



NCDC

Assisting Cooperatives. Always!

National Cooperative Development Corporation

Work Manual

Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC)

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1. Functions of Division

Conceptualizing, Designing and Facilitating project and job related trainings for NCDC assisted projects, its own personnel and cooperative sector professional in India and abroad based on felt needs/requests from cooperatives/other agencies, Consultancy & Research, Implementation of Promotional & Developmental Schemes and SAHAKAR-22 programs in furtherance of the mandate of the Corporation. The scope also includes managing all related support services. Major areas of its functions are as under:

1.1. Training

- 1.1.1. Organizational Development
- 1.1.2. Entrepreneurship and Business Development in Cooperative Sector.
- 1.1.3. Formulation, Appraisal and Monitoring of Development Projects for Rural Transformation.
- 1.1.4. Developing Cooperative Guidance and Consultancy skills.
- 1.1.5. Training of Trainers.
- 1.1.6. Entrepreneurship Development Program (EDP) for Young Managers in Rural Financing Institutions (RFI)
- 1.1.7. Implementation of Integrated Cooperative Development Projects (ICDP)
- 1.1.8. Management of Cooperative Banking.
- 1.1.9. Leadership and Governance Skills for Women Cooperators.
- 1.1.10. Management Development Programs (MDP) for Allied Sector Cooperative Functionaries (Dairy, Fisheries, Livestock, Piggery etc).
- 1.1.11. Management Development Programs for Agri-Produce and Marketing Cooperatives.
- 1.1.12. Designing and Implementation of Capacity Building Programs under the Central Sector Scheme – Formation and Promotion of FPOs.
- 1.1.13. Skills Upgradation Programs in I.T Applications.
- 1.1.14. Emerging New Technology Areas for Cooperative Development.
- 1.1.15. International Collaborative/Sponsored Programs
- 1.1.16. Customised Training Programs including Training Programs at the Regional Training Centers (RTCs)

1.2. Consultancy and Research.

- 1.2.1. Development of Training Systems, Programs and Materials
- 1.2.2. Preparation of Project Reports
- 1.2.3. Appraisal and Evaluation of Projects
- 1.2.4. Conduct Research and Development to evolve New Policies, Practices and Models for Developing Effective and Member Centric Business Enterprises
- 1.2.5. Promoting Development of Cooperative Enterprises in Agro-Processing, Industrial Sector etc

1.3. Promotional and Developmental

- 1.3.1 Fellowships for Faculty Development Program (FDP) at IIM-Ahmedabad and IIM-Indore to develop professional skills and training capability of cooperative institutions
- 1.3.2 Fellowships for Diploma in Cooperative Business Management (DCBM) to develop managerial skills of managers/executives of cooperatives at VAMNICOM, Pune.
- 1.3.3 Cash Awards to Meritorious Students of Higher Diploma Course (HDC) in Cooperation conducted by ICMs to motivate the students to perform better.
- 1.3.4 Study Visits for the Directors of BoM, Chairman, CEOs and other Key Personnel of Cooperative Societies to good working societies within the country to help them learn success factors and develop conviction and replicate the success.

1.4. Sahakar 22

- 1.4.1. Sahakar 22 is a mission mode activity of NCDC to achieve the Mission of New India by 2022 through cooperatives for doubling farmers' income. Under the mission, NCDC make focused intervention in 222 districts including the 117 Aspirational Districts identified by NITI Aayog.
- 1.4.2. Allocation of annual targets/ quarterly targets and fortnightly targets of ROs to visit primary level cooperative societies under nurturing the Primary Level Cooperatives.
- 1.4.3. Compilation, monitoring and analysis of data pertaining to visits and interactions of R.O's with primary level cooperatives, on fortnightly basis under the programs of Nurturing the Primary Level Cooperatives.
- 1.4.4. Monitoring the implementation of NCDC programs in Aspirational Districts and other Focus Districts.
- 1.4.5. Monitoring of fortnightly/monthly/quarterly/annual achievements of ROs on Nurturing Primary Level Cooperatives and coverage of Aspirational Districts/other districts, report preparation and submitting the reports to the Competent Authority for planning, policy decision etc.

2. Process Details

2.1. Preparation of Annual Training Calendar and Program of Activities

Process Input	Source
Training requirements information	<ul style="list-style-type: none">• HoDs/RDs and HRD• Collaborative agencies• Interested parties

- 2.1.1. Invite suggestions from Head Office, Regional Directorates of the Corporation, Collaborative Agencies and interested parties on the perceived and identified areas of training required in the assisted cooperatives/projects and of other cooperatives/support agencies. For in service personnel training requirements are obtained from HRD Division. This process is completed by mid February every year.
- 2.1.2. Chalk out the list of the proposed in campus and off campus training programs for diverse categories of personnel by allotting names/title of each training program, defining the target group and identifying/firming up suitable slots.

- 2.1.3. Examine such suggestions (refer clause 2.1.1), requests from the cooperatives/agencies and also consider the feedback of past trainees/projects to work out the Annual Training Plan.
- 2.1.4. Obtain the approval and circulate the approved Annual Training Calendar to all Head of Divisions/Regional Directorates and stakeholders, besides uploading the same in the website of the Corporation.
- 2.1.5. Allocate the training programs amongst the Course Co-ordinators who would be responsible for mounting, implementation, delivery and evaluation of the individually allotted training programs and submitting the reports thereof.
- 2.1.6. Work out targets for Program of Activities including Promotional and Developmental Programs and compiling the achievements thereof, for informing the Plan & Coordination Division so as to seek approval of the total Program of Activities of the Corporation.

Process Output	ATC and POA
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2.2. Training Process

Process Input	Source
Training needs/requirements, training designs, inputs of resource persons, study materials, logistic arrangements.	HODs/RDs and HRD, previous course-cum-evaluation reports, sanction letters of projects, faculty discussions, specific requirements of interested parties, research papers of experts, internet based information and government schemes etc.

2.2.1 Training Needs Assessment/Analysis

- 2.2.1.1 Work out the training needs by reviewing the sanctioned projects, the operational environment, role and job analysis of the target group/organization, to the extent possible.
- 2.2.1.2 Prioritize training needs with reference to importance, relevance and in consultation with the target group/management/organization.
- 2.2.1.3 Firm up the types/categories of training programs for in-house/field personnel and assimilate these into Annual Training Calendar.

2.2.2 Mounting of Training Programs

- 2.2.2.1 As per the approved Training Calendar, announce the program about two months in advance for in-house personnel and about three months for cooperatives/project related personnel before the start of the actual training program. Follow up for the nominations and once received, confirm the same.
- 2.2.2.2 Based on the assessment of training needs, the feedback received and faculty's perception, define training program's objectives
- 2.2.2.3 Visualize the program design, work out specific session objectives and develop the course curriculum comprising of in class learning, practical orientation and field visits etc.
- 2.2.2.4 Identify faculty for sessions as per course design simultaneously capitalizing on the resources of Head Office.
- 2.2.2.5 Inform guest faculty (from corporate office of NCDC and other institutions) in advance about the participants' profile, organizational situations and the expectations from them to meet out the training gap in the proposed sessions.
- 2.2.2.6 Identify in consultation with the Regional Directorates the societies/projects if to be visited during the program and arrange logistics thereof.
- 2.2.2.7 Obtain approval for the cost involved in each training program, issue relevant sanction orders and delegate responsibilities for accounts settlement.
- 2.2.2.8 Prepare training material incorporating the reference materials obtained from the guest speakers and arrange the requisite number of soft copies /printed copies for circulation amongst trainees.
- 2.2.2.9 Ensure physical dimensions of training program covering factors like:
 - a. Display of title of training program and name plates of the participants.
 - b. Seating arrangements, lighting and ventilation, work orderliness of training equipments with LCD, computer, space for syndicate work etc.
 - c. Provision for stationary, training material, facility of photocopies, pen drives etc.
 - d. Provision of wi-fi facilities in training halls and hostel for assessing course specific digital information.
 - e. Provision of library facilities – availability and issue of text books, reference material, magazine etc.
 - f. Provision of transportation, lodging and boarding facilities of trainees and guest faculty.
 - g. Arranging to receive training fee from the participants and payment of honorarium and conveyance to the faculty.
 - h. Recreation and gymnasium facilities for the residential trainees
- 2.2.2.10 Ensure online dimensions of training program covering factors like:
 - a. Procurement of Zoom Pro Version Licence for Video Conferencing.
 - b. Assigning of program coordinator(s) / host/ co-host for the program(s).
 - c. Creating meeting room and generation of meeting ID and password.
 - d. Sharing of meeting ID and password with the participants, faculty and all concerned through email/ closed Whatsapp group.
 - e. Rehearsal for the training, atleast a day before the program to familiarise the participants/all concerned with the online platform.

2.2.3 Implementation of Training Programs

- 2.2.3.1 Commence the training program with registration of the participants and filling up of pre-course questionnaires as per specimen **(Annexure – I)**, setting of learning climate, inauguration followed by the business sessions and conclude with obtaining action commitment, evaluation of the program and valediction.
- 2.2.3.2 Brief the guest faculty on profile of the participants on the basis of information available and circulate pre-course questionnaires amongst the faculty for customizing session delivery.
- 2.2.3.3 Maintain attendance record of the participants during the course of the training program.

Online Training Programs

- 2.2.2.4 Commence the training program after participants log-in to the meeting room with meeting ID and password.
- 2.2.3.5 Ensuring participants log-in with their name, to ensure cyber security and facilitate smooth interaction with the participants.
- 2.2.3.6 Commence the training program with setting of learning climate, inauguration followed by the business sessions and conclude with obtaining action commitment, evaluation of the program and valediction.
- 2.2.3.7 Brief the guest faculty on profile of the participants on the basis of information available.
- 2.2.3.8 Maintain attendance record of the participants during the course of the training program.
- 2.2.3.9 Video recording of the training program.

2.2.4 Training Delivery

- 2.2.4.1 Preparation of need based inputs including PPTs, Role Play/Games, handouts for in-class use to accomplish learning objectives
- 2.2.4.2 Presentation of learning sessions, interaction with trainees and managing group behaviour in the learning process.
- 2.2.4.3 Maintain continuous communication with participants to obtain informal feedback on learning and arrangements to take up suitable action.
- 2.2.4.4 Providing Soft copies of study material in pendrives to the participants.

Online Training Delivery

- 2.2.4.5 Preparation of need based inputs including PPTs/worksheet/handouts/training videos.
- 2.2.4.6 Presentation of learning sessions, interaction with trainees and managing group behaviour in the learning process.
- 2.2.4.7 Maintain continuous communication with participants to obtain informal feedback on learning.

2.2.5 Evaluation of Training Program

- 2.2.5.1 Pre course, interim and post course feedback **(Annexure-II)** eliciting reaction, learning received and outcome on all the major aspects/parameters of training program.
- 2.2.5.2 Obtain continuous inputs on approach, receivability of contents and learning through participative methodology of training.
- 2.2.5.3 Prepare the course-cum-evaluation report on completion of the course and submit it to management and draw meaningful suggestions for incorporating in the subsequent programs.
- 2.2.5.4 Sending the relevant observations/suggestions to the concerned HODs for information and action.

- 2.2.5.5 Obtain post training feedback from HRD Division for the in-service personnel and use relevant observation for improving subsequent similar programs.

Online Training Program

- 2.2.5.6 Obtain continuous inputs on approach, receivability of contents and learning through participative methodology of training.
- 2.2.5.7 Obtain online post course feedback (**Annexure-III**) & **Annexure-IV** (A to D in English/Hindi and Regional Languages for RTCs) by providing a link, eliciting reaction, learning received and outcome on all the major aspects/parameters of training program.
- 2.2.5.8 Issue of e-certificate of training with control number to the participants (**Annexure-V**).
- 2.2.5.9 Prepare the course-cum-evaluation report after completion of the course and submit it to management and draw meaningful suggestions for incorporating in the subsequent programs.

Process Output	Course cum evaluation report
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2.3. Promotional and Developmental Schemes

Process Input	Source
Nominations/Proposals for the schemes	State Govt./RDs/Concerned Institutes

2.3.1 Award of Fellowships for (a) Faculty Development Program (FDP) in Management at Indian Institutes of Management (IIMs), Ahmadabad and Indore and (b) for Diploma in Cooperative Business Management (DCBM) at VAMNICOM, Pune (**Annexure-VI**).

- 2.3.1.1 On announcement of the schedule of the programs by the respective institutes, invite eligible nominations, receive applications and examine them in terms of prescribed norms and qualifications (**Annexure-VI-A**).
- 2.3.1.2 Seek approval of competent authority for eligible candidatures and the amount of fellowship.
- Inform and send the original applications of the selected candidates to the Institutes for final selection at their end, under intimation to the selected candidates / their sponsoring institutes.
 - Reimburse fellowship fees to the respective Institutions on receipt of the requisite documents and fulfilment of the prescribed conditions.

2.3.2 Organization of Study Visit to good Working Marketing/Processing Societies (**Annexure-VI**)

- 2.3.2.1 Annual Targets are set in the Program of Activities of NCDC.
- 2.3.2.2 Circulate at the beginning of the year and midyear, the outline of the scheme amongst Registrar of Cooperative Societies in states/UTs/Regional Directorates with a request to recommend complete proposal for consideration.
- 2.3.2.3 Request Regional Directorates of NCDC to formulate/forward and/or follow up proposals from the State Government.
- 2.3.2.4 Examine the proposal received in terms of the norms and prescribed tenets of the scheme (**Annexure- VI -B**).
- 2.3.2.5 Obtain competent approval/sanction for the proposal.
- 2.3.2.6 Issue the necessary sanctions for the approved amount and follow-up with the concerned for the organization of the visit.

2.3.2.7 Obtain the study visit report (**Annexure- VI-C**) for perusal and action, if any.

2.3.3 Cash Awards to the Meritorious Students of Higher Diploma Course (HDC) in Cooperation (**Annexure- VI**)

2.3.3.1 Correspond with NCCT from time to time for utilizing this scheme of the Corporation.

2.3.3.2 Receive reimbursement claims from NCCT for the cash prizes disbursed to the meritorious students during the financial year by the ICMs.

2.3.3.3 Examine the claims in terms of the NCDC Scheme.

2.3.3.4 Reimburse the claim to NCCT, as per the eligibility after obtaining the competent approval.

Process Output	Fellowships/Cash Awards used, Study visits undertaken.
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2.4 Consultancy and Research

Process Input	Source
Terms of Reference (TOR), primary and secondary data, input of resource persons	Discussions with the concerned organizations / people, previous study reports, research papers etc. in relevant areas, Govt. schemes and programs etc.

2.4.1 Consultancy in impact assessment of schemes of Government of India/States as well as the issues relating to natural resources having direct impact on people depended on them.

2.4.2 Conduct research and development to evolve new policies, practices and models for developing effective and member centric cooperative business enterprises.

Process Output	DPR and research reports
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2.5 Administrative Processes and Statutory & Regulatory Compliances

Process Input	Source
NCDC manual on service matters, GFR and HO circulars.	P&A and GA Division

2.5.1 Administration of the Academy

- 2.5.1.1 Deal with administrative matters in respect of biometric attendance, leave records and issues related to office management/discipline etc. (as per the appropriate NCDC norms and instructions of Head Office).
- 2.5.1.2 Obtain approval for sanction/extension of leave of all kinds through HRMS and issuing sanction order indicating the balance in leave accounts, sanction of allowance as per eligibility etc. and maintaining records thereof.
- 2.5.1.3 Furnishing Vigilance Report to Head Office on monthly basis (as per CVC guidelines/HO No.NCDC:7-2/98-Administration dated 27.12.2004).
- 2.5.1.4 Conduct weekly meeting of the officers/officials.

2.5.2 Implementation of Official Language (Hindi as Rajbhasha)

- 2.5.2.1 Regular organization of quarterly meetings of Official Language Implementation Committee and circulating the minutes thereof, organizing workshops etc.
- 2.5.2.2 Observe Hindi week every year by organizing various competitions/workshops ensuring participation of all officers and staff, and sending a synopsis on the same to Hindi Division in HO.
- 2.5.2.3 Attend the meetings of Town Official Language Committee Meeting (TOLIC), contribute to its Rajbhasha magazine and actively participate in the various events organized by the member institutes under its aegis.
- 2.5.2.4 Compilation and furnishing of the quarterly/yearly reports to Head Office; TOLIC and Department of Official Language in the Ministry regularly.
- 2.5.2.5 Prepare questionnaire booklets for inspection by Parliamentary Committees as and when held, comply with action points and report to the Office of Parliamentary Committee, Ministry and TOLIC.

2.5.3 Coordination

- 2.5.3.1 Follow up of Senior Officers/RDs meetings and other review meetings.
- 2.5.3.2 Compile and furnish Action Taken Report on the discussions/minutes of the review meetings of senior officers at Head Office.
- 2.5.3.3 Reporting the progress of trainings every month to HO.

2.5.4 Preparation of Budget of the Academy

- 2.5.4.1 Meeting of all officers is convened by Chief Director, LINAC in first week of January to discuss the office requirements for the last quarter and next year.
- 2.5.4.2 Obtain the tentative rates of items proposed to be purchased
- 2.5.4.3 Preparation of Institute's administrative budget for next year and revised budget for on-going year by the month of January every year
- 2.5.4.4 Obtain approval of competent authority in HO
- 2.5.4.5 Furnishing copy of approved budget estimates to GA division in HO for placing the same along with budget of HO before the BOM and General Council for approval
- 2.5.4.6 Circulation of copy of the approved budget to all officers of LINAC for further action.
- 2.5.4.7 Conduct checks to ensure that expenditure is made as per approved budget. In case of deviation, the justification and area of deviation is brought to the notice of competent authority for revised budget provision.

2.5.5 Accounts

- 2.5.5.1 Preparation of invoices indicating appropriate head in respect to bills received for payment for supplies/works
- 2.5.5.2 Preparation of payment voucher / journal voucher through computerized integrated financial package
- 2.5.5.3 Preparation of cheques for all payments and signing as signatory by two officers
- 2.5.5.4 Deduction of Income Tax/ Goods & Service Tax (if applicable) from payments and informing HO on time to get these deposited with govt.
- 2.5.5.5 Bank reconciliation on monthly basis
- 2.5.5.6 Correspondence with the bank for rectification of differences
- 2.5.5.7 Preparation of Cash Book / Receipt Vouchers through computerized integrated financial package
- 2.5.5.8 Preparation of Receipt Vouchers of funds received by LINAC through RTGS, Cheque, Draft, Cash from HO, employees, trainees and cooperative institutions etc.
- 2.5.5.9 Verification of entries made in the system regarding Receipt /Payment/Journal vouchers by the authorized officer.
- 2.5.5.10 Deposit of cash/cheque/draft in the bank
- 2.5.5.11 Preparation of monthly accounts of LINAC and forwarding to HO by end of first week of next month
- 2.5.5.12 Distribution of cheques to the employees for cartage, newspaper, advances etc against the receipt.
- 2.5.5.13 Payment of annual insurance premium of office vehicle and office building for renewal of insurance as and when due.
- 2.5.5.14 Advising the bank to transfer payments of the employees in their respective bank account
- 2.5.5.15 Depositing vehicle fitness tax with state transport department by the due date every year
- 2.5.5.16 Compilation of annual accounts of LINAC and furnishing to HO by first week of April
- 2.5.5.17 Examining TA bills of employees of LINAC except CD, LINAC and settle the bills for payment as per TA rules with approval of competent authority
- 2.5.5.18 Examining festival advance application of employees in terms of guidelines issued by HO
- 2.5.5.19 Sanction and disbursement of festival advance
- 2.5.5.20 Receiving the medical claim of employees of LINAC, making diary entry of each bill through Integrated Financial Accounting System and submitting the bills duly signed by CD, LINAC to HO for examination and approval
- 2.5.5.21 Generating Medical Acquaintance Roll of medical bills received from HO after sanction, then payment voucher is prepared for payment
- 2.5.5.22 Maintaining separate bank account for International training programs

2.5.6 Procurement & Management of Dead Stock and Store Items

- 2.5.6.1 Identify the different items required for the next financial year and seek approval in the budget.
- 2.5.6.2 Obtain approval to commence the process of procurement of various items.
- 2.5.6.3 Arrange for purchase of the items through appropriate committees as per Office Order No NCDC: 7-4/2005-Genl (policy) dated 03/06/2019 (**Annexure-VII**) within the ambit of appropriate GFR 2005 by Ministry of Finance, Deptt. of Expenditure, Govt. of India as per delegation of powers after due examination of quotations/tenders.
- 2.5.6.4 Prepare Purchase Order and check for quality and the specifications of the items before release of payment.
- 2.5.6.5 Keep record of all items in the register and update on the basis of the transactions.
- 2.5.6.6 Issue the items from the store against the requisition slip.
- 2.5.6.7 Carry out the inspection to identify obsolete and unserviceable items and to dispose of the condemned items after approval.

2.5.7 Horticulture

- 2.5.7.1 Maintenance of Plantation & Horticulture works at the Academy. Arrange to get this work done through a contractor on yearly basis.
- 2.5.7.2 Payment of bills to the contractor on satisfactory work.

2.5.8 Upkeep and Cleanliness

- 2.5.8.1 Arrange upkeep and cleanliness of different locations comprising of office block, training block, hostel, recreation hall, mess and kitchen, hostels and inner roads through a contractor.
- 2.5.8.2 Appoint the contractor through tender process / GeM and legal documentation within the framework of GFR-2017 by constituting an appropriate committee and following delegation of powers.
- 2.5.8.3 Prepare cleaning schedule for each location in the campus.
- 2.5.8.4 Monitor upkeep and cleanliness of each location as per the schedule.
- 2.5.8.5 Check attendance schedule and payment of bills on satisfactory services.

2.5.9 Maintenance of Building and Equipments including Audio Visual Aids

- 2.5.9.1 Prepare detailed list of items–civil, electrical, mechanical, telephone, ACs and draw time schedule for checking the items for proper functioning
- 2.5.9.2 Cleaning of water tanks annually.
- 2.5.9.3 Pest control of the Institute :
 - a) General Pest Control-Every two months
 - b) Rodent Pest Control-Once in three month
 - c) Anti-termite-Once in four month
- 2.5.9.4 Service of ACs before start of summer season.
- 2.5.9.5 For supply of clean drinking water, the two water purifier machines installed in office and hostel are regularly checked under AMC
- 2.5.9.6 Checking of DG set by electrician posted in LINAC on monthly basis
- 2.5.9.7 Service of DG set as per user manual from authorized workshop
- 2.5.9.8 Service of office vehicle after running of every 10,000 Kms (as per user manual) and minor repair/replacement of accessories from authorized workshop.
- 2.5.9.9 Staff car driver maintains the log book which is duly checked by concerned officer.
- 2.5.9.10 Sanction of advance to driver for filling the petrol in staff vehicles.
- 2.5.9.11 Entry for petrol purchase is made in the register.
- 2.5.9.12 Adjustment of advance payment on the basis of bills and records in the register
- 2.5.9.13 For trainees and guest faculty, if required, vehicle is hired from taxi stand.
- 2.5.9.14 Maintain register to keep record of diesel purchased and consumed. Maintain sufficient stock of diesel to provide continuous power in the event of electricity cut.

2.5.10 Checking of Electric Panels / Electric Points by the Electrician Posted in LINAC on Monthly Basis

- 2.5.10.1 Arrange repair/renovation/white wash of building as per requirement
- 2.5.10.2 Cleaning of sewage pipes and special attention before onset of monsoon so that sewer water does not back flow in office compound
- 2.5.10.3 Checking of drain pipes at the roof of the building to avoid collection of water and its seepage in the building
- 2.5.10.4 Maintain complaint register, also indicating time taken in attending the complaint.
- 2.5.10.5 Feedback from officials concerned about quality of work done
- 2.5.10.6 Obtain signatures of concerned officials if items have been fixed / replaced. Old items are deposited in store
- 2.5.10.7 Make stock entry of all items purchased for maintenance work
- 2.5.10.8 Arrange for maintenance of equipments like LCD, computers and system peripherals, photocopier and other AV aids and related bill payments.
- 2.5.10.9 Arrange for maintenance of public address system, audio video aids, ACs etc. of the auditorium.
- 2.5.10.10 Take monthly reading of electricity consumed in campus flats through sub meters installed, calculate the amount on the basis of rates approved by competent authority and inform to HO to deduct the amount from salary of concerned officials on a six monthly basis.

2.5.11 Security and Safety

- 2.5.11.1 Arrange for round the clock security of campus through outsourced contractor by LINAC.
- 2.5.11.2 Prepare system of security at the gate and in the building like visitors register, vehicle/material in-coming register, out-going gate pass, through CCTV cameras etc. and ensure its implementation.
- 2.5.11.3 Conduct checks to see the effectiveness of security arrangements.
- 2.5.11.4 Arrange fire extinguishers of required type at different locations and train the personnel on its use. A fire mock drill is conducted annually.
- 2.5.11.5 Plan and get the fire extinguishers checked and refilled on or before the due date.
- 2.5.11.6 Maintain the first-aid box in the office and replenish the required items regularly.
- 2.5.11.7 Payment of bills of the security contractor on approved terms and conditions, and satisfactory services.

2.5.12 Hospitality and Catering Services

(Delegation of Power by Office Order No. NCDC: 2-1/82-Administration dated 3.9.2010 and No NCDC: 7-4/2005-Genl (Policy) dated 03/06/2019 related to constitution of purchase committee)

- 2.5.12.1 Arrange hospitality and catering services for the residential and day trainee participants through a private contractor.
- 2.5.12.2 Appoint the contractor by tender process after due approval of the document, terms and conditions and completion of legal documentation, within the laid out provisions of the relevant GFR through committee and delegation of powers.
- 2.5.12.3 Prepare the menu for different meals, tea and snacks etc. for the day in advance for each program and fix up the service timing for different meals/services.
- 2.5.12.4 Check for quality of food and hygienic condition in the dining hall as well as kitchen.

- 2.5.12.5 Arrange for check in of the trainee participants in hostel, their allotment of rooms and check out on conclusion of the training program.
- 2.5.12.6 Maintain a suggestion box in the hostel and act upon the suggestions received.
- 2.5.12.7 Get feedback during the program and at the end of the program from the trainees to ensure that quality standards are maintained.
- 2.5.12.8 Officer in charge and course coordinator to keep a watch on quality of services and ensure corrective action for shortfall, if any.
- 2.5.12.9 Payment of bills raised by the contractor on verification and statutory deduction etc.

2.5.13 Library

- 2.5.13.1 Procurement of the selected books, publications etc. on identified subject, as recommended by the Internal Committee, from the vendors for the amount not exceeding the allocated budget.
- 2.5.13.2 Subscribe to the selected magazines, newspapers and journals of relevance to the Academy and as per the approval and also receive the reports, publications, training material, and complimentary copies from other organizations for reference purposes.
- 2.5.13.3 Maintain record of the books etc. and issue of books, magazines etc. for use of trainees/officers/staff of the institute.
- 2.5.13.4 Appropriate display of the books, newspapers, magazines, journals etc. on the shelves, tables etc.
- 2.5.13.5 Conduct physical verification of library dead stock (books) from time to time.

2.5.14 Procedure for Stock Entry and For Making Payment

- 2.5.14.1 On receipt of goods in the store, the goods are entered in the stock register of the store.
- 2.5.14.2 After making necessary entries of the goods in the stock register, the S.No , page No. of the stock register and nomenclature of good, is mentioned on the bills by the store keeper duly verified by the concerned officer
- 2.5.14.3 Approval of the competent authority is obtained to pass for payment of bills for the goods received in the store.
- 2.5.14.4 An invoice/ sanction order duly signed by Competent Authority is forwarded to the concerned official for making payment.

2.5.15 Reimbursement of Telephone Expenses

- 2.5.15.1 As per office order for payment of telephone bills (**Annexure – VIII and Annexure VIII-A**) in respect of residential telephone/mobile/broad band are reimbursed to officials of the Corporation.
- 2.5.15.2 On receipt of claims from officials, the approval of the competent authority is obtained through HRMS.
- 2.5.15.3 Claim along with approval is forwarded to the concerned official for payment.

2.5.16 Reception Desk for Visitors and Trainees

- 2.5.16.1 A visitor's register is maintained at the gate for visitors and at the hostel reception for trainees
- 2.5.16.2 Every visitor is required to make entry in the register

2.5.17 Reimbursement of Cartage

- 2.5.17.1 Reimbursement of cartage for carrying tools, files/official documents by the officers/staff of the Corporation outside LINAC is made on hiring of Truck/Tempo/Taxi/ Scooter/Cycle rickshaw etc.
- 2.5.17.2 The concerned official claims the reimbursement through contingent voucher/ HRMS.

2.5.18 Reimbursement of Newspaper

- 2.5.18.1 Reimbursement of newspapers to the eligible officials on submission of their claims as per the office order (**Annexure – IX**) is made on quarterly basis through HRMS.

2.5.19.1 Physical verification of dead stock items, petty/stationery items & disposal of obsolete dead stock, petty, stationery & other misc. items

- 2.5.19.2 Physical verification of dead stock items, petty/stationery items and disposal of obsolete dead stock, petty, stationery & other misc. items available in LINAC, is done annually by duly constituted Committees. After calculating the depreciated value of the dead stock items as on date, approval of MD is obtained for disposal of obsolete/unserviceable dead stock, petty/stationery items and other misc. items.
- 2.5.19.3 After obtaining the approval of MD, NCDC the quotations/bids are invited including terms & conditions, formats for quoting the rates from the firms in line and also publishing the quotation on NCDC's website and on Central Portal of Government of India.
- 2.5.19.4 After receiving quotations by the closing date, a meeting of the committee for disposal of obsolete/unserviceable items is convened.
- 2.5.19.5 Based on the recommendations of the committee and after obtaining the approval of competent authority, the firms are asked to submit the amount of the bid awarded and in turn are allowed to lift the material for disposal on receipt of payment as per the terms & conditions of the bid document.

2.5.20 Reimbursement of Expenses in respect of Purchase of Briefcase by the Eligible Officer

- 2.5.20.1 As per the policy, reimbursement of the expenditure incurred for purchase of a briefcase as per their eligibility once in three years as per (**Annexure – X**).

2.5.21 Procedure for Collection and Distribution of Dak

2.5.21.1 Incoming letters/dak/parcels etc.

- a. All letters/dak addressed to LINAC is received by PS to Chief Director, LINAC or directly to CD, LINAC through DDFS.
- b. The letters/dak is endorsed/marked to the concerned officer for action.

2.5.21.2 Outgoing letters/dak etc.

- a. The letters meant for dispatch are forwarded to the concerned Assistant
- b. The official makes entry in the register and puts reference number on the letters/dak etc. (whether ordinary/speed post/registered post) and forwards the dak to H.O. for dispatch

2.5.22 Reply of Audit

- 2.5.22.1 Furnishing of documents/information required by internal/statutory auditors in respect of audit para sent by Finance Division.

Process Output	Smooth functioning of institute and compliances of Statutory and Regulatory requirements.
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3. Process Measurement

S.No	Process	Measurable indicators	Monitoring frequency	Officers Responsible for Implementing the program
3.1	Preparation of Annual Training Calendar and Program of Activities	By the last quarter of the year	Each month of last quarter	Chief Director and Deputy Director
3.2	Review of implementation of ATC and POA	a. Number of trainings completed b. Activities under P&D	a. (i) Monthly (ii) Quarterly b. Half yearly	Chief Director and Deputy Director
3.3	Implementation of complete training program	As per timelines indicated in process details	Monthly	Chief Director
3.4	Hospitality and catering services	Responses on quality of services by trainees	Intermittently and at end of the course	Assistant Director (I)
3.5	Upkeep and cleanliness	Quality of services indicated by the users	daily and on complaints	Assistant Director (I)
3.6	Safety and security	a. Punctuality of guards b. Upkeep of safety equipments	a. Daily b. As per timelines in the process details	Assistant Director (IV)
3.7	Establishment	a. Completion of work b. Submission of reports	As per timelines	Assistant Director (I)
3.8	Accounts	a. Payments b. Submission of reports	As per timelines	Assistant Director (III)

4. Process Controls

Sl. No	Process	Controls established
4.1	Preparation of Annual Training Calendar (ATC)	<ul style="list-style-type: none"> • Timely issue of letters for seeking training requirements. • Follow-up for timely receipt of information from the concerned. • Approval of competent authority. • Uploading the annual training plan in the website of the Corporation. • Printing of ATC by GA Division. • Issue printed ATCs/ soft copy to all the concerned.
4.2	Trainings	<ul style="list-style-type: none"> • Timely announcement of the training program. • Ensure adequate nomination through follow-up. • Suitable guest faculty is identified and informed. • Ensure physical/online arrangements in place. • Ensuring regular participation throughout the program
4.3	Evaluation of Training Program	<ul style="list-style-type: none"> • Submission of course-cum evaluation report/End course report. • Approval of Competent Authority. • Ensure follow up with the concerned divisions for sectoral training programs and HRD for internal trainings.
4.4	Promotion and Development Schemes	<ul style="list-style-type: none"> • Timely issue of letter inviting eligible proposals/ nominations with the stipulated time • Examination of the proposals/nominations in terms of prescribed norms and qualification • Approval of the Competent Authority. • Ensure regular follow up with NCCT for timely submission of cash award reimbursement proposals. • Payment, reimbursed fellowship and expenditure to be covered.
4.5	Consultancy and Research Work	<ul style="list-style-type: none"> • Timely submission of draft report. • Ensure incorporation of comments / suggested measures for final report. • Timely submission of DPR.
4.6	Administrative Processes and Statutory & Regulatory Compliances	<ul style="list-style-type: none"> • Timely compliance of statutory & regulatory requirements. • Constant and regular supervision of all externally provided services and timely payments to the same. • Timely and effective closure of complaints.

5) Details of Documented Information Retained

S. No.	Title	Identification	Location	Maintained By	Retention Period in Years	Disposition
5.1	Renaming of TOPIC Institute as LINAC	By circular subject	File No. NCDC:12-17/2018-LINAC	PO-1	Permanent	--
5.2	Promotional and Developmental Schemes (2014-15 onwards)	By title	Register No. 1	AD-2	Permanent	--
5.3	Review of Annual Training Plan (2014-15 onwards)	By title	Register No. 2	AD-2	Permanent	--
5.4	Training Statistics	By title	Register No. 3 (I to XI)	PS-1	Permanent	--
5.5	Statistics of Trainings at Regional Training Centers	By title	Register No. 37	PS-1	Permanent	--
5.6	Statistics of RKVY Training Programs	By title	Register No. 4	PS-1	15 years	After digitization Weeding out
5.7	Inventory of Furniture and Other Assets/ Dead Stock	By title	Register No. 21	PS-2	15 years	After digitization Weeding out
5.8	Administrative Establishment and Office Management Records	By title	File No. NCDC:13-1/99-LINAC	PO-3	15 years	After digitization Weeding out
5.9	Personal Records in respect of Leave Attendance, Medical etc.	By Employee Name	Concerned Files	PO-3	Permanent	---
5.10	Housekeeping, Catering, related documents	By title	File No. NCDC:13-5/99- LINAC	PO-3	10 years	After digitization Weeding out
5.11	Plantation and Horticulture related	By title	Register No. 32	Jr. Asstt.	10 years	
5.12	Budget/Accounts Expenditure	By title	File No. : • NCDC:13-6/99- LINAC • NDCCD:35-1/1995- LINAC	AD-3	Sent to H.O. (monthly/ annual)	---

S. No.	Title	Identification	Location	Maintained By	Retention Period in Years	Disposition
5.13	Maintenance of office Vehicle	By title	File No. NCDC:13-49/2013-LINAC	Jr. Asstt.	Till disposition	After digitization Weeding out
5.14	Implementation of Hindi as Official Language	By title	File No. NCDC:13-33/99-LINAC	PO-3	15 years	After digitization Weeding out
5.15	Newspaper for Office Library	By title	File No. NCDC:14-1/99-LINAC	Sr. Asstt-1	10 years	After digitization Weeding out
5.16	Magazines and Journals	By title	Register No. 26	Sr. Asstt-1	10 years	After digitization Weeding out
5.17	List of Library Books	By title	Register No. 24	Sr. Asstt-1	Permanent	---

6) Details of Documented Information Maintained

S. No.	Title	Identification	Location	Prepared by	Approved by
6.1	Office order on Administration / Financial Powers in respect of LINAC (No.NCDC:2-1/82-Admn. Dated 03.09.2010)	By subject/ No. and Date	NCDC:13-1/99-LINAC	Administration Division HO	MD
6.2	Pre- course and Post- course questionnaire	By name of the course	Concerned course/ training files	LINAC	CD (LINAC)
6.3	Checklist for examining proposals pertaining to NCDC Schemes of Award of Fellowship for PGDCBM at VAMNICOM	By title	File No. NCDC:5-14/99-LINAC	LINAC	CD (LINAC)
6.4	Checklist for examining proposals pertaining to NCDC Schemes of Award of Fellowship at IIMs Ahmadabad and Indore	By title	File No. NCDC:5-12/2001-LINAC	LINAC	CD (LINAC)
6.5	Office order on constitution of Tender-cum-Purchase Committee (No. NCDC: 7-4/2005-Gen(Policy) dated 03.06.2019)	By subject/ No. and Date	File No. NCDC:13-1/99-LINAC	GA Division HO	MD
6.6	Office order on Reimbursement of Residential Mobile phone Facility (No. NCDC:10-1/2015-GA dated 14.12.2015)	By subject/ No. and Date	File No. NCDC:13-42/2012-LINAC	GA Division HO	MD
6.7	Office Order on Newspaper facility (No. NCDC: 9-2/98-Admn. dated 28.7.2014)	By subject/ No. and Date	File No. NCDC:14-6/2006-LINAC	P &A Division HO	MD
6.8	Office Order on Facility of Brief Case /Office bag/ Hand bag/ Ladies Purse (No.NCDC:8-4/2010-Genl. dated 24.11.2017)	By subject/ No. and Date	File No. NCDC:13-9/2003-LINAC	GA Division HO	MD
6.9	Format for summary report of fortnightly visits of ROs to primary level cooperatives	By subject/ No. and Date	File No. NCDC:5-78 (I)2018-Sahakar-22/NCDC	LINAC	CD (LINAC)
6.10	Implementation of NCDC schemes in Aspirational Districts	By subject	File No. NCDC:5-81/2018-Sahakar-22	LINAC	MD

7) REFERENCES:

7.1 NCDC's latest circular on delegation of financial and administrative powers.

7.2 NCDC's schemes /schematic pattern of assistance

7.3 Promotional and Developmental Schemes

7.4 GFR 2017, Department. of Expenditure, Ministry of Finance

8) DIVISION STRUCTURE

Ref. # Annexure-XI

9) RESPONSIBILITIES & AUTHORITIES

Designation	Responsibilities	Authorities
Head of the Academy (Chief Director)	<ul style="list-style-type: none">• Planning and policy matters including activities related to RTCs.• Overall management of the entire functioning of the Academy viz. training, administration, establishment, ISO, RTI, audit, accounts, Parliamentary Questions, VIP references, boarding, lodging, housekeeping, transportation, library, procurement, and maintenance of equipments etc.• Ensuring accomplishment of approved Training Calendar and POA.• Forwarding request to MD for approvals beyond delegated powers.• Coordinating and Liaisoning with HO/other organizations for the activities of the Academy as required.• International and special training programs.• Guiding the training related consultancy and research activities of the Academy.• Any other work assigned from time to time.	<ul style="list-style-type: none">• Assign jobs among the officials of the Academy and sanction/recommend leave.• Vetting all proposals (training programs, promotional and developmental schemes etc.) and matters dealt by the Academy and give comments / recommendation as head of the Academy Head.• Finalise Annual Training Calendar, Program of Activities and information / material pertaining to the Academy for Annual Report of Corporation.• To issue letters/circular to convey the decision/approval of competent authority and seeking information from ROs• Signing off all cheques, on banking account, drawl and acceptance of all bills, notes and other negotiable instruments on behalf of LINAC, NCDC.• Endorsement of cheques, bills, notes and other negotiable instruments payable to LINAC, NCDC.• Approval of TA/DA, Other advances (upto DD level), contingencies etc.• Constitution of internal committees related to training programs etc., excluding purchase/ tenders.

Deputy Directors	Training and Administration <ul style="list-style-type: none"> Developing and implementing training related activities viz. programme design, coordination, facilitation of sessions, preparation of training materials, evaluation and report preparation etc. as also to act as training coordinator/Resource persons for Training Programme. International and special training programs SAHAKAR-22. Finalization of POA and training calendar. Promotional and developmental schemes Follow up of HO meetings and annual and periodical reports. ISO, RTI, Parliamentary Questions, VIP references. Administration / Establishment / Procurement / Store Any other work given from time to time. 	<ul style="list-style-type: none"> To examine and analyze all matters for jobs allotted and put up with due recommendation. To issue letters/circular to convey the decision/approval of competent authority and seeking information from ROs. To sign store indent for stationery/other material Signing/ Jointly signing (cheques exceeding Rs. 15,000.00) of all cheques, on banking account, drawl and acceptance of all bills, notes and other negotiable instruments on behalf of LINAC, NCDC. To act as course coordinator for training program(s).
Assistant Directors	Work pertaining to Accounts <ul style="list-style-type: none"> Imprest Account, Maintenance of Accounts. Maintenance of Cash Book and disbursement statement. Reconciliation of monthly statement of accounts. Disbursement of salary, medical and advances etc. Expenses control statement. GST related works Reconciliation of Administrative expenses with HOs ledger. Control of cheques (issues) book etc. T.A. advance and settlement of bills LTC advance / festival advance Regular Housekeeping / Cleanliness and Horticulture Anti-encroachment In-charge. Any other work given from time to time. Training and Administration <ul style="list-style-type: none"> To act as training coordinator and related work. Preparation of cost estimates & tender documents for infrastructure / Upgradation. Maintenance of old hostel Overall property maintenance of building including insurance and property tax of the Academy. Procurement through (GeM) & others 	<ul style="list-style-type: none"> To examine and analyze all matters for jobs allotted related to training programs and promotional and development program etc. and put up with due recommendation. Endorsement of cheques, bills, notes and other negotiable instruments payable to LINAC, NCDC. Issues of sanction order related to advance/ expenses. To examine and analyse all matters related to maintenance of office buildings and residential flats. Preparation of tender and procurement through GeM as per requirements. To sign store indent for stationery/other material. Signing/ jointly signing (cheques exceeding Rs.

	<ul style="list-style-type: none"> • Use of Hindi in office • Periodical reports • Repair & maintenance of building facilities/auditorium • Waste management • Work related to photocopier machine • Housekeeping • Payment of electricity & water bills of office and residential blocks. • To act as a training coordinator and related work. • Promotional and developmental schemes • Security / ISO / Parliament questions / VIP reference / RTI • Tendering documents related to security • All Work related to library - supervising library, ensuring appropriate cataloguing, referencing, placements, verifications of books etc. • Adherence to fire safety norms and maintenance of fire fighting equipments. • To act as a training coordinator and related work. • Finalization of POA and training calendar. • Compilation of training material and information resource unit • Overall Management of Hostel including inventory and facilities • Maintenance of executive hostel • Work related to SAHAKAR-22 • Work related to FPO, PMMSY and PMFME schemes 	<p>15,000.00) of all cheques, on banking account, drawl and acceptance of all bills, notes and other negotiable instruments on behalf of LINAC, NCDC.</p> <ul style="list-style-type: none"> • Endorsement of cheques, bills, notes and other negotiable instruments payable to LINAC, NCDC. • To act as course coordinator for training program(s).
POs	<ul style="list-style-type: none"> • To act as a training coordinator and related work. • Finalization of POA and training calendar. • Coordinating and liaisoning with HO/other organizations for the activities of the Academy as required. • Follow up of HO meetings (SOM, BOM, GC etc.) • Annual Work Plan, Annual Report, Programme of Activities and other Periodical Reports • International and special training programs. • Maintenance of Auditorium • To act as a training coordinator and related work. • Tendering documents related to Housekeeping / Catering / Photocopier and AMC of all office equipments • Payment of Electricity & water bills of office and residential blocks • Work related to SAHAKAR-22. • Maintenance of old hostel • Work related to establishment / administration including maintaining and updating personal files / papers and contingencies • Catering related work • E-Newsletter. • Security related work apart from payment • Parliamentary questions / VIP References / RTI • Maintenance of executive hostel • Procurement of machinery, office equipments and other dead stock 	<ul style="list-style-type: none"> • To examine and carry out primary analysis of matters for jobs allotted and propose action. • To act as course coordinator for training program(s). • To record and maintain files & other documents of the division.

PSs	<ul style="list-style-type: none"> • Providing secretarial services, need based support to the officer (s) • Responsible for providing stenographic (English & Hindi) and secretarial assistance, maintaining dak receipt register, attend fax machine. • Maintenance of records of training programmes and trained personnel and carry out other miscellaneous work assigned by the concerned officers. • Any other work given from time to time 	<ul style="list-style-type: none"> • Assess new and raise indent for stationery / other consumables. • Diaries and records all incoming and outgoing communications. • Control incoming and outgoing communication through telephone & other modes. • Control needs bases access of visitors to the officer
Sr. Assistants	<ul style="list-style-type: none"> • To assist course coordinator(s) in organising training programmes and relate work. • Maintenance of biometric machine and work related to attendance, leave records etc. • Monthly payment of security services & housekeeping • Payment of newspapers bills & telephone bills of the officials • Waste Management • Monitoring of housekeeping, hygiene and taste etc. of food in dining hall • Maintenance of public address system, lighting, ACs, audio-visuals aids etc. • To assist course coordinator(s) in organising training programmes and relate work • Overall supervision classrooms and syndicate rooms. • Work related to library including procurement, indexing / inventory, maintenance and issue of books, journals, magazines, newspapers. 	<ul style="list-style-type: none"> • To examine and carry out primary analysis of matters for jobs allotted and propose action; • Raise indent for stationery/other materials; • Raise requisition for Photostat of documents; • To record and maintain files & other documents of the Academy.
Jr. Assistants	<ul style="list-style-type: none"> • Accounts work of the Academy including: <ul style="list-style-type: none"> ❖ Maintenance of Accounts. ❖ Maintenance of Cash Book and disbursement statement. ❖ Reconciliation of monthly statement of accounts. ❖ Disbursement of salary, medical and advances etc. ❖ GST related works ❖ Expenses control statement. ❖ Reconciliation of Administrative expenses with HO"s ledger. ❖ Control of cheques (issues) book etc. ❖ T.A. advance and settlement of bills ❖ LTC advance / festival advance • Horticulture • Anti – encroachment related work. • Maintenance of office vehicles their services, log books, insurance and hiring of transport. • Operate PABX and Intercom • Reception. • Maintenance of design studio. • Production of self learning videos. • Log book of DG Set 	<ul style="list-style-type: none"> • To examine and carry out primary analysis of matters for jobs allotted and propose action; • To record and maintain files and other documents of the Academy.

	<ul style="list-style-type: none"> • E-certificates related work. • Maintenance of ACs. • Store management • Maintenance of upkeep services of area and payment, inventory management , dead stock and verification • Any other work given from time to time. 	
PA	<ul style="list-style-type: none"> • Providing secretarial services need based support to the officer (s). • Supporting in training related correspondence. • Any other work given from time to time. 	<ul style="list-style-type: none"> • To examine and carry out primary analysis of matters for jobs allotted and propose action; • To record and maintain files and other documents of the Academy
Electrician	<ul style="list-style-type: none"> • Repair & maintenance of teaching equipments, electrical fittings and installations in the office, training halls, hostel and residential block • Maintaining records of diesel utilization register for DG set and other electrical consumables. • Maintenance of electrical and plumbing fittings / installation. • Recording of meter readings in the residential flats on regular basis. • Maintenance of all machines / equipments in the campus like main electrical installation, ACs, tubewell. • DG Sets, fax machines, computers, electrical fans / lights, desert coolers, water tanks, cables, water coolers, fridge, exhaust fans, water purifier equipments, fire fighting equipments etc. • Maintenance of public address system, lighting, ACs, audio-visuals aids etc • Any other work given from time to time 	<ul style="list-style-type: none"> • To keep the electrical equipments and channels in working position
Driver	<ul style="list-style-type: none"> • Driving, maintaining and upkeep of the office vehicle • Maintaining fuel consumption records and log book etc. up to date, and timely submission for inspection • Updating of vehicle records and compliance with other requirements of Transport Authorities • Log book of Office vehicle • Any other work given from time to time 	<ul style="list-style-type: none"> • To keep the vehicle in working order
MTS	<ul style="list-style-type: none"> • To ensure cleaning of rooms, furniture, fixtures, upkeep of files, making sets and binding of training materials, providing drinking water, attending bell, switch off the lights, fans, ACs etc. carrying papers / files, bank and outside related work and other jobs / responsibilities assigned by concerned officers / staff. • To attend training hall, faculty and trainers requirement in class • To ensure cleaning of rooms, furniture, fixtures, upkeep of files, making sets and binding of training materials, providing drinking water, attending bell, switch off the lights, fans, ACs etc. carrying papers / files, bank and outside related work and other jobs / responsibilities assigned by concerned officers / staff. • Any other work given from time to time 	<ul style="list-style-type: none"> • Keep files/records in proper place; • Get photocopied of documents; • Track document for photocopy; • Proper making of sets • Distribute the circulars etc.; • Carrying file/document from one officer to other officer within academy/outside academy; • To cater the needs of officers and visitors

ABBREVIATIONS

AC	Air Conditioner
A/C	Accounts
AD	Assistant Director
AMC	Annual Maintenance Contract
ATC	Annual Training Calendar
AV	Audio-Visual
BOM	Board of Management
CD	Chief Director
CICTAB	Centre for International Cooperation and Training in Agriculture Banking
CL	Casual Leave
CVC	Central Vigilance Commission
DAC	Deptt. of Agriculture & Cooperation
DCBM	Diploma in Cooperative Business Management
DVD	Digital Versatile Disk
DMD	Dy. Managing Director
EPABX	Electronic Private Automatic Branch Exchange
FDP	Faculty Development Program
FPO	Farmer Producer Organization
GA	General Administration
GFR	General Financial Rules
HDC	Higher Diploma Course in Cooperation
HO	Head Office
HOD	Head of Division
ICM	Institute of Cooperative Management
IIMA	Indian Institute of Management, Ahmadabad
IIMI	Indian Institute of Management, Indore
JTC	Junior Cooperative Training Centre
LCD	Liquid Crystal Display
LINAC	Laxmanrao Inamdar National Academy for Cooperative Research and Development
MD	Managing Director
MTS	Multi-Tasking Staff
NCCT	National Council for Cooperative Training
NCDC	National Cooperative Development Corporation
OTA	Overtime Allowance
PO	Program Officer
POA	Program of Activities
RD	Regional Director
RH	Restricted Holiday
RTGS	Real Time Gross Settlement
RTC	Regional Training Centre
SPA	Senior Personal Assistant
SPS	Senior Personal Secretary
PS	Private Secretary
TA	Tour Advance
TDS	Tax Deducted at Source
TOLIC	Town Official Language Implementation Committee
LINAC	Laxmanrao Inamdar National Academy of Cooperative Research and Development
VAMNICOM	Vaikunth Mehta National Institute of Cooperative Management

National Cooperative Development Corporation
Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Gurugram

Name of the Training Program _____
Date _____

Pre-Course Questionnaire

A. Personal Information

1. Name & Designation.....
.....
2. ICDP/Office Address
.....
3. Age
4. Educational/ Professional Qualification
.....
5. Training Programmes attended, if any.....
.....
6. Length & nature of service experience
.....
7. Month/year of associating with ICDP
.....
8. Hobbies
.....

B. Job Related Information:

1. What is your role in development of cooperatives?

.....

.....

.....

.....

2. Briefly mention your specific job and responsibilities in respect of ICDP

.....

.....

.....

.....

3. Describe the problem(s) and difficulties encountered in smooth conduct of your job

.....

.....

.....

4. Enlist your strengths and lesser strengths in respect of implementation of ICDP

.....

.....

.....

.....

5. What are your expectations from this training programme?

.....

.....

.....

.....

Signature

National Cooperative Development Corporation
Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Gurugram

Name of the Training Program _____
 Date _____

END-OF COURSE EVALUATION

- ✓ This is an evaluation of the programme and not of your performance
- ✓ The name and signature are optional.
- ✓ Be frank and forthright to help us evaluate the programme effectively.
- ✓ Please put the mark tick (✓) in the appropriate box.
- ✓ Supplement your reactions with comments, if any.

A. Quality of the training programme

1. How was the programme as a learning experience?

()	Very good
()	Good
()	Average

2. To what extent are the programme objectives achieved?

()	Fully
()	To a large extent
()	To some extent

3. To what extent the training programme will be helpful in your job area?

()	Fully
()	To a large extent
()	To some extent

4. How is the programme likely to improve your job performance? (tick as many as you wish)

()	Taking better decisions
()	Applying appropriate methods/techniques
()	Better execution of job responsibilities
()	Better appraisal of sub-projects
()	Improved supervision and guidance of project personnel
()	Better control on execution of project components
()	Upgrading the skills of other functionaries
()	Any other (please specify)

5. How do you rate the faculties?

	<u>LINAC Faculty</u>	<u>Guest Faculty</u>
Very useful	()	()
Fairly useful	()	()
Not so useful	()	()

6. How was the programme coordinated?

- () Very well
() Fairly well
() Not so well

7. How were the physical facilities in the training hall?

- () Very Good
() Good
() Not satisfactory

B. Quality of content and material of the training programme

8. How was the coverage of the course?

Adequate () Inadequate ()

9. Suggest topics which should have been

- (a) Included.....
.....
(b) Excluded.....
.....
(c) Covered in more detail.....
.....

10. What was the proportion of lectures and discussions in the programme?

- () Right mix of both
() Too much lecture
() Too much discussion

11. How useful was the training material in learning process?

- () Very useful
() Fairly useful
() Not so useful

12. How was the use of audio-visual aids?

- () Good combination of all
() Adequate
() Inadequate

C. Quality of field visit of the training programme

13. How effective was learning during field visit?

- () Very effective
() Fairly effective
() Not so effective

14. How was the duration of the field visit?

- () Adequate
() Short
() Long

15. Any suggestion for type of societies/ sector visited during field study.

D. Quality of boarding, lodging and hygiene

16. How were the boarding arrangements?

- () Very Good
() Good
() Not satisfactory

17. How were the lodging arrangements?

- () Very Good
() Good
() Not satisfactory

18. How were the overall hygiene of the boarding and lodging arrangement?

- () Very Good
() Good
() Not satisfactory

E. Any other comments and suggestions.

.....
.....
.....
.....
.....

**NAME OF THE PARTICIPANT
(OPTIONAL)**

Thanks for giving the benefit of your views on different aspects of the programme.

Online Training Program

END-OF COURSE EVALUATION

- ✓ This is an evaluation of the programme and not of your performance
- ✓ The name and signature are optional.
- ✓ Be frank and forthright to help us evaluate the programme effectively.
- ✓ Please put the mark tick (✓) in the appropriate box.
- ✓ Supplement your reactions with comments, if any.

A. Quality of the training program

1. How was the program as a learning experience?

()	Very good
()	Good
()	Average
2. To what extent are the program objectives achieved?

()	Fully
()	To a large extent
()	To some extent
3. To what extent the training program will be helpful in your job area?

()	Fully
()	To a large extent
()	To some extent
4. How do you rate the facilitation/ delivery of inputs by the faculty?

()	Very useful
()	Fairly useful
()	Not so useful
5. How was the program coordinated through zoom video communications?

()	Very well
()	Fairly well
()	Not so well

B. Quality of content of the training program

6. How was the coverage of the course?

Adequate () Inadequate ()

7. Suggest topics which should have been

(a) Included.....

(b) Excluded.....

(c) Covered in more detail.....

8. What was the combination of lectures, discussions and exercises in the program ?

() Right mix of all

() Too much lecture

() Too much discussion

() Too much exercises

10. How was the use of audio - visual quality of the zoom video communications

() Good combination of all

() Adequate

() Inadequate

C. Any other comments and suggestions.

.....

.....

.....

.....

NAME OF THE PARTICIPANT
(OPTIONAL)

.....

Thanks for giving the benefit of your views on different aspects of the programme.

END-OF COURSE EVALUATION FORM

Online Training Program on "General Management in Primary Level Cooperatives at RTC Bhubaneswar "(18-19 June, 2020)

*Required

1. How was the program as a learning experience? *

☐ Very good

☐ Good

☐ Average

2. To what extent are the program objectives achieved? *

☐ Fully

☐ To a large extent

☐ To some extent

3. To what extent the training program will be helpful in improving your personality or job area? *

☐ Fully

☐ To a large extent

☐ To some extent



4. How do you rate the facilitation/ delivery of inputs by the faculty? *

- ☐ Very useful
- ☐ Fairly useful
- ☐ Not so useful

5. How was the program coordinated through Zoom Video Communications platform? *

- ☐ Very well
- ☐ Fairly well
- ☐ Not so well

6. How was the experience of online training program through zoom Video Communications platform in terms of audio - visual quality, convenience, user friendliness, etc. ? *

- ☐ Very good
- ☐ Good
- ☐ Average

Any other comments and suggestions.

Your answer

Name of the Participant(Society, District)

Your answer



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पाठ्यक्रम का समापन मूल्यांकन

क्षेत्रीय प्रशिक्षण केंद्र गाँधी नगर में ऑनलाइन प्रशिक्षण कार्यक्रम
“प्राथमिक स्तर के सहकारी समितियों में सामान्य प्रबन्धन”
(22-23 जून, 2020)

*Required

1. सीखने के अनुभव के रूप में कार्यक्रम कैसा था ? *

- ☐ बहुत अच्छा
- ☐ अच्छा
- ☐ औसत

2. इस कार्यक्रम में किस सीमा तक उद्देश्य को हासिल किया ? *

- ☐ पूर्णतया
- ☐ बृहद सीमा
- ☐ सामान्य

3. यह प्रशिक्षण कार्यक्रम आपके व्यक्तित्व या कार्य क्षेत्र में सुधार लाने में किस हद तक सहायक सिद्ध होगा ? *

- ☐ पूर्णतया
- ☐ काफी हद तक
- ☐ कुछ हद तक

4. आप संकाय द्वारा सुसाध्य किए गए सुगमता/भाषण प्रस्तुतियों का मूल्यांकन कैसे करेंगे ? *

- ☐ बहुत उपयोगी
- ☐ उपयोगी
- ☐ कम उपयोगी

5. ज़ूम वीडियो संचार मंच के माध्यम से कार्यक्रम का संचालन कैसा था ? *

- ☐ अधिक उपयोगी
- ☐ उपयोगी
- ☐ कम उपयोगी

6. श्रव्य दृश्य गुणवत्ता (audio-visual quality), सुविधा (convenience), उपयोगकर्ता के अनुकूल (user friendliness) आदि के संदर्भ में ज़ूम वीडियो संचार मंच के माध्यम से ऑनलाइन प्रशिक्षण कार्यक्रम कैसा था ? *

- ☐ अधिक उपयोगी
- ☐ उपयोगी
- ☐ कम उपयोगी

अन्य टिप्पणी और सुझाव

Your answer

प्रतिभागी का नाम(समिति एवं जिला)

Your answer

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প্রশিক্ষণ সমাপ্তি মূল্যায়ন

অনলাইন প্রশিক্ষণ কর্মসূচি

"প্রাথমিক স্তরের সমবায় সমিতিতে জেনারেল ম্যানেজমেন্ট"
রিজিওনাল ট্রেনিং সেন্টার, কোলকাতা
(26 জুন এবং 29 জুন, 2020)

*Required

☐ Option 1

1. শেখার অভিজ্ঞতা হিসাবে প্রোগ্রামটি কেমন ছিল? *

- ☐ খুব ভালো
☐ ভালো
☐ ঠিকঠাক

2. এই প্রোগ্রামের লক্ষ্য কতটুকু অর্জন হয়েছে? *

- ☐ সম্পূর্ণরূপে
☐ বৃহৎ পরিসরে
☐ কিছুটা

3. প্রশিক্ষণ প্রোগ্রামটি আপনার ব্যক্তিত্ব বা কাজের উন্নতিতে কতটা সহায়ক হবে? *

- ☐ সম্পূর্ণরূপে
☐ বৃহৎ পরিসরে
☐ কিছুটা



4. প্রশিক্ষক প্রদত্ত প্রশিক্ষণের মূল্যায়ন *

- ☐ খুব কার্যকরী
- ☐ মোটামুটি কার্যকরী
- ☐ বিশেষ কার্যকরী নয়

5. জুম ভিডিও প্ল্যাটফর্মের মাধ্যমে প্রোগ্রামটি কীভাবে সমন্বিত হয়েছিল? *

- ☐ খুব ভালো
- ☐ মোটামুটি ভালো
- ☐ ভাল না

6. জুম ভিডিও প্ল্যাটফর্মের মাধ্যমে আয়োজিত অনলাইন প্রশিক্ষণ কর্মসূচীর অডিও-ভিডিওর গুণমান, সুবিধা, সহজ ব্যবহার যোগ্যতা ইত্যাদি কেমন ছিল? *

- ☐ খুব ভালো
- ☐ ভালো
- ☐ ঠিকঠাক

7. অন্য কোনো বিষয়ে আপনার কোনো মন্তব্য এবং পরামর্শ থাকলে অনুগ্রহ করে নিচের লিখুন:

Your answer

8. অংশগ্রহণকারীর নাম, সমিতি, জেলা

Your answer

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శిక్షణ ముగింపు మూల్యాంకనం

ఆన్ లైన్ శిక్షణ కార్యక్రమం

"ప్రాంతీయ శిక్షణా కేంద్రం (ఆ.రీ.సీ) హైదరాబాద్ వద్ద ప్రాథమిక స్థాయి సహకార సంస్థలలో వ్యాపారాభివృద్ధి మరియు ఆస్తి నిర్వహణ (16 మరియు 17 జూలై 2020)"

*Required

1. కార్యక్రమం ఎలా ఉంది? *

- ☐ చాలా బాగుంది
- ☐ బాగుంది
- ☐ సగటుగా ఉంది

2. ప్రోగ్రాము లక్ష్యాలు ఎంత వరకు సాధించబడతాయి? *

- ☐ పూర్తిగా
- ☐ చాలా వరకు
- ☐ కొంత వరకు

3. మీ వ్యక్తిత్వము లేదా ఉద్యోగ ప్రావిణ్యం మెరుగు పరచడంలో శిక్షణ కార్యక్రమం ఎంత వరకు సహాయ పడుతుంది? *

- ☐ పూర్తిగా
- ☐ చాలా వరకు
- ☐ కొంత వరకు

4. అధ్యాపకుల యొక్క ఉపన్యాస విధానంపై మీ స్పందన? *

- ☐ చాలా ఉపయోగకరం
- ☐ చాలా ఉపయోగకరంగా ఉంటుంది
- ☐ అంత ఉపయోగకరంగా లేదు

5. జూమ్ వీడియో కమ్యూనికేషన్ ప్లాట్ఫారం ద్వారా ప్రోగ్రాము ఎలా సమన్వయము చేయబడింది? *

- ☐ చాలా బాగుంది
- ☐ బాగా ఉంది
- ☐ అంత బాగా లేదు

6. ఆడియో - దృశ్య నాణ్యత సౌలభ్యం, వినియోగదారు స్నేహపూర్వకత మొదలయిన వాటి పరంగా జూమ్ వీడియో కమ్యూనికేషన్ ప్లాట్ఫారం ద్వారా ఆన్ లైన్ శిక్షణ ప్రోగ్రాము యొక్క అనుభవం ఎలా ఉంది ? *

- ☐ చాలా బాగుంది
- ☐ బాగుంది
- ☐ సగటుగా ఉంది

7. ఏదయినా ఇతర వ్యాఖ్యలు మరియు సూచనలు ? *

Your answer

8. పాల్గొనే వారి పేరు, సంఘము, జిల్లా

Your answer



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ಕಾರ್ಯಕ್ರಮದ ಮೌಲ್ಯಮಾಪನ

ಪ್ರಾದೇಶಿಕ ತರಬೇತಿ ಕೇಂದ್ರ, ಬೆಂಗಳೂರು

ಆನ್‌ಲೈನ್ ತರಬೇತಿ ಕಾರ್ಯಕ್ರಮ

ಪ್ರಾಥಮಿಕ ಶ್ರೇಣಿ ಸಹಕಾರಿ ಸಂಘಗಳಲ್ಲಿ ಸಾಮಾನ್ಯ ನಿರ್ವಹಣೆ
(24-25 ಜೂನ್-2020)

*Required

1. ಕಾರ್ಯಕ್ರಮದ ಕಲಿಕಾ ಅನುಭವ ಹೇಗಿತ್ತು ? *

- ☐ ಅತ್ಯುತ್ತಮ
- ☐ ಉತ್ತಮ
- ☐ ಸಾಧಾರಣ

2. ಕಾರ್ಯಕ್ರಮದ ಉದ್ದೇಶಗಳನ್ನು ಎಷ್ಟರ ಮಟ್ಟಿಗೆ ಸಾಧಿಸಲಾಗಿದೆ? *

- ☐ ಸಂಪೂರ್ಣವಾಗಿ
- ☐ ಉತ್ತಮ ಮಟ್ಟಿಗೆ
- ☐ ಸ್ವಲ್ಪ ಮಟ್ಟಿಗೆ

3. ನಿಮ್ಮ ವ್ಯಕ್ತಿತ್ವ ಅಥವಾ ಉದ್ಯೋಗವನ್ನು ಸುಧಾರಿಸುವಲ್ಲಿ ತರಬೇತಿ ಕಾರ್ಯಕ್ರಮವು ಎಷ್ಟರ ಮಟ್ಟಿಗೆ ಸಹಾಯ ಮಾಡುತ್ತದೆ? *

- ☐ ಸಂಪೂರ್ಣವಾಗಿ
- ☐ ಉತ್ತಮ ಮಟ್ಟಿಗೆ
- ☐ ಸ್ವಲ್ಪ ಮಟ್ಟಿಗೆ



4. ಅಧ್ಯಾಪಕರಿಂದ ದೊರೆತ ಮಾರ್ಗದರ್ಶನ/ಕಲಿಕೆಯನ್ನು ನೀವು ಹೇಗೆ ಮೌಲ್ಯಮಾಪನ ಮಾಡುತ್ತೀರಿ? *

- ☐ ಬಹಳ ಉಪಯುಕ್ತವಾಗಿದೆ
- ☐ ಸಾಕಷ್ಟು ಉಪಯುಕ್ತವಾಗಿದೆ
- ☐ ಅಷ್ಟು ಉಪಯುಕ್ತವಲ್ಲ

5. ಜೂಮ್ (Zoom) ವೀಡಿಯೋ ಸಂವಹನ ವೇದಿಕೆಯ ಮೂಲಕ ಕಾರ್ಯಕ್ರಮವನ್ನು ಹೇಗೆ ಸಂಯೋಜಿಸಲಾಯಿತು ? *

- ☐ ತುಂಬಾ ಚೆನ್ನಾಗಿದೆ
- ☐ ತಕ್ಕಮಟ್ಟಿಗೆ ಚೆನ್ನಾಗಿದೆ
- ☐ ಅಷ್ಟು ಚೆನ್ನಾಗಿಲ್ಲ

6. ಆಡಿಯೋ-ದೃಶ್ಯ ಗುಣಮಟ್ಟ, ಅನುಕೂಲತೆ, ಬಳಕೆದಾರ ಸ್ನೇಹಪರತೆ ಇತ್ಯಾದಿಗಳ ವಿಷಯದಲ್ಲಿ ಜೂಮ್ (Zoom) ವೀಡಿಯೋ ಸಂವಹನ ವೇದಿಕೆಯ ಮೂಲಕ ಆನ್‌ಲೈನ್ ತರಬೇತಿ ಕಾರ್ಯಕ್ರಮದ ಅನುಭವ ಹೇಗೆ ? *

- ☐ ಅತ್ಯುತ್ತಮ
- ☐ ಉತ್ತಮ
- ☐ ಸಾಧಾರಣ

7. ಯಾವುದೇ ಇತರೆ ಟಿಪ್ಪಣಿ ಮತ್ತು ಸಲಹೆಗಳು.

Your answer

ಭಾಗವಹಿಸಿದವರ ಹೆಸರು(ಸಂಘದ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ, ಜಿಲ್ಲೆ)

Your answer



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NCDC

Assisting Cooperatives, Always!

LINAC/2021-2022/TN/00/00/00/0000

CERTIFICATE OF PARTICIPATION

This certificate is awarded to

Sh. XYZ

XYZ society

state

Society Regd. No.

For participating in the Online Training Programme

on

"Training name "

From date

Organised by

Laxmanrao Inamdar National Academy for Cooperative Research and Development
LINAC, Plot No. 89, Sector-18, Gurugram – 122015, Haryana

REGIONAL DIRECTOR

CHIEF DIRECTOR

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
राष्ट्रीय सहकारी विकास निगम

Laxmanrao Inamdar National Academy for Cooperative Research and Development

PROMOTIONAL & DEVELOPMENTAL PROGRAMMES

NCDC implements the following schemes to provide opportunities to cooperative personnel to acquire professional competencies through training and study visits, besides encouraging academic excellence.

1. **Fellowship for Faculty Development Programme (FDP) in Management at Indian Institute of Management (IIM), Ahmedabad and Indore.**
 - Six Fellowships out of which two are reserved for SC/ST category.
 - Senior/middle level Faculty members of VAMNICOM; ICMSs under NCCT; Agriculture Cooperative Staff Training Institute; Heads of JTCs of State Cooperative Unions and NCDC officers above the level of Programme Officers are eligible.
 - Candidates should have Post-graduate level teaching experience or industrial/research experience of at least 2 years. Preference is given to participants aged less than 45 years.
2. **Fellowship for Diploma in Cooperative Business Management (DCBM) (36 weeks residential course) at Vaikunth Mehta National Institute of Coop. Management (VAMNICOM), Pune**
 - Four fellowships out of which two are reserved for SC/ST candidates.
 - Fellowships are awarded to the middle level managers/executives working in the following Cooperative Organizations.
 - ❖ All state and district level cooperative federations covering sugar factories, spinning mills, poultry, fishery and dairy cooperatives.
 - ❖ All agricultural cooperative marketing and processing societies including cold storages, sugar mills, spinning mills, and all other cooperatives covered by the programmes under the purview of NCDC.
 - Candidates should preferably be below 45 years of age (relaxable in deserving cases), with good knowledge of English and holding at least a bachelor degree with minimum of three years experience in managerial capacity in cooperative organizations/Government Departments.
 - Fellowships are open to NCDC's own officials of the level of Assistants, Programme Officers and Assistant Directors.

3. Awards to the meritorious students of Higher Diploma Course (HDC) in Cooperation

- NCDC awards cash prizes to meritorious students attending the HDC in Cooperation conducted by the network of the ICMs, under aegis of NCCT, New Delhi.
- Amount of the cash are Rs.3000/- Rs.2000/- and Rs.1000/- for the first, second and third position holders respectively.
- Awarded to the candidates securing a minimum of 60% marks and subject to the capacity utilization of the course to the extent of at least 66%.

4. Organization of Study Visit to good working Marketing/Processing societies.

- The scope of the scheme covers all types of cooperative societies under NCDC's mandate. Visit to cooperative societies will be confined to the Directors of Board of Management, Chief Executives and key personnel of cooperative societies.
- Study visit may comprise of 10-15 officials/non-officials of cooperatives of less developed areas to good working Cooperative marketing and Processing Societies within the country. Not more than 3 representatives of one society would be included in the team.
- The proposal for study visit may be recommended by Regional Director of NCDC or State Government.
- Duration of visit is normally up to 5 days (excluding journey period).
- NCDC defrays first class/AC 3 tier sleeper return rail fare to the members from the headquarters of their society to the destination(s).
- NCDC meets boarding and lodging cost of the participants up to a maximum of Rs. 1000/- per day per participants during the field visit. For journey period boarding charges @ Rs.500/- per person per day are provided.
- A provision limited to Rs.10,000/- for each visit is included to meet the cost on medical treatment for ailment / problem arisen during the period of visit and to cover other exigencies.

For further details, please contact or write to:-

Chief Director

LINAC (Laxmanrao Inamdar National Academy of Cooperative Research and Development)

National Cooperative Development Corporation

Plot No. 89, Sector-18,

Gurugram, Haryana – 122015

Ph: 0124-2349027/2349028/2340671

Fax: 0124-2340674

e-mail.linac@ncdc.in

CHECK LIST FOR EXAMINING PROPOSALS PERTAINING TO PROMOTIONAL AND DEVELOPMENTAL SCHEMES

NCDC Scheme of Award of Fellowship

Parameters	✓ (tick mark)
• Nominations were received within the stipulated date	
• The applications have been forwarded through proper channel	
• The candidatures have been duly recommended by the competent authority	
• The applications are complete in all respects in terms of filling up of all the pages and enclosures of photo and other relevant documents	
• The category (Gen./SC/ST) to which the prospective candidates belong has been checked	
• The candidates meet the eligibility norms of : <ul style="list-style-type: none"> ○ Age ○ Educational qualifications ○ Experience <ul style="list-style-type: none"> - Teaching - Non-teaching 	
• The applications satisfy all the desired criteria and can be put up for approval	

CHECK LIST FOR EXAMINING PROPOSALS PERTAINING TO PROMOTIONAL AND DEVELOPMENTAL SCHEMES

Organization of study visit to good working Marketing/Processing Societies

Parameters	☐ (Tick Mark)
• The study visit proposal is in the prescribed format	
• The proposal is recommended by the respective State Govt./concerned Regional Director of NCDC	
• The proposal has been forwarded by the concerned Regional Directorate of NCDC with his comments/observations	
• Beneficiary societies are cooperatively lesser developed so as to justify the visit to similar successful cooperatives elsewhere	
• The proposed team comprises of around 10 - 15 members from different societies	
• The study team is a mix of key officials and non officials of the cooperatives	
• The duration of the field visit is up to five days excluding the journey time	
• Field visit itinerary has been drawn up judiciously to cover one to two societies a day preferably located in a cluster to facilitate logistics	
• The financial estimates are reasonable and confirming to the tenets of the scheme viz; <ul style="list-style-type: none"> ○ Is the train travel by the prescribed class (ordinary first class/AC III tier)? ○ Is the lodging & boarding estimate within the stipulated rates of 1000/- per person per day during field visit and boarding charges alone @ Rs.500/- per person per day during journey days? ○ Local field visit estimates reasonable commensurate with the travel distance in kms. 	
• The societies proposed to be visited are successful in the identified areas and worth of emulation	

ASSESSING THE IMPACT/USEFULNESS OF THE CORPORATION SPONSORED SCHEME OF 'STUDY VISIT TO SUCCESSFUL COOP.MKTG. & PROCESSING SOCIETIES'

I. GENERAL

Beneficiary societies (No. & Type) :

Study team (composition) :

Societies visited :

Duration of visit :

II. USEFULNESS OF THE VISIT

How was the team's experience of the study visit in terms of the following? (Tick as many as applicable)

- ☐ Got an opportunity to understand the working of a successful society.
- ☐ Could identify the distinctive factors of the good working societies vis-à-vis constraints in own society.
- ☐ Fruitful interaction with the cooperative management and members.
- ☐ Inspired to initiate suitable changes in own cooperatives.
- ☐ Got an insight into improved business models & managerial practices
- ☐ Any other (pl.specify)

Comments:-

III. REPLICATION OF THE SUCCESS FACTORS IN BENEFICIARY SOCIETIES

A) What specific actions were initiated by the team members for betterment of the beneficiary cooperatives?

- i)
- ii)
- iii)
- iv)

- (B) How were the learning lessons drawn from the visit were replicated in the beneficiary societies in respect of the various success factors observed by the team ? (a few indicative aspects of success are mentioned below)

<u>Aspect</u>	<u>As replicated in beneficiary cooperatives</u>
• Preparation of Business Plan and its implementation
• Members' participation in affairs of the society
• Leadership qualities and style (BOD)
• GB meeting – regularity & attendance
• New activities/Possibilities of diversification
• Training of members, staff, BODs
• Use of computers
• Book keeping, Accounting process & Auditing-completeness and promptness
• Networking/linkages with other cooperatives/ Institutions
• Welfare services for members/community
• Any other (pl.specify)

(IV) BENEFITS DERIVED BY THE BENEFICIARY COOPERATIVES

- a) As a result of the visit please indicate the ways in which the beneficiary cooperatives could succeed in identifying and removing the constraints hampering its development?

.....
.....

b) List the specific benefits derived by the representative cooperative as result of the efforts initiated by the study team (example-new activity, increase in market share, increased profitability etc.)

- i)
- ii)
- iii)
- iv)

(V) SUGGESTIONS FOR IMPROVEMENT IN THE SCHEME

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NATIONAL COOPERATIVE DEVELOPEMENT CORPORATION
(GENL. ADMN. DIVISION)

No. NCDC: 7-4/2005-Genl.(Policy)

Dated: 03.06.2019

OFFICE ORDER

Sub:- Procedure for purchase of goods/services and execution of works-
Modification in Advisory- cum-Standing Purchase/ Tender Committee-
Regarding

Based on O.M. no. F.1/26/2018-PPD dt.02.04.2019 & General Financial Rules (GFR), 2017 of the Ministry of Finance, Department of Expenditure, Govt. Of India, the modified procedure for purchase of goods /services and execution of works shall remain as under:

A. Procedure for Procurement of Goods and Services:-

1. For purchase of goods/services through Government E-Market Place (GeM) -

The goods and services available on Government E-Market Place (GeM) are required to be purchased mandatorily through GeM, as per following procedure;

S.No	Financial limits	Procedure
i.	Up to Rs. 25,000/-	Through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
ii.	Above Rs. 25,000/- and up to Rs. 5,00,000/-	Through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can also be used.
iii.	Above Rs. 5,00,000/-	Through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding automobiles where current limit of 30.00 Lakh will continue).

2. For purchase of goods/services outside Government e-Market Place (GeM): The goods and services which are not available on GeM are required to be purchased by adopting following procedure.

S.No.	Financial limits	Procedure
I.	Upto Rs. 25,000/-	On the basis of Certificate of Competent Officer (without inviting quotations or bids). Format of Certificate: "I, _____ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."
II.	Above Rs. 25,000/- & up to Rs. 2,50,000/-	On the basis of Certificate of Purchase Committee consisting of three members of appropriate level as approved by Competent Authority. The Committee will survey the market to ascertain reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under: "Certified that we _____ members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."
III.	Above Rs. 2.50 lakh and upto Rs. 25.00 lakh	Through Limited tender enquiry A list of approved suppliers should be maintained for inviting responsive bids or alternatively tenders be invited from a list of suppliers. The bids should be sent directly by speed post/registered post/ courier/ email to firms for the supply of goods in question. The number of supplier firms submitting bids should be more than three. The tender enquiry should be

		published on central public procurement portal (CPPP) and on NCDC's website
iv.	Above Rs. 25.00 lakh	Through Advertised Tender Enquiry Details as Below:

- (i) Advertisement should be given on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on Government e-Market Place GeM. An organization having its own website should also publish all its advertised tender enquiries on the website.
- (ii) The complete bidding document to be made available on website and on CPPP to enable prospective bidders to make use of the document by downloading from the website.
- (iii) The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
- (iv) In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.
- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later.

B. Procedure for execution of works:-

The following procedure is to be adopted for execution of works (Civil, electrical or other such works):-

- i) Limited tenders will be called for works costing less than Rs. 5.00 Lakhs;
- ii) Open tenders will be called for works costing Rs. 5.00 Lakhs to Rs.30.00 Lakhs;
- iii) Works costing more than Rs.30.00 Lakhs may be accomplished by assigning the same to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc. in accordance with rule 133 of GFR 2017.

C. Constitution of Committees

With the approval of Managing Director, the Advisory-cum-Standing Purchase/ Tender Committee have been modified as under:

1. Advisory-cum-Standing Purchase / Tender Committee's for purchase of goods and services / works at NCDC, H.O.

S.No	Financial Limits	Committee Members
1.	Above Rs.25,000/- and upto Rs.2.50 lakh	i) Director(GA) / Dy. Director (GA)/ Asstt. Director (GA) in the absence of Dy. Director (GA) ii) Dy. Director (Finance)/ Asstt. Director (Finance) in the absence of Dy Director (Finance) iii) Dy. Director (User Division)/ Asstt. Director (User Division)
2.	Above Rs. 2.5 lakh and upto Rs.5.00 lakh	i) Executive Director(GA)/ Chief Director (GA) / Director (GA) OR Dy. Director (GA) in the absence of Chief Director (GA) ii) Chief Director (Finance) / Dir. (Finance) OR Dy. Director (Finance) in the absence of Chief Director (Finance) iii) Chief Director (Admn.)/ Dy. Director (Admn.) in the absence of Chief Director (Admn.) iv) Chief Director/ Director (User Division) OR Dy. Director in the absence of Chief Director/ Director (User Division).
3.	Above Rs.5.00 lakh	To be nominated by DMD/MD on case to case basis

2. Advisory-cum-Standing Purchase / Tender Committee's for LINAC Institute, Gurugram

S.No	Financial Limits	Committee Members
1.	Above Rs. 25,000 and up to Rs. 2.50 lakh	i) Director (LINAC) ii) Dy. Director (LINAC) iii) Asstt. Director (Finance) OR Sr. Asstt. (Finance)- LINAC
2.	Above Rs. 2.50 lakh and up to Rs. 5.00 lakh	i) Executive Director(GA)/ Chief Director (GA) / Director (GA) OR Dy. Director (GA) in the absence of Chief Director (GA) ii) Chief Director (LINAC) / Director (LINAC) OR Dy. Director (LINAC) in the absence of Chief Director (LINAC) iii) Chief Director (Finance) / Dir. (Finance) OR Dy. Director

		(Finance) in the absence of Chief Director (Finance)
3.	Above Rs. 5.00 lakh	To be nominated by DMD/MD on case to case basis

This is in supersession of earlier office order no. NCDC-7-4/2005-Genl.(Policy) dated 10.01.2018.

(K.K. Choudhary)
Executive Director (GA)

To:
1. Chief Director (P&C)
2. Chief Director (LINAC)
3. Chief Director (MIS)
4. Director (Legal)
5. All Regional Directors

C.C also to:

1. SPS to Managing Director
2. SPS/PS to FA, ED (K.K.C, M.K, K.T.C.)
3. All Advisors
4. Notice Board
5. Guard File

NATIONAL COOP DEV CORPORATION
(Gen Admn Division)

No.NCDC 5-3/84-Genl

April 25, 2008

OFFICE ORDER

Sub: Residential/mobile telephone facility

The expenditure on residential telephones, broad band and mobile phone shall be governed and settle in the following manner:

- i) No ceiling in respect of Managing Director and Dy Managing Directors
- ii) No ceiling in respect of Chief Directors and Regional Directors on land line,
- iii) Monthly ceiling of Rs. 2,000/- on residential telephones in respect of Chief Directors and Regional Directors with broad band facility,
- iv) Monthly ceiling of Rs. 2,200/- on land line, mobile and broad band in respect of Chief Directors and Regional Directors not provided with mobile phones
- v) Monthly ceiling of Rs. 1,500/- on land line, mobile and broad band in respect of Directors,
- vi) Monthly ceiling of Rs. 800/- on land line, mobile and broad band in respect of permitted officers,
- vii) Monthly ceiling of Rs. 750/- on mobile phones provided to the Chief Directors at H.O.
- viii) Monthly ceiling of Rs. 750/- on mobile phones in respect of Regional Directors at Pune, Thiruvananthapuram, Bengaluru, Chennai, Hyderabad, Guwahati, Gandhinagar and Kolkata,
- ix) Monthly rentals in respect of Electrician, Shri Arvind Singh,

2. The general conditions for telephone facilities to Directors and other permitted officers shall be as follows:

- i) The amount reimbursable will cover land line and/or mobile connection,
- ii) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt. There will not be any separate ceiling for land line/mobile/broad band facility,
- iii) The amount reimbursable shall be exclusive of taxes, if any.

- iv) The officers may choose any service provider/plan within the prescribed monetary ceiling. The telephone facility shall also include broad band facility or such facilities for which data, voice or image is transferred,
- v) STD facilities may be provided at residential telephone within the prescribed monetary ceiling,
- vi) Officers have to make their own arrangements for mobile sets,

3. The order shall be effective from 1st May 2008.

This has the approval of Managing Director.


(G.P. Gupta)
Chief Director (GA)

To:

- 1. All Chief Directors
- 2. All Chief/Regional Directors
- ✓ 3. All Directors
- 4. All permitted officers

Copy to:

- 1. AD in MD's office
- 2. SPA to DMD
- 3. PS to DMD(F)

14/12/2015 11:39AM FAX

Annexure - VIII

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(GENERAL ADMINISTRATION DIVISION)**

Dated: 14/12/2015

No.NCDC:10-1/2015-GA

OFFICE ORDER


Sub:- Reimbursement of residential / mobile phone bills of the officers / officials of the Corporation - Regarding

All the Deputy Directors, Assistant Directors & their equivalents (Group A), all Group-B, Group-C officials & their equivalents in Head Office, TOPIC Institute, Gurgaon and all Regional Directorates shall be reimbursed their residential / mobile phone bills, with effect from date of issue of this order, up to the following limits:-

Officer / Official	Maximum limit per month
Deputy Directors, Assistant Directors & their equivalents	Rs 800/- + taxes
PSs to MD	Rs 800/- + taxes
Programme Officer, Sr. Assistant & their equivalents (excluding PS to MD)	Rs 400 + taxes
Junior Assistant, LDC, MTS-Peon & their equivalents	Rs 250 + taxes

All the above officers / officials may inform their residential / mobile phone number in respect of which they will claim reimbursement.

This issues with the approval of the Managing Director


(N.K. Sun)
Chief Director (GA)

To

All Deputy Directors, Assistant Directors & their equivalents
PSs to MD
All Programme Officers, Sr. Assistants & their equivalents
All Junior Assistants, LDCs, MTS-Peons & their equivalents

CC:

All Chief Directors in HO
Chief Director (TOPIC)
All Regional Directors
Director (MIS) / Director (ICDP)
PS to MD / SPS to DMD / SPS to ED

Annexure -IX

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(Personnel & Administration Division)

31/7
31/7
31/7

No.NCDC:9-2/98-Admn.

Date: 28.07.2014

CIRCULAR

With the approval of the Managing Director It has been decided to extend the facility of one daily newspaper in English or Hindi at the residences of officials of the rank of Senior Assistant and equivalent in Group-B and all employees in Group-C including erstwhile Group-D, on reimbursement basis w.e.f. 01.08.2014. The reimbursement shall, however, be limited to the monthly cost of subscription of 'Economic Times' or actual cost of monthly subscription of newspaper purchased whichever is less.

K.V. Nagaraja Setty
(K.V. Nagaraja Setty)
Chief Director(P&A)

To,

1. All concerned officials of the level of Senior Assistant and equivalent in Group-B of the Corporation including TOPIC and Regional Offices.
2. All concerned officials in Group-C and erstwhile Group-D of the Corporation including TOPIC and Regional Offices.
3. Chief Director(Finance), NCDC, New Delhi.
4. Chief Director(GA), NCDC, New Delhi.
5. SPS to MD/PA to DMD/SPS to FA/SPA to ED.
6. Notice Board.

Annexure -X

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(GENERAL ADMN: DIVISION)**

No. NCDC:8-4/2010-Genl.

Dated: 24/11/2017

CIRCULAR

As per the existing practice Briefcase/office bag/hand bag/ladies purse are being provided to all the officers/official upto the level of Programme officer & equivalent. The following norms & guidelines have now been decided with the approval of Competent Authority for purchase/reimbursement of briefcase/office bag/hand bag/ladies purse.

1. Monetary ceiling & periodicity:

Level of Officers/Officials	Revised Monetary ceiling limit	Period
Managing Director	As per Requirement	Once in 3 (Three) years
Dy. Managing Director/Financial Advisor / Executive Director	Rs. 5500	-do-
Chief Director	Rs. 5000	-do-
Director, RD Equivalent Scale	Rs. 4400	-do-
Deputy Director or Equivalent Scale	Rs. 3800	-do-
Assistant Director/ SPS or Equivalent Scale	Rs. 3300	-do-
Programme Officer/PS with financial upgradation	Rs. 2650	-do-
Programme Officer, PS & and Sr. Asstt / SPA with financial upgradation or Equivalent scale	Rs. 2200	-do-

2. Newly appointed Officers/officials of the corporation will be eligible for purchase/reimbursement of briefcase/office bag/hand bag/ ladies purse after completion of probation period.
3. Officers/officials of the corporation nominated for foreign training/tour/assignment will not be eligible for purchase/reimbursement of additional briefcase/office bag/hand bag/ ladies purse for this purpose.
4. Briefcase/office bag/hand bag/ ladies purse may be purchased by the officer/official himself/herself and the bill (in original) be submitted to Genl. Admn. Division for reimbursement as per the prescribed ceiling limits as mentioned above.


Krishan Kumar
Executive Director (GA)

Copy to:-

1. SPS to MD
2. PA to DMD
3. PPS to FA, SPS to ED(NKS), PA to ED (KK) & PS to ED(MK)
4. All Officers / officials in HO and TOPIC Institute.
5. All Regional Offices, NCDC
6. Notice Board

LINAC Organisation Chart

