



PROCESS DOCUMENT FOR FINANCE DIVISION

DOC. NUMBER

NCDC/PD(Fin.) -02

DATE OF ISSUE

01-08-2016



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Process Document for Finance Division

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Approved By:

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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	Financial Advisor	--	Initial	MR
00	01	01.08.2016	Chief Director (Finance)	--	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee

2) DOCUMENT AVAILABILITY

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Financial Advisor
SOFT COPY	http://ncdc.in/Internal_files/Page399.htm

3) CONFIDENTIALITY

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- 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 DD-1.

2) RESPONSIBILITIES & AUTHORITIES

Annexure DD-2.

3) ABBREVIATIONS

AD	Assistant Director
ADMN.	Administration
AO	Assessing Officer
BE	Budget Estimates
BOM	Board of Management
CAG	Comptroller & Auditor General
CBDT	Central Board of direct taxes
CCA	Controller of Accounts, Govt. of India
CD	Chief Director
CDA	Central Dearness Allowance
CIT	Commissioner of Income Tax
CPF	Contributory Provident Fund
CP	Commercial Paper
DD	Deputy Director
DAC	Department of Agriculture & Cooperation
DVAT	Delhi Value Added Tax
EPF	Employees Provident Fund
EOL	Extra Ordinary Leave
FAP	Financial Accounting Package
FA	Financial Advisor

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FD	Fixed Deposit
FIMMDA	Fixed Income Money Market and Derivatives Association of India
GBY	Gramin Bhadaran Yojana
CGHS	Central Government Health Scheme
GL	General Ledger
GOI	Government of India
HBA	House Building Advance
HO	Head Office
HPL	Half pay leave
IFMS	Integrated Financial Management System
IPA	Issuing & Paying Agent
ISIN	International Securities Identification Number
IPD	In Patient Department
ITAT	Income Tax Appellate Tribunal
LAS	Loan Accounting System
LRM	Local Road Mileage
LTC	Leave Travel Concession
MAR	Medical Acquaintance Roll
MFPI	Ministry of Food Processing Industries
MIS	Management Information System
NEFT	National Electronic Fund Transfer
NHB	National Horticulture Board
NPS	New Pension Scheme
NSDL	National Securities Depositories Ltd.
NSTFDC	National Scheduled Tribes Finance and Development Corporation

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OPD	Out Patient Department
PO	Programme Officer
RE	Revised Estimates
RO	Regional Office
RTGS	Real Time Gross Settlement
RTA	Register & Transfer Agent
SDF	Sugar Development Fund
SRDB	Sanction Release Data Base
TA	Traveling Allowance
TDS	Tax deduction at Source
TTA	Transfer Traveling Allowance
UT's	Union Territory of India
VAT	Value Added Tax

4) PURPOSE/ OBJECTIVES

To arrange and manage funds for carrying out operations of the Corporation, oversee sanction and release of assistance by the Corporation, disbursement and recovery of financial assistance to the borrowers of the Corporation, Maintenance and audit of accounts of the Corporations, oversee execution of legal documents to secure NCDC lending etc.,

5) SCOPE

- Arranging funds by way of market borrowing and from Govt./other institutional agencies under various Govt. scheme at competitive rates,
- Providing support to programme divisions/regional offices in the matter of sanction and release of assistance by way of guidance, approvals, vetting of legal documentations,
- Safe custody of legal documents
- Centralized allotment of control numbers for sanction and release of assistance etc.
- Centralized disbursement of financial assistance to the borrowers and recovery of financial assistance
- Maintenance and audit of Corporate accounts,

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- vii. Dealing employee matters pertaining to salary & wages, Provident fund, Medical claims, Pension benefits, TA/DA etc.,

6) PROCESS DETAIL

All the processes of finance division are implemented by various cells created for the purpose. The procedure of all the activities of these cells are given below:-

6.1) Cash Cell

Process Input	Source
Invoices / Sanction Orders from various divisions, Pre-payment Vouchers from various cells of Finance Division, requests from RO's, Monthly Accounts, RTGS.	Various divisions, various cells of Finance Division, ROs. & Topic

Process:

- 6.1.1 After receiving duly passed Invoices/Sanction Orders for payment from other divisions (General Administration, Public Relation, Administration), Cash Cell Prepare the Pre Payment Vouchers for Final Payment. In addition to that Cash Cell also receives Pre Payment vouchers made by Loan, Medical, TA, Cash, PF, Salary & Pay and Marketing Borrowing Sections of the Finance Division for making Final Payment Vouchers by incorporating Cheque numbers of different banks as per requirement on the same day or next working day.
- 6.1.2 Cash Cell prepares Receipt Vouchers and issues Receipts for Payments/Grants received from Central Government, State Governments, Societies and suppliers by incorporating details in the Financial Package such as Mode of payment, Amount, date etc. in the relevant General Ledger (GL). On the basis of Receipt and Payment Vouchers, Cash Cell prepare Cash Book and General Ledgers.
- 6.1.3 Presently Cash Cell deals with various Banks (**Annexure DD3**). Reconciliation of these accounts is done on monthly basis and prepares statements in respect of all the bank accounts.
- 6.1.4 Regional Offices prepare the monthly accounts providing all the financial details and send to Cash Cell at Head Office alongwith relevant documents for further Scrutiny. After scrutinizing the monthly accounts of Regional Offices, Cash Cell advised the concerned Regional Offices for necessary changes, if any.

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- 6.1.5 While making payment, Cash Cell on the basis of Pre Payment voucher generated by other divisions/cell, deducts certain taxes such as VAT, Income Tax, Service Tax as per law and issue TDS Certificates to the concerned parties.
- 6.1.6 Tax deducted from the suppliers deposited in the respective Govt. Department within stipulated time through online.
- 6.1.7 Correspondence with contractors / professionals for sending of TDS certificates of Income Tax as well as VAT.
- 6.1.8 Obtain Quotations from various Banks for Investment of surplus funds whenever available, prepare competitive statement, getting approval from competent authority and finally invest the surplus funds (if required).
- 6.1.9 Preparing Fixed Deposit payment voucher by incorporating details of FD in software module.
- 6.1.10 Deposit of cash/ cheque/Draft in various banks received towards repayment of loans/ refund of T.A. Advance/ other advance & other Receipt on behalf of the Corporation.
- 6.1.11 Ensure timely transfer of funds by banks regarding payment sent through RTGS and payment received by the Corporation through RTGS/NEFT.
- 6.1.12 Collection of TDS certificate from banks on quarterly basis.
- 6.1.13 Distribution of Cash payments and cheques to the employees for newspaper, medical, cartage, telephone etc.
- 6.1.14 Safe Custody of physical fixed deposit receipts.
- 6.1.15 Getting approval of cash insurance
- 6.1.16 Efficient management of funds on daily basis.
- 6.1.17 Maintain Petty Cash Book & un-disbursed register, daily bank balance register, Share Certificate and Investment Register.
- 6.1.18 Remittance of funds to Regional Offices as and when required.

Process Output	Payments and transfer of funds as requested
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6.2) TA Cell -

Process Input	Source
1. Bills authorized by HOD's on the basis of approved tour programme. 2. Sanction Order from Administration Division for making payment of LTC advance. 3. Approved tour programme for making payment of TA advance.	Various staff & officers, Various divisions, ROs. and TOPIC

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Process:

6.2.1 TA- CELL(Regional Offices)

6.2.1.1 All TA bills of Regional Directors are received, examined, and settled in this cell.

6.2.1.2 The above bills, after receipt are examined on the basis of the approved tour programme received from P&C division/Self approved tour programme of various Regional Directors. The bills are finally settled as per entitlements of the officers within the rules. The details relating to fare (Rail/Air) daily allowance, LRM, Lodging etc are checked and after approval of the competent authority i.e., Chief Director (Finance)/Financial Adviser (in case of foreign tours) for payment a authority letter is sent to the Regional Offices.

6.2.1.3 After the issue of authority letter, these bills are posted in the computer and bill number is generated.

6.2.1.4 In addition to the above, all TTA bills received directly from individual officers and LTC bills received through Administration Division of the staff working in the Regional Offices are examined and settled in the TA cell by following the procedure, as laid down under the rules. All the bills are posted in the computer and bill no. is generated.

6.2.1.5 At the end of financial year the total expenditure is reconciled with the ledger and the TA expense register.

6.2.1.6 In all the cases the total time taken for processing of TA/LTC/TTA bills is 15 working days in normal cases i.e. from the receipt of the bill to the issue of letter of authority.

6.2.2 TA- CELL(H.O)

6.2.2.1 Approved tour programmes for TA received from competent authority, examined and processed for TA advance.

6.2.2.2 Sanction Orders for LTC received from Admn. Division for LTC advance.

6.2.2.3 Preparation of pre-payment voucher for payment of TA/LTC advance.

6.2.2.4 All TA bills received directly from individual officers and LTC bills received through Administration Division are examined and settled in this cell and consequently, preparation of pre-payment voucher for final settlement.

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- 6.2.2.5 TA claim forms received through candidates attending interview/test/personal discussion is endorsed by Admn. Division along with orders for making payment as per entitlement mentioned in the order.
- 6.2.2.6 Settlement of TA claims as per orders of Admn. Division for members attending GC/BOM meeting received through P&C Division.
- 6.2.2.7 The bills are finally settled as per the entitlements of the officials/candidates, members etc. within the rules. The details relating to fare (rail / air) daily allowance, LRM, lodging etc. are checked and after approval of the competent authority i.e. Chief Director (Finance) for all cases except foreign tours. The competent authority for foreign tours is FA. Thereafter, pre-payment vouchers are prepared for final payment.
- 6.2.2.8 In addition to above, all TTA claim of the H.O. received directly from individual officers are examined and settled in the TA Cell by following the procedure, as laid down under the rules. All the bills are posted in the computer and bill number is generated.
- 6.2.2.9 In all the above cases, the total time taken for processing of TA/LTC/TTA bills is 15 working days in normal cases i.e. from the receipt of the claims.
- 6.2.2.10 At the end of financial year, the total expenditure of TA Expense Register is reconciled with the ledger account of TA/LTC.

Process Output	Settlement of TA /LTC /TTA claims & payment of advance
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6.3) Medical Cell

Process Input	Source
1.Bills authorized by HOD's / IPD claims received from hospitals. 2.Application for advance / Authority Letter for IPD treatment. 3.Bills from Retired employees	Various divisions, ROs, Retired Employees and Topic & Hospitals

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Process :

6.3.1 OPD Facility

- 6.3.1.1 Receives the medical claims ((Refer Annexure-D-2) of Regular employees as well as Retired employees making diary entry of each bill.
- 6.3.1.2 Scrutinization of the claims according to the guidelines of Medical Attendance Scheme and put up for approval.
- 6.3.1.3 The Financial Adviser / Chief Director / Director (Finance) / Dy. Director / Assistant Director passed the bills as per their delegated financial powers.
- 6.3.1.4 Medical Acquaintance Roll (MAR) is generated weekly in case of regular employees and fortnightly in case of retired employees, then pre payment voucher is prepared and sent to cash cell for payment.
- 6.3.1.5 Makes the OPD payments to the regular as well as retired employees within 45 days of diary entry in normal cases.

6.3.2 IPD facility

- 6.3.2.1 Issuing of authority letter on individual employee's requests for IPD treatment with empanelled hospitals, providing medical advance on individuals request for IPD treatment for other than empanelled hospitals.
- 6.3.2.2 After getting the bills from hospital/employees, check the bills as per terms and conditions of the agreement with hospital/CGHS rules etc. & NCDC's Medical Attendance Scheme and finally settle the bill accordingly.
- 6.3.2.3 Makes the payment to the concerned hospital/employee within a period of 30 to 45 days in normal case.
- 6.3.2.4 Correspondence is done with the empanelled hospitals/path labs, individuals etc. whenever required.

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6.3.3 Empanelment of Hospitals

6.3.3.1 Received proposal/representation from hospitals/group of employees for empanelment of the specific hospital.

6.3.3.2 Maintaining a list of various empanelled hospitals located in Delhi and NCR (Refer Annexure-R-10 & 10A). Necessary changes (addition or deletion) made in the empanelled hospital list as per requirement.

6.3.3.3 Agreement is made as per terms & conditions agreed by both the parties.

6.3.3.4 Renew the Contract Agreement of hospitals on the mutual consent of both the parties.

6.3.3.5 New empanelment of hospitals also agreed with the approval of M.D. NCDC.

Process Output	Settlement of OPD / IPD claims & Payment of advance & issue of Authority letter
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6.4) Corporate Account & Audit Cell

6.4.1) Corporate Accounts Cell

Process Input	Source
Authenticated data from different sources.	Various divisions, ROs and Topic

Process

6.4.1.1) Processing of Monthly Accounts of Regional Offices. Discussions/Correspondence with Regional Directors & Accounts Staff in ROs for settlement of queries & observations for various tax matters.

6.4.1.2) Reconciliation of activity-wise & state-wise releases, receipt of loans & grants, assets, rent, other advances & major heads of accounts of all ROs, HO. & Topic Centre.

6.4.1.3) Calculation of Depreciation of all the assets of ROs, HO. & Topic Centre.

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- 6.4.1.4)** Review of liabilities & provisions of the different heads of accounts of the Head Office, all Regional Offices & Topic Centre of the Corporation and preparation of adjustment vouchers thereof.
- 6.4.1.5)** Finalization of Balance Sheet, Income & Expenditure A/c, Statement of account, all the schedules, statements of analysis of annual accounts of the Corporation.
- 6.4.1.6)** Preparation of Agendas of Annual Accounts of the Corporation for BOM & GC.
- 6.4.1.7)** Preparation of Chapter of "Finance & Financing" for Annual Report of the Corporation.
- 6.4.1.8)** Preparation of Half Yearly Returns of the activities of the Corporation to be submitted in the Ministry of Agriculture.
- 6.4.1.9)** Ensuring timely printing of Annual Accounts of the Corporation.

Process Output	Finalisation of annual accounts of the Corporation
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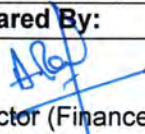
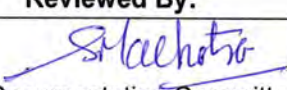
6.4.2) Audit Cell

Process Input	Source
Final Accounts of NCDC.	Various divisions, ROs and Topic

Process :

6.4.2.1 Statutory Audit

- 6.4.2.1.1** Liaison with CAG of India regarding conducting of Audit of the Corporation (Certification of Accounts and Transaction Audit).
- 6.4.2.1.2** Ensure smooth conduct of Statutory Audit – Coordinate with various Divisions of the Corporation as regards to submission of reply / providing of records to the Audit Party in response to their Audit Memos / queries.
- 6.4.2.1.3** Discussion with Audit Party on the Draft Inspection / Audit Report and provide additional information if required, for their satisfaction so as to ensure that Audit Report so received, does not contain any adverse comments.
- 6.4.2.1.4** Payment of Statutory Audit Fee.

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6.4.2.1.5 Preparation of Agenda Item for BOM and GC for placing of audited Annual Accounts of the Corporation.

6.4.2.2 Internal Audit

6.4.2.2.1 Preparation of Agenda Item for BOM for appointment of Internal auditors.

6.4.2.2.2 Ensure smooth conduct of Internal Audit – Coordinate with various Divisions of the Corporation as regards to submission of reply / providing of records to the Internal Audit Party in response to their queries.

6.4.2.2.3 Circulation of Internal Audit Report to the concerned division and ensure its compliance as pointed out in the Internal Audit Report.

6.4.2.2.4 Payment of Internal Audit Fee.

Process Output	Audited Accounts
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6.5) Taxation Cell

Process Input	Source
Surplus / Profit of the Corporation & TDS	Various divisions, ROs and Topic

Process:

6.5.1 Income tax Cell

6.5.1.1 Estimate the income of the Corporation for payment of advance income tax in four installments due in June, September, December and March.

6.5.1.2 Filing of income tax return (E-filing).

6.5.1.3 Reply to the notices of the Assessing Officer (AO) and furnishing of details, prepared in consultation with tax consultants as called for in connection with assessment of income tax return.

6.5.1.4 Attending the hearings fixed before AO in connection with assessment proceedings.

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- 6.5.1.5** Maintaining close liaison with the tax consultants for timely preparation and filing of income tax appeal to Commissioner of Income Tax (Appeal)/Income Tax Appellate Tribunal (ITAT) against the order of assessing officer/CIT(A) respectively
- 6.5.1.6** Preparation of details for appeal before CIT (A)/ITAT and attending the hearings along with the tax consultants.
- 6.5.1.7** Preparation of appeal effect application to be filed with the AO after receipt of appellate orders from CIT (A)/ITAT and the follow-up action thereafter.
- 6.5.1.8** Maintaining close liaison with the tax advocate for timely preparation and filing of income tax appeal to Hon'ble High Court of Delhi/Supreme Court of India as the case may be.
- 6.5.1.9** Preparation of application for Central Board of Direct Taxes (CBDT) / any authority under the law for availing certain deduction /rebate in consultation of tax consultants.
- 6.5.1.10** Appointment of tax consultants/ tax advocate.
- 6.5.1.11** Payment of fee to tax consultants/ tax advocate.

6.5.2 TDS – Contractors, Professionals and Rent

- 6.5.2.1** The Income Tax is regularly deducted while making payment to contractors, professionals and on monthly payment of rent to landlords in respect of hired accommodation of Regional Offices by various Regional Offices, Topic Centre and Head Office. However, TDS deducted at source is deposited in Govt. Treasury by Head Office only.
- 6.5.2.2** Correspondence with all Regional Offices including Topic Training Centre of the corporation regarding TDS queries, rates etc., Maintenance of TDS Register, issue of TDS Certificates and filing of quarterly TDS returns etc.

6.5.3 Service Tax

- 6.5.3.1** The Govt. of India has imposed service tax on various services provided by the service providers. Accordingly, service tax is also attracted on the corporation on receipt of various services such as processing fee, receipt of monthly rent, agency commission on SDF loans, accreditation work of warehouses etc.

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6.5.3.2 Further, the Govt. of India has also introduced Reverse Charge Mechanism whereby the recipient of the services is liable to pay service tax. The Corporation, therefore, deducts service tax at the time of making payment to advocates, hiring of manpower, hiring of vehicles and on works contracts. These payments are to be deducted by all the Regional Offices, Topic Centre and Head Office. However, service tax deducted at source and received from various clients is deposited in Govt. Treasury by Head Office only.

6.5.3.3 Correspondence with various Regional Offices including Topic Training Centre of the Corporation, deduction and receipt of service tax during the month, maintenance of Service Tax Register, monthly payment of service Tax, filing of half yearly Service Tax Returns. Reply to the notices of Service Tax Department and furnishing of necessary details prepared in consultation with Lawyers / CAs and if need be file appeal before Appellate Authority.

6.5.4 TDS - Delhi Value Added Tax (DVAT) - Contractors

6.5.4.1 The TDS (DVAT) has been regularly deducted while making payments of bills to contractors on works contracts. TDS deducted at source in respect of DVAT is deposited in Govt. Treasury every month.

6.5.4.2 Preparation and filing of annual return of (DVAT).

Process Output	Payment of taxes, filing of Returns
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6.6 C.P.F. Cell

Process Input	Source
1.Funds received from NCDC through recovery schedule received from pay bill cell.	Paybill Cell, various institutions, employees of the Corporation
2.Interest received from different institutions on investment and funds on maturity of investment.	
3.Application for withdrawal / advance	

Process:

6.6.1 The NCDC EP FUND Regulation 1964 (Refer Annexure-R-11) is administered by a committee of Trustees comprising of Managing Director, NCDC, Financial Adviser, Director.(Finance), and two representatives of employees.

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- 6.6.2 Contribution:-** The fund consists of contribution of employer and the employees. Corporation contribute to the fund every month and a regular employee (joined Corporation before 1.1.2004), who completes six months of continuous service, has also to contribute.
- 6.6.3 Change in Own Contribution of Member: -** On receipt of application (**Refer Annexure-D-4**) for change in own contribution over and above minimum required, the same is carried out in pay bill system.
- 6.6.4 Drawl of Fund from NCDC:-** After preparation of Pay bill a CPF schedule of recovery is received in PF Cell. On the basis of schedule, PF Cell draws the fund from NCDC by preparing a pre- payment voucher in NCDC accounting system. The recovered amount of the individual is transferred to the individual account/ ledger through pay bill system.
- 6.6.5 Process of application for Non Refundable Withdrawal / Advance :** on receipt of application(**Refer Annexure-D-5**) for non refundable withdrawal / advance (**Refer Annexure-D-6**), CPF Cell make payment to the eligible employees within 3 working days from the date of receipt of application in normal cases by preparing payment voucher and cheques. The same is entered in Pay Bill System and Tally Accounts system of CPF.
- 6.6.6 Final payment to the Retired employee:-**On the first working day of the month following the month of retirement and on receipt of No Demand Certificate from Admn. Division / Pay Bill Cell, the file is sent to the committee of Trustee for approval and after that payment is made through Cheques/RTGS.
- 6.6.7 Investment of Surplus Fund: -** The surplus fund, if any, is invested immediately in Bank FD, State/Central Govt. Guaranteed Schemes, Bonds etc. For investment, CPF Cell obtain rate of interest on deposit and price of bonds available in the market and prepare comparative statement and make investment accordingly. Necessary formalities for submission of forms etc. has to be completed and payment is made through Cheques/ RTGS to the concerned banks / institutions.
- 6.6.8 Maturity/ receipt of Interest on Investment: -** CPF cell watch and ensure the maturity of Investment / interest payment on investment for which, make necessary correspondence / discussion with banks / institutions. For all transactions related to CPF accounts, the receipt & payment vouchers are prepared by CPF Cell.
- 6.6.9 Accounts of CPF: -** All the vouchers related to CPF Cell are posted in Tally (accounting system of CPF Cell) since annual Accounts of CPF is prepared separately. The Individual sheet/ ledger is maintained through Pay bill system and the interest on accumulation of the members is calculated from that system. However, there is a consolidate figure in both the system (i.e. pay bill and Tally accounting) which has to be reconciled on periodical basis as well as at the end of Financial Year.

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6.6.10 Annual Accounts of CPF:- For preparing the annual accounts of CPF, CPF Cell has to calculate the interest accrued on CPF investment to find out the actual earning of the fund. After preparation of annual accounts, they are sent to the competent authority for approval / signature. The accounts are audited by internal Auditor as well as statutory Auditor. After audit and on receipt of Audit certificate, the accounts are sent for printing and after proof reading at 2 or 3 stages, accounts of CPF Cell are sent for final printing. The printed accounts are sent to Board of Management / General Council of NCDC for approval.

6.6.11 Statement to the Subscriber: - After completion of Audit of CPF Accounts, a yearly statement is issued to the individual employee/ subscriber for their information and record.

6.6.12 NPS- Remittance of NPS contribution (own and Corporation share) to the trustee Bank of NPS.

Process Output	<p>1. Payment of advances/withdrawals, final payment to the retired employees and to the nominee of the deceased employee.</p> <p>2. Investment of surplus fund at better rate of interest with an objective of maximization of return to the members of NCDC CPF without compromising safety and security.</p>
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6.7 Salary & Pay Bill Cell

Process Input	Source
Various orders towards receipt of appointment/ pay fixation / leave encashment etc. from Administration Division and request from individuals.	Admn.Division, employees of the Corporation

Process :

- 6.7.1** Drawal of salary and allowances for all employees of HO and ROs under CDA pattern of pay scales centrally at HO level.
- 6.7.2** After receiving sanction and release order from Admn. Division for HBA and other advances (i.e. vehicle, computer, welfare and festival etc.), the particulars entered in the computer, advance and event register and prepare payment voucher.
- 6.7.3** Ensure recovery of advances and interest on monthly basis and entered in the event register.

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- 6.7.4** After receiving orders from Admn. Division, supplementary bill drawn for payment of leave encashment and fixation of pay, bonus etc. for Head Office as well as Regional Offices.
- 6.7.5** Issue of circular for claim of reimbursement of tuition fee of the wards of the employees of the corporation and payment thereof after scrutiny of the claims.
- 6.7.6** Annual increment to the officers and staff members of the Corporation in the month of July.
- 6.7.7** Forwarding of authority letters to ROs for release of Salary and allowance, Leave Encashment and Arrears.
- 6.7.8** Calculate professional tax of Regional Offices wherever applicable as per professional tax laws and rules of the relevant states.
- 6.7.9** After receiving the leave orders from Admn.Division, recovery made for leaves of all kinds (i.e HPL, EOL etc.), calculation made and the amount of recovery entered in the event register.
- 6.7.10** Issue circulars towards likely savings to be made by the individual Officers/Staff during the financial year for calculation of Income Tax.
- 6.7.11** Calculate the Income tax liability of the officers and the staff members of the corporation after considering their declaration of savings / information available with the Finance Division and deduct the tax on monthly basis.
- 6.7.12** Filing of quarterly and annual return of the income tax.
- 6.7.13** Issue of Form 16, 12 BA to the officers and staff of the corporation.
- 6.7.14** Reconciliation of Remittance of Premium of LIC with the Demand Letter received from LIC and preparation of reconciliation statement.
- 6.7.15** Remittance of deduction made to the relevant authorities every month.
- 6.7.16** Recovery of own contribution towards CPF & NPS from the salary of the regular employees as applicable and provide the respective recovery schedule alongwith Corporation's contribution to CPF cell for drawing the amount.
- 6.7.17** Remittance of corporation contribution of CPF for employees on deputation to the relevant authorities.

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- 6.7.18** Calculation of leave Salary and Pension contribution in respect of Officers on deputation at the rates informed by the parent office and remittance to be made to the concerned authorities.
- 6.7.19** Payment of Gratuity and Leave Salary to retiring employees and for those who have resigned.
- 6.7.20** Payment of Superannuation fund to the nodal agency every month.
- 6.7.21** Preparation of Budget and Revised Budget towards Salary and Allowances of the Corporation for the financial year and also preparation of consolidated Budget of TA/DA, Audit fees, Rent rates & taxes, legal consultation and Medical expenses.
- 6.7.22** Reconciliation of various Head with General Ledger under the Head Salary and allowances and various advances (HBA, Vehicle, Computer, Welfare and Festival etc.).
- 6.7.23** Facilitate Actuarial Valuation of Gratuity, Leave Encashment every year for the preparation of annual accounts of the corporation.

Process Output

Generation of Regular / Supplementary pay bills / Schedules etc.

6.8 Market Borrowing Cell

Process Input

Requirement of funds as per POA

Source

Banks, Financial Institutions

Process :

6.8.1 Loan (Term loan/Cash Credit loan)

- 6.8.1.1** Assessment of requirement of funds during the year and preparing of Board Agenda Item on the basis of approved programme of activities of the Corporation by BOM / GC of NCDC.
- 6.8.1.2** Inviting quotations / rates from different banks to meet out the requirement of funds, providing various information and clarification of queries of banks to get timely sanction from banks.
- 6.8.1.3** Get the rating of NCDC commercial borrowing done by rating agency and provide all the requisite information / documents to the agency as per their requirement.
- 6.8.1.4** Payment of rating fee to the rating agency on annual basis and also makes payment for additional rating, if any.

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6.8.1.5 Obtaining approval of MD, NCDC for loan sanctioned by banks.

6.8.1.6 Scrutiny of loan documents for loan sanctioned by banks and its execution by Competent Authority.

6.8.1.7 Borrowing of short term / cash credit loan from banks as per requirement.

6.8.1.8 Ensuring timely repayment of loan and payment of interest to banks.

6.8.1.9 Providing monthly information to banks as per their requirement.

6.8.1.10 Pursue with the banks to share pari-passu letters among themselves.

6.8.1.11 Providing monthly reports to P&C Division and annual reports to DAC (Ministry of Agriculture, Department of Agriculture & Cooperation) regarding borrowing of the Corporation.

6.8.2 Commercial Paper (CP / Bonds):

6.8.2.1 Assessment of requirements for raising of funds through issue of CP during the year out of total approved borrowing and preparing of Board Agenda Item.

6.8.2.2 Get the rating of CP done by rating agency and provide all the requisite information to the agency as per their requirement.

6.8.2.3 Appointing Issuing and Paging Agent (IPA) & Registrar and Transfer Agent (RTA) as per Fixed Income Money Market and Derivative Association of India (FIMMDA) guidelines for issue of CP.

6.8.2.4 Raise funds through issue of CP as per requirement of funds in different trenches after considering the suitable market condition.

6.8.2.5 Pursue with NSDL for issue of ISIN and with arrangers / investors for investment in CP.

6.8.2.6 Providing various information to the investors / arrangers as per their requirement.

6.8.2.7 Scrutiny of quotations / bids of CP submitted by various arrangers / investors on bidding date and prepare a comparative statement and obtaining approval of Competent Authority.

6.8.2.8 Providing various documents to the successful investors as per FIMMDA / RBI guidelines.

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6.8.2.9 Depositing of stamp duty in the treasury / Govt. Account and submitting the documents to IPA for obtaining IPA certificate. Providing IPA certificate to the successful investors.

6.8.2.10 Payment of requisite fee to the different agencies as per terms / agreement.

6.8.2.11 Ensure timely repayment of maturity amount of commercial paper to the respective investors on maturity of CP.

Process Output

Borrowing of funds

6.9 BUDGET CELL

Process Input	Source
Files received from different divisions, Agenda Notes, Requirement of grants from different divisions, different queries towards policy matter, Parliament Questions & VIP references	Various divisions, ROs, Topic and GOI

Process:

6.9.1 Policy issues regarding terms of finance and schemes

6.9.1.1 Preparation of policy guidelines on the terms and conditions of NCDC's financial assistance, based on the feed back/ references received from other programme divisions and directions of management.

6.9.1.2 Revision of rate of interest from time to time based on NCDC's cost of borrowing to keep NCDC interest rates competitive.

6.9.2 Convening meetings of Pre-Screening Committees

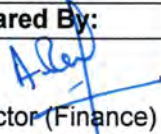
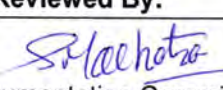
6.9.2.1 Receipt of agenda notes for consideration of Pre-Screening Committee from programme divisions.

6.9.2.2 Convening meeting of Pre-Screening Committee after seeking convenience of Chairman of the Committee.

6.9.2.3 Circulation of agenda notes along with meeting notice.

6.9.2.4 Drafting of minutes of the meeting and issue of minutes with the approval of Chairman.

6.9.3 Convening meetings of Internal & Central Screening Committees

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6.9.3.1 Receipt of agenda notes for consideration of Screening Committee from programme divisions.

6.9.3.2 Convening meeting of Screening Committee after seeking convenience of Managing Director.

6.9.3.3 Circulation of agenda notes along with meeting notice.

6.9.3.4 Drafting of minutes of the meeting and issue of minutes with the approval of Managing Director.

6.9.4 Participation in the Divisional Screening Committee Meetings

6.9.4.1 Nominated officers participate in the meeting of the Divisional Screening Committees to which he is nominated.

6.9.5 Approval of sanction letters

6.9.5.1 After approval of assistance by the screening committee's programme divisions send draft sanction letter on file to the finance division for vetting and approval. Divisional heads are competent to approve sanction letters in case of sanction involving NCDC's assistance upto Rs.1.00 crore (except subsidy from Corporation's resources), Director (Finance) upto Rs.5.00 crore (except subsidy from Corporation's resources) and Financial Advisor above Rs.5.00 crore.

6.9.5.2 Draft sanction letters are first examined by the Programme Officer/Assistant Director with reference to the particulars indicated in the agenda notes and minutes of the screening committee meeting and thereafter put up to Director(Finance). Director (Finance) approves sanction letters within his delegation of powers and put up sanction letters beyond his delegation to Financial Advisor for approval.

6.9.5.3 After approval of sanction letters by the competent authority the file is returned to programme division after allotment of centralized Finance Control number generated by SRDB system and entering the details in sanction register.

6.9.6 Approval of Releases

6.9.6.1 For approval of release as per NCDC circular No.NCDC:15-2/87-Budt. 2.2.2010. Programme divisions send release proposals alongwith draft release letters on file to finance division for vetting/approval.

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6.9.6.2 Release proposals are first examined by the Programme Officer/Assistant Director with reference to terms of sanction and thereafter put up to Director (Finance). Director (Finance) approves the release/release letters within his delegation of powers and put up files beyond his delegation to Financial Advisor for approval. After approval of release by the competent authority the file is returned to programme division after allotment of centralized Finance Control number generated by SRDB system and entering the details in release register.

6.9.7 Approval of extension of validity period of NCDC assistance

6.9.7.1 For extension of validity of projects as per NCDC circular No.NCDC:15-2/87-Budt. 2.2.2010.

6.9.7.2 Proposal for extension of validity period of NCDC sanction is sent on file by programme divisions to finance division. After obtaining approval of competent authority, extension of validity period is entered in the SRDB system and thereafter file is sent back to the programme divisions for further necessary action.

6.9.8 Approval of De-sanction of assistance

6.9.8.1 For approval of de-sanction of assistance in respect of projects as per NCDC circular No.NCDC:15-2/87-Budt. 2.2.2010. Programme divisions send de-sanction proposals alongwith draft de-sanction letters on file to finance division for vetting/approval. After obtaining approval of competent authority for de-sanction, particulars of de-sanction are entered in the SRDB system and thereafter file is sent back to the programme divisions alongwith finance control number for de-sanction generated by SRDB system for further necessary action.

6.9.9 Sanction Release Data Base (SRDB) system.

6.9.9.1 Addition of new Primary borrowers in SRDB system on the request of programme division/ Region Office (Reference NCDC circular No.NCDC:15-1/2000-Budt. 13.1.2010).

6.9.9.2 Entry of sanction, release, de-sanction, extension of validity period particulars after obtaining approvals of competent authority.

6.9.9.3 In case of Regional Office, Finance Control Numbers are allotted on the request received through email/Fax and the same is communicated to Regional Office through email.

6.9.9.4 Entry of state-wise and division-wise annual outlay in the SRDB system, based on the outlays finalized by P&C division.

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6.9.9.5 Coordination with MIS division for making necessary changes in the SRDB system depending upon the requirement of programme division as well as finance division.

6.9.10 Arrangement of grants under Restructured Central Sector Scheme from DAC and monitoring of utilisation of grants received under various schemes.

6.9.10.1 Requisition of information from programme divisions for preparation of Revised Estimates (RE) for the current year and Budget Estimates (BE) for the next year in respect of Central Sector scheme of Ministry of Agriculture.

6.9.10.2 Compilation and finalization of information received from programme divisions for RE/BE.

6.9.10.3 Assessing the requirement of Grants under the Restructured Central Sector Scheme based on the needs of various programme divisions.

6.9.10.4 Sending detailed proposal of RE/BE to Ministry of Agriculture for approval.

6.9.10.5 Coordination with the programme division from time to time to ascertain their requirement of grants.

6.9.10.6 Based on the requirement of the programme divisions, request is made to DAC for disbursement of grants to NCDC under the Restructured Central Sector Scheme.

6.9.10.7 Correspondence with DAC on various issues pertaining to details required by DAC for release of grants to NCDC.

6.9.10.8 Submission of periodic information to DAC regarding requirement and utilization of grants.

6.9.10.9 Review of utilization of grants received from DAC, NHB, MFPI, DMI and other sources.

6.9.10.10 Preparation of adjustment of vouchers in respect of grants utilized and provision of un-spent grants if any at the end of financial year.

6.9.10.11 Intimation of un-spent grants in the first week of every month to Marketing and Storage division in respect of grants received from DMI under GBY and Marketing infrastructure scheme.

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6.9.11 Correspondence with DAC&FW on other issues

- 6.9.11.1 Preparation and compilations of information pertaining to Parliament questions relating to Finance division.
- 6.9.11.2 Submission of information in respect of guarantee given by Central Govt. for funds released to Cooperatives in UT's on the guarantee of GOI.
- 6.9.11.3 Preparation and compilations of various information required by DAC.

6.9.12 Miscellaneous functions

- 6.9.12.1 Examination of various issues pertaining to financing activities referred to by the programme divisions and offering suggestions
- 6.9.12.2 Reconciliation of sanctions/releases/De-sanctions details with programme divisions and Regional Offices.
- 6.9.12.3 Preparation and compilations of various information sought by P&C and other programme divisions from time to time.
- 6.9.12.4 Preparation and compilation of information sought by internal auditors.
- 6.9.12.5 Preparation and compilation of information sought by statutory auditors.
- 6.9.12.6 Preparation and compilation of information of releases made on advance basis to the State Govt's.
- 6.9.12.7 Preparation and compilation of information of recoverable amount from State Government/Cooperatives in respect of de-sanction of financial assistance.
- 6.9.12.8 Preparation and compilation of weekly information of sanction and releases of funds by NCDC for use of MD and other senior officers.
- 6.9.12.9 Preparation of Finance and Financing chapter of annual report, and Annexures 8 and 9 of the annual report showing details of releases.
- 6.9.12.10 Other MIS report as and when required by MD/Senior officer.

Process Output

Minutes, Approval of Sanctions / Release & Desanctions through files / revised policy guidelines, Reply of Parliament Questions & VIP references

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6.10 LOAN CELL

6.10.1) Disbursement of financial assistance to the borrowers

Process Input	Source
Release Letters	Various divisions, ROs

Process:

- 6.10.1.1 Receipt of File/Ink signed/Scanned copies of release letters from the Regional Offices/Programme Divisions on file.
- 6.10.1.2 Generation of payment voucher from Loan Accounting System (LAS).
- 6.10.1.3 Generation of pre payment voucher from Financial Accounting Package (FAP).
- 6.10.1.4 Entry of particulars of release i.e. amount, rate of interest and sector/activity under which the assistance is being provided etc. in the manual Release Register maintained in the loan cell.
- 6.10.1.5 Forwarding both payment voucher generated from LAS and pre-payment voucher generated by FAP to cash cell for preparation of cheque/draft or remittance of funds to the borrowers.
- 6.10.1.6 On receipt of draft/cheques from Cash Cell or intimation about remittance of funds to the borrower by Cash Cell electronically, on the same day, cheque/draft is forwarded to the borrower through a letter or intimation to the borrower about electronic transfer of funds through FAX/email.

Process Output	Transfer of funds/ Despatch of cheques
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6.10.2) Maintenance of loan account and recovery of loan

Process Input	Source
1. Release Letter 2. Details of transfer of funds from Cash Cell. 3. Details of Drafts/cheques received from Cash Cell.	Various divisions, ROs and Cash Cell of Finance Division

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Process:

- 6.10.6.1 After disbursement of funds to the borrowers, particulars of remittances and terms and conditions of loan i.e. date of remittance of funds, cheque/draft/RTGS details, period of loan, dates of commencement of principal/interest, rate of interest are entered in the LAS by the concerned dealing person.
- 6.10.6.2 After entry of the particulars, Validation Report is generated by the concerned dealing person and sent to the concerned officer for authorization on file.
- 6.10.6.3 Concerned authorized officer verifies the entries made in the LAS and thereafter makes corrections in the system if required and posts the particulars entered in LAS and puts initials on the Validation Report.
- 6.10.6.4 In case of releases under Direct Funding, Programme Divisions/Regional Offices are expected to send copies of sanction letter and loan agreement alongwith ink signed copy of first release letter against a particular sanction. In case the same are not received from the Programme Divisions/Regional Offices, the same are called for by the Loan Cell.
- 6.10.6.5 In case of direct funding releases, Validation Report is kept in the individual 'file of the borrower and in case of releases through state governments, validation reports are kept in separate state-wise folders.
- 6.10.6.6 Repayment schedule is generated automatically by LAS, after posting of payment voucher details.
- 6.10.6.7 Maintenance of a register to record due date of payment of next installment in case of direct funding releases to keep track of the due dates and sending claim for payments.
- 6.10.6.8 Generation of demand statements (**Annexure DD4**) from LAS by the concerned dealing person and put up to authorized/concerned officer for verification. After verification, claim for payment sent to the borrower in the standard format. Claim for payment of loan installments by state government is sent based on the loan outstanding as on 31st March of previous financial year. In case of direct funded loans claim for payment of loan installments is prepared on the basis of loans outstanding on the date of preparation of demand statement. Claims for payment of loan installment are sent 75 days prior to due date in case of state govts. and one month in case of direct funding loans.
- 6.10.6.9 In case of direct funding loans, if further releases are made after dispatch of claim for payment of loan installment and before due date, revised claim is sent, if required.
- 6.10.6.10 Payments from the borrowers is received either by way of cheque/draft or funds are directly remitted into the bank account of NCDC. Cheques/demand drafts received from

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the Borrowers alongwith the forwarding letter are sent to Cash cell for depositing in the Bank account. After removing the cheques/demand draft the forwarding letter is returned by the Cash Cell to the Loan cell for intimating the classification of the payments received. Cash cell also intimates the details of remittance of funds made directly by the Borrowers into the bank account of NCDC.

6.10.6.11 Loan cell records the classification of the payments received i.e. into principal and interest on the letter received from the Borrower/intimation received from Cash cell and enters particulars of payments received in a manual Repayment Register. Thereafter, letter/note on which the classification is recorded is sent to Cash cell. Thereafter, Cash cell after making necessary entries in its records returns the letter/note of intimation along with printed receipt to Loan cell.

6.10.6.12 Loan cell forwards the printed receipt to the borrower.

6.10.6.13 Particulars of the payment received are entered in the LAS by the concerned dealing person. In case, the borrowers makes payment in excess of the due amount the excess amount is treated as refund and schedule of future repayments are modified suitably in the LAS.

6.10.6.14 After entry in the LAS, the file is moved to the Concerned/Authorized Officer who after verification of correctness of the entries in the LAS posts the entries.

6.10.6.15 In case of default in payment of dues before the due date, correspondence is made on a regular basis with the borrowers for payment of defaulted amount along with normal and penal interest for the period of delayed payment. Overdue statements are generated from LAS.

6.10.6.16 In case of default in payment of loan installment by the direct funded borrowers, in addition to correspondence with the borrowers for payment of overdue amount, the Loan cell shall intimate the concerned programme divisions/ Regional offices for pursuing with the borrower for payment of overdue amount.

Process Output

Demand for payment of loan from borrowers and Maintenance of Debtors Accounts

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6.10.3) Preparation of statements required for preparation of annual accounts

Process Input	Source
Loan Accounts of borrowers maintained in Loan Cell & Corporate Cell.	Various divisions and Cash Cell of Finance Division

- 6.10.3.1 After closure of the financial year, Loan Cell reconciles loan balances of each borrower as on 31st March of the previous year **(Annexure DD5)** with the loan balances statement generated from the FAP.
- 6.10.3.2 Thereafter, Loan cell prepares statements of loan balances, accrued interest, overdue interest, provision required against NPAs and standard assets and obtains approval of competent authority for making necessary provisions.
- 6.10.3.3 Thereafter, necessary adjustment vouchers along with statements of loan balances, accrued interest, provisions required are sent to Corporate Cell.
- 6.10.3.4 Statements of loan balances of each borrower as on 31st March of the previous year are generated and sent to all the borrowers for confirmation.

Process Output	Statement of (i) Loan balances, (ii) accrued interest, (iii) Overdue interest & (iv) NPAs
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6.10.4) SUGAR DEVELOPMENT FUNDS(SDF) - Disbursement of Sugar Development Fund (SDF) loans to Coop. Sugar Factories

Process Input	Source
1.Cheque received from GOI 2.Loan Release Letter from Sugar Division/GOI.	Sugar Division, Government of India

Process:

- 6.10.4.1 NCDC is functioning as agent of Govt. of India for disbursement and recovery of SDF loans to cooperative sugar factories. Office of Chief Controller of Accounts Ministry of Consumer Affairs, Food & Public Distribution (GOI) disburses funds to cooperatives either directly or through NCDC.
- 6.10.4.2 In case of disbursements through NCDC, cheques received from GOI are sent to cash cell along with the forwarding letter received from GOI. After removing the cheque cash cell returns the forwarding letter to Loan cell.

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- 6.10.4.3 Thereafter, entry of the receipt is made in the receipt register maintained in Loan cell and forwarding letter is returned to Cash cell with classification and a copy of the letter is also sent to Sugar division.
- 6.10.4.4 Cash cell issues the stamped receipt to Loan cell which in turn sends it to GOI.
- 6.10.4.5 Sugar division processes the release and sends an ink signed copy for release letter on file to Loan cell for disbursement of funds to the concerned coop. sugar factory. In case, funds are released directly by CCA to the Sugar factory, Sugar Division provides copy of release letter to Loan Cell.
- 6.10.4.6 Loan cell generates payment voucher from FAP, enters release particulars i.e. Name of the borrower, release letter No. & date, amount, rate of interest in the Release Register maintained with the loan cell and thereafter sends payment voucher to Cash cell.
- 6.10.4.7 Thereafter, Cash cell issues cheques/draft to Loan cell or remits funds to coop. sugar factory electronically and intimates Loan cell about the remittance.
- 6.10.4.8 Thereafter, Loan cell either sends cheque/draft to the coop. by Speed Post or intimates remittance of funds to the cooperative as the case may be.

Process Output

- (i) Transfer of funds,
- (ii) Data for maintenance of SDF Loan accounts.

6.10.5 Maintenance of SDF Loan accounts and recovery of loan

Process Input	Source
1.Release Letter	Sugar Division, GOI, Cash Cell
2.Detail of Transfer of funds received form Cash Cell	

Process:

- 6.10.5.1 After disbursement of assistance, repayment schedule for each loan is maintained in the computer (Excel sheets) as per terms and conditions of release.
- 6.10.5.2 As per the terms and conditions of release, demand statement for payment of loan installment is prepared by concerned dealing person and is put up on file to the Authorised/ Concerned Officer for verification.
- 6.10.5.3 After verification demand for payment of loan installment is sent to the cooperative sugar factory by Regd./Speed Post, two months in advance. Copy of demand letter is also endorsed to CD (Sugar).
- 6.10.5.4 Concerned Regional Director to pursue with the Borrower for timely payment of installment. Payment from the borrowers is received either by way of cheque/draft or funds are directly remitted into the bank account of NCDC. Cheque/demand drafts

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received from the Borrowers alongwith the forwarding letter are sent to Cash cell for depositing in the Bank account.

6.10.5.5 After removing the cheques/demand draft the forwarding letter is returned by the Cash Cell to the Loan cell for intimating the classification of the payments received. Cash cell also intimates the details of remittance of funds made directly by the Borrowers into the bank account of NCDC.

6.10.5.6 Loan cell records the classification of the payments received i.e. into principal and interest on the letter received from the Borrower/intimation received from Cash cell and enters particulars of payments received in a manual Repayment Register. Thereafter, letter/note on which the classification is recorded is sent to Cash cell. Thereafter, Cash cell after making necessary entries in its records returns the letter/note of intimation along with printed receipt to Loan cell.

6.10.5.7 Loan cell forwards the printed receipt to the borrower.

6.10.5.8 Particulars of repayments are entered in the loan ledger statements.

Process Output

- i) Demand for payment of loan by the borrowers.
- ii) Receipt of payment made by the borrowers.
- iii) Updated SDF Loan Accounts.

6.10.6 Remittance of funds to GOI

Process Input	Source
Intimation of funds received from Cash Cell	Cash Cell

Process

Funds received from cooperatives are to be remitted to GOI within 3 working days. Soon after receipt of payment file is moved to FA seeking approval for remittance of funds to GOI.

6.10.6.1 After approval by FA payment voucher is generated from FAP and send to Cash Cell for issue of cheques.

6.10.6.2 Cheque received from Cash Cell is sent to GOI on the same day.

6.10.6.3 In case of default in payment of dues within the due date, correspondence is made on a regular basis with the borrowers for payment of defaulted amount along with normal and penal interest for the period of default. Correspondence with the borrowers for payment of overdue amount are also endorsed to CD(Sugar)/ Regional Directors for pursuing with the borrower for payment of overdue amount.

Process Output

Despatch of Cheque to GOI

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6.10.7 Submission of various reports to Sugar Development Fund

Process Input	Source
Loan accounts of borrowers	Release Letters

Process:

- 6.10.7.1 Loan cell prepares various statements such as month-wise/year-wise repayment schedules, outstanding loan balances, statement of overdues etc. required by GOI/Sugar division from time to time.

Process Output	Source
Various reports required by GOI/Sugar Division.	

6.10.8 Reconciliation with the loan accounts maintained by Controller of Accounts, Ministry of Consumer affairs, Food & Public Distribution, Deptt. Of Food & Public Distribution.

Process Input	Source
Loan accounts maintained by Loan Cell & CCA.	Release Letters

Process:

- 6.10.8.1 Detailed reconciliation of SDF loan accounts of NCDC with the accounts maintained by the Controller of Accounts, Govt. of India with regard to each and every entry pertaining to releases, repayments, classification of receipts, accrual of interest/penal interest etc. are made annually after closure of the financial year.

Process Output	Source
Reconciled Loan accounts.	

6.10.9 Claiming of SDF agency commission from Govt. of India

Process Input	Source
1.Reconciled Loan Accounts	Reconciled Accounts
2. SDF Agency Commission agreement.	

Process:

- 6.10.9.1.1 Statement of agency commission receivable from GOI is prepared by the concerned dealing person at the close of financial year and put up to the concerned authorized officer for verification.

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6.10.9.1.2 After verification, a Journal Voucher regarding agency commission receivable from GOI is prepared in FAP and sent to Corporate Cell.

6.10.9.2 Statement of agency commission payable by GOI is prepared by the concerned dealing person after reconciliation of SDF loan accounts with the accounts maintained by CCA and put up to concerned Authorised Officer for verification. After verification, claim for payment of agency commission is sent to Director (SDF) Ministry of Consumer Affairs, Food & Public Distribution, GOI with the approval of FA. A copy of the claim is endorsed to CD (Sugar) to pursue with Director (SDF) for payment of agency commission.

6.10.9.3 On receipt of agency commission from SDF particulars of receipt are entered in the Receipt register and thereafter cheques/draft is forwarded to Cash Cell along with classification.

6.10.9.4 After receipt of stamped receipt the same is forwarded to Controller of Accounts, GOI.

Process Output	Receipt of SDF Agency Commission.
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6.10.9.5 Maintenance of accounts of borrowing from National Scheduled Tribes Finance & Development Corporation (NSTFDC).

Process Input	Source
1. Cheque received from NSTFDC.	NSTFDC
2. Communication from NSTFDC about terms & conditions of loan.	

Process:

6.10.9.6 On receipt of cheque from NSTFDC the same is entered in the Receipt Register and forwarded to cash cell;

6.10.9.7 Concerned division is also informed by providing a Xerox copy of cheque/forwarding letter; and

6.10.9.8 On receipt of stamped receipt from cash cell, the same is forwarded to the concerned.

6.10.9.9 After receipt of loan from NSTFDC, repayment schedule in accordance with the terms and conditions incorporated in the release order, is prepared.

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- 6.10.9.10 On receipt of demand for Quarterly/yearly installment from NSTFDC, the same is checked by the concerned dealing hand and put up for sanction of FA/MD through the Concerned/Authorised Officer.
- 6.10.9.11 After approval of the competent authority, sanction order and payment voucher are prepared by the dealing hand and got signed by the concerned officer
- 6.10.9.12 Afterwards payment voucher is handed over to cash cell for preparation of cheque.
- 6.10.9.13 On receipt of draft/cheque, a forwarding letter is prepared by the concerned dealing assistance and put up for signature of Concerned/ Authorised Officer and is sent to NSTFDC. In case of remittance of payment through RTGS/CBS, intimation to this effect is sent by fax on the same day itself.

Process Output

Repayment to NSTFDC.

6.11 LEGAL CELL

Process Input	Source
Legal documents, panel of advocates	Various divisions, ROs

Process :

- 6.11.1 Providing support in the form of legal advises to all Programme divisions and Regional offices in execution of legal documents for securing financial assistance provide by NCDC to cooperatives directly.
- 6.11.2 Empanelment of advocates having experience in mortgage documentation and dealing recovery case on behalf of Financial Institutions and Commercial Banks, both for Head office and regional offices.
- 6.11.3 Preparation of formats of legal documents.
- 6.11.4 Scrutiny of legal documents executed by the borrowers.
- 6.11.5 Safe custody of legal documents executed at Head office.
- 6.11.6 Providing support to programme division in helping them in filing legal suits in DRT for recovery of overdues and follow up of the case with the advocates for early settlement/order by DRT.

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6.12 Right to Information

Information sought under RTI is dealt by concerned cell of the Finance division and got approved from the Financial Advisor as Head of the division.

Process Output

Vetting of legal documents

7) Process Measurements

MEDICAL CELL

S. No	Process	Measurable Process Indicators	Monitoring Frequency	Responsibility for Monitoring
1	OPD Claims	Within 45 from the date of Diary	i) Weekly basis in case of Regular & ii) Fortnightly basis for Retired Employees.	AD / DD(A/cs)
2	I.P.D. Cases/ Hospitalization claims	Within 45.	Fortnightly Basis	AD / DD(A/cs)
3	Issuing of Authority Letter for Cashless Treatment	Within 2.	Daily Basis	Director/ CD (A/cs)
4	Medical Advance	Within 3 of Request	Daily Basis	Director/ CD (A/cs)
5	Renewal of Agreement with Empanelled Hospitals	Within 30 after receiving the letter from concerned Hospitals	Annually	Director/ CD (A/cs)

Corporate, Audit, TDS, Service Tax

6	Preparation of Annual Accounts of NCDC	Before 30th June every year	Annually	F.A
7	Preparation of Half Yearly Return of the Corporation	before 30th June & 31 st December every year	Twice a year	DIR(F)
8	Printing of Annual Accounts of NCDC	Order for printing in July every year	Annually	AD
9	Sending of printed copies of Annual Account of NCDC to Ministry for placing in both houses of parliament	November/December every year	Annually	FA
10	Deposit of TDS on monthly basis	on or before 7th of next month	12 times in a year	AD

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11	Filing of E-TDS Return	on quarterly basis	4 times a year	AD
12	Issue of TDS Certificates to parties	on quarterly basis	4 times a year	DIR(F)
13	Deposit of Service Tax on monthly basis	on or before 5th of next month	12 times in a year	AD
14	Filing of E-Return	on half yearly basis	25 April & 25 October	AD
15	Placing of Annual Accounts of NCDC in both Houses of Parliament	to be laid before 31st December every year	Annually	FA
16	Submission of Half Yearly Report on the activities of the corporation to the central govt.	twice a year (i) on or before 30th June (ii) on or before 31st December	half yearly	Director (Finance)

Market Borrowing

17.	Repayment of principal amount & Payment of interest on short term loan borrowed from Banks & funds raised by issue of Commercial paper	On due dates	Weekly	PO/AD(A/cs)
18.	Furnishing reply of queries of banks	Within a week on receipt of letter from bank	Daily	PO/AD(A/cs)
19.	Execution of loan documents	Within 3 on receipt of prepared documents from banks	Weekly	PO/AD(A/cs)
20.	Payment of IPA fee, arranger fee & other bills	Within a week after receipt of bills	Weekly	PO/AD(A/cs)
21.	Obtaining of Bank guarantee for guaranteed loan	Within a week on receipt of file from concerned Division	Weekly	PO/AD(A/cs)
22.	Preparation of Budget	Before 25 th January of every year	Yearly	Director/CD Finance
23.	Reconciliation of outstanding loan and interest paid thereon	Before 30 th April of every year	Yearly	PO/AD(A/cs)

Bill Cell

24.	Preparation of Salary Bill of Head Office.	Before 27 th of Every month.	Monthly	AD/DD
25.	Preparation of Salary Bill of Regional Offices.	Before 25 th of Every month.	Monthly	AD/DD
26.	Remittance of Income Tax deducted from Salary.	Before 7 th of Every month.	Monthly	DD/Director
27.	Remittance of deduction made from the Salary of Officers on deputation.	Before 10 th of Every month.	Monthly	DD/Director
28.	Remittance of Saving Linked Group Insurance Scheme.	Before 10 th of Every month.	Monthly	DD/Director

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29.	Filing of Quarterly Return of Income Tax.	With in 10 at the end of Every Quarter of a year.	Quarterly	DD/Director
30.	Payment of Superannuation Fund to the Nodal Agency every month.	Before 10 th of Every month.	Monthly	DD/Director
31.	Preparation of Budget.	Before 15 th February of Every Year.	Yearly	DD/Director
32.	Reconciliation of Advances outstanding against the Officers and Staff of the Corporation.	Before 30 th April of Every Year.	Yearly	AD/DD

E.P.Fund

33.	Preparation of CPF Schedule	Before last working day of every month	Monthly	A.D.CPF
34.	Change in Own Contribution of Members	Before 20 th of every month	Monthly	Sr. Assistant
35.	Schedule for drawal of Fund from NCDC	Before 28 th of every month	Monthly	A.D. CPF
36.	Process of Application for Non Refundable Withdrawals/Advances	With in 3 from the date of receipt of application	Monthly	Sr. Assistant
37.	Final payments to the retired employees	On the 1st of the following month of retirement & on receipt of No Demand Certificate	Monthly	Director(Fin.)
38.	Investment of Surplus Fund	Same day	Daily	D.D.CPF/ Chief Director (Fin.)
39.	Maturity/Receipt of Interest on investment	Every day	Daily	D.D.CPF
40.	Preparation of Annual Accounts of CPF	Before 30 th April of every year after closing of previous financial year	Yearly	D.D.CPF/ Chief Director (Fin.)
41.	Remittance of NPS Contribution	Before 10 th of every month	Monthly	D.D. CPF

T.A. Cell

42.	TA/LTC Bills Examination	Within 10 after receipt of bill	Monthly	Sr Assistant/PO
43.	Final Settlement of TA/LTC Bills	Within 10 after receipt of the Bills	Monthly	Director/CD (Finance)
44.	Final Settlement of TTA Bills	Within 10 after Examination	Monthly	Director/CD (Finance)
45.	Issue of Authority letter of TA/LTC/TTA bills	2 after of final settlement	Monthly	Director/CD (Finance)
46.	Reconciliation of TA Expense Register with ledger	up to 30 April Every year	Yearly	AD/DD(A/cs)

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Cash Cell

48.	Preparation of Payment Vouches for Invoices received from various divisions	Within 2 from receipt of Invoices	2 days	DD/Director (Finance)
49.	Remittances of Income Tax deducted from Contractors & Professionals	Before 7 th of every month for deductions made for previous month	Monthly	DD/Director (Finance)
50.	Remittance of DVAT deducted from Contractors	Before 25 th of every month for deduction made for previous month	Monthly	DD/Director (Finance)
51.	Filing of quarterly TDS Return of Income Tax	Within 15 at the end of every quarter of the year	Quarterly	DD/Director (Finance)
52.	Filing of quarterly DVAT Return	Within 29 at the end of every quarter of the year	Quarterly	DD/Director (Finance)
53.	Bank Reconciliation	Within 15 after following month	Monthly	DD/Director (Finance)

Income Tax Cell

54.	Payment of advance income-tax of the Corporation	On or before 15th of every quarter	Quarterly	CD(F)
55.	Tax audit of the Corporation	On or before 30th September of every year.	Annually	CD(F)
56.	Filing of Income-tax return of the Corporation	On or before 30th September of every year.	Annually	CD(F)
57.	Filing of Income-tax appeals before various Appellate authorities	Within the statutory limits as laid down in the Income-Tax Act.	Daily	CD(F)

Legal Cell

58.	Opinion sought by various divisions – opinion either given by legal cell or referred to advocates. In case of opinion of legal cell Opinion received from advocates	Within 7 Within 15	Monthly	DD/Director (Legal)
59.	Vetting of security documents received from divisions	Within 7	Monthly	DD/Director (Legal)
60.	Request for payment of legal fees to advocates after completion of work assigned to them either	Within 7	Monthly	DD/Director (Legal)

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	directly or referred by division			
61.	Empanelment of advocates at Head Office and Regional Offices	Review on the recommendations of RD's or Divisional Heads	Monthly	DD/Director (Legal)

Budget Cell

S. No.	Process	Measurable Process Indicators	Monitoring Frequency	Responsibility for Monitoring
62.	On receipt of approval of draft sanction letter finance control number is to be issued.	Allotment of Finance Control number within 2.	Monthly	AD/DD (Budget)
63.	On receipt of approval of release finance control number is to be issued.	Allotment of Finance Control number within 2.	Monthly	AD/DD (Budget)
64.	On receipt of approval of draft de-sanction letter finance control number is to be issued.	Allotment of Finance Control number within 2.	Monthly	AD/DD (Budget)

Loan Cell

Sl. No.	Quality Objective	Measurable indicators	Monitoring frequency
65.	Generation of Payment Voucher from Loan Accounting System(LAS), Financial Accounting Package(FAP) & Forwarding of vouchers to Cash Cell For remittance of funds	Within 2 from receipt of ink-signed copy of Release Letter	Quarterly
66.	Despatch of cheque/draft received from cash cell and Intimation to the borrower about remittance of funds electronically	Same day on receipt of draft/cheque or intimation about remittance of funds electronically	Quarterly
67.	Generation and forwarding of Demand Statement to the borrowers	i) State Govt. loans – 75 before due date ii) Direct funding loans – 30 before due date	Quarterly
68.	Reconciliation of loan balances with General Ledger	One month from closure of financial year	Yearly
69.	Providing adjustment vouchers along with statement of loan balances, Accrued interest and provision required for NPA and Standard Assets to the Corporate Cell	One month after reconciliation of loan balances i.e. upto 31 st May of next financial year	Yearly
70.	Confirmation of loan balances to the borrowers	Before 30 th June of the next financial year	Yearly

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8) Risks and Opportunities Identified

Ref. # Risk Register

9) Process Control

S.No.	Process	Control established
1.	Cash Cell	Accuracy in payments
2.	TA Cell	As per NCDC TA/DA Regulations Scheme (Annexure - DD6).
3.	Medical Cell	Settlement as per NCDC Medical Attendance Scheme (Refer Annexure-R-10 & 10A)
4.	Corporate Accounts Cell	Ensuring the authenticity of data
5.	Audit Cell	As per audit plan
6.	Taxation Cell	As per tax laws, there should not be any delay in payment of taxes and ensure timely Payment of taxes.
7.	C.P.F. Cell	Action as per NCDC, E.P.F. Regulation-1964.
8.	Salary & Pay Bill Cell	Rechecking and Reconciliation of salary before taking approval for disbursement of salary.
9.	Market Borrowing Cell	Accurate bank-wise details
10.	BUDGET CELL	As per NCDC's funding pattern of assistance.
11.	Disbursement of financial assistance to the borrowers	To ensure accuracy in Payment.
12.	Maintenance of loan account and recovery of loan	Adherence to terms & conditions as per Release Letter.
13.	Preparation of statements required for preparation of annual accounts	Accuracy in calculation of loan balances, interest & provisions.
14.	SUGAR DEVELOPMENT FUNDS(SDF) - Disbursement of Sugar Development Fund (SDF) loans to Coop. Sugar Factories	Accuracy in remittance of the funds.
15.	Maintenance of SDF Loan accounts and recovery of loan	Adherence to terms & conditions as per Release letter.
16.	Remittance of funds to GOI	Timely and accurate remittance of funds to GOI.
17.	Submission of various reports to Sugar Development Fund	Accuracy in calculation of loan balances and overdues etc.

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18.	Reconciliation with the loan accounts maintained by Controller of Accounts, Ministry of Consumer affairs, Food & Public Distribution, Deptt. Of Food & Public Distribution.	Ensure proper booking of amount under proper Account maintained in both Loan Cell & CCA.
19.	Claiming of SDF agency commission from Govt. of India	Claiming the correct Agency Commission.
20.	Maintenance of accounts of borrowing from National Scheduled Tribes Finance & Development Corporation (NSTFDC).	Adherence to terms and conditions as per Release Letter and timely repayment of loan.
21.	Legal Cell	Safe custody of legal documents

10) Details of documented information retained

S. No.	Title	Identification	Location	Maintained by	Retention period in years	Disposition
1.	Medical Files/Registers	By Title	Almirahs/ racks of Medical Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
2.	Corporate A/cs, Audit, TDS, Service Tax Files/Registers	By Title	Almirahs/ racks of Corporate A/c Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
3.	Market Borrowing Files/Registers	By Title	Almirahs/ racks of Market Borrowing Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
4.	Pay Bill Files/Registers	By Title	Almirahs/ racks of Pay Bill Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
5.	Provident Fund/New Pension Scheme Files/Registers	By Title	Almirahs/ racks of PF/NPS Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
6.	Travelling	By Title	Almirahs/	Sr./Jr.	As approved by	By tearing/ shredding

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	Allowance – H.O. Files/Registers		racks of Sr Asstt., TA Cell	Assistant	competent authority	or digitization whichever is later
7.	Travelling Allowance – R.O. Files/Registers	By Title	Almirahs/ racks of Sr.Asstt. TA Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
8.	Bank Book, Files, Registers, Vouchers, Monthly accounts of Regional Offices, Bank Reconciliation Statement	By Title	Almirahs/ racks of Cash Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
9.	Income Tax Files/ Registers	By Title	Almirahs/ racks of Taxation Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
10.	Legal Files/Registers	By Title	Almirahs/ racks of Legal Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later
11.	Loan Cell Files/Registers (Related to State Govts. except Maharashtra & North Eastern States)	By Title	Almirah/ racks of Loan Cell	Sr. Assistant - 1	As approved by competent authority	By tearing/ shredding or digitization whichever is later
12.	Loan Cell Files/Registers (Related to State Govts. of Maharashtra & North Eastern States and Direct funding in state of Karnataka)	By Title	Almirah/ racks of Loan Cell	Sr. Assistant- 2	As approved by competent authority	By tearing/ shredding or digitization whichever is later
13.	Loan Cell Files/Registers (Direct Funding in states other than state of Karnataka)	By Title	Almirah/ racks of Loan Cell	Sr. Assistant- 3	As approved by competent authority	By tearing/ shredding or digitization whichever is later
14.	Loan Cell Files/Registers (Cooperative Banks & Sugar	By Title	Almirah/ racks of Loan Cell	Sr. Assistant- 4	As approved by competent authority	By tearing/ shredding or digitization whichever is later

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	Cooperatives)					
15.	Budget Files/Registers	By Title	Almirahs/ racks of Budget Cell	Sr./Jr. Assistant	As approved by competent authority	By tearing/ shredding or digitization whichever is later

11) Details of Documented Information maintained

Sl. No.	Title	Identification	Location	Prepared by	Approved by	Revision No.
1.	Guidelines for execution of loan agreement and mortgage of assets of society	No.NCDC:1-2/02-Budt. Dated 25.5.2004 <u>Annexure-D-1</u>	Budget Cell	Budget Cell	MD	
2.	Reimbursement claim Form	<u>Annexure-D-2</u>	Medical Cell	Medical Cell	Financial Advisor	
3.	Certificate-B to be submitted by IPD Patients	<u>Annexure-D-3</u>	Medical Cell	Medical Cell	Financial Advisor	
4.	Form for Change of Contribution in CPF	<u>Annexure-D-4</u>	CPF Cell	CPF Cell	Financial Advisor	
5.	Application Form for Non-Refundable withdrawal from CPF	<u>Annexure-D-5</u>	CPF Cell	CPF Cell	Financial Advisor	
6.	Application Form for Refundable advance from CPF	<u>Annexure-D-6</u>	CPF Cell	CPF Cell	Financial Advisor	
7.	Application Form for allotment of Permanent Retirement Account Number (PRAN)	<u>Annexure-D-7</u>	CPF Cell	CPF Cell	Financial Advisor	

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12) References

Sl. No.	Title	Identification	Location	Prepared by	Approved by	Revision no.
1.	Guidelines for direct funding by NCDC	No.NCDC:1-1/90-Budt. Dated 20.11.2002 <u>Annexure-R-1</u>	Budget Cell	Budget Cell	BOM	
2.	Simplification of procedures for sanction & release of financial assistance	NCDC:NCDC:1-1/90-Budt.VOL 2 Dated 21.2.2007 <u>Annexure-R-2</u>	Budget Cell	Budget Cell	MD	
3.	Delegation of powers to Regional Directors for signing loan agreement and accept mortgage documents	NCDC:15-2/87-Budt. Dated 25.3.2005 <u>Annexure-R-3</u>	Budget Cell	Budget Cell	BOM	
4.	Modification in amortization schedule to be indicated in the loan agreement	NCDC:1-2/2002-Budt. Dated 31.12.2009 <u>Annexure-R-4</u>	Budget Cell	Budget Cell	FA	
5.	Financial delegation of powers to officers at HO for sanction and release of assistance	NCDC:15-2/87-Budt. Dated 2.2.2010 <u>Annexure-R-5</u>	Budget Cell	Budget Cell	MD	
6.	Financial delegation of powers to Regional Director for sanction and release of assistance	NCDC:15-2/87-Budt. Dated 13.1.2010 <u>Annexure-R-6</u>	Budget Cell	Budget Cell	MD	
7.	Delegation of powers for sanction of working capital loans	NCDC:15-2/87-Budt. Dated 13.3.2012 <u>Annexure-R-7</u>	Budget Cell	Budget Cell	BOM	
8.	Proposals to be placed before pre-screening committee	NCDC:13-3/2008-Budt. Dated 9.4.2010 <u>Annexure-R-8</u>	Budget Cell	Budget Cell	MD	
9.	Procedure for allotment of sanction/releases approved by Regional Director	NCDC:15-1/2000-Budt. Dated 13.1.2010 <u>Annexure-R-9</u>	Budget Cell	Budget Cell	MD	

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10.	Medical Attendance Scheme	As amended upto February, 2012 Annexure-R-10 & R-10A	Medical Cell	Medical Cell	MD	
11.	Empanelment of Hospital for cashless IPD & OPD on cash basis	NCDC:22-5/81-Med. Dated 2.5.2012 Annexure-R-11	Medical Cell	Medical Cell	MD	
12.	NCDC Employees Provident Fund	As amended upto October, 1999 Annexure-R-12	CPF Cell	CPF Cell	Govt. of India	

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Approved By:

Chief Director (Finance)

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Managing Director (MD)

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