



**NCDC**

*Assisting Cooperatives. Always!*

# **National Cooperative Development Corporation**

## **Work Manual of Regional Office, NCDC**

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## **1. Functions of the Regional Offices**

**To function as a satellite office of NCDC and a bridge between the NCDC Head Office and the State Government /Cooperative Federations/Cooperative Societies/other institutions/organizations in the region to achieve the objectives of the Corporation as mandated to it under the NCDC Act, 1962 (as amended from time to time). The scope of work includes:**

### **CORE ACTIVITIES**

- 1.1. To plan and promote programmes for the production, processing, marketing, storage, export and import of agricultural produce, foodstuffs, industrial goods, livestock, certain other commodities and services on cooperative principles and for matters connected therewith or incidental thereto.
- 1.2. To identify the potential sectors and generate proposals seeking financial/technical and any other type of assistance from NCDC through State Government or under direct funding.
- 1.3. To examine and appraise of project proposals. Undertake Sanction/ Rejection of the proposals if under delegated financial powers of RO. Proposals beyond the purview of RO to be forwarded to HO with recommendations/ comments.
- 1.4. To create necessary legal documents for the creation of security by way of mortgage of fixed assets (land, buildings, other immovable assets, etc.) / hypothecation of movable assets/acceptance of Guarantee of Bank/State Government/ Federation/ pledge of Fixed Deposits or any other acceptable instrument for securing the financial assistance sanctioned and release of security documents on the closing of the loan in case of direct funding cases.
- 1.5. To disburse eligible assistance to projects sanctioned by RO as per delegation of power. Seek prior approval of HO to desanction of unutilised/ineligible assistance with reference to projects sanctioned by RO.
- 1.6. To monitor and review projects and suggest corrective steps as and when required.
- 1.7. To pursue timely repayment of loans along with interest from the loanee institutions, as per repayment schedule.
- 1.8. To vigorously follow up with the loanee institution in case of default of the loan.
- 1.9. To identify non-starter projects and spillover assistance and desanction of the unutilized financial assistance.

- 1.10. To Safe keep the legal documents executed by loanee institutions and review of their validity.
- 1.11. To nurture primary cooperatives: to visit, build rapport, and collect data of primary cooperatives as per target approved by MD, NCDC.
- 1.12. To make a realistic assessment of the requirement of funds for the next financial year for cooperative projects in the region and submit the same to HO for approval. Prepare Annual Plan, Programme of Activities, etc. and submit the same to HO for approval.
- 1.13. To approach State Government for making adequate budgetary provisions for NCDC schemes / sanctioned projects and communicate provisions made to concerned divisions in HO.

#### **B. HUMAN RESOURCE DEVELOPMENT**

- 1.14. To administer the human resource and to appropriately distribute work among the employees of the RO for effective and optimal utilization. To identify the training needs of the employees of the RO and to inform HO to include them in training programs to upgrade their skills.

#### **C. FINANCE & ACCOUNTS**

- 1.15. To make payment and receipts of all financial transactions as per the set procedures & rules and maintaining records.

#### **D. GENERAL ADMINISTRATION**

- 1.16. To manage overall administration of the RO to provide employees with proper working conditions.

#### **E. COORDINATION OF GENERAL COUNCIL/BOARD OF MANAGEMENT MEETINGS**

- 1.17. To identify any change in membership of BOM/GC in the region and to pursue BOM/GC members from the region to attend the GC/BOM meeting under intimation to HO.

#### **F. PROMOTIONAL ACTIVITIES**

- 1.18. To promote NCDC schemes/programmes and highlight /showcase the benefits received by the beneficiaries through these schemes to ensure maximum dissemination of information to all stakeholders thereby ensuring nationwide visibility and acceptability.

#### **G. USE OF INFORMATION TECHNOLOGY**

- 1.19. To maintain information in an easily retrievable way so that the same could be provided to Management/HO whenever sought. To ensure adequate IT infrastructure for the smooth functioning of the RO.

#### **H. IMPLEMENTATION OF RAJ BHASHA**

- 1.20. To progressively use of Hindi.

## **I. VARIOUS COMPLIANCES AND MAINTENANCE OF RECORDS.**

- 1.21. To furnish returns like RTI, Parliament and Assembly questions in time. To comply with audit clarifications and other issues. To maintain and keep the internal records updated.

## **J. OTHER MISCELLANEOUS FUNCTIONS**

- 1.22. To facilitate capacity development of personnel in cooperatives for efficient functioning, business development, and timely implementation of projects.
- 1.23. To keep track of economic trends affecting NCDC business.
- 1.24. To undertake other miscellaneous functions and works assigned by HO from time to time.

## 2. Process Details

### A. CORE ACTIVITIES

**2.1 To plan and promote programmes for the production, processing, marketing, storage, export and import of agricultural produce, foodstuffs, industrial goods, livestock, certain other commodities and services on cooperative principles and for matters connected therewith or incidental thereto.**

**Input:** As per mandate given to NCDC by an act of Parliament to plan, promote, and finance programmes through cooperative societies for various activities based on cooperative principles.

**Source:** NCDC Act

To collect inputs received from the cooperatives and provide feedback to the HO in designing new schemes or modifying existing schemes to promote activities. To frequently interact with cooperatives at all levels and sectors to understand their requirement and get their feedback on schemes being implemented by NCDC.

**2.2 To identify the potential sectors and generate proposals seeking financial assistance from NCDC through State Governments or under direct funding.**

**Input:** Information regarding potential cooperatives and yearly targets (Physical and Financial) for various schemes.

**Source:** Policy documents of State Governments and new priorities announced by them from time to time, Annual Plan, Programme of Activities, sectoral cooperatives.

2.2.1 To generate proposals in conformity with the guidelines keeping in view the State Government policies, economic environment, and opportunities for cooperative development. To identify the potential sectors of cooperatives and generate proposals requiring financial assistance.

2.2.2 To make concerted efforts to cover as many sectors and societies as possible to have a broader perspective. To identify and generate more proposals for SC, ST and women cooperatives. To strive to generate proposals in areas/sectors declared by the Government/Corporation from time to time as priority areas/sectors.

2.2.3 To inform the State Government departments, federations, and potential cooperative societies whenever there is any change in the scheme/ rate of interest and introduction of a new scheme.

2.2.4 To conduct promotional meetings with the State Government Departments, federations, cooperative societies, and other associated institutions and to extend necessary help/guidance in the formulation of proposals.

2.2.5 To enter the details of a proposal in SRDB and generate proposal numbers if the same falls under the purview of RO and fulfills all the eligibility criteria.

### **2.3 To examine and appraise project proposals.**

**To Sanction/Reject proposals under delegated financial powers of RO. To forward proposals beyond the purview of RO to HO with recommendations/ comments.**

**Input:** Receipt of proposals, Desk/Field appraisal, and sanction

**Source:** Societies/State Government, Appraisal Report/Minutes of RSC meeting.

2.3.1 To Examine and preliminary scrutinize the proposal within 7 working days.

2.3.2 To obtain additional information, if required, within 3 working days after scrutiny of the proposal.

2.3.3 To consider and proceed ahead with the proposals falling within the purview of powers delegated to the RO, subject to scheme guidelines, pattern of assistance, viability, adequacy of security in case of direct funding projects which may include valuation of fixed assets by SBI approved valuer. To obtain prior concurrence as per requirements stipulated on Guarantee of State Government/Bank/Federation.

2.3.4 To forward proposals not under the purview of RO to HO with recommendations /comments.

2.3.5 To refer to HO for projects which require technical expertise not available with the RO.

2.3.6 To desk appraise projects complete in all respects falling within the purview of powers delegated to RO within 3 working days and conduct field appraisal within 10 working days.

2.3.7 To prepare and finalize agenda for RSC within 3 working days after appraisal/receipt of complete information from the society.

2.3.8 To convene meeting of the RSC for consideration and approval, within 5 days after the finalization of agenda items, subject to a quorum of RSC. In case of transfers/retirement of State Government member, RD to immediately request registrar of cooperative society to nominate a suitable member preferably not below the rank of Joint RCS.

2.3.9 To prepare minutes of RSC meeting and get it endorsed by the members of the RSC within 3 working days.

2.3.10 To prepare draft sanction letter within 1 working day after the issue of minutes of RSC.

2.3.11 To obtaining Finance Control Number (FCN) for sanction within 1 working day after approval of the draft sanction letter.

2.3.12 To issue the sanction letter within 1 working day after receipt of the FCN.

**2.4 To create necessary legal documents for the creation of security by way of mortgage of fixed assets (land, buildings, other immovable assets/ hypothecation of movable assets/acceptance of Guarantee of Bank/State Government/ Federation/ pledge of Fixed Deposits or any other acceptable instrument for securing the financial assistance sanctioned. To release these securities on the closing of the loan.**

**Input:** Documents of title deeds, supporting evidence of fixed assets/ movable assets, the willingness of Bank/State Government/Federation to provide the guarantee, Fixed Deposit Receipts or any other acceptable instrument for securing the sanctioned assistance.

**Source:** Cooperative Societies/State Government/Bank/Federation.

**2.4.1 Mortgage of fixed Assets.**

- a) To collect the processing and legal fees from the beneficiary society in accordance with the guidelines contained in the sanction letter.
- b) To obtain Board resolution from the beneficiary society.
- c) To appoint an advocate out of the panel maintained in the RO, within 3 days after receipt of acceptance by the society or based on direction or advice from HO to take up legal documentation.
- d) To prepare documents (Loan Agreement, Declaration, and Undertakings, Memorandum of Entry (for an equitable mortgage), or registered mortgage, as the case may be, in accordance with the guidelines contained in the sanction letter and as issued by the Finance Division from time to time.
- e) To examine the Intimation or Indenture of Mortgage (for the registered mortgage), Hypothecation Deed, Deed of Indemnity, Demand Promissory Note, Encumbrance certificate (relevant recent land extract), Title search, No Objection Certificate from other lending institutions if required, Permission to Mortgage, a certificate from Income Tax Department u/s 281(1) of IT Act, Deed of Pledge, Tripartite Agreement, Resolution/Concurrence of Monitoring Agency).
- f) To check the legal documents (prepared by advocate) by RO within 4 working days after receipt of the same from the advocate.
- g) To pay the stamp duty.
- h) To execute documents within 3 working days of receipt of the complete documents.
- i) To ensure notarization of documents (Declaration and Undertakings, Hypothecation Deed, indemnity deed, Deed of Pledge).
- j) To obtain a completion certificate from advocate within 2 working days after the execution of documentation.



- k) To request the concerned division in HO to vet legal documents to be executed/executed.

**2.4.2 To obtain pledge of fixed deposit receipts.**

- a) To provide the prescribed proforma to the beneficiary for obtaining the pledge of FDRs.
- b) To execute the documents (Board Resolution, Agreement for Pledge, Loan. agreement, agreement for the pledge of FDRs, Creation of lien on FDRs, Demand Promissory Note, Letter of Continuity), in accordance with the guidelines contained in the sanction letter and as issued by the Finance Division from time to time.
- c) To notarize Undertakings by the society in the prescribed format for renewal/replacement of FDRs on maturity up to the loan recovery period, in accordance with the guidelines contained in the sanction letter and as issued by the Finance Division from time to time.
- d) To request concerned division in HO to vet legal documents to be executed/executed.

**2.4.3 To examine Bank / State Government / Apex Federation Guarantee.**

- a) To execute documents (Loan Agreement, Demand Promissory Note, Letter of Continuity) in accordance with the guidelines contained in the sanction letter and as issued by the Finance Division from time to time.
- b) To obtain guarantee from Bank /State Government / Apex Federation as per the format prescribed, in accordance with the guidelines contained in the sanction letter and as issued by the Finance Division from time to time.
- c) To check the validity and other important terms & conditions, in accordance with the guidelines contained in the sanction letter and as issued by the Finance Division from time to time.
- d) To request the concerned division in HO to vet legal documents to be executed/executed.

2.4.4 To record the security documents for easy reference.

2.4.5 To communicate if the second charge is to be created on the mortgaged asset by the borrowing institution and help in obtaining approval from HO

2.4.6 To preserve, store, and safe keep the documents.

2.4.7 To release of security documents on the closing of loan account

- (a) To inform the society about the completion of loan installments.
- (b) On the request of the society, to confirm the outstanding with the concerned program division and seek permission to return the security documents.
- (c) To release the security documents to the borrowers on full and final repayment of all dues with the approval of HO.

- (d) To intimate the borrower about the release of security documents within 3 working days from receipt of NOC from HO.

**2.5 To disburse eligible assistance to projects sanctioned by RO as per delegation of power. To forward proposals beyond the purview of RO to HO.**

**Input:** Claim for release of assistance.

**Source:** Cooperative Societies/State Government.

**2.5.1 Funding through State Government.**

- a) To confirm release of funds by the State Government through administrative order (GO/GR).
- b) To check the validity of NCDC sanction. If required, to extend validity as per delegation of powers to facilitate the release of assistance.
- c) To confirm the adherence to all conditions for release as per sanction. To forward the claim for advance release to the concerned Divisions at HO along with justifications.
- d) On receipt of the concurrence of the State Government on closure of the project having unutilised sanctioned assistance, to de-sanction the unutilized sanctioned assistance with the approval from HO.
- e) To finalize the release letter and seek FCN from Finance Division
- f) To follow up with State Government for onward release of funds to beneficiaries.

**2.5.2 Direct funding.**

- a) To confirm the receipt of processing fees and ensure completion of legal formalities as applicable.
- b) To check that all the legal documents executed by the borrower are in order and available.
- c) To workout the eligibility for release based on the physical and financial progress of admissible expenditure incurred, expected expenditure, and fulfillment of statutory compliance along with terms & conditions stipulated in the sanction letter.
- d) To check the validity of NCDC sanction and if required, extend validity as per delegation of powers, to facilitate the release of assistance.
- e) To consider final release of funds on completion of the project as informed by the beneficiary and desanction the un-utilized amount if any.
- f) To finalize release letter and seek FCN from Finance Division.

**2.5.3 To obtain Finance Control Number (FCN).**

To provide data in the prescribed SRDB format to Finance Division for allotment of FCN.

2.5.4 To issue of release letter keeping in view the terms and conditions contained in sanction letter and latest circular of interest rates. To forward ink signed copy of release letter to HO for disbursement.

2.5.5 To ensure that all the processes required for release of assistance, right from the scrutiny of release proposal, finalization of release letter, obtaining FCN, issuance of release letter to the forwarding of ink signed copy to HO are completed in 8 working days.

## **2.6 To monitor and review projects and to suggest corrective steps, as required**

**Input:** Progress reports of assisted projects, minutes of review meetings, field visits.

**Source:** Cooperative Societies/State Government, Tour Reports, Study Reports.

- a) To obtain progress reports as per proforma periodically from assisted projects and Monitoring Cell.
  - i. To attend review meetings taken by Additional Chief Secretary/Secretary (Cooperative)/ RCS/SLCC/DLCC and obtain the minutes.
  - ii. To undertake field visits, as and when required.
  - iii. To obtain Study Reports (Impact Assessment, Evaluation, Sectoral, Mid-term appraisal, Project Completion Reports, etc.) wherever applicable.
  - iv. To Analyze progress/performance of projects.
  - v. To suggest corrective action, as required, to the Cooperative Department, RCS, Monitoring Cell, PIA/PIT and Cooperative Societies directly, or to the concerned Division in the HO.
- b) Direct Funding
  - i. To obtain progress reports as per proforma periodically from assisted cooperatives.
  - ii. To undertaking field visits, as and when required.
  - iii. To obtain Study Reports (Impact Assessment, Evaluation, Project Completion Reports, etc.) wherever applicable.
  - iv. To analyze progress and performance of the assisted projects.
  - v. To conduct a surprise visit to godowns to assess the availability of stock where working capital has been provided on the pledge of sugar stock.
  - vi. To suggest corrective action, as required, to the assisted cooperative.

## **2.7 To pursue for timely repayment of loans along with interest as per schedule from State Government and societies.**

**Input:** Demand Notice.

**Source:** Finance and Legal Cell, HO.

- 2.7.1 On receipt of the copy of demand notices from HO, to ascertain from the borrowers about the receipt of demand notices by them

within 10 days and in case of non-receipt of demand notices send a copy of the same to the borrowers.

- 2.7.2 To follow up with the respective Departments of State Government/other borrowers through letters/emails and/ or personal contact for timely repayment of the loan.
- 2.7.3 To remind the borrowers about payment of loan installment, 7 to 15 days before the due date.
- 2.7.4 To monitor payment of installments by the borrowers in consultation with HO and in the case of default, pursue with the borrower.
- 2.7.5 To release the security documents to the borrowers with the approval of HO on full and final repayment of all dues.
- 2.7.6 To intimate the borrower about the release of security documents within 3 working days from receipt of NOC from HO.

## **2.8 To deal with default of the loan with State Government or Society.**

**Input:** Demand Notice.

**Source:** Finance and Legal Cell, HO.

- 2.8.1 To follow up with the borrowers to expedite repayment of the loan with interest including penal interest.
- 2.8.2 To follow up with the Finance division to provide the latest overdue details to inform the borrowers.
- 2.8.3 To suggest legal action for recovery of overdue in consultation with Legal/ Finance Division within 7 working days from receipt of advice from HO in the matter

## **2.9 To Identify non-starter projects and spillover assistance**

- (a) To identify the nonstarter/ spillover assistance of projects where ever validity has expired.
  - (b) To enquire from the beneficiary about the reasons for the non-commencement of projects and their future decisions relating to the same To seek the willingness of the beneficiary to avail assistance relating to projects with long-pending spillover assistance.
  - (c) To extend the validity of the project on the request of the beneficiary as per powers delegated to RO or to forward the request to HO wherever the case falls beyond the powers of RO
  - (d) To consider de-sanction of financial assistance to projects wherein the beneficiary communicates in writing their un-willingness to avail the financial assistance.
  - (e) To consider the beneficiaries inclination in writing to avail spill over assistance and to process of release of funds based on progress.
- 2.9.1 To de-sanction of financial assistance sanction with approval of Competent Authority.

## **2.10 To Safe keep of the legal documents executed to cooperative societies and review of their validity.**

To review the legal documents kept under the safe custody of ROs for validity as per the guidelines given in circular no NCDC: A&C/XII(2)/2018, dated 11.07.2019. To take suitable steps to get them re-validated well before expiry.

## **2.11 To Nurture primary cooperative: to visit, build rapport and collect data as per target approved by MD, NCDC**

To comply with NCDC's effort to nurture primary cooperatives in each financial year to adhere to the State/UT wise target as fixed by HO/LINAC for visiting primary cooperative societies.

- a) To distribute the yearly target amongst each employee.
- b) To ensure all employees are visiting the primary cooperatives as per allotted targets and collecting requisite data.
- c) To schedule visits on a fortnightly basis.
- d) To ensure data collected is fed timely and regularly on the online portal.

## **2.12 To make a realistic assessment of the requirement of funds for the next financial year for cooperative projects in the region and submit the same to the HO for approval. To prepare Annual Plan, Programme of Activities, etc. and submit the same to HO for approval.**

**Input:** Scheme/activity-wise expected spill-over as on 1<sup>st</sup> April and likely sanctions and releases during the ensuing financial year.

**Source:** SRDB, State Government, and Cooperative Societies.

2.12.1 To assess the spillover Sanctions by 31<sup>st</sup> December.

- a) To compile the Scheme/activity-wise spill-over sanction up to 31<sup>st</sup> December every year.
- b) To assess the likely sanctions and release during the last quarter of the current year.
- c) To work out the likely spill-over as on 31 March of the current year; and
- d) To assess the likely releases out of the spillover assistance during the ensuing year.

2.12.2 To assess the sanctions out of the pending proposals during the ensuing financial year.

2.12.3 To assess the likely proposals to be generated for sanction during the ensuing financial year.

2.12.4 To assess the likely releases out of new sanctions based on 2.12.1 (d) and 2.12.3 above, to firm up targets for the requirement of total funds in consultation with the Divisional Heads in HO and to prepare activity/scheme wise yearly targets.

2.12.5 To follow all the steps given above from 2.12.1 to 2.12.4 for preparing the Annual Plan and Programme of Activities.

2.12.6 To communicate proposed yearly targets, Annual Plan, Programme of Activities to HO for necessary action/ approval.

**2.13 To approach State Government for making adequate budgetary provisions for NCDC schemes / sanctioned projects and to communicate provisions made to concerned divisions in HO.**

- a) To Issue letters to RCS/ concerned Directors and Secretaries,
- b) To Meet concerned State Government officials, and.
- c) To communicate budget provisions at both BE and RE stages.

**B. HUMAN RESOURCE DEVELOPMENT**

**2.14 Human Resource Administration and appropriate distribution of work among the employees of RO for effective and optimal utilization of Human Resource**

**Input:** Assessment of quantum of work, availability of Human Resource, work allocation, application for leave and advances

**Source:** Deployed Human Resource, outsourced Human Resource, the delegation of powers, Service Regulations and circulars issued by HO from time to time

2.14.1 To distribute work

- a) To appropriately distribute work by Regional Director among the available Human Resource in the Office depending on designation, qualification, experience, training, and skills of employees
- b) To circulate the approved work distribution among the employee..
- c) To revise work distribution as and when required.

2.14.2 To avail outsourcing services of specific personnel

- a) To forward the Human Resource requirement to HO for approval.
- b) To identifying the outsourcing requirement as per need (MTS, Driver, Data Entry Operator/ Office Assistant, etc.) along with the qualification and experience as per HO guidelines
- c) To approach registered outsourcing firms and obtaining quotations for relevant personnel to be outsourced.
- d) To scrutinize and finalize of outsourcing firm/agency.
- e) To execute a contract with the selected firm/agency, and to intimate HO accordingly.
- f) To obtain specific approval from HO for any relaxation/changes required.

2.14.3 To ensure regular attendance and punctuality.

2.14.4 To maintain attendance registers.

2.14.5 To utilize leave administration through HRMS

- a) To sanction Casual Leave/RH of all officers & staff (excluding RD) by RD as per rules.
- b) To seek approval of the competent authority at HO for Casual Leave/RH application of RD. To sanction Earned Leave/Half Pay leave (including commutation on Medical Grounds) of officials as per Delegation of Powers, with intimation to HO.
- c) To seek approval of Competent Authority on cases which are beyond delegation of powers of RD. Application for seeking encashment of earned leave by employees are undertaken by themselves through HRMS.

#### 2.14.6 To safe keep of personnel documents

To safely keep all documents of each employee/officer of RO including the documents of outsourced agencies in the Almirah.

#### 2.14.7 To issue residence proof certificate

Regional Director to issue residence proof certificate in respect of officers and staff of the RO.

#### 2.14.8 To recommend and forward all applications for Leave Travel Concession/ Child Care Leave/ Paternity Leave/ Maternity Leave to HO.

#### 2.14.9 To identify the training needs of employees at RO keeping in view their abilities and capabilities and furnish the same to HO

#### 2.14.10 To prepare the reporting channels for APARs of all the employees and furnish the same to HO.

#### 2.14.11 To ensure that the reputation of NCDC is maintained while performing his/her duties by all employees of the RO.

### **C. FINANCE & ACCOUNTS**

#### **2.15 To make payments and receipts of all financial transactions as per the set procedures and rules and maintenance of records**

**Input:** Bills, statutory payments, sanction order/ authority from HO, Bank statement

**Source:** HO, Societies, Employees, Service Providers

#### 2.15.1 To prepare administrative budget for the next financial year and revised budget for current FY.

#### 2.15.2 To ensure statutory payments/deduction of TDS, GST, Professional Tax, Property Tax / Lease / Rent/ office building maintenance, income tax, legal fee, etc.

#### 2.15.3 To ensure the timely submission of GST returns (GSTR 1 and GSTR 3B) and maintaining GST related data at RO.

- 2.15.4 To ensure the payment of utility charges viz. electricity, water, telephone, internet, data usage, newspaper and journals, office car maintenance & fuel, AMC, insurance, daily wages, outsourcing charges, and various other contingent expenditures.
- 2.15.5 To make the payments towards the purchase of dead stock items, books, stationery, liveries, petty items, etc.
- 2.15.6 To make payments pertaining to employee advances, settlement of TA Bills, medical bills, and other payments as per entitlement and delegation of powers.
- 2.15.7 To prepare and verify payment vouchers, receipt vouchers, journal vouchers through IFMS.
- 2.15.8 To deposit cheques / cash pertaining to refund, processing fee, legal fee, etc.
- 2.15.9 To ensure all cheques be account payee in the name of vendor or the concerned official and to avoid self cheques.
- 2.15.10 To reconcile the bank statements and the rectification of postings, if required.
- 2.15.11 To compile monthly accounts by 10th day of the succeeding month.
- 2.15.12 To generate various reports viz. bank book, trial balance, GL accounts from IFMS for control of expenditure in accordance with the budget provisions
- 2.15.13 To maintain the cash impress account.
- 2.15.14 To maintain various registers pertaining to accounts.
- 2.15.15 To authorize officers for opening, operating, maintaining bank accounts with the approval of HO.
- 2.15.16 To send all other payments other than those mentioned above to HO for approval.

#### **D. GENERAL ADMINISTRATION**

##### **2.16 To manage the overall administration of the RO and to provide employees with proper working conditions**

**Input:** Infrastructure, Office Equipment, Service Providers

**Source:** Delegation of powers, Annual General Administration Budget

- 2.16.1 To ensure the upkeep of office premises
  - a) To employ a part-time housekeeping assistant to attend to the work relating to up-keeping and cleaning of office premises.
  - b) To maintain office furniture including sofa sets, curtains etc.



- c) To ensure timely washing/dry cleaning of curtains, carpets, sofa sets, seat covers, etc.
- d) To prepare and maintain nameplates, notice boards, to be written in Hindi and English/local language, painting, etc.
- e) To Insure of Office Building and other assets (Fire & Theft).
- f) To conduct preventive pest Control of office premises.
- g) To timely recharge all the fire extinguishers within premises of the RO.

#### 2.16.2 To Pay utility bills

To ensure timely payment of all utility bills (Electricity, water, Telephone, FAX, internet, etc.) through cheque.

2.16.3 To reimburse all officials for the conveyance charges, telephone expenses (in respect of residential telephone/mobile /broadband, newspaper, purchase of briefcase, on receipt of claims made after proper scrutiny and as per entitlement/office orders.

#### 2.16.4 To maintain of the Staff Car

- a) To maintain a log book with the staff car driver and signed by RD.
- b) To ensure that the vehicle is serviced/ repaired through authorized workshops/ reputed workshops and minor repair is done through local workshops/vendors. To ensure replacement of accessories is done through authorized dealers only.
- c) To ensure renewal of the annual insurance of staff car is made on receipt of a renewal notice from the Insurance Company.

#### 2.16.5 To physically verify the dead stock items and disposal of obsolete items

- a) To conduct annual physical verification of dead stock items by the Committee constituted by RD and to send the report to HO.
- b) To dispose obsolete/ unserviceable dead stock items as per delegation of powers following due procedure.

2.16.6 To periodically dispose miscellaneous/petty items, stationery & other miscellaneous items as per the procedure.

2.16.7 To issue the stationery items, computer consumables, and other miscellaneous petty items to officers and staff as per demand.

2.16.8 To periodically weed off official records as per the guidelines circulated by GA Division from time to time.

#### 2.16.9 To diarize and dispatch of dak

- a) To diarize Incoming letters/ dak/ parcels etc. received at RO and marked to the concerned officer after the diary.
- b) To dispatch outgoing letters/dak/parcels etc. through ordinary/Speed Post/ Registered Post /courier service as per

urgency and local dak to nearby offices through MTS/other officials of RO.

2.16.10 To Maintain the Office Library

- a) To purchase books based on requirement and available budget. To ensure 50% of the budget is utilized towards purchase of books in Hindi. To ensure the details of all books purchased are entered in the library register. Thereafter to maintain the Issue / Receipt Registers of the library.

2.16.11 To organize staff welfare activities as per the guidelines conveyed by HO.

2.16.12 To utilize the administrative budget

- a) To assess the requirement of purchases/likely expenditure based on obsolete/unserviceable items to be condemned and also the fresh requirement during the Year.
- b) To prepare the item wise administrative Budget Estimates for the next financial year and Revised Estimates for the current financial year as per requirement and to send it to HO for approval by 31st January every year.
- c) To provide detailed justification of dead stock items to be purchased and furnish to HO for approval.
- d) To constitute an Advisory cum Standing Purchase Committee.
- e) To identify items based on requirement and subject to availability in the budget.
- f) To follow prescribed procedure for purchase of items available on Government E-Market Place (GeM). For goods/services outside Government E-Market Place (GeM), to purchase based on recommendations of Advisory cum Standing Purchase Committee /tender enquiry or as per guidelines circulated by GA division from time to time.

2.16.13 To purchase of dead stock items, Stationery, petty items, etc.

- a) To identify Items to be purchased as per the requirement and subject to availability in the budget;
- b) To mandatorily register on GEM portal and purchase to be made as per guidelines of GFR (Gol) and through GEM. To change authorized persons for operating GEM and authorizing primary buyer, secondary buyer, approver, etc. in case of transfer or change in job responsibilities.
- c) To check the material supplied by the party and to make relevant stock entry;
- d) To process bills for payment.

2.16.14 To maintain computers and peripherals either through Annual Maintenance Contract (AMC) or as per requirement.

## **E. COORDINATION OF GENERAL COUNCIL/BOARD MEETINGS**

**2.17 To identify any change in membership of BOM/GC in the region and to pursue BOM/GC members from the region to attend GC/BOM meeting under intimation to HO**

**Input:** BOM/GC meeting notice

**Source:** P&C Division, HO

- 2.17.1 To update details of members of BOM/GC regularly to HO.
- 2.17.2 To ascertain from the members of BOM/GC receipt of meeting notice and agenda notes within 3 working days of receipt of communication from HO and if not received, to arrange the same for them.
- 2.17.3 To request the members of BOM/GC to attend the meetings 7 to 10 days before meeting and to inform HO about their participation status the same day the confirmation is received.

## **F. TO UNDERTAKE PROMOTIONAL ACTIVITIES**

### **2.18 To promote NCDC schemes/programmes and highlight /showcase the benefits received by the beneficiaries through these schemes to ensure maximum dissemination of information to all stakeholders thereby ensuring nationwide visibility and acceptability**

**Input:** Intimation from Organizers, Direction/ Nomination from HO, Nomination of societies for award

**Source:** HO, Organizers of conferences/ workshops/seminars/exhibitions (Government agency/cooperative, etc.)

- 2.18.1 To organize /participate in International/ National/ Zonal/ State Level exhibitions of repute or wherever maximum footfalls are expected.
- 2.18.2 To organize and participate in conferences/workshops/seminars wherein issues involving policy, direct and indirect benefits to cooperatives are covered.
- 2.18.3 To give wide publicity through media (print/audio-visual/web-based) as appropriate.
- 2.18.4 To assist in NCDC biennial award and the regional award for cooperative excellence and merit. To follow the process involved in the above mentioned awards for cooperative excellence to recognize the outstanding performance of primary level cooperative societies in the State and as per directions of HO.
- 2.18.5 To take decisions to organize/participate in exhibitions, conferences/workshops/seminars as per advice/approval of HO.
- 2.18.6 To collect materials for organizing the exhibitions and wherever required to man the exhibition.
- 2.18.7 To represent RO in International/ National/ Zonal/ State/ District level conferences organized by other agencies, as advised/directed by HO.
- 2.18.8 To seek the approval of the competent authority to participate in invites received at RO for attending a conference within the region under its jurisdiction.
- 2.18.9 To collect relevant data/information while attending the conferences/workshops/seminars.
- 2.18.10 To give publicity through appropriate media/language as advised by HO on existing schemes and new developments or modifications in

the existing schemes. To seek the publicity material from HO for the above purpose.

2.18.11 To provide write-ups, photographs, video clips, etc. to the website in-charge at HO at the closing of any event for website updation.

## **G. TO USE INFORMATION TECHNOLOGY**

**2.19 To maintain information in an easily retrievable way so that the same could be provided to Management/ HO whenever sought. To ensure adequate IT infrastructure for the smooth functioning of the RO.**

**Input:** Published data base, data on the status of cooperative societies, changes/ modification in State Cooperative Society Act, various schemes of State Government related to cooperatives, the requirement of hardware and software

**Source:** Cooperatives/State Government, applicable rules, regulations, and Acts of Central/ State Government and records of RO

2.19.1 To update HO with the change of key personnel in the State Govt. and prominent organizations, such as

- a) Chief Secretary
- b) APC
- c) Addl. CS / Principal Secretaries/ Secretaries associated with the implementation of NCDC schemes
- d) RCS and other functional RCS
- e) Chairman and Chief Executives of State Level / Multi-State Cooperative Organizations

2.19.2 To Update State profile on a monthly basis for States under its jurisdiction.

2.19.3 RD to update Managing Director with all the activities carried out during the month by Regional Directorate through Monthly DO letter in the prescribed format.

2.19.4 To assess the IT facilities at RO based on existing requirements and ensuring compatibility of hardware and software with that in HO for smooth communication.

2.19.5 To prepare budget provision and seek approval of competent authority for purchase as per guidelines.

2.19.6 To protect the hardware/software supported by total security packages.

2.19.7 To examine and respond to applications/queries as per the provisions of the RTI Act.

- 2.19.8 To providing information to Town Official Language Implementation Committee (TOLIC) & HO on implementation of Hindi as the official language in the prescribed formats.
- 2.19.9 To immediately furnish the information required by HO for preparing reply to Parliamentary & Assembly questions.
- 2.12.10 To provide immediately information sought by various divisions of H.O. relating to VIP references, etc. by DDFS/email/fax.
- 2.19.11 To collect, collate and interpret information as required from time to time and also furnish other returns like RTI returns to HO, Tender information, and any other return, as decided from time to time by the HO, within the timelines prescribed in the Process Document.
- 2.19.12 To file GST returns every month.

## **H. TO IMPLEMENT RAJ BHASHA**

### **2.20 To Progressively use of Hindi**

- 2.20.1 To submit quarterly progress report of TOLIC/Hindi Raj Bhasha in prescribed format to be filled in Hindi Raj Bhasha site, Ministry of Home by RD, and to forward a copy to Hindi section at HO.
- 2.20.2 To take action on the actionable points emerging from the meeting for progressive use of Hindi; and
- 2.20.3 To comply with the provisions of the Official Language Act 1963 to promote progressive use of Hindi.
- 2.20.4 To organize four workshops and Hindi Meetings at RO during a year.
- 2.20.5 To attend the Nagar Rajbhasha Samiti Committee meeting organized from time to time at the district headquarter.
- 2.20.6 To organize Hindi Week as directed by HO.

## **I. TO FOLLOW VARIOUS COMPLIANCES AND MAINTENANCE OF RECORDS.**

### **2.21 To furnish returns like GST and RTI, providing information for Parliament & Assembly questions in time, comply with audit clarifications etc. and to maintain and keep the internal records updated.**

- 2.21.1 To file GST returns every month.
- 2.21.2 To attend and respond to applications as per the provisions of the RTI Act and submitting quarterly returns.
- 2.21.3 To provide information to the Town Official Language Implementation Committee (TOLIC) and HO on implementation of Hindi as an official language in the prescribed formats.

- 2.21.4 To immediately furnishing of information required by HO for preparing reply to Parliamentary questions.
- 2.21.5 To provide information sought by various Divisions of H.O. relating to VIP references, etc. immediately.
- 2.21.6 To collect, collate and interpret information as required from time to time and also furnish other returns like RTI returns to HO, Tender information, and any other return, as decided from time to time by the HO, within the timelines prescribed in the Process Document.

## **J. TO ATTEND TO OTHER MISCELLANEOUS FUNCTIONS**

### **2.22 To attend to other miscellaneous functions and works assigned by HO from time to time**

- 2.22.1 ISO: To facilitate ISO and other audits of the RO, as per directions from HO. To prepare the following documents that review the activities of RO in conformity with the quality standards stipulated in the ISO Process Documents (PD):
- a To prepare the statement on the achievement of Quality Objectives in form QF-8, quarterly.
  - b To update the Risk register periodically.
  - c To provide the action taken report on Internal/External Audit observations.
  - d To provide the action taken report on the minutes of Management Review Meeting (MRM).
  - e To analyse the feedback received from cooperatives /State Govt.
  - f To review the statements of Process Measurement in respect of activities indicated in PD.
- 2.22.2 To organize programmes like Cooperative Week, Vigilance Week, Hindi Week, Yoga Day, etc. as per directions of HO.
- 2.22.3 To attend to any other works assigned by the HO keeping in view the new announcements by the Government of India, changing priorities of the GoI due to some unforeseen issues and problems of national importance which need to be addressed urgently through cooperatives.
- 2.22.4 To oversee the functioning of LINAC Regional Training Centers (Kolkata, Bhubaneshwar, Gandhinagar, Pune, Bangalore and Hyderabad)

### 3. Process Measurement

S.No	Process	Measurable Indicators (Working Days )	Monitoring Frequency	Frequency Monitored By
3.1	Preparation and submission of yearly target i.e. Programme of Activity for approval by NCDC HO	Not less than 3 months before the commencement of each financial year	Yearly	Deputy Director / Assistant Director/ Programme Officer under the overall supervision of RD
3.2	Generation of proposals in conformity with Guidelines.	Proposals generated & volume of financial involvement /outlay	Weekly	-do-
3.3	Evaluate the proposals/projects and its sanction at appropriate levels	No. of proposals received and approved	Monthly	-do-
3.4	Administration inspection of legal documents executed to secure financial assistance.	Documents of title deeds and other supporting evidence of fixed assets/ movable assets/ guarantee of Bank/State Government/ Federation/ Fixed Deposit Receipts or any other instrument prescribed while sanctioning loan	Fortnightly	-do-
3.5	Release of sanctioned assistance	Scrutiny of release proposal to work out eligibility and finalization of release letter with 10 working days	Fortnightly	-do-
3.6	Monitoring of projects.	Progress in physical and financial terms.	Quarterly/As and when required	-do-
3.7	Recovery of loans as per the repayment schedule.	Demand notice	Fortnightly	-do-
3.8	Disposal of Parliament/Assembly Questions (material for answer).	As per the time frame given	Fortnightly	-do-
3.9	RTI returns to HO.	As per stipulated timelines	Monthly	-do-
3.10	Submission of Quarterly Hindi Report	15 days from the end of each quarter	Quarterly/ as and when required	-do-
3.11	Disposal of RTI Application	30 days since receiving application	Quarterly	-do-
3.12	Monthly D.O.	By 7th of the following month.	Half Yearly	-do-

#### 4. Process Control:-

Sr. No	Process	Controls Established
4.1	Preparation of yearly targets	Review of spill-over, the progress of ongoing projects, and assessment based on pending proposals/proposals in the pipeline.
4.2	Generation of proposals	Quality policy and annual targets
4.3	Sanction of proposals	Appraisal and funding guidelines
4.4	Mortgage of fixed assets	The panel maintained in RO, Sanction letter, Guidelines by finance division & sanction letter, Completion certificate by appointed advocate
4.5	Pledge of FDR (Fixed Deposit Receipt)	Guidelines by finance division & sanction letter
4.6	Bank/State Government/Apex Federation Guarantee	Guidelines by finance division & sanction letter
4.7	Release of sanctioned assistance	Sanction letter (terms and conditions). Latest circular of interest rates
4.8	Monitoring by RO	Appraisal reports/Sanction letter, visit reports, etc.
4.9	Recovery of Loans	Terms & conditions of: i) Sanction letter ii) Release letter iii) Loan agreement iv) Security documents
4.10	MIS, IT statutory compliances, PQ/AQ/VIP reference	Circulars, formats circulated by HO. RTI Act, SRDB, official languages act
4.11	Human Resource administration in ROs	As per workload & guidelines circulars issued by HO
4.12	General administration	HO guidelines
4.13	Finance & accounts	Delegation of powers to RD. Guidelines, circulars issued by HO from time to time. Salary bills and IFMS
4.14	Coordination of BOM/GC meetings	Meeting notice
4.15	Exhibitions, conferences & promotions	Guidelines issued by HO



## 5. Details of Documented Information Retained: (an illustration and may differ from RO to RO)

S N	Record	Identification	Location	Maintained by	Retention Period	Disposition
5.1	Progress Reports	NCDC:21-1/2019/PAT	Almirah	As per the allocation of work	At least for 2 years after complete repayment	Shredding/ Tearing
5.2	Agenda and minutes of review meetings	NCDC/21-6/2012-RDP	Almirah	As per the allocation of work	One year after repayment of the loan	Shredding/ Tearing

## 6. Details of Documented Information Maintained: (an illustration and may differ from RO to RO)

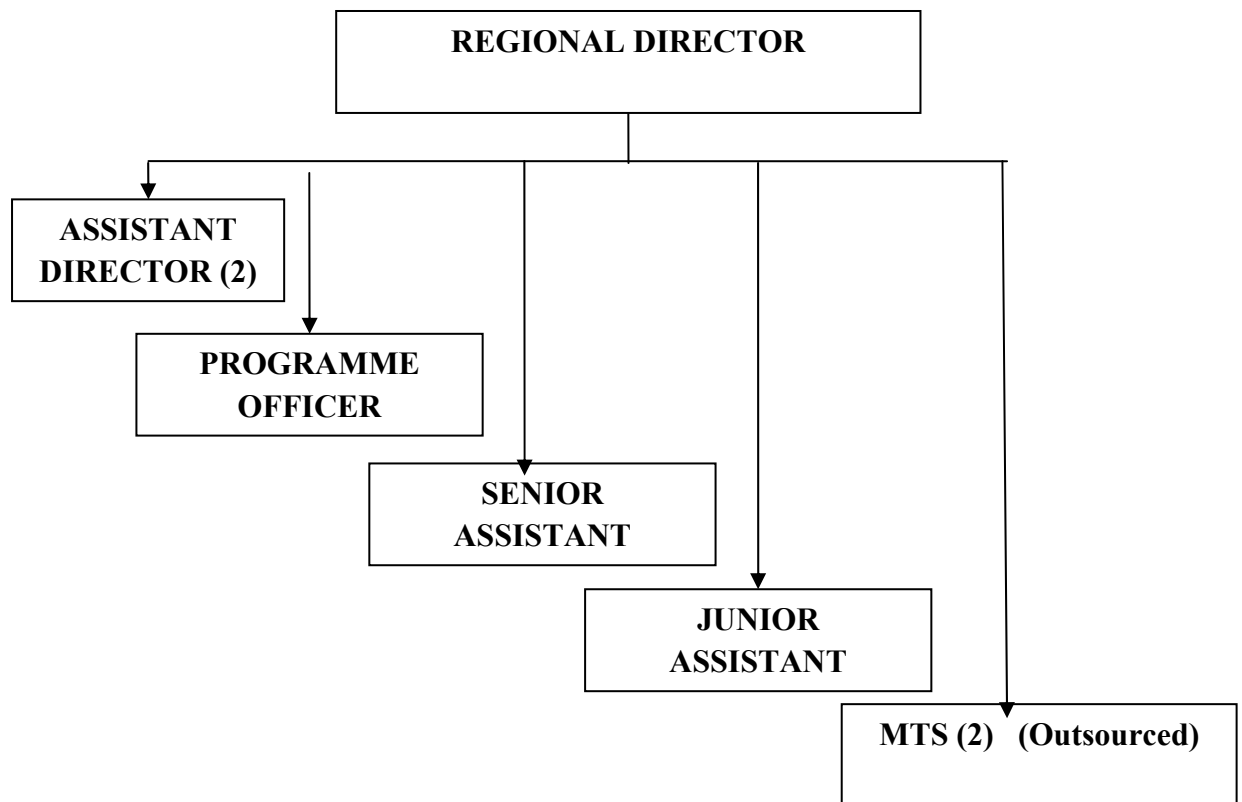
SN	Record	Identification	Location	Prepared by	Approved by	Revision no.
6.1	Progress Reports	NCDC:21-1/2019/PAT	Almirah	As per the allocation work	HO	

## 7. References:-

- 7.1 National Cooperative Development Corporation Act.
- 7.2 Schematic pattern of assistance.
- 7.3 Office Order No. NCDC:15-2/87-Budt dated 13<sup>th</sup> January 2010 and 20<sup>th</sup> June 2014 regarding re-delegation of financial powers and as amended from time to time.
- 7.4 Circular No. NCDC:15/1/2000-Budt dated 13<sup>th</sup> January, 2010 regarding SRDB.
- 7.5 Latest interest rate circular.
- 7.6 Letter No. NCDC: 8-17/96-PC dated 21<sup>st</sup> October, 2008 & NCDC:8-37/2011-P & C dated 24<sup>th</sup> December, 2012.
- 7.7 P & C Division's U.O Note No. NCDC:13-13/2013-P & C dated 18<sup>th</sup> December 2013.
- 7.8 Office order regarding reimbursement of telephone expenses.
- 7.9 Office order regarding reimbursement of conveyance.
- 7.10 Office order regarding reimbursement of the newspaper.

- 7.11 Office order regarding condemnation/disposal of dead stock items.
- 7.12 Office order regarding the purchase of briefcase by entitled officers.
- 7.13 Office order regarding the re-delegation of financial powers.
- 7.14 Office order regarding the safekeeping of office keys.
- 7.15 Office order regarding the inspection of legal documents kept in safe custody.

## 8. RO Structure (Any change to be updated immediately):



(An illustration and may differ from RO to RO)

## 9. Responsibilities & Authorities: (An illustration and will differ from RO to RO)

DESIGNATION	RESPONSIBILITIES	AUTHORITIES
Regional Director (NE)	<p>Overall management of entire functions of the RO viz.</p> <ul style="list-style-type: none"> <li>• Administration, establishment, accounts, housekeeping, library, etc.</li> <li>• Promotion of NCDC schemes</li> <li>• Coordination with all agencies relating to activities of the Directorate.</li> <li>• Ensuring the accomplishment of approved annual work plan and programme of activities.</li> <li>• Generation of Proposals and sanction of assistance under the delegated financial powers.</li> <li>• Ensuring entries in SRDB for sanctions &amp; releases.</li> <li>• Examining and forwarding proposals to HO for approvals beyond delegated powers.</li> <li>• Carrying out Legal documentation works, Release of funds &amp; Recovery of dues.</li> <li>• Desk &amp; Field Appraisal of proposals.</li> <li>• Monitoring of assisted Projects.</li> <li>• Accreditation of Godowns under WADA.</li> <li>• Inspection of projects for release of assistance</li> <li>• Recovery of loans as per repayment schedule</li> <li>• Effective &amp; optimal utilization of Human Resource and welfare activities at RO</li> <li>• Managing financial &amp; accounting part of the RO</li> <li>• Coordinating with HO and GC/BOM members for attending the meeting</li> <li>• Organizing/participating in exhibitions, conferences, workshops, seminars, and promotional meetings</li> <li>• Furnishing replies and periodic returns under RTI Act, 2005 &amp; other returns</li> <li>• Approval of tour programmes for ADs &amp; other officers of RO</li> <li>• To attend all jobs assigned by HO-NCDC from time to time</li> <li>• Convening/attending various meetings.</li> <li>• ISO related work.</li> <li>• Attending to Parliament Questions,</li> <li>• Attending to VIP References.</li> <li>• Attending to Audit.</li> <li>• Attending to legal cases in DRT &amp; other courts.</li> </ul>	<p>All the authorities for the efficient functioning of the RO as per the process document/work manual and as decided by the competent authorities from time to time.</p>

	<ul style="list-style-type: none"> <li>• Act as designated PIO under RTI Act.</li> <li>• Handling customer enquiries, complaints, and feedback.</li> </ul> <p>Any other assignment/tasks as per directions of HO.</p>	
Director	<p>a) Promotion of NCDC schemes/programmes,</p> <p>b) Generation of project/proposal,</p> <p>c) Appraising project/proposal, preparation of appraisal note and draft agenda item,</p> <p>d) Sanction and Release assistance,</p> <p>e) Ensuring repayment/recovery of loan installments in time for assistance availed by Cooperatives / State Governments. Initiation of action for default cases,</p> <p>f) Preparation of points for discussion for various meetings, State Profile / Focus paper / Dossier, etc.</p> <p>g) Representing meetings/seminars organized by State Government / other institutions,</p> <p>h) Liaison with State Governments/cooperatives / other developmental agencies involved in the promotion &amp; development of cooperatives,</p> <p>i) Supervision on maintenance / update of various data / records / information for furnishing of reports &amp; returns, decision making, forecasting, etc.</p> <p>j) ISO norms maintenance and to face ISO audit.</p> <p>k) Parliament Question, VIP Reference Issues, VIP visit, etc.</p> <p>l) Participating in the Purchase Committee, Outsourcing Agency Selection Committee, etc. of RO, Guwahati.</p> <p>m) Default cases under direct funding scheme in the region.</p> <p>n) NCDC Regional Award for cooperative excellence and merit for the States of the Region.</p> <p>o) Training, HRD development issues under NCDC programme of the States/s in the jurisdiction.</p> <p>p) Other duties as assigned by Regional Director from time to time.</p> <p>q) Keep one key of the safe of RO in custody.</p>	As per work allocation orders issued from time to time.
Deputy Director	<p>a) Promotion of NCDC schemes/programmes.</p> <p>b) Generation of project/proposal.</p>	As per work allocation orders issued

	<p>c) Appraising project/ proposal, preparation of appraisal note, and draft agenda item.</p> <p>d) Sanction and Release assistance.</p> <p>e) Ensuring repayment/recovery of loan installments in time for assistance availed by Cooperatives / State Governments. Initiation of action for default cases.</p> <p>f) Preparation of points for discussion for various meetings, State Profile / Focus paper / Dossier, etc.</p> <p>g) Representing meetings/seminars organized by State Government / other institutions.</p> <p>h) Liaison with State Governments/cooperatives / other developmental agencies involved in the promotion &amp; development of cooperatives.</p> <p>i) Supervision on maintenance / update of various data / records / information for furnishing of reports &amp; returns, decision making, forecasting, etc.</p> <p>j) Default cases under direct funding scheme in the region.</p> <p>k) Preparation of POA.</p> <p>l) MDO, SOM compliance report, NOs fortnightly report, fortnightly report towards nurturing of primary level cooperatives.</p> <p>m)Preparation of material of RO for NCDC website.</p> <p>n) Other duties as assigned by Regional Director from time to time.</p>	<p>from time to time.</p>
<p>Assistant Director</p>	<p>a) Promotion of NCDC schemes/programmes,</p> <p>b) Generation of project/proposal,</p> <p>c) Appraising project/proposal, preparation of appraisal note and draft agenda item,</p> <p>d) Sanction and Release of assistance,</p> <p>e) Ensuring repayment/recovery of loan installments in time for assistance availed by Cooperatives / State Governments. Initiation of action for default cases.</p> <p>f) Preparation of POA,</p> <p>o) Preparation of points for discussion for various meetings, State Profile / Focus</p>	<p>As per work allocation orders issued from time to time.</p>

	<p>paper / Dossier, etc.</p> <p>g) Representing meetings/seminars organized by State Government / other institutions,</p> <p>h) Liaison with State Governments/cooperatives / other developmental agencies involved in the promotion &amp; development of cooperatives,</p> <p>i) Maintenance / update of various data / records / information for furnishing of reports &amp; returns, decision making, forecasting, etc.,</p> <p>j) All works related to Finance and Accounts including maintenance of relevant files/registers, records, etc.</p> <p>k) Maintenance of Imprest Accounts, Works related to GST and GEM,</p> <p>l) Maintenance and operation of computer system /fax/official telephones, office housekeeping.</p> <p>m) Job relating to office accommodation, the appointment of outsourcing personnel, etc.</p> <p>n) Coordination with AMC providers for computers and Internet connection installed at RO.</p> <p>o) Purchase and maintenance of Dead Stock, Stationery, and Petty items.</p> <p>p) Payment of office telephone, internet, etc. bill.</p> <p>q) Maintenance of Office Vehicle.</p> <p>r) Reports and returns - a. Monthly expenditure statement, b. Monthly accounts, c. GST report (1,3B,7, etc.), d. Professional Tax, e. Tender Information, f. weekly pending proposal report, g. RTI, h. BOM / GC Meeting of the Corporation, i. DDFS report etc.</p> <p>s) Training, HRD development issues. Initiation / Organizing of meetings, seminars, training programmes, etc.</p> <p>t) Settlement &amp; Payment of TA bill, medical bill, mobile bill, paper bill of officers and staff members of RO.</p> <p>u) Maintenance and update of leave record, personal files of officers, and staff members of RO.</p> <p>v) Keep one key of the Safe of RO in custody.</p>	
Sr. Assistant	<p>a) All secretarial, record keeping, and typing job of Director and Deputy Director.</p> <p>b) Maintenance/update of Guard File (Programme) – NCDC scheme/activities,</p>	As per work allocation orders issued from time to time.

	<p>Delegation of power, NCDC Rate of Interest, etc.</p> <p>c) Maintenance/update of overall records of the States concerning – year-wise / accumulated position of sanction and release, spillover position, proposal generation, proposal pipeline, reimbursement/advance claim, etc. The typing assistance to Director, D.D., AD).</p> <p>d) Coordinating for overall Maintenance/keeping of NCDC Loan Application Forms, Schemes circular, Scheme Leaflet, etc. with the help of secretarial assistance of respective states assigned to their officers.</p> <p>e) Maintenance of records of efforts towards the generation of proposals/projects through correspondence, SMS, tours, society visit to RO, society contacted over phone, etc.</p> <p>f) Weekly pending proposal report and monthly DDFS report.</p> <p>g) Weeding of old files/folders.</p>	
SPA	<p>a) Dairy / Docketing of all incoming letters.</p> <p>b) Maintenance of outgoing dak registers concerning dispatch of letters.</p> <p>c) Inward letter in DDFS</p> <p>d) Maintenance of Register for newspaper, magazine, etc. being subscribed by RO, and put up for payment.</p> <p>e) Up keeping and maintenance of file index, system, etc.</p> <p>f) Maintenance/update of record towards action taken for actionable letters received in RO, for monitoring of RD daily.</p> <p>g) Maintenance / updated status of contact details of all the officers of the States, Developmental Institutes / Organization concern to NCDC programme, etc.</p> <p>h) Implementation of Official language policy in RO organization of the meeting, preparation of reports and returns, etc.</p> <p>i) Maintenance of schedule concerning appointment, meeting, conference, etc.</p> <p>j) Maintenance of attendance register of officers and staff members of RO and put to RD on a regular basis.</p> <p>k) Maintenance of visiting registers; library registers (stock, issue &amp; return, etc.).</p> <p>l) Maintenance/update of Guard File (Administration) – General, Personnel, etc.</p> <p>m) Checking up of email and inform the concerned which require immediate</p>	As per work allocation orders issued from time to time.



	attention.	
MTS 1&2	<ul style="list-style-type: none"> <li>a) Attend to Regional Director (NE),</li> <li>b) Attend to officers and section,</li> <li>c) Filling of papers and maintenance of the record room and all file cabinets/racks, in a neat tidy manner.</li> <li>d) Maintenance of scheme Folder(s), application forms, etc. for all NCDC schemes.</li> <li>e) General office work.</li> <li>f) Posting of Letters and Bank duties.</li> </ul>	As per work allocation orders issued from time to time.

## 10. Abbreviations:

AD	Assistant Director
AQ	Assembly Question
BOM	Board of Management
CSISAC	Central Sector Integrated Scheme on Agricultural Cooperation
CSS	Central Sector Scheme
DAC&FW	Department of Agriculture, Cooperation & Farmers Welfare
DD	Deputy Director
DDFS	Digital Document Filing System
DMD	Deputy Managing Director
DO	Demi Official
GC	General Council
GOI	Government of India
GST	Goods & Services Tax
GSTR	Goods & Services Tax Return
HO	Head Office
ICDP	Integrated Cooperative Development Project
IFMS	Integrated Financial Management System
ISO	International Organization for Standardization
MD	Managing Director
MDO	Monthly Demi Official
MO	Monitoring Office/Officer
MTS	Multi-Tasking Staff
NCDC	National Cooperative Development Corporation
NO	Nodal Officer
P&C	Plan & Coordination
PIA	Project Implementation Agency
PIT	Project Implementation Team
PO	Programme Officer
POA	Programme of Activities
PQ	Parliament Question
RCS	Registrar of Cooperative Societies
RO	Regional Office
RTI	Right to Information
SRDB	Sanction/Release Data Base
TA	Travelling Allowance
VIP	Very Important Person