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PROCESS DOCUMENT - STORAGE DIVISION

DOC.  
NUMBER.

NCDC/PD-10

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Process Document - Storage

Division

Document ID: NCDC/PD-10

Revision No: 02

Prepared By:

Reviewed By:

Approved By:

Chief Director (Storage)

QMS Documentation Committee

Managing Director



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**DOCUMENT CONTROL PAGE**

**1) REVISION HISTORY**

Revision No.		RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					
--	00		Chief Director (Storage)	--	Initial document	
00	01	01.08.2016	Chief Director (Storage)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	Documentation Committee
01	02	02.09.2020	Chief Director (Storage)	4,5,7,9,11,12,16 &17 pages of Revision 01	1. Delegation of Financial powers have been changed. 2. Purpose of AMI scheme has been changed. 3. DSC has been replaced by RSC.	Documentation Committee

**2) DOCUMENT AVAILABILITY**

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Chief Director
SOFT COPY	<a href="https://ncdc.in/documents/employee-corner/5017240619PD_Storage.pdf">https://ncdc.in/documents/employee-corner/5017240619PD_Storage.pdf</a>

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**3) CONFIDENTIALITY**

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

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iv) CSISAC Scheme Circular.....	(Annexure-V)
v) Monthly Progress Reports to DMI DAC & FW.....	(Annexure-VI)

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**1) DIVISION STRUCTURE**

Annexure-I may be referred.

**2) RESPONSIBILITIES & AUTHORITIES**

Annexure-II may be referred.

**3) ABBREVIATIONS**

AMI	Agricultural Marketing Infrastructure
BOM	Board of Management
CSS	Corporation Sponsored Scheme
CWC	Central Warehousing Corporation
DMI	Directorate of Marketing and Inspection
DAC & FW	Department of Agriculture, Cooperation & Farmers Welfare
RSC	Regional Screening Committee
FCI	Food Corporation of India
FI	Financial Institution
ICDP	Integrated Cooperative Development Project
ISAM	Integrated Scheme for Agricultural Marketing
ISC	Internal Screening Committee
GOI	Government of India
LAMPS	Large Sized Multi Purpose Cooperative Society
NABARD	National Bank for Agriculture and Rural Development
NAFED	National Agricultural Cooperative Marketing Federation of India
NHB	National Horticulture Board
NCDC	National Cooperative Development Corporation

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PACS	Primary Agricultural Cooperative Society
P&C	Planning and Coordination
PIO	Public Information Officer
PSC	Pre Screening Committee
ISAC	Integrated Scheme for Agricultural Cooperation.
RO	Regional Office
RTI	Right to Information
SRDB	Sanction Release Data Base
WDRA	Warehousing Development and Regulatory Authority

**4) PURPOSE**

To provide needful and timely financial assistance and advice to State Govt. / Cooperatives for construction & repair/ renovation of godowns in cooperative sector and business development of Cooperatives.

**5) SCOPE**

To identify and sanction financial assistance for construction/renovation of godowns and business development of Cooperatives through State Government/ directly.

Scheme	Purpose
AMI – sub scheme of Integrated Scheme on Agriculture Marketing (ISAM) (Term loan & Subsidy)	Construction of godowns
Central Sector Integrated Scheme on Agriculture Cooperation (ISAC) (Term loan & Subsidy)	Construction & repair/ renovation of godowns
Corporation Sponsored Scheme (CSS) (Term loan only)	Construction & repair/ renovation of godowns
Margin Money (Term loan & Subsidy) and working Capital Assistance (loan)	Business Development.

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6) PROCESS

6.1) Preparation of Yearly Programme of Activities (POA)

Process Input	Source
Previous year spillover, projects in pipeline and details of expected generation of proposals	SRDB, ROs & Cooperative Societies/State Government

6.1.1) Yearly targets are prepared by the Division in the form of POA in consultation with RDs/Societies/State Govt. The same are sent to P&C Division. P&C Division in consultation with Finance Division & based on overall targets set by the Corporation, finalizes the POA for the division.

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

6.2) Generation of proposals

Process Input	Source
Finalised Programme Outlay along with physical & financial targets	P&C Division

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

6.2.2) On receipt of the proposal from State Government/Cooperative Society, it is diarized in the Division.

Process Output	Receipt of proposal
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6.3) Examination of Proposal

Process Input	Source
Receipt of proposal	Cooperative Societies/State Government

6.3.1) **General Information**

- 6.3.1.1 Proposal is from Registered Cooperative Society.
- 6.3.1.2 The proposal is in the prescribed format (Common Loan application Form) of the Corporation.
- 6.3.1.3 All the columns are filled in with the requisite information.
- 6.3.1.4 Last 3 year's Trading, Profit and Loss Accounts and Balance Sheet at the close of last 3 years are enclosed with the proposal.
- 6.3.1.5 The accounts are audited as per statutory requirement.
- 6.3.1.6 The Board of Management is elected or nominated.
- 6.3.1.7 Period for which assistance is sought.
- 6.3.1.8 Past performance of the Society in repayment of loans and interest thereon to NCDC/Banks / Other Financial institutions.
- 6.3.1.9 In case of assistance through State Govt., Specific Recommendation of the Govt. for the assistance sought indicating concurrence of Finance Department.
- 6.3.1.10 In case of Direct Funding, Society meets the norms of direct funding as contained in the NCDC's Schematic pattern of assistance. Relaxation in direct funding norms may be considered on merits on case to case basis.
- 6.3.1.11 In case of Direct Funding, Society has not defaulted in repayment to any FI/Banks/NCDC. In case defaulted, details thereof.
- 6.3.1.12 In case of Direct Funding, security proposed to be provided by the society for securing financial assistance.
- 6.3.1.13 In case of Direct Funding, outstanding Balance against the previous assistance and adequacy of total security available there against (including security provided earlier).
- 6.3.1.14 In case of shortfall, additional security will be called for.
- 6.3.1.15 In case the proposal is not received in prescribed format or there is any deficiency of necessary information, clarification is obtained through letters/over telephone/e-mail/fax etc. to facilitate early receipt of information and examination of the proposal.
- 6.3.1.16 Proposals, only after receipt of all the relevant information, are entered in the SRDB (Sanction Release Data Base) System existing in the Corporation.

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Process Output

Entry of proposal in SRDB system

**6.3.2 Scheme related information:**

**6.3.2.1 Construction/Renovation of godowns.**

**6.3.2.1 Justification for construction of proposed godown**

6.3.2.2 The society has acquired/has sufficient land for construction of proposed godown.

6.3.2.3 The society has obtained permission of local Authorities for construction of godown.

6.3.2.4 Site plan & Drawings of the godown clearly indicating length, breadth and height of the godown are furnished.

6.3.2.5 Detailed estimate of the godown based on CPWD/PWD schedule of rates prepared by reputed Architect / Engineer has been furnished.

6.3.2.6 Arrangement for society's contribution.

6.3.2.7 The location of proposed godown is outside the limits of Municipal Corporation Area (in case of assistance under AMI).

6.3.2.8 Economic viability of the project

**6.3.3 Margin Money/Working Capital**

6.3.3.1 Sources from where the working capital / Margin Money requirement was met during last 3 years.

6.3.3.2 Commodity wise Business Turnover of the society over last three years.

6.3.3.3 Targets and business turnover of the society for next two years.

6.3.3.4 Whether targets set by the society are achievable, keeping in the view previous year's achievements.

6.3.3.5 Commodity wise likely rotations in a financial year OR

Commodity wise Closing stock in terms of quantity & value at the end of each month over last three years and estimated figures for next two years.

6.3.3.6 Assessment of Working capital/ Margin money required for achieving the set targets.

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**6.4 Sanction Process**

Process Input	Source
Entry of proposal in SRDB system	Proposal details from Cooperative Societies / State Governments

- 6.4.1 Proposal no. is generated in SRDB system and print out of the same is kept in the file.
- 6.4.2 After preliminary scrutiny, the proposal for sanction of assistance up to Rs.1.00 crore is placed before RSC. Based on recommendation of RSC, the proposal is sanctioned / further examined. On approval of RSC, sanction letter is prepared and put up for allotment of control number by Finance Division.
- 6.4.3 The proposal for sanction of assistance more than Rs 1.00 crore is placed before PSC (in case of direct funding). Based on recommendation of PSC, the proposal is Desk appraised / Field appraised. The proposal through State Govt., is desk appraised/field appraised (without requirement of consideration by PSC). In case, the proposal is found fit for consideration by the Division, the same is placed before ISC/CSC (as may be the case) for consideration.
- 6.4.4 For financial assistance more than Rs. 1.00 crore and upto Rs. 50.00 crore, after approval of ISC/CSC, sanction letter is prepared and put up for allotment of Control Number by Finance Division.
- 6.4.5 In case the proposal is for assistance more than Rs.50.00 crore, after recommendation of ISC/CSC, agenda is prepared for placing the proposal before Board of Management. On approval of BOM, draft sanction letter is prepared for allotment of Control Number by Finance Division. However in case of working capital proposals which fulfills Direct Funding criteria, Managing Director has been delegated power to sanction working capital assistance upto Rs.300.00 crore and to the Chairman, BOM, NCDC, in case of loan above Rs.300 crore. Accordingly on the recommendation of ISC, proposals involving working capital loan assistance more than Rs.300.00 crore, are put up on the file to the Chairman, BOM, NCDC for consideration. Such sanctions are placed before the BOM for information in the immediate ensuing meeting.

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- 6.4.6 After allotment of Finance Control No., sanction letter containing details of financial assistance including pattern of assistance, schedule for release of assistance, period of loan, validity of sanction etc., and other terms and conditions is issued.
- 6.4.7 In case of direct funding, formats for legal documents viz. Resolution to be passed by the society for availing sanctioned assistance, loan agreement and other concerned documents are sent along with the sanction letter to the concerned beneficiary.
- 6.4.8 Legal documentation work is done by empanelled Advocates at the concerned Regional Office (RO) or at Head Office (HO) as per convenience of the society. After proper execution, original legal documents are kept in safe custody at RO/HO, as may be the case.
- 6.4.9 The Regional Directors are delegated powers to sanction projects having project cost as per latest HO circular issued by the Finance Division. The projects are required to be approved by Regional Screening Committee, after which sanction letter is issued by RD.
- 6.4.10 If validity of sanction expires due to unavoidable reasons, the same is extended on the request of the beneficiary.

Process Output

Sanction order

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**6.5) Rejection Process/ De-Sanction (wherever applicable)**

Process Input	Source
If received proposal does not meet the criteria for sanction of financial assistance/ Non compliance of terms & conditions of sanction	Sanction order and Scheme/Guidelines for providing financial assistance

- 6.5.1 If proposal does not qualify for financial assistance from NCDC, it is rejected after approval of the competent authority and decision is communicated to the concerned.
- 6.5.2 Unutilized amount, if any, is de-sanctioned after obtaining due approval of competent authority.
- 6.5.3 If the project does not take off due to any reason, the assistance sanctioned is de-sanctioned after approval of competent authority.
- 6.5.4 After allotment of Finance Control No., de-sanction letter containing details of financial assistance is issued.

Process Output	Desanction / Rejection letter
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**6.6) Reimbursement / Release of sanctioned assistance**

Process Input	Source
Legal Documentation (Direct funding) & Proposal for release	Cooperative Societies / State Governments

- 6.6.1 Proposal for reimbursement/ release of sanctioned assistance are received from the concerned State Govt./directly from society, as the case may be and the same are examined in the Division.
- 6.6.2 Draft letter for reimbursement/release of eligible assistance to the State Govt./ society as the case may be, is prepared and put up to the Finance Division for approval and allotment of Finance Control number by Budget Cell. After approval of the letter for reimbursement/ release of assistance and allotment of Finance Control number, the fair letter is prepared and ink-signed copy of the same is submitted to the Finance Division along with required number of copies for release of assistance.
- 6.6.3 In case the proposal is for assistance above the prescribed ceiling limit of Regional Office, the Regional Directors send copies of the Deeds / documents executed by the beneficiary to the Division in HO along with request from the beneficiary for release of eligible assistance after fulfilling the requirements mentioned in the sanction letter. The Division examines the documents including security cover (Value of assets to be mortgaged to NCDC as security against the loan should have adequate security margin as prescribed in latest guidelines for direct funding) and the request of the society for release of assistance before submission of draft release letter for approval and allotment of Control number to Finance Division.
- 6.6.4 The Guard file is maintained containing copies of the sanction , release & de-sanction letters issued by Head Office as well as by Regional Directors during the financial year.
- 6.6.5 Registers containing details of sanction/release/desanction of assistance are also maintained in the Division.

Process Output	Release letter

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**6.7) Monitoring of sanctioned Projects**

Process Input	Source
Terms & conditions of sanction/ release	Sanction order / Release letter

6.7.1 By Field visits to the societies implementing the sanctioned projects, as and when required by Regional Directorate/ Head office

6.7.2 In case of infrastructure project, at the time of release of final installment based on progress of work and details of expenditure incurred as certified by engineer and CA respectively.

Process Output	Periodical Progress Reports
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**6.8) Return of legal documents**

Process Input	Source
Receipt of request after repayment of entire loan	Cooperative Societies

6.8.1 In case of direct funding, after repayment of entire loan assistance and interest thereon, the beneficiary societies request for return of legal document viz. FDR/Original title deed of property pledged/mortgaged to the Corporation. After confirmation of repayment of loan and upto date interest thereon from Finance Division, the legal documents are returned to the beneficiary society.

Process Output	Return of legal documents to the beneficiary society.
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**6.9) Reporting**

Process Input	Source
Requisition for information	P&C Division/ Finance Division/ Other Divisions of NCDC, DMI/DAC & FW in Ministry of Agriculture & Farmers Welfare, Other departments/ ministries of GOI & State Governments, VIPs and RTI applicants

- 6.9.1 Reports in the prescribed proforma are furnished to the Govt. of India /DMI/other concerned agencies.
- 6.9.2 Information as and when required by Plan and Coordination, Finance Division and other Divisions of the Corporation is furnished.
- 6.9.3 After close of the financial year, Annual Report of the Division is prepared and sent to P&C Division.
- 6.9.4 Providing inputs to DAC & FW, Ministry of Agriculture & Farmers Welfare for inclusion/modification of inputs relating to policy level changes pertaining to programmes regarding the Division.
- 6.9.5 Preparation of replies to parliament questions, VIP references, RTI and Audit queries as and when received.
- 6.9.6 Submission of quarterly Hindi Reports in prescribed format; and
- 6.9.7 Compliance to provision of the Official Language Act, 1963 to promote progressive use of Hindi.

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

S.No	Processes	Measurable process indicators (Working days)	Monitoring frequency	Frequency monitored by
1.	Proposals (completed in all respect) for sanction of financial assistance.	<ol style="list-style-type: none"><li>1. a) Preparing PSC agenda item (in case of Direct funding)<ul style="list-style-type: none"><li>• within 21 days after receipt of the proposal complete in all respects.</li></ul></li><li>b) Examination on file (in case received through State Government)<ul style="list-style-type: none"><li>• Within 21 days after receipts of the proposal complete in all respects.</li></ul></li><li>2. Field Appraisal, if required (within 21days of decision in this regard).</li><li>3. Preparing Agenda for DSC/ISC/CSC (within 21 days of decision in this regard).</li><li>4. Preparing BOM agenda item (within 7 days after decision of ISC/CSC).</li><li>5. Preparing sanction letter (within 7 days of approval of DSC/ ISC/ BOM)</li><li>6. Issuance of sanction letter (within 7 days after approval of Finance Division).</li></ol>	Quarterly  -do-  -do-  -do-  -do-  -do-	Chief Director

\*In case of delay in compliance with the process measurements, the delay shall be approved by HOD.

# Due date as mentioned in Process Measurement Monitoring Register (format as per Annexure-VIII)

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S.No	Processes	Measurable indicators*	Monitoring frequency	Frequency monitored by
2.	Reimbursement/release of sanctioned assistance	1.Examination of proposal (within 14 days after receipt of complete information). 2.Issuance of release Letter (within 7 days after approval of Finance Division).	Quarterly	Chief Director
3.	De-sanction	1. Examination of proposal (within 14 days after receipt of complete information). 2. Issuance of letter (within 7 days after approval of Finance Division).	-do-	-do-
4.	Validity extension of sanction	1.Putting up of Draft letter extending the validity of the sanction <ul style="list-style-type: none"><li>within 7 days of receipt of the request or while processing release of assistance.</li></ul> 2. Issue of letter extending validity <ul style="list-style-type: none"><li>within 7 days after receipt of approval of the draft validity extension/release letter (as is the case) .</li></ul>	-do-	-do

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5.	Monitoring of sanctioned projects	At the time of release of final installment based on progress of work and details of expenditure incurred as certified by engineer and CA (in case of infrastructure projects)	Quarterly	Chief Director
6.	Return of legal documents of properties & assets, mortgaged/ pledged as security for NCDC's financial assistance and issue of No Dues certificate	After repayment of entire released assistance • within 21 days after receipt of request	-do-	-do

**8) PROCESS CONTROLS**

S.No	Process	Process step	Controls established
1	Generation of proposal	Receipt of proposal	Schemes of NCDC
2	Examination of proposal	Operational obligation of the society	Bye-laws established under State Cooperative Societies Act
		Receipt of relevant information for analysis of operational / financial performance	As prescribed in common loan application form (Annexure-XI)
3	Sanction	Appraisal of the proposal	Field appraisal only in case of necessity as decided by PSC / Competent Authority
		Constitution of field appraisal team	Approval from Competent Authority
		Approval of sanction	Upto Rs.1 crore in RSC, more than Rs.1 crore upto Rs.50 crore in ISC/CSC(as may be the case) and more than Rs.50 crore by BOM after clearance of ISC/CSC.

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4	Release	Security cover against sanctioned assistance (Direct funding)	Latest guidelines for direct funding issued by Finance Division from time to time
		Legal documentation work (Direct funding)	Empanelled Advocates
5	Reporting	Compliance to statutory/regulatory queries	<ul style="list-style-type: none"> <li>• Official Language Act, 1963</li> <li>• RTI Act, 2005</li> <li>• Immediate response to queries</li> </ul>

**9) DOCUMENTED INFORMATION RETAINED**

S. No	Title	Identification	Location	Maintained By	Retention Period in Years	Disposition
1	File Register	By Title	Rack	Jr. Assistant	5 years	As per weeding out procedure
2	Diary Register	-Do-	Rack	SPS	3 years	-Do-
3	Dispatch Register	-Do-	Rack	SPS	3 years	-Do-
4	Files for States / Proposals	As per file register	Almirah	PO	10 years or till repayment of loan whichever is later.	-Do-
5	Files for Schemes	As per file register	Almirah-I	Jr. Assistant	10 years	-Do-
6	Process Measurement Register	By Title	Almirah-I	Jr. Assistant	1 year	-Do-
7	Weeding/ Recording File	By Title	Almirah-I	Jr. Assistant	5 years	-Do-
8	Hindi Record File	By Title	Almirah-I	PO	1 year	Do-

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Chief Director (Storage)

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PROCESS DOCUMENT FOR STORAGE  
DIVISION

DOC.  
NUMBER

NCDC/PD-10

DATE OF  
ISSUE

02.09.2020

9	Peon Book	-Do-	Rack	SPS	5 year	-Do-
10	Attendance Register	-Do-	Rack	SPS to CD	3 year	Do-
11	File Movement Register	By Title	Rack	SPS to CD	1 year	-Do-

10) DOCUMENTED INFORMATION MAINTAINED

S.N.	Title	Identification	Location	Prepared by	Approved by	Revision no.
1	Common Loan Application Form	Circular	• On NCDC website <a href="http://www.ncdc.in">www.ncdc.in</a> • Almirah-I	Finance/PR Division	Board of Management	00
2	Scheme	Circulars/Pamphlets	• On NCDC website <a href="http://www.ncdc.in">www.ncdc.in</a> • Almirah-I	Division	Board of Management	00
3	Schematic Pattern of assistance	Circulars/Pamphlets	• On NCDC website <a href="http://www.ncdc.in">www.ncdc.in</a> • Almirah-I	PR Division	Board of Management	00
4	Guidelines/Circulars	Circulars/Pamphlets	• Almirah-I	Division	Board of Management	00
5	Guidelines for Direct Funding documentation	Booklet	• NCDC website <a href="http://www.ncdc.in">www.ncdc.in</a>	Finance Division	Board of Management	00
6	Guidelines – AMI sub Scheme of ISAM	Booklet	• Almirah-I	DMI	DMI, DAC	00
7	Guidelines -ISAC	Booklet	• Almirah-I	DAC	DAC	00
8	Scheme Circular	Circular	• Almirah-I	Division	Division	00

Prepared By:

Reviewed By:

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9	Format for Monthly Progress Report (DMI-DAC)	F.No.NCDC 36-1/2014-Sptg.& No.NCDC 48-2/2014-Stg.	• Almirah-I	DMI	DMI, DAC	00
10	WDRA application forms/ Guidelines	WDRA Policy file(No.NCDC:48-1/2010-Stg.)	• On WDRA website. <a href="http://www.wdra.nic.in">www.wdra.nic.in</a> • Almirah-IV	WDRA	WDRA	00

11) REFERENCES

- NCDC Act, Rules & Regulations;
- NCDC's latest circular on Rate of Interest, Service Tax, Record retention etc.;
- NCDC's latest guidelines for direct funding;
- NCDC's latest application form for submission of proposals;
- Relevant decision by Board of Management (BOM) / General Council (GC); and
- Schemes/ Guidelines issued by concerned Ministries/GOI from time to time

Prepared By:

Reviewed By:

Approved By:

Chief Director (Storage)

QMS Documentation Committee

Managing Director (MD)

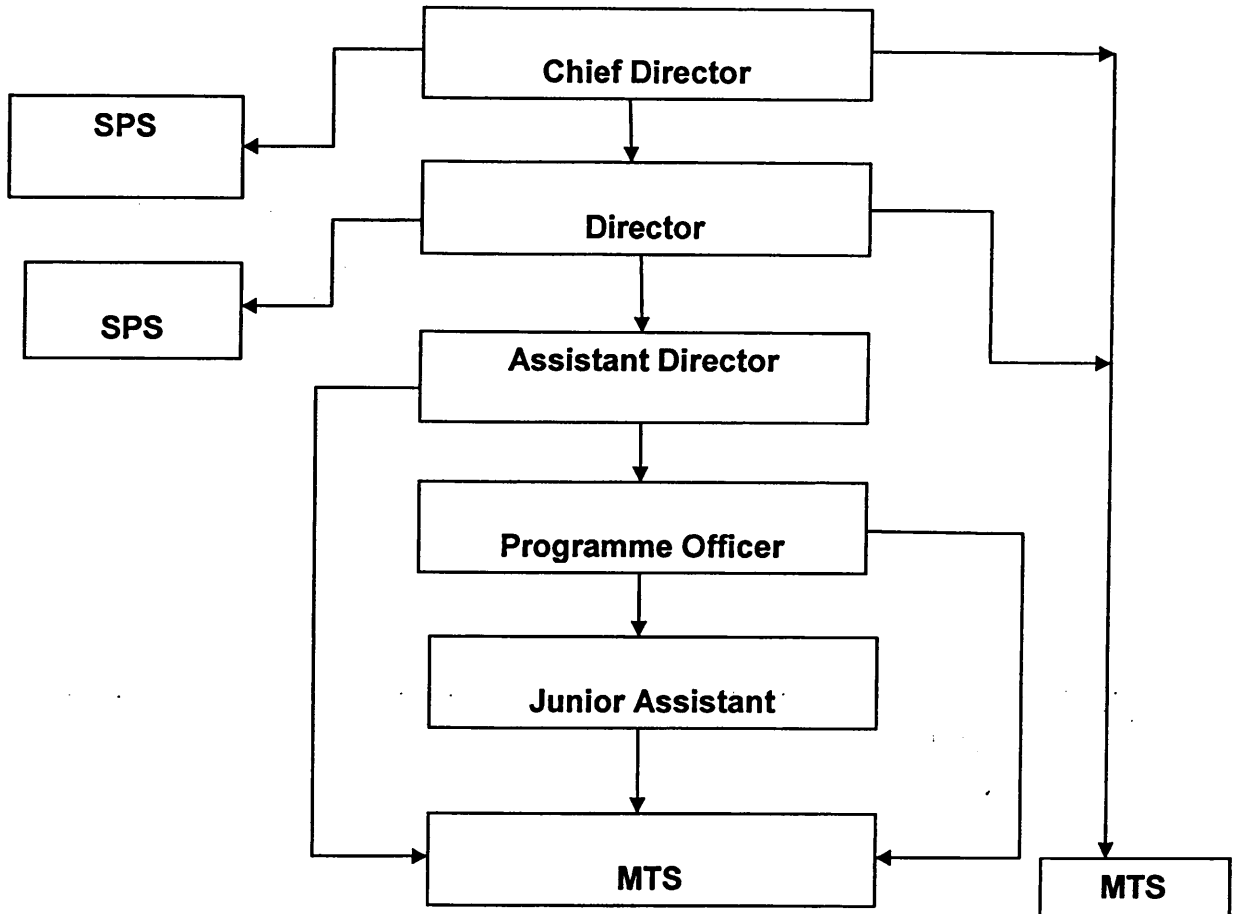
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## LIST OF ANNEXURES

Annexure No	Title
I	Division Structure
II	Responsibilities and Authorities
III	AMI (Sub-scheme of ISAM) Circulars
IV & V	CSISAC & CSS scheme Circular
VI	Monthly Progress Reports to DMI DAC & FW.

## Annexure- I

### 1. DIVISION STRUCTURE (STORAGE DIVISION)



## Annexure- II

### 2. RESPONSIBILITIES & AUTHORITIES

<b>Designation</b>	<b>Responsibilities</b>	<b>Authorities</b>
Chief Director	<ul style="list-style-type: none"><li>• Overall management of entire functions of the Division.</li><li>• Coordination with all concerned relating to activities of the Division.</li><li>• Forwarding through proper channel the requests to the competent authority for approvals beyond delegated powers.</li><li>• Planning and Policy Matters</li><li>• Act as designated PIO under RTI Act. 2005 for the Division.</li><li>• Handling customer enquires complaints and feedback.</li><li>• Replies to Parliament Questions, VIP References and Audit queries.</li><li>• Attending meetings of DMI DAC, WDRA etc. regarding Division's programmes/activities.</li><li>• Issue of WDRA Accreditation Certificate for warehouses.</li></ul>	<ul style="list-style-type: none"><li>(i) Allocate work among officers &amp; staff of the Division.</li><li>(ii) Sanction/recommended leave of officers &amp; staff.</li><li>(iii) Nodal officer of NCDC for Accreditation of warehouses .</li></ul>

<p><b>Director</b></p>	<ul style="list-style-type: none"> <li>• All schemes/works relating to Storage programmes.</li> <li>• Attending VIP references / Parliament questions / Audit queries.</li> <li>• Processing &amp; providing timely reply to the information sought under RTI Act 2005.</li> <li>• Attending to work related to WDRA &amp; ISO.</li> <li>• Monitoring punctuality, discipline of Storage Division.</li> <li>• Preparation of Annual Report/ Programme of Activities of the Division.</li> <li>• Preparation of important policy circulars.</li> <li>• Attending any other work assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Sanction/recommend leave of officers &amp; staff.</li> <li>• To examine the issues pertaining to the work assigned and recommend suitable course of action to the reporting officer.</li> </ul>
<p><b>Assistant Director</b></p>	<ul style="list-style-type: none"> <li>• All schemes/ work relating to Storage programmes.</li> <li>• Attending VIP references/ Parliament questions/ audit queries.</li> <li>• Processing&amp; providing timely reply to the information sought under RTI Act,2005.</li> <li>• Preparation of important policy circulars.</li> <li>• Monitoring punctuality, discipline of Storage Division.</li> <li>• Preparation of sanction/release/ de-sanction letters.</li> <li>• Correspondence with DMI/DAC/WDRA/ Other Ministries.</li> <li>• Reconciliation of spillover position, as compilation of statement of sanction/release in respect of all matters relating to SRDB</li> <li>• Attending any other work assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• To examine the issues pertaining to the work assigned and recommend suitable course of action to the reporting officer.</li> </ul>

SPS	<ul style="list-style-type: none"> <li>● Assisting Director and Chief Director</li> <li>● Taking dictation, typing letters and arranging schedule of activities of the reporting officer.</li> <li>● Make, receive telephone calls.</li> <li>● Maintain Dairy, Despatch, file movement register.</li> <li>● Attending official guests.</li> <li>● Attending any other work assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● Need based support to the officer as assigned from time to time.</li> </ul>
Programme Officer	<ul style="list-style-type: none"> <li>● Implementation and monitoring of Storage programme</li> <li>● Processing &amp; providing timely reply to the information sought under RTI Act 2005.</li> <li>● Attending VIP references / Parliament questions / Audit queries.</li> <li>● Preparation of Annual Report/ Programme of Activities of the Division.</li> <li>● All matters relating to AMI &amp; CSISAC Scheme.</li> <li>● Preparation of sanction/release/ de-sanction letters.</li> <li>● Preparation of Important Policy Circulars.</li> <li>● Correspondence with DMI/DAC/WDRA/ Other Ministries.</li> <li>● Reconciliation of spillover position, as compilation of statement of sanction/release in respect of all matters relating to SRDB</li> <li>● Preparation/submission of various monthly, periodic report (viz. Hindi, RFD, DAC grant requisition, DMI etc.)</li> <li>● Attending to work relating to WDRA.</li> <li>● Attending any other work assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● To examine the issues pertaining to the work assigned and recommend suitable course of action to the reporting officer.</li> </ul>



<b>Junior Assistant</b>	<ul style="list-style-type: none"> <li>• Opening new files, registers etc.</li> <li>• Maintenance of records of proposals received or pending.</li> <li>• Making entries and taking out statements from SRDB system.</li> <li>• Handling/maintaining files, registers, book, agenda, records etc.</li> <li>• Attending any other work assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Need based support to the officer as assigned from time to time.</li> </ul>
<b>MTS</b>	<ul style="list-style-type: none"> <li>• Moving files from one officer to another.</li> <li>• Carrying out Photocopy and making sets of documents.</li> <li>• Delivery of approved information to other Divisions.</li> <li>• Distribution of circulars and other documents to concerned Divisions.</li> <li>• Delivery of dak in R&amp;I section.</li> <li>• Attending bells of superiors and serving of tea/coffee/water to officials and visitors.</li> <li>• Attending any other work assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Need base access to files and records.</li> </ul>



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