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सहकारिताओं की सहायता में सदैव तत्पर!

PROCESS DOCUMENT - FISHERIES & TRIBAL  
DEVELOPMENT DIVISION

DOC.  
NUMBER.

NCDC/PD(F&TD)-03

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जनजातीय विकास प्रभाग

Process Document - Fisheries &  
Tribal Development Division

Document ID: NCDC/PD(F&TD)-03

Revision No: 02

Prepared By:

Executive Director (F&TD)

Reviewed By:

QMS Documentation Committee

Approved By:

Managing Director



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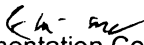
**DOCUMENT CONTROL PAGE**

**1) REVISION HISTORY**

Revision No.		RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					
--	00	08.09.2014	Dy. Director	--	NIL	Initial Release
00	01	01.08.2016	Chief Director (F&TD)	--	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	Executive Director (F&TD)	Cover Page – page 1, Header and Footer on every page, Replaced word release with disbursement on pages 9,10,11,13,14,1 5,19 and 20. Process Measurement table on page 17 and 18	Document availability soft copy link, replaced the word 'Release 'with 'Disbursement' and Process Measurement table updated	QMS Documentation Committee

**2) DOCUMENT AVAILABILITY**

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Executive Director(F&TD)
SOFT COPY	<a href="https://ncdc.in/documents/employee-corner/4617240619PD_F&amp;TD.pdf">https://ncdc.in/documents/employee-corner/4617240619PD_F&amp;TD.pdf</a>

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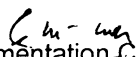
**3) CONFIDENTIALITY**

- The Process Document ('PD') 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.

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**1) DIVISION STRUCTURE**

Annexure-I

**2) RESPONSIBILITIES & AUTHORITIES**

Annexure-II

**3) ABBREVIATIONS**

ACF	Assistant Commissioner of Fisheries
ADF	Assistant Director Fisheries
AMI	Agriculture, Marketing & Infrastructure
AMIGS	Agricultural and Marketing Infrastructure, Grading and Standardization
ATR	Action Taken Report
BOM	Board of Management
CCL	Child Care Leave
COF	Commissioner of Fisheries
CSC	Central Screening Committee
DAC & FW	Department of Agriculture, Cooperation & Farmers Welfare
DAHD&F	Department of Animal Husbandry, Dairying and Fisheries
DMI	Directorate of Marketing and Inspection
DoNER	Department of North Eastern Region
DSC	Divisional Screening Committee
EL	Earned Leave
FDC	Fisheries Development Commissioner
FISHCOPFED	National Federation of Fisher's Cooperatives Ltd.
GC	General Council
GOI	Government of India
HO	Head Office
HPL	Half Pay Leave
ICAR	Indian Council for Agricultural Research
ISC	Internal Screening Committee
ISAM	Integrated Scheme for Agricultural Marketing
LAMPS	Large Sized Agricultural Multipurpose Cooperative Societies
LD STATE	Least Developed State
MFPI	Ministry of Food Processing Industries
MLA	Member of Legislative Assembly
MLC	Member of Legislative Council
MOA & FW	Ministry of Agriculture & Farmers Welfare

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MoS	Minister of State
MP	Member of Parliament
MR	Management Representative
MTS	Multi Task Staff
NABARD	National Bank for Agriculture and Rural Development
NCDC	National Cooperative Development Corporation
NDDB	National Dairy Development Board
NFDB	National Fisheries Development Board
NSTFDC	National Scheduled Tribe Finance Development Corporation
POA	Programme of Activities
PS	Private Secretary
PSC	Pre-Screening Committee
QPR	Quarterly Progress Report
QMS	Quality Management System
RCS	Registrar of Cooperative Societies
RO	Regional Office
SPA	Senior Personal Assistant
TRIFED	The Tribal Cooperative Marketing Development Federation of India Limited
UD/LD STATE	Under Developed Least Developed State

**4) PURPOSE**



To plan, promote and provide financial assistance for development of cooperatives with particular reference to Fisheries and Tribal Development either directly or through State Govt. within the framework of NCDC Act.

**5) SCOPE:**

**FISHERIES**

NCDC provides financial assistance in the form of term loan, margin money, working capital & subsidy to Fisheries Cooperatives for the following activities

- Purchase of operational inputs such as fishing boats, nets, and engines.
- Creation of infrastructure facilities for marketing transport vehicles, ice plants, cold storages, retail outlets, processing units, etc.
- Development of inland fisheries, seed farms, hatcheries, etc.
- Preparation of feasibility reports.
- Integrated Fisheries Projects (Marine, Inland and Brackish Water)

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**TRIBAL DEVELOPMENT**

NCDC provides financial assistance for the following purposes:

- Margin Money/Share Capital – for enhancing the business (marketing of agricultural and minor forest produce, distribution of agricultural inputs, supply of consumer goods, etc.)
- Infrastructure Creation – All types of small and medium sized Units of processing, marketing, supply and distribution of Agricultural, Horticultural and Forest Produce including rehabilitation/expansion/modernization of existing units.

**6) PROCESS DETAILS**

**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, RO & Cooperative Societies/State Government

- 6.1.1 Yearly targets are laid down in the form of Programme of Activities prepared by the Division along with State-wise/Activity-wise break up of financial outlay.

<b>Process Output</b>	Finalised Programme Outlay along with physical & financial targets
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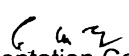
**6.2 Generation of proposals**

Process Input	Source
Finalised Programme Outlay along with physical & financial targets	As per POA

- 6.2.1 The schemes of the Fisheries and Tribal Development 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 Regular follow ups with Regional Directors for promotional activities and generation of proposals

<b>Process Output</b>	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 On receipt of the proposal from State Governments/Cooperative Society the same is preliminarily scrutinized as per the checklist given in Annexure-III:

6.3.2 If the proposal is complete, SRDB entry is made otherwise additional information is called for as per the requirement.

Process Output	Generation of proposal number in SRDB system
----------------	--

**6.4 Sanction Process**

Process Input	Source
Examined proposal having proposal number	SRDB(Sanction Release Data Base) System

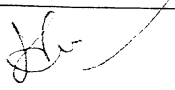

6.4.1 Proposals upto Rs.80.00 lakh are examined & sanctioned at RO level as per Annexure-IX

6.4.2 Depending upon the quantum of assistance, the proposal is placed before Divisional Screening Committee (DSC) if it is upto Rs. 1.00 crore and beyond that is placed before Pre-screening Committee (PSC) for its recommendation as per annexure-VII & VIII. As per the recommendations, the proposal is desk appraised or field appraised. Based on field appraisal report, proposal is examined for further necessary action as per direct funding guidelines.

6.4.3 Based on the desk appraisal / field appraisal, agenda note is prepared by the Division for approval of the Divisional Head for placing before the Divisional Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for sanction.

6.4.4 After approval of the agenda note by the concerned Screening Committee (upto Rs.1.00 crore in DSC and upto Rs.5.00 crore in ISC/CSC), draft sanction letter is prepared and put up for approval by the competent authority and for allotment of Control Number by the Finance Division.

6.4.5 In case the assistance is more than Rs.5.00 crore, after approval of ISC/CSC, draft agenda note is prepared for placing the same before Board of Management (BOM) for approval. After BOM's approval, draft sanction letter is prepared for approval and for allotment of Control Number. However in case of working capital proposals, Managing Director has been

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delegated power to sanction working capital assistance upto Rs. 100.00 crore. Such sanctions are placed before the BOM for information in the immediate ensuing meeting. In case proposal is for sanction of working capital of more than Rs.100.00 crore, based on the recommendations of Internal Screening Committee/Central Screening Committee (ISC/CSC), agenda proposal is placed before Board of Management (BOM) for its approval and sanction.

6.4.6 After allotment of Finance Control No. sanction letters containing details of financial assistance including pattern of assistance, schedule for disbursement of assistance, period of loan, validity of sanction letter etc. and other terms and conditions are issued. However, in case the society/State Govt. does not avail the sanctioned assistance within validity period then the same is de-sanctioned. However, in case a request for extension of validity of sanction is received from the society/ State Govt., the same is examined and validity of sanction is extended.

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 with the approval of the legal cell of the finance division.

6.4.8 Legal documentation work is done by the concerned Regional Director or at H.O. as per convenience of the society. Original legal documents are kept in safe custody at Regional Directorate / H.O. After completion of legal documentation, the same are sent to the Legal cell for vetting.

6.4.9 If proposal does not qualify for financial assistance from NCDC, it is rejected after due approval of the competent authority and the decision is communicated to the concerned.

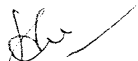
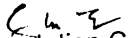
Process Output

Sanction Letter/ Rejection letter

**6.5 Reimbursement / Disbursement of sanctioned assistance**

Process Input	Source
Request for disbursement (Legal Documentation should be completed before disbursement in case of direct funding)	Cooperative Societies / State Governments

6.5.1 Request for reimbursement of sanctioned assistance are received from the concerned State Govt. and directly from society in case of direct funding and the same are examined in the Division.

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- 6.5.2 Draft letter for reimbursement/disbursement of eligible assistance to State Govt. in case of assistance through State Govt. or directly to society in case of direct funding is prepared and submitted to the Finance Division for approval and allotment of Finance Control for approval and allotment of Finance Control number. After approval of the letter for reimbursement 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 for disbursement of assistance.
- 6.5.3 In case of direct funding, the Regional Directors send copies of the Deeds / documents executed by the beneficiary to the Division along with request from the beneficiary for disbursement of eligible assistance after fulfilling the requirements mentioned in the sanction letter. The Division examines the documents including security cover and the request of the society for disbursement of assistance.
- 6.5.4 The Guard file is maintained containing copies of the sanction / release (disbursement) letters issued by Head Office as well as by Regional Directors during the financial year.
- 6.5.5 Registers containing details of sanction / disbursement of assistance are also maintained in the Division.

Process Output	Release letter
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**6.6 Revision of sanctions**

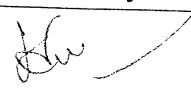
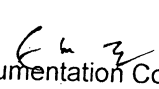
Process Input	Source
Request for revision of sanction	Cooperative Societies / State Governments

**6.6.1 Revision of sanction within the sanctioned project cost**

6.6.1.1 On receipt of the proposal for revision of sanctioned assistance the same is examined in the division on the following aspects:

6.6.1.1.1 Regional Director's suggestion on the proposal.

6.6.1.1.2 Justification for revision of sanction is examined w.r.t. the actual sanction and whether revision is not for diversion of funds to activities other than the sanctioned activities. The proposal (for upward or downward revision) is also examined to see that the viability of the project is not affected and the tangible benefits proposed in the project are not diluted due to the revision.

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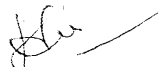
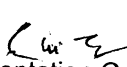
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- 6.6.1.1.3 The revision proposed is generally considered within the total project cost sanctioned by NCDC (with the consent of the beneficiary institution).
- 6.6.1.1.4 In case the project has already received partial assistance (i.e. NCDC has disbursed assistance to the project), the progress of implementation is examined with respect to the proposal for revision and its impact on progress made.
- 6.6.1.2 Based on findings, the proposals deficient in all/any of the above aspects is reverted back to the beneficiary institution / State Govt. seeking additional information/ clarification. Letter approved by competent authority in this regard is issued.
- 6.6.1.3 On receipt of all the above information, if the division is satisfied, the following action is initiated:
- 6.6.1.3.1 The proposal along with justification is placed on file with draft revised sanction letter for the approval of the competent authority.
- 6.6.1.3.2 On receipt of approval the revised sanction letter is issued.

**6.6.2 Revision of sanction beyond the sanctioned project cost**

- 6.6.2.1 In case the beneficiary institution seeks additional funds and provides supporting documents/information as listed in Annexure-III and is justified in doing so the proposal is re-examined with respect to the following aspects:
- 6.6.2.1.1 Proforma invoices/ quotations for plant and machinery and layout, design and cost estimates of civil works (by competent authority) if the revision so requires.
- 6.6.2.1.2 In case the sanction is more than a year old the status of previous loans availed by the Institution.
- 6.6.2.1.3 Justification on the need for the project supported by documents (proposed locations, beneficiaries etc) in case there is additional capacity proposed in the project.
- 6.6.2.1.4 Schedule of implementation for the proposed project.
- 6.6.2.1.5 In case the sanction is more than a year old, last year's audited Trading Account, Profit and Loss Account and Balance Sheet

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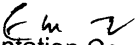
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- including Schedules forming parts of the statements of accounts along with Audit Classification at the closure of financial year is enclosed with the proposal.
- 6.6.2.1.6 Board resolution supporting the proposal and willingness to avail NCDC assistance.
- 6.6.2.2 On preliminary scrutiny, if the proposal is found deficient in all/any of the above aspects a letter addressed to the beneficiary/ State Govt. with a copy to the Regional Director concerned is issued seeking the required information with the approval of competent authority.
- 6.6.2.3 If the additional information called for is received/ responded to by the prospective beneficiary and/or is complete in all respects, the competent authority considers the appraisal of the project on the aspects of revision sought or agenda item is prepared by the Division for approval of the Divisional Head for placing before the Divisional Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for revised sanction. However, in case of an appraisal, the appraisal note supporting the revision is examined and an agenda item is prepared by the Division for approval of the Divisional Head for placing before the Divisional Screening Committee/Internal Screening Committee, depending upon the quantum of assistance involved for revised sanction.
- 6.6.2.4 If approved by the Competent Authority the procedure as listed in para-6.4 is followed as the case may be.

**6.6.3 Revision of Sanctioned Assistance due to non availability of Subsidy**

Projects qualifying for subsidy under other schemes (DMI/DAHD&F/DOAC&FW etc.) are already communicated about the possibility of non-availability of subsidy and converting the same into loan. In such an event of non-availability of subsidy clearly being informed by the subsidy providing agency the sanction is revised converting the subsidy into loan. The letter communicating the changes is issued to the implementing agency with the approval of the competent authority.

Process Output	Modified Sanction Letter
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**6.7 De-sanction Process (if needed)**

Process Input	Source
Request for de-sanction / Non compliance of terms & conditions of sanction	Cooperative Societies/State Government and Sanction Letter

6.7.1 Sanctioned projects that do not avail assistance from NCDC within the stipulated period are monitored by issue of regular reminders and Regional Directors are requested to expedite disbursements.

6.7.2 In case the beneficiary fails to respond within a stipulated period given by NCDC or states its inability to take up the project or Regional Director informs that the Institution is not interested in implementing the project the following action is initiated:

6.7.2.1 Draft de-sanction letter in case of State Govt. recommended project is put up citing either of the above reasons.


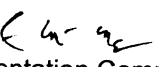
6.7.2.2 The Institution is advised to pay processing fee in case of Direct Funding cases before putting up draft de-sanction letter.

6.7.2.3 On receipt of the processing fee (in case of direct funding) and with the approval of the competent authority de-sanction letter is issued.

6.7.3 In case of projects partially complete and/or if the implementing agency/beneficiary institution informs that project is complete at a lower cost or its inability to complete the project the following aspects are looked at.

6.7.3.1 When the implementing agency/ beneficiary institution claims the project is complete the division examines the case looking into justification of the same as well as the tangible benefits which are expected to be accrued at the time of sanction. In case of standalone projects information is examined on sources of funds through which the project was completed (in case the beneficiary has sought assistance from another agency which provides grants/ subsidy, assistance at liberal terms).

6.7.3.2 In case of multiple units assisted the proposal is examined with the view of the proportionate number of units installed within the restricted project cost. In case the implementing agency/beneficiary institution justifies the abrupt closure of the project based on the above the division supports de-sanction of the unutilized amount and places it before the competent authority for approval and allotment of finance control number is sought vide draft letter. Letter containing finance control number is issued.

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6.7.3.3. When the implementing agency/ beneficiary institution informs of its inability to complete the project, the division examines the case looking at aspects relating to economic viability of the partially completed project and may suggest de-sanction of the entire/partial assistance and recalling the assistance disbursed along with interest. The case is accordingly put up for the approval of the competent authority. On approval, the outstanding amount as on date is sought from the Finance Division and draft letter to the implementing agency informing the de-sanction and recalling the assistance is communicated with the approval of the competent authority.

<b>Process Output</b>	De-sanction Letter
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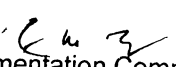
**6.8 Revalidation of sanction**

Process Input	Source
Request for revalidation of sanction	Cooperative Societies/State Government

6.8.1 Delays in implementation of the project are examined as and when the validity of the project expires. The implementing agency/beneficiary institution is informed of the delay and letter with the approval of the competent authority is issued seeking reasons for the delay. On receipt of the justification for the delay and expected date of completion of the project the division proposes revalidation of the project and seeks the approval of the competent authority.

6.8.2 However, in case the final installment of assistance is to be disbursed thereby technically communicating completion of the project, the Division may on its own suggest extension of the validity to facilitate the disbursement and drawal of the assistance by the implementing agency/beneficiary institution. On receipt of the approval of the competent authority, letter communicating disbursement and revalidation of the project is issued to the implementing agency/beneficiary institution.

<b>Process Output</b>	Letter for revalidation of sanction
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### 6.9 Revoking De-Sanctioned Project

Process Input	Source
Request for revoking of sanction	State Government

Projects funded by State Govt. that are de-sanctioned due to inordinate delays in implementation of project are revoked based on merit and on receipt of request from the State Govt. Based on the merit of the case the proposal for revoking the de-sanction is placed before the Competent Authority for approval. The Finance Division in such a case considers the project as fresh sanction.

Process Output	Sanction Letter for revival

### 6.10 Monitoring of sanctioned Projects

Process Input	Source
Terms & conditions of sanction/ disbursement	Sanction Letter/ Release letter

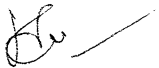
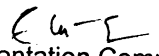
- 6.10.1 Progress report is called from the beneficiary societies during implementation of the sanctioned projects.
- 6.10.2 These progress reports are examined in detail with particular reference to utilization of funds and physical progress of implementation of the project.
- 6.10.3 The beneficiary societies are advised to speed up implementation of project in case the project is not being implemented as per schedule.

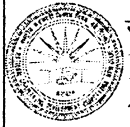
Process Output	Periodical Progress Reports

### 6.11. Return of original documents

Process Input	Source
Receipt of request for return of original documents after repayment of entire loan	Cooperative Societies / State Governments

- 6.11.1 After repayment of entire loan assistance and interest thereon, the beneficiary societies request for return of original documents viz. FDR/Original title deed of property pledged/mortgaged to the Corporation.

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6.11.2 After confirmation of repayment of loan and up to date interest thereon by Finance Division, the original documents are returned to the beneficiary society.

Process Output	Return of original documents to the beneficiary
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**6.12 Reporting**

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

6.12.1 Reports in the prescribed proforma are furnished to the Govt. of India /DMI/other concerned agencies.

6.12.2 Information as and when required by Plan and Coordination, Finance Division and other Divisions of the Corporation is furnished.

6.12.3 After close of the financial year, Annual Report of the Division is prepared and sent to P&C Division.


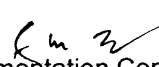
6.12.4 Providing inputs to DAC& FW, Ministry of Agriculture & Farmers Welfare for inclusion/modification of inputs relating to policy level changes pertaining to programmes regarding this division.

6.12.5 Reports on Action Plan etc. as required by Plan and Coordination Division, Finance Division and other Divisions of the Corporation are furnished.

6.12.6 Preparation of replies to VIP references, parliament questions, RTI and Audit queries as and when received.

6.12.7 Submission of quarterly Hindi Report in prescribed format; and

6.12.8 Compliance to provisions of the Official Language Act, 1963 to promote progressive use of Hindi.

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Process Output

Submission of requisite information  
(statutory/regulatory & others) to the  
concerned


**6.13 Miscellaneous Work**

- 6.13.1 Work allocation amongst the Officers and staff of the division, leave application record, posting record and other related administrative issues.
- 6.13.2 Convey the training needs of Officer/Staff to TOPIC Division and also associate in the Training programmes by providing material of the Scheme & case studies and participation as guest faculty.
- 6.13.3 Weeding of records is done as per the latest guidelines as circulated by the General Administration division
- 6.13.4 Preparation of Revised Estimated/Budget Estimate in respect of F&TD Division and submit the same to Finance Division.

**7. PROCESS MEASUREMENTS**

S. No.	Process	Measurable Process Indicators (in working days)	Monitoring frequency	Responsibility for Monitoring
1.	Examination of proposal	Within 15 days of receipt of proposal	Quarterly	Director
2.	Preparation of Agenda (i) Direct funding- DSC/PSC agenda (ii) Through State Govt.- DSC/ISC agenda	Within 15 days of receipt of complete information. If more than 1 proposal is received at the same time, additional 3 days for action on each proposal.	Quarterly	Director
3.	Constitution of Appraisal team	Within 7 days of receipt of minutes of Pre-Screening Committee meeting.	Quarterly	Director
4.	Field appraisal of the Projects	Within 20 days from the date of constitution of appraisal team.	Quarterly	Director
5.	Preparation of appraisal report	Within 15 days of completion of field appraisal.	Quarterly	Director
6.	Preparation of Agenda Note for CSC/ISC meeting.	Within 7 days of receipt of Appraisal report or minutes of PSC meeting. If more than 1 proposal then additional 2 days.	Quarterly	Director

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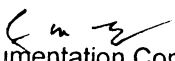
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7.	Preparation of Agenda Note for BOM meeting	Within 7 days of receipt of minutes of CSC/ISC meeting. If more than 1 proposal then additional 1 day.	Quarterly	Director
8.	Preparation and submission of draft sanction letter to finance Division for vetting and allotment of Control number	Within 5 days of receipt of minutes of CSC/ISC/BOM meeting.	Quarterly	Director
9.	Issuance of sanction letter	Within 3 days after allotment of control number by the Finance Division.	Quarterly	Director
10.	Submission of draft release letter to Finance Division	Within 5 days of receipt of request for reimbursement. If more than 1 request then additional 2 days.	Quarterly	Director
11.	Issuance of release letter	Within 3 working days after allotment of control number by the Finance Division	Quarterly	Director
12.	Action on request for validity extension	Within 5 working days of receipt of request. If more than 1 request then additional 1 day.	Quarterly	Director
13.	Action on request for return of legal documents after the completion of project	Within 5 working days of receipt of request. If more than 1 request then additional 3 days.	Quarterly	Director

**8) RISK AND OPPORTUNITIES IDENTIFIED**

Ref. # Risk Register

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**9) PROCESS CONTROLS**

S.no	Process	Process step	Controls established
1	Generation of proposal	Receipt of proposal from State Govts./UTs/ cooperative societies	Norms of NCDC assistance.
2	Examination of proposal	Operational obligation of the society	Bye-laws established under State Cooperative Society's Act
		Receipt of relevant information for analysis of operational / financial performance	As prescribed in Loan application form (Tribal - Annexure-IV & Fishery - Annexure-V)
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 in case of working capital loans	Latest circular on delegation of powers for sanction of Working Capital (WC) loans (Annexure-VII)
		Approval of sanction in case of term loans / margin money loans	Latest circular on delegation of powers for sanction of term loans except WC loans (Annexure-VIII)
4	Disbursement	Fulfillment of terms & conditions of sanction	Sanction Letter
		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>

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**10) DETAILS OF DOCUMENTED INFORMATION RETAINED**

Sl. No.	Title	Identificati on	Location	Maintain ed By	Retention Period in Years	Disposition
1.	Files for which assistance has been sanctioned & disbursed	Title & File No.	Almirahs/ Racks(as per list Annexed)	Sr. Assistant	8 Years after completion of the project or loan repayment whichever is later.	After digitization weeding out
2.	Files for which sanction of assistance has not taken place.	Title & File No.	Almirahs/ Racks(as per list Annexed)	-do-	3 years	After digitization weeding out
3.	Miscellaneous communication	Title & File No.	Almirahs/ Racks(as per list Annexed)	-do-	5 years	After digitization weeding out
4.	Policy files	Title & File No.	Almirahs/ Racks(as per list Annexed)	-do-	Permanent	-
5.	Sanction & Disbursement register	Register no.	Almirahs/ Racks(as per list Annexed)	-do-	Permanent	-
6.	File Register	Register No.	Almirahs/ Racks(as per list Annexed)	-do-	Permanent	-
7.	Attendance Register	Division Name	Almirahs/ Racks(as per list Annexed)	-do-	3 Years	Weeding out
8.	Dispatch Register	-do-	Almirahs/ Racks(as per list Annexed)	-do-	5 Years	Weeding out
9.	Diary Register	-do-	Almirahs/ Racks(as per list Annexed)	-do-	5 Years	weeding out

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10.	Guard File	Division Name	Almirahs/ Racks(as per list Annexed	-do-	10 Years	After digitization weeding out
11.	File movement Register	File No.	Almirahs/ Racks(as per list Annexed	-do-	5 years	weeding out
12.	Attendant Book	Division Name	Almirahs/ Racks(as per list Annexed	-do-	3 Years	weeding out
13.	Parliament Ques., VIP references etc.	Title &File No.(as per list	Almirahs/ Racks(as per list Annexed	-do-	5 Years	After digitization weeding out
14.	Customer Feedback/compl aints register	Division Name	Almirahs/ Racks(as per list Annexed	-do-	5 Years	weeding out
15.	POA	Title &File No.	Almirahs/ Racks(as per list Annexed	-do-	5 Years	After digitization weeding out
16.	Annual Report	Title &File No.	Almirahs/ Racks(as per list Annexed	-do-	5 Years	After digitization weeding out
17.	ISO	Title &File No.	Almirahs/ Racks(as per list Annexed	-do-	5 Years	After digitization weeding out
18.	CAPA file	Title &File No	Almirahs/ Racks(as per list Annexed	-do-	5 Years	After digitization weeding out

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**11) DETAILS OF DOCUMENTED INFORMATION MAINTAINED**

Sl. No.	Title	Identification	Location	Prepared by	Approved by	Revision no.
1.	Loan application form	Title	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)/NCDC Website	Finance Division	MD, NCDC	01
2.	Direct Funding Guidelines	No.NCDC:1-1/90-Budt dated 20.11.2002	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)/NCDC Website	Finance Division	Board of Management	01
3.	Operational Guidelines of Scheme for Development/St rengthening of Agricultural Marketing Infrastructure, Grading and Standardisation	Title	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)/NCDC Website	DAC& FW	MOAC&FW	01
4.	Scheme for Development of Fisheries activities	Circular No. (File No. NCDC:1-1/87-Fish dated 09.10.2009	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)/NCDC Website	Division	MD, NCDC	01
5.	Scheme for Development Tribal Development activities	Circular No. (File No. NCDC:1-1/92-TD dated 23.12.2012	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)/NCDC Website	Division	MD, NCDC	01
6.	Interest rates on NCDC loans	Finance circular No. NCDC:1-1/90-Budt. Dated 06.11.2013	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)/NCDC Website	Finance Division	MD, NCDC	01

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7.	Guidelines for Preservation and Weeding of Official Records	Circular No. NCDC/14-13/80-Admn dated 09.04.1980	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)/NCDC Website	Administration Division	MD, NCDC	01
8.	Delegation of Financial Power	Office Order No. NCDC: 15-2/87-Budt.	File No. NCDC: 2-10/2013-Fish (Rack No.1, Shelf No. 1)	Finance Division	MD, NCDC	01

**12) 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 loan application form for submission of proposals;
- Relevant decision of Board of Management (BOM) / General Council (GC) of NCDC;
- Schemes/ Guidelines issued by concerned Ministries/GOI from time to time;
- NCDC's schemes/ Schematic pattern of assistance;
- NCDC's latest circular on delegation of financial and administrative powers.

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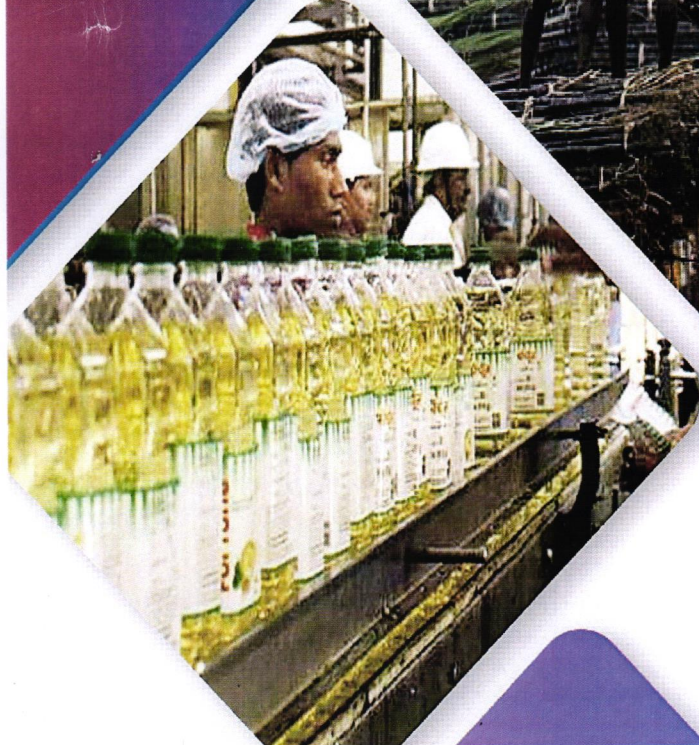




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