Circulation of tour intimation to all Divisions seeking relevant information for folder; and
- 6.13.3 Compilation of material received from Divisions and preparation of status paper etc. for use of MD.

<b>OUTPUT:</b>	Actionable points / issues, if any.
----------------	-------------------------------------

**6.14 Examination of Monthly Demi Official (DO) letter from Regional Directors(RDs)**

<b>INPUT:</b>	Monthly Review summary from RDs addressed to MD.
<b>SOURCE:</b>	Regional Directorates.

- 6.14.1 Receiving the copy of monthly DO from the RDs as per the prescribed format (Ref:- Annexure B). This DO letter is sent directly to MD.
- 6.14.2 Initiating necessary action on relevant points as desired by Managing

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Director.

**OUTPUT:** Management apprised of the status.

### 6.15 Replies to Parliament Questions (PQs)

<b>INPUT:</b>	Questions from the House of Parliament (Lok Sabha/ Rajya Sabha).
<b>SOURCE:</b>	DAC&FW and other concerned Departments of GOI.

- 6.15.1 Obtain Lok Sabha / Rajya Sabha Session Schedule from relevant sources;
- 6.15.2 Circulation of Session schedule along with guidelines for preparation of reply of Parliament Questions (**Reference Annexure C**);
- 6.15.3 Replies to question relating to general policy matters is prepared by P&C Division;
- 6.15.4 Circulation of Parliament Question involving more than two Divisions seeking information for preparing consolidated reply;
- 6.15.5 Coordination of Parliament Questions received directly by the Divisions. Divisions are requested to directly reply the PQ under intimation to P&C Division; and
- 6.15.6 Maintaining a guard file/database of all PQs and replies sent.

**OUTPUT:** Sending the reply to the PQ within the stipulated time.

### 6.16 Replies to VIP Reference

<b>INPUT:</b>	Questions from Ministries / Parliamentarians other VIP
<b>SOURCE:</b>	DAC&FW / other concerned Departments of GOI/ VIP.

- 6.16.1 Circulation of VIP Reference to the concerned Division;
- 6.16.2 If the query is general in nature, P&C Division will reply. Otherwise, the reply sent directly by the concerned Division (under intimation to P&C Division).
- 6.16.3 Maintaining a guard file/database of all VIP References and replies sent.

**OUTPUT:** Reply to the VIP Reference

### 6.17 Implementation & Disposal of applications under RTI Act 2005

<b>INPUT:</b>	Receipt of RTI Application.
<b>SOURCE:</b>	Applicant / Application forwarded by DAC&FW and other

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- 6.17.1 Implementation of Statutory provisions of "Right to Information Act (RTI) 2005";
- 6.17.2 Receiving the RTI applications;
- 6.17.3 Sending postal order/draft received with application to Finance division;
- 6.17.4 Forwarding application to concerned division for submitting information to applicant under an intimation to P&C;
- 6.17.5 Disposal of application within stipulated time;
- 6.17.6 Submitting quarterly return on the website of Central Information Commission (CIC); and
- 6.17.7 Maintaining the database related to RTI.

**OUTPUT:** Disposal as per Act.

**6.18 Replies to Audit Queries**

**INPUT:** Audit Queries from Audit Party through Finance Division.

**SOURCE:** Audit Queries from Audit Party

- 6.18.1 Furnishing of documents/information required by internal/statutory auditors; and
- 6.18.2 Provide further clarification to satisfy audit requirement.

**OUTPUT:** Reply / Information on the Audit Queries.

**6.19 Preparation of Chapter for Annual Report of DAC&FW**

**INPUT:** Request from DAC&FW for material pertaining to NCDC.

**SOURCE:** Annual Report of DAC&FW.

- 6.19.1 Forwarding of relevant para / information of chapter received from DAC&FW to concerned divisions for making necessary changes;
- 6.19.2 Compilation of information received from divisions;
- 6.19.3 Approval of Managing Director; and
- 6.19.4 Preparation of chapter and submitting to DAC&FW.

**OUTPUT:** Furnishing of relevant information.

**6.20 Submission of returns & replies to DAC&FW as per requirement & time schedule specified**

**INPUT:** Request from DAC&FW for material pertaining to Outcome Budget/ Demand for Grant/ Monitoring of Five Year Plan etc.

Prepared By:

Reviewed By:

Executive Director (P&C)

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**SOURCE:** Material collected from Divisions.

- 6.20.1 Circulate the information required from the Divisions;
- 6.20.2 Compile the information and prepare draft reply;
- 6.20.3 Submit file for approval of Managing Director; and
- 6.20.4 Issue letter to DAC&FW.

**OUTPUT:** Furnishing of relevant information.

**6.21 Progressive use of Hindi**

**INPUT:** Relevant Circular of Hindi Section.

**SOURCE:** Raj Bhasha Act.

- 6.21.1 Submission of quarterly Hindi Report in prescribed format after approval by Divisional Head to Hindi Section ;
- 6.21.2 Taking action on the actionable points emerging from the meeting for progressive use of Hindi; and
- 6.21.3 Compliance to provision of the Official Language Act 1963 to promote progressive use of Hindi.

**OUTPUT:** Promotion of progressive use of Hindi - relevant circulars of Hindi Section.

**7) Process Measurements**

SN	Process	Measurable indicators (Working Days)	Monitoring frequency	Frequency monitored by
7.1	Submission of Programme of Activities of forthcoming year to DAC&FW	Not later than 3 months before the commencement of each financial year	Weekly (between January to April of each year - till approval by DAC&FW)	Deputy Director
7.2	Submission of Annual Report of NCDC to DAC&FW for placing before both the Houses of Parliament	9 months after expiry of previous financial year	Weekly (between April to December of each year – till laying out on the table of Parliament)	Deputy Director
7.3	Issue of General Council Meeting Notice	15 (before the scheduled date of	Daily basis from the date of fixation of meeting's date	Deputy Director

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		meeting)	(close after issue of notice)	
7.4	Issue of Board Meeting Notice	7 (before the scheduled date of meeting)	Daily basis from the date of fixation of meeting's date (close after issue of notice)	Deputy Director
7.5	Submission of online Quarterly RTI Return to CIC	As per the stipulated timelines	Quarterly	Deputy Director
7.6	Submission of Quarterly Hindi Report	15 From the end of each quarter	Quarterly	Deputy Director
7.7	Disposal of RTI Application	30 (since receiving application)	Monthly	Deputy Director
7.8	Disposal of Parliament Question	As per time frame given	Monthly	Deputy Director

**8) RISKS AND OPPORTUNITIES IDENTIFIED**

Ref.# Risk Register

**9) PROCESS CONTROLS**

SN	Process	Controls Established
9.1	Interpretation of NCDC Act/ Rules / General Regulations	1. NCDC Act / Rules / General Regulations. 2. Seek legal and expert opinion and a note be recorded so that such overlapping can be avoided 3. Improving awareness on NCDC Act / Rules / General Regulations both for new recruit and Officers
9.2	Amendment to NCDC Act/ Rules / General Regulations	Provisions of the NCDC Act.

Prepared By:

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9.3	Reconstitution of General Council (GC) /Board of Management (BOM), NCDC	1.NCDC's Act
9.4	Convening meeting of Board of Management (BOM) and action thereon	1. Chapter 3 of General Regulations. 2. Consultation with members on the decisions in case of doubt 3. Thorough check be made while preparing the Agenda Notes
9.5	Convening meeting of General Council (GC) and action thereon	Chapter 3 of General Regulations.
9.6	Preparation of Annual Plan / Future Plans	Instructions of GOI
9.7	Preparation of Programme of Activities(POA)	1. Section 16(2) of NCDC Act. 2. Reconciliation of data provided by the divisions with SRDB
9.8	Review of Programme of Activities(POA)	BOM Decision in its 171 <sup>st</sup> Meeting
9.9	Preparation & Submission of Annual Report	1. Section 14(3) of NCDC Act and Rule 14(b) of the NCDC Rules. 2. Reconciliation with data from SRDB / Finance Division 3. Check, recheck and reconciliation, if necessary
9.10	Convening meeting of Regional Directors and Senior Officers of NCDC	Instructions of Managing Director.
9.11	Convening meeting of Divisional Heads/ Senior Officers at Head Office and LINAC Training Institute	Instructions of Managing Director.
9.12	Approval of Tour Programmes of Officials of Regional Directorates	Latest Office order (No.NCDC:15-2/87-Budt) issued by Finance Division regarding tour of officials from regional Directorate.
9.13	Examination of Monthly Demi Official (DO) letter from Regional Directors(RDs)	Annexure - E
9.14	Replies to Parliament Questions (PQs)	Guidelines by GOI

**Prepared By:**

**Reviewed By:**

Executive Director (P&C)

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	and VIP References	Annexure - C
9.15	Implementation & Disposal of applications under RTI Act 2005	RTI ACT, 2005
9.16	Replies to Audit Queries	Governed by the relevant provision of Internal Statutory Audit
9.17	Preparation of Chapter for Annual Report of DAC&FW	Instruction from DAC&FW
9.18	Submission of returns & replies to DAC&FW as per requirement & time schedule specified	Instructions from DAC&FW
9.19	Progressive use of Hindi	Raj Bhasha Act.

**10) DETAILS OF DOCUMENTED INFORMATION RETAINED**

SN	Title	Identification	Location	Maintained By	Retention Period in Years	Disposition
10.1	Record of Files (Annexure - F)					

**11) Details of Documented Information maintained**

SN	Title	Identification	Location	Prepared by	Approved by	Revision no.
11.1	Guidelines for Parliament Question	By circular's subject	File No. NCDC: 9-3/96-P&C	Assistant Director	Chief Director	-
11.2	Guidelines for Monthly DO letter of Managing Director	By circular's subject	File No. NCDC: 8-37/2011-P&C	Deputy Director	Managing Director	-
11.3	Format for summary report on	By circular's subject	File No. NCDC: 8-37/2011-P&C	Deputy Director	Managing Director	-

Prepared By:

Reviewed By:

Executive Director (P&C)

QMS Documentation Committee



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	monthly activities performed by Regional Director					
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12. REFERENCES

**SN Particulars**

- 12.1 National Cooperative Development Corporation Act
- 12.2 NCDC Rules
- 12.3 NCDC General Regulations
- 12.4 Relevant decision of Board of Management (BOM) / General Council (GC) of NCDC
- 12.5 NCDC's schemes/ Schematic pattern of assistance
- 12.6 NCDC's latest circular on delegation of financial and administrative powers

Prepared By:

Executive Director (P&C)

Reviewed By:

QMS Documentation  
Committee

Approved By:

Managing Director





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**NCDC**

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