



राष्ट्रीय सहकारी विकास निगम
NCDC
Assisting Cooperatives. Always!
सहकारिताओं की सहायता में सदैव तत्पर!

PROCESS DOCUMENT - CORPORATE
COMMUNICATION DIVISION

DOC.
NUMBER.

NCDC/PD(CC)-15

DATE
OF ISSUE

02.09.2020



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मास्टर प्रति

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प्रक्रिया दस्तावेज़ - कॉर्पोरेट संचार प्रभाग

**Process Document - Corporate
Communication Division**

Document ID: NCDC/PD(CC)-15

Revision No: 02

Prepared By:	Reviewed By:	Approved By:
 Chief Director (CC)	 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	08.09.2014	Director (PR)		Initial	Management Representative
00	01	01.08.2016	Chief Director (PR)	Title of document, Input & Output included process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee
01	02	02.09.2020	Chief Director (CC)	Title of document, as per the requirement of ISO 9001:2015	"

2. DOCUMENT AVAILABILITY

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Chief Director (CC)
SOFT COPY	https://www.ncdc.in/documents/employee-corner/4917240619PD_PR.pdf

3. CONFIDENTIALITY

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

Prepared by:	Reviewed by:	Page - 2- of 10
 Chief Director (CC)	QMS Documentation Committee	



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1. DIVISION STRUCTURE

As given in Annexure-I

2. RESPONSIBILITIES & AUTHORITIES

As given in Annexure-II

3. ABBREVIATIONS

DAVP	Directorate of Advertising and Visual Publicity
DAC	Department of Agriculture, Cooperation & Farmers Welfare
DOP	Directorate of Printing
DCP	Deputy Commissioner of Police (Licensing)
DY.MD/DMD	Deputy Managing Director
EXCOM	Executive Committee
FCRA	Foreign Contribution (Regulation) Act
GOI	Government of India
GFR	General Financial Rules, 2005- Ministry of Finance, Govt. of India
MD	Managing Director
MTS	Multi Tasking Staff
NCUI	National Cooperative Union of India
NCCE	National Centre for Cooperative Education
NCCT	National Council for Cooperative Training
CC	Corporate Communication
PS	Private Secretary
RCS	Registrar of Cooperative Societies
RO	Regional Office
SPS	Senior Private Secretary
UT	Union Territory
VAMNICOM	Vaikunth Mehta National Institute of Co-operative Management

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4. PURPOSE / OBJECTIVES

To spread awareness about the role of NCDC in promoting and developing cooperatives across sectors and regions.

5. SCOPE

- 5.1 Publication of NCDC's Annual Report as per the statutory requirement. Publishing a booklet on Pattern of Assistance on various schemes of Corporation and designing publicity materials and organizing publicity campaigns by publishing (i) News letter (ii) Schematic Pattern of Assistance (booklet) (iii) Leaflets of different schemes (iv) Diaries (v) Citation booklet (for Biennial Awards) (vi) Movies and photo album of events as per requirement.
- 5.2 Visit of delegates to NCDC.
- 5.3 Membership to various organizations.
- 5.4 Organizing Biennial Awards
- 5.5 Issue of advertisements in different journals/souvenirs etc.
- 5.6 Participation in Exhibitions.
- 5.7 Conference, Seminars, Summit.
- 5.8 NEDAC.

6. PROCESS DETAILS

6.1 Publication

Process Input	Source
Annual Report publication/ Schematic Pattern of Assistance/ Brochures/ Leaflets / Diaries etc.	All Divisions /Regional Offices & LINAC

- 6.1.1 Preparing tender documents as per need & work demand limited tender for urgent work as per demands and awarding contract for printing of different publications brought out by NCDC.
- 6.1.2 Material printed through a selected printer (registered with DAVP & DOC of 'A, B' class printers only); as per the procedure and in case of urgent work limited tender are called.
- 6.1.3 The material for publication/ printing is finalized in consultation with the concerned Divisional Head, Publisher.
- 6.1.4 The draft received from printer is checked by CC division and concerned division.
- 6.1.5 Corrected draft sent to Printer for final printing.
- 6.1.6 Distribution as per determined listing.
- 6.1.7 Printer selected through the process mentioned at 6.1.1. Printer is expected to be registered with DAVP and DOP of 'A, B' class/category.
- 6.1.8 In case of Annual Report, the printed material are despatched to DAC for placing before the Parliament in winter session.

Process Output	Printing of different publications as per the requirement.
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6.2 Visit of delegation to NCDC

Process Input	Source
Request received from organizations in cooperative sectors ensuring awareness of NCDC's participation in promoting and developing agriculture and allied activities with various promotional and developmental programmes.	NCUI, NCCE, NCCT, VAMNICOM etc. and other institute engaged in development of Agriculture through Cooperatives.

6.2.1 Foreign/ India delegation- To coordinate field visits and interaction with NCDC officials.

6.3 Membership of various organization

6.3.1 To maintain/ subscribe membership of different professional National organization as in Annexure-III.

Process Output	Officers handling the relevant subject/activity briefing the visiting delegates.

6.4 Organizing Biennial Awards

Process Input	Source
i. Constitution of National Level Selection and State Level Selection Committee by NCDC Head Office and Regional Directorates.	NCDC Head Office and Regional Directorates.
ii. Printing of citation booklet on award winning societies.	Profile of the award winning society.

6.4.1 A policy circular defining criteria for selection, categories of Award instituted etc. is circulated to all State Governments, Cooperative Institutions, Regional Offices (RO) etc.

6.4.2 Regional Directors constitute State Level Selection Committee,

6.4.3 National Level Selection Committee with approval of MD is constituted at Head Office level;

6.4.4 The nomination received from State Level Selection Committee is screened by National Level Committee & final list of Awardees prepared;

6.4.5 The Chief Guest invited to distribute the Awards;

6.4.6 A citation booklet is published giving brief on societies given awards.

6.4.7 After Award Ceremony a wrap up meeting with awardees is held at NCDC to share experience and gather feedback for future implementation of schemes/ suggestions for improvement etc.

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6.7 Conference, Seminars, Summit

Process Input	Source
Letters received from various agencies concerning promotion and development of agriculture & cooperation.	Agriculture and allied Sector Cooperatives/ Organizations.

6.7.1 On receipt of any invitation, the matter is examined to assess on its appropriateness to NCDC's objectives and goals.

6.7.2 Based on the analysis, decisions are taken for participation.

Process output	On the approval of Managing Director, selected officers from NCDC participate.
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6.8 NEDAC

Process Input	Source
Letters/ e-mails received from NEDAC for NEDAC annual Membership fee participation in NEDAC Executive Committee (EXCOM) meeting Executive Committee (EXCOM) meeting.	Regional Network for the Development of Agricultural Cooperatives in Asia and Pacific (NEDAC).

6.8.1 Request received from NEDAC for NEDAC Annual Membership Fee and approval of Managing Director is solicited to make the payment.

6.8.2 As a part of NEDAC EXCOM & NEDAC GA meeting, NEDAC invite Chairperson/ Member of their organization to chair/ participate in the meeting.

6.8.3 Managing Director send the file for approval of NCDC Chairman/Secretary, Ministry of Agriculture & Farmers Welfare for attending NEDAC meetings.

6.8.4 For meeting outside India, approval of political clearance & FCRA is obtained by applying online.

6.8.5 Tour report by Managing Director is submitted to DAC.

Process Output	On the approval of NCDC Chairman/Secretary, Ministry of Agriculture & Farmers Welfare, Managing Director, NCDC participate in NEDAC meetings.
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7. PROCESS MEASUREMENTS

7.1 Publication of NCDC Annual Report & Diary etc.

S.No.	Process	Measurable Process indicators	Monitoring frequency	Responsibility for Monitoring
1.	Finalization of Tender Documents for i) Annual Report (October end) ii) NCDC Diary (November end) iii) Other publications (As decided by the Corporation)	At least one and half month before publication of each	Quarterly	Chief Director (CC)

8. RISK AND OPPORTUNITIES

Ref.# Risk Register

9. PROCESS CONTROL

Sl.No.	Process	Control on process
1	Printing of Annual Report & Diary	As per tender specifications approved by Competent Authority.
2	Participation in Exhibition	As approved by Competent Authority.
3	Release of Advertisement	Verify the printed version as per approval.

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10. DETAILS OF DOCUMENTED INFORMATION RETAINED

S. No.	Record	Identification	Location	Maintained by	Retention period in years	Disposition
1.	Biennial Awards	Title	Almirah (1)	PO (CC)	3 years	Shredding/ Tearing after digitisation
2.	Exhibitions	Title	Almirah (1)	PO (CC)	3 years	-do-
3.	Promotional Programmes	Title	Almirah (1)	PO (CC)	3 years	-do-
4.	Issue of Advertisement	Title	Almirah (1)	PO (CC)	3 years	-do-
5.	Printing of Annual Report & Diary	Title	Almirah (1)	PO (CC)	3 years	-do-
6.	NEDAC	Title	Almirah (1)	PO (CC)	5 years	-do-
7.	NCDC Films	Title	Almirah (1)	Sr. Assistance-1 (CC)	Permanent	Not applicable
8.	Press Release	Title	Almirah (1)	Sr. Assistance-2 (CC)	1 years	Shredding/ Tearing after digitisation
9.	Miscellaneous reference	Title	Almirah (1)	PO (CC)	3 years	-do-

11. DETAILS OF DOCUMENTED INFORMATION MAINTAINED

S. No.	Title	Identification	Location	Prepared by	Approved by	Revision No
1.	Delegation of Administrative/ Financial Power	NCDC:2-1/2004-Admn. Dated 25.06.2014	P&A Division	P&A Division	MD	00
2.	Procedure for purchase of goods/ execution of works	NCDC:7-4/2005-Genl. (Policy) dated 31.10.2006	General Admn. Division	General Admn. Division	Executive Director (GA)	00

12. REFERENCES

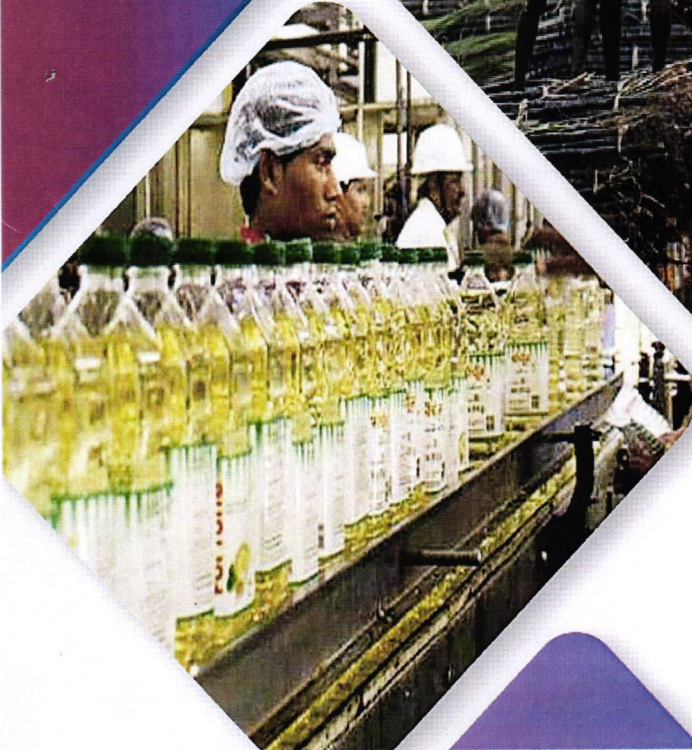
12.1 GFR 2005, Department of Expenditure, Ministry of Finance, Government of India.

Prepared By:	Reviewed By:	Approved By:	
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